



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ref: FR2001/680-[132N-NSW]

Mr. Geoff Duggin
Branch Secretary
Australian Salaried Medical Officers Federation
New South Wales Branch
Suite 46, Level 3
330 Wattle Street
ULTIMO NSW 2007

Dear Mr. Duggin

Re: Australian Salaried Medical Officers Federation-New South Wales Branch
Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2001.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

In relation to financial documents for year ended 31 December 2001, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 30 June 2002. If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
9 July 2002

FR 2001/680



Australian Salaried Medical Officers'
Federation (New South Wales)

Level 3 Suite 46 330 Wattle Street Ultimo New South Wales 2007
Locked Mail Bag N° 13 Glebe New South Wales 2037
Telephone [02] 9212 6900 Facsimile [02] 9212 6911

Mr Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

16 October, 2002

Dear Mr Lapierre

OUTSTANDING FINANCIAL DOCUMENTS FOR YEAR ENDED 31
DECEMBER 2001 Ref: FR2001/680-[132N-NSW]

Please find attached:

1. Financial Documents covering the period 31 December 2001
2. Federation's Secretary's Certificate.

Yours faithfully,



Peter Somerville
Executive Director

CERTIFICATE BY SECRETARY

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION (New South
Wales Branch)**

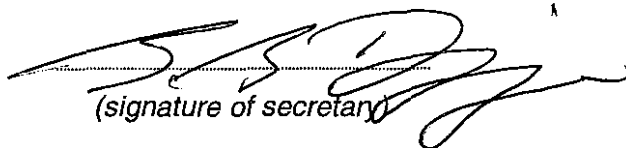
[The provisions of section 518 (1) (b) of the *Industrial Relations Act 1991* and clause 65 of the *Industrial Relations Regulation 1992* apply as regulations under section 282 (3) of the *Industrial Relations Act 1996*]

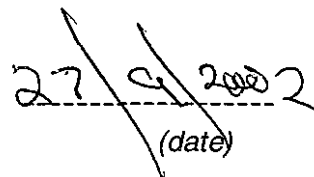
I, Geoffrey G Duggin Secretary of Australian Salaried Medical Officers' Federation hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the committee of management meeting:

- held on 18 June 2002 in respect of the financial year of the organisation ending 31 December 2001

The documents lodged herewith are:

- (i) Copies of the accounts prepared in accordance with the requirements of section 510(1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282(3) of the *Industrial Relations Act 1996*; and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510 (2) OF THE 1991 Act and clause 59 (1) (a) of the 1992 Regulation; and
- (iii) a copy of the certificate given by the committee of management in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59 (1) (b) of the 1992 Regulation; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.


(signature of secretary)


(date)

AUSTRALIAN SALARIED MEDICAL
OFFICERS' FEDERATION
(NEW SOUTH WALES BRANCH)
A.B.N. 34 115 887 098

FINANCIAL REPORTS
FOR THE YEAR ENDED
31ST DECEMBER, 2001

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities		49,320.00	50,795.18
Revenues from Interests		967.81	1,926.39
Depreciation and amortisation expenses		(15,694.00)	(4,672.00)
Other Expenses from Ordinary activities		(49,611.24)	(47,233.04)
		<hr/>	<hr/>
Surplus/(Deficit) from ordinary activities		(15,017.43)	816.53
		<hr/>	<hr/>
Net surplus/(deficit) from ordinary activities attributable to members of the Federation		(15,017.43)	816.53
		<hr/>	<hr/>
Total changes in Members' Funds		(15,017.43)	816.53
		<hr/>	<hr/>

The accompanying notes form part of these financial statements

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
Surplus/(Deficit) for the Year		(15,017.43)	816.53
		-	-
		(15,017.43)	816.53
Total Members' Funds at the beginning of the Financial Year		76,950.81	76,134.28
ACCUMULATED MEMBERS' FUNDS AT END OF FINANCIAL YEAR		61,933.38	76,950.81

The accompanying notes form part of these financial statements

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
CURRENT ASSETS			
Cash	4	17,297.00	55,763.45
Other	5	6,410.96	6,410.96
TOTAL CURRENT ASSETS		<u>23,707.96</u>	<u>62,174.41</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	34,093.08	15,121.46
TOTAL NON-CURRENT ASSETS		<u>34,093.08</u>	<u>15,121.46</u>
TOTAL ASSETS		<u>57,801.04</u>	<u>77,295.87</u>
CURRENT LIABILITIES			
Accounts Payable	7	(4,132.34)	345.06
TOTAL CURRENT LIABILITIES		<u>(4,132.34)</u>	<u>345.06</u>
TOTAL LIABILITIES		<u>(4,132.34)</u>	<u>345.06</u>
NET ASSETS (LIABILITIES)		<u>61,933.38</u>	<u>76,950.81</u>
MEMBERS' FUNDS			
Accumulated Funds		61,933.38	76,950.81
TOTAL MEMBERS' FUNDS		<u>61,933.38</u>	<u>76,950.81</u>

The accompanying notes form part of these financial statements

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2001

1 STATEMENT OF ACCOUNTING POLICIES

The financial reports have been prepared in accordance with the Workplace Relations Act 1996, and applicable Accounting Standards and other mandatory professional reporting requirements. The financial reports have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Organisation in the preparation of the financial reports.

Income Tax

The Organisation, being a registered Trade Union, is exempt from income tax on all of its income.

Depreciation

Fixed assets are written off over the estimated useful life of each asset using the straight line method.

Membership Subscriptions

The Organisation's membership subscriptions year runs from 1st January to 31st December. Only those membership subscription receipts which are attributable to the current year are recognised as revenue.

Receivables

Debtors are recognised at the amount receivable and are due for settlement within 30 days from date of recognition.

Trade Creditors

These amounts represent liabilities for services provided to the Federation prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investment in money market instruments maturing within less than two months, net of bank overdrafts.

2 INFORMATION TO BE PROVIDED TO MEMBERS OR TO THE REGISTRAR

In accordance with the requirements of the Workplace Relations Act.1996 the attention of Members is drawn to the provision of sub-sections (1) (2) and (3) of Section 274 which read as follows:

SECTION 274 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) [Application for Information] A member of an organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

274(2) [Provision of information] An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

274(3) [Function of Registrar] A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001	2000
	\$	\$
Cash Flows from Operating Activities:		
Receipts from Subscriptions	49,320.00	51,995.18
Interest Received	967.81	1,926.39
General Administration & Direct Expenses	(54,088.64)	(46,587.98)
	<hr/>	<hr/>
Net Cash Provided by (Used in) Operating Activities	(3,800.83)	7,333.59
	<hr/>	<hr/>
Cash Flows from Investing Activities:		
Payment for Plant & Equipment	(34,665.62)	(13,361.57)
	<hr/>	<hr/>
Net Cash Provided by (Used in) Investing Activities	(34,665.62)	(13,361.57)
	<hr/>	<hr/>
Net Increase (Decrease) in Cash Held	(38,466.45)	(6,027.98)
Cash at Beginning of Financial Year	55,763.45	61,791.43
	<hr/>	<hr/>
CASH AT END OF FINANCIAL YEAR	17,297.00	55,763.45
	<hr/>	<hr/>

The accompanying notes form part of these financial statements

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001	2000
	\$	\$
NOTES TO THE STATEMENT OF CASH FLOWS		
Reconciliation of Cash		
<p>For the purposes of the statement of cash flows, cash includes cash and at call deposits with banks, and investments in money market instruments, net of bank overdrafts. Cash at the end of financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:</p>		
Cash at Bank	17,297.00	55,763.45
	<hr/>	<hr/>
Reconciliation of Net Cash provided by Operating Activities to Operating Result		
Operating Result Surplus(Deficit)	(15,017.43)	816.53
Non Cash Flows in Operating Result:		
Depreciation	15,694.00	4,672.00
Changes in Assets & Liabilities:		
Decrease (Increase) in Current Receivables	-	1,200.00
Increase (Decrease) in Trade Creditors	(4,477.40)	645.06
	<hr/>	<hr/>
Net Cash Provided by (used in) Operating Activities	(3,800.83)	7,333.59
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The accompanying notes form part of these financial statements

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001 \$	2000 \$
4 CASH		
Commonwealth Banking Corpn.	17,297.00	55,763.45
5 OTHER ASSETS		
CURRENT		
Prepayments	6,410.96	6,410.96
6 PROPERTY, PLANT AND EQUIPMENT		
Office Equipment	55,663.52	24,064.91
Less: Accumulated Depreciation	26,971.00	12,415.00
	28,692.52	11,649.91
Furniture & Fittings at Cost	6,849.56	3,782.55
Less: Accumulated Depreciation	1,449.00	311.00
	5,400.56	3,471.55
Total property, plant and equipment	34,093.08	15,121.46
7 ACCOUNTS PAYABLE		
CURRENT		
Trade Creditors	-	1,822.55
Input Tax Credits	(4,131.66)	(1,477.31)
GST Payable	(0.68)	(0.18)
	(4,132.34)	345.06

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Dr E Loughman and Dr G Duggin, being two Members of the Committee of Management of Australian Salaried Medical Officers' Federation (New South Wales Branch), do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:-

- (i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 31st December, 2001.
- (ii) In the opinion of the Committee of Management, during the financial year to which these accounts relate, meetings of the Committee were held in accordance with the rules of the Organisation.
- (iii) To the knowledge of any Member of the Committee, during the financial year to which these accounts relate, there have been no instances where records of the Organisation or other documents (not being documents containing information made available to a Member of the Organisation under Sub-Section 274(2) of the Workplace Relations Act, 1996), or copies of these records or documents, or copies of the Rules of the Organisation, have not been furnished or made available to Members in accordance with the requirements of the Workplace Relations Act, 1996 the Regulations thereto, or the Rules of the Organisation.
- (iv) The Organisation has complied with Sub-Sections 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous year ended 31st December, 2000.

.....
DR E LOUGHMAN

Dated: 7/8/02

.....
DR G DUGGIN

Dated: 29/7/2002

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

Dr Margaret Sanger
I, ~~Dr Geoffrey Doob~~, being the Officer responsible for keeping the accounting records of Australian Salaried Medical Officers' Federation (New South Wales Branch), certify that as at 31st December, 2001, the number of members of the Organisation was 1,268.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 31st December, 2001.
- (ii) A record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Organisation.
- (iii) To the extent to which the Rules of the Organisation require approval to be obtained to the incurring of expenditure, such approval was obtained.
- (iv) No payment was made out of a fund referred to in Regulation 107 (b) (xiii) or (xv) of the Workplace Relations Act, 1996 for a purpose other than the purpose for which the fund was operated.
- (v) The register of Members of the Organisation was maintained in accordance with the Workplace Relations Act, 1996.
- (vi) No loans or other financial benefits were made to any persons holding office in the Organisation.

M Sanger

~~DR G DOOB~~ DR M SANGER

Dated 25/ 7/ 02

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF

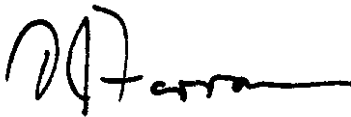
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

We have inspected and audited the accounting records kept by the Australian Salaried Medical Officers' Federation (New South Wales Branch), in respect of the year ended 31st December, 2001 and have received all the information and explanations for the purposes of our audit.

In our opinion:

- 1 There were kept by the Federation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Federation (including income from members) and the nature and purposes of expenditure; and
- 2 The attached accounts and statements, prepared in accordance with Section 273 of the Workplace Relations Act.1996, and applicable Accounting Standards are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Federation as at 31st December, 2001 and,
 - (b) The income and expenditure and deficit of the Federation for the year ended on that date.

CARRUTHERS FARRAM & CO
Chartered Accountants



D J FARRAM
Registered Company Auditor

Dated: - 9 AUG 2002

Suite 4, Level 4
105 Pitt Street
SYDNEY NSW 2000

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
NEW SOUTH WALES BRANCH

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
INCOME			
Interest Received			
Bank		967.81	1,926.39
Subscriptions from ASMOF NSW		49,320.00	50,795.18
		50,287.81	52,721.57
EXPENDITURE			
Audit Fees		1,400.00	975.00
Bank Charges		51.47	56.95
Depreciation- Office Furniture & Equipment		15,694.00	4,672.00
Legal Costs		983.50	-
Repairs & Maintenance		272.00	-
Subscriptions to ASMOF Federal		38,110.91	38,701.09
Service Fees ASMOF NSW		7,500.00	7,500.00
Telephone		1,293.36	-
		65,305.24	51,905.04
SURPLUS/ (DEFICIT) FOR THE YEAR		(15,017.43)	816.53



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. Peter Somerville
Executive Director
The Australian Salaried Medical Officers Association
New South Wales Branch
Suite 46, Level 3
330 Wattle Street
Ultimo NSW 2007

Dear Mr. Somerville,

**Re: Financial Documents for year ended 31 December 2001
FR 2001/680**

I have received your letter dated 16 October 2002 and the financial documents of the New South Wales Branch of the Australian Salaried Medical Officers Association for year ended 31 December 2001. The documents were lodged in the Industrial Registry on 21 October 2002.

The documents have been filed.

There are a number of references in the secretary's certificate to the "*Industrial Relations Act 1991*", the "*Industrial Relations Act 1996*" and the "*Industrial Relations Regulations 1992*".

All documents should in future reflect the appropriate provisions of the *Workplace Relations Act 1996*.

If you wish to discuss this letter I may be contacted on (03) 8661 7787.

Yours sincerely

Clency Lapierre
Statutory Services Branch
28 October 2002