



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Mr. P. Somerville  
Executive Director  
Australian Salaried Medical Officers' Federation  
Level 3, Suite 46  
330 Wattle Street  
ULTIMO NSW 2007

Dear Mr. Somerville,

Re: Financial report for year ended 31 December 2003 - FR2003/762

I have received the financial reports of the New South Wales Branch of the Australian Salaried Medical Officers' Federation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 28 September 2004.

I note that the abovementioned financial reports have been produced in accordance with the Registration and Accountability of Organisations Schedule (the RAO Schedule). As you would know the RAO Schedule generally came into operation on 12 May 2003.

The financial documents of the New South Wales Branch for the year ending 31 December 2003 should have been prepared under the previous provisions of the WR Act. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))]. The reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule.

Although the financial documents have been completed under the RAO Schedule rather than the previous provisions of the WR Act, I have examined such documents for compliance with the requirements of the RAO Schedule.

The financial documents have been filed. No further action is requested in respect of these documents.

The following matters are referred for assistance when preparing future financial documents.

**1. Operating Report**

Please note that in future an operating report will need to be prepared and lodged as required by s254 of the RAO Schedule.

Section 254(1) of the RAO Schedule states:

*"As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year."*

The requirements of the operating report are stated in s254(2) of the RAO Schedule. The documents under the new RAO Schedule would not be filed until an operating report is lodged.

## **2. Committee of Management's Statement**

Paragraph 17 of the Industrial Registrar's Reporting guidelines, as made under section 255 of the RAO Schedule states:

*"The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management:*

.....

*(e)(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;*

.....

The Committee of Management's Statement has repeated the above wording instead of making the required declaration, i.e. the words "where the organisation consists of 2 or more reporting units" should be deleted.

Future Committee of Management's statements should include all required information.

## **3. Accounting Officer's Certificate**

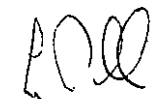
There is no requirement under the RAO Schedule to lodge an accounting officer's certificate. Such certificate was previously required by section 273(2) of the Act and regulation 109(1)(a) of the *Workplace Relations Regulations*.

## **Electronic lodgment**

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to: [riateam3@air.gov.au](mailto:riateam3@air.gov.au). Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the RAO Schedule, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,



Larry Powell  
Statutory Services Branch  
13 October 2004



Australian Salaried Medical Officers'  
Federation

FR 2003/762  
Level 3 Suite 46 330 Wattle Street Ultimo New South Wales 2007  
Locked Mail Bag No. 13 Glebe New South Wales 2037  
Telephone: (02) 9212 6900 Facsimile: (02) 9212 6911

Mr Larry Powell  
Australian Industrial Registry  
Level 35,  
Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

22 September, 2004

Dear Mr Powell

Australian Salaried Medical Officers' Federation – New South Wales Branch  
Financial Account y/e 31 December 2003

Please find attached:

1. Financial Documents for year ending 31 December 2003
2. Secretary's Certificate.

Yours faithfully,

Peter Somerville  
Executive Director

Australian Capital Territory  
4th Floor  
42 Macquarie Street  
Barton ACT 2600  
Tel: (06) 270 5400  
Fax: (06) 270 5495

Queensland  
88 L'Estrange Terrace  
Kelvin Grove Qld 4059  
Tel: (07) 3872 2222  
Fax: (07) 3856 4727

South Australia  
1st Floor  
161 Ward Street  
Adelaide SA 5006  
Tel: (08) 8267 5063  
Fax: (08) 8267 1891

Tasmania  
2 Gore Street  
Sth Hobart Tas 7004  
Tel: (03) 6223 2047  
Fax: (03) 6223 6465

Commonwealth  
PO Box E115  
Kingston ACT 2604  
Tel: (06) 270 5400  
Fax: (06) 270 5495

Western Australia  
14 Stirling Highway  
Nedlands WA 6009  
Tel: (08) 9273 3000  
Fax: (08) 9273 3073

Victoria  
293 Royal Parade  
Parkville Vic 3052  
Tel: (03) 9280 8722  
Fax: (03) 9280 8786

New South Wales  
Suite 46  
Level 3  
330 Wattle Street  
Ultimo NSW 2007  
Tel: (02) 9212 6900  
Fax: (02) 9212 6911

## CERTIFICATE BY SECRETARY

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

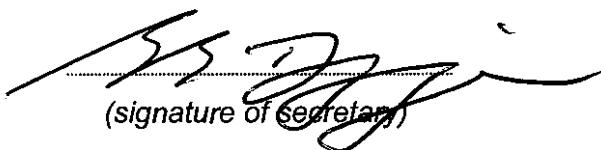
[The provisions of section 518 (1) (b) of the *Industrial Relations Act 1991* and clause 65 of the *Industrial Relations Regulation 1992* apply as regulations under section 282 (3) of the *Industrial Relations Act 1996*]

I, Geoffrey G Duggin Secretary of Australian Salaried Medical Officers' Federation( New South Wales Branch) 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 21 September 2004 in respect of the financial year of the organisation ending 31 December 2003

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)

21/9/2004  
(date)

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

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2003**

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

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(NEW SOUTH WALES BRANCH)  
A.B.N 34 115 887 098**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2003**

		2003	2002
	Note	\$	\$
<b>CLASSIFICATION OF EXPENSES BY NATURE</b>			
Revenues from ordinary activities	2	56,051.82	51,396.12
Depreciation and amortisation expenses		(18,062.00)	(18,789.00)
Other expenses from ordinary activities		<u>(53,739.32)</u>	<u>(52,012.57)</u>
<b>Loss from ordinary activities before income tax expense</b>		<u>(15,749.50)</u>	<u>(19,405.45)</u>
<b>Net loss from ordinary activities after income tax expense attributable to the association</b>	7	<u>(15,749.50)</u>	<u>(19,405.45)</u>
<b>Total changes in equity of the Association</b>		<u>(15,749.50)</u>	<u>(19,405.45)</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2003**

		2003	2002
	Note	\$	\$
<b>CURRENT ASSETS</b>			
Cash assets	3	4,710.43	7,193.62
Receivables	4	85.61	34.10
Other assets	5	6,410.96	6,410.96
<b>TOTAL CURRENT ASSETS</b>		<u>11,207.00</u>	<u>13,638.68</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	15,571.43	28,889.25
<b>TOTAL NON-CURRENT ASSETS</b>		<u>15,571.43</u>	<u>28,889.25</u>
<b>TOTAL ASSETS</b>		<u>26,778.43</u>	<u>42,527.93</u>
<b>NET ASSETS</b>		<u>26,778.43</u>	<u>42,527.93</u>
<b>MEMBERS' FUNDS</b>			
Accumulated funds	7	26,778.43	42,527.93
<b>TOTAL MEMBERS' FUNDS</b>		<u>26,778.43</u>	<u>42,527.93</u>

The accompanying notes form part of these financial statements.



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

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**1 Statement of Significant Accounting Policies**

The financial report is a General Purpose Financial Report (GPFR) that has been prepared in accordance with the Workplace Relations Act 1996 [the RAO Schedule], and applicable Australian Accounting Standards and other mandatory professional reporting requirements.

The GPFR covers AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION NEW SOUTH WALES BRANCH as an individual entity.

The GPFR has also been prepared on the basis of historical costs and does 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 association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**Income Tax**

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

**Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

**Depreciation**

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

**Capitation Fees**

Capitation fees received from interstate branches have been accepted as the correct amounts payable to the Federation.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

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**Cash**

For purposes of the Statement of Cash Flows, cash includes deposits at call with financial institutions and is subject to an insignificant risk of changes in value.

**Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred by the Federation as a purchaser that is not recoverable from the Australian Tax Office, is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**Information to be provided to Members or to the Registrar**

In accordance with the requirements of the Workplace Relations Act. 1996[ the RAO Schedule] the attention of Members is drawn to the provision of sub-sections (1) (2) and (3) of Section 272 which read as follows:

**Section 272 Information to be provided to Members or Registrar**

272(1) [Appliation for Information] A Member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

272(2) [Form of Application] The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

272(3) [Compliance] A Reporting unit must comply with an application made under subsection (1).

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>2 Revenue</b>		
<b>Operating activities</b>		
Interest	11.82	36.12
Other revenue	56,040.00	51,360.00
	<u>56,051.82</u>	<u>51,396.12</u>
<b>3 Cash Assets</b>		
Commonwealth Banking Corpn.	4,710.43	7,193.62
	<u>4,710.43</u>	<u>7,193.62</u>
<b>4 Receivables</b>		
<b>Current</b>		
Other debtors	85.61	34.10
	<u>85.61</u>	<u>34.10</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>5 Other Assets</b>		
<b>Current</b>		
Prepayments	6,410.96	6,410.96
	<u>6,410.96</u>	<u>6,410.96</u>
<b>6 Property, Plant and Equipment</b>		
Office Equipment	71,023.24	67,015.06
Less: Accumulated Depreciation	<u>(60,217.00)</u>	<u>(44,020.00)</u>
	10,806.24	22,995.06
Furniture & Fittings at Cost	9,819.19	9,083.19
Less: Accumulated Depreciation	<u>(5,054.00)</u>	<u>(3,189.00)</u>
	4,765.19	5,894.19
<b>Total Plant and Equipment</b>	<u>15,571.43</u>	<u>28,889.25</u>
<b>Total Property, Plant and Equipment</b>	<u>15,571.43</u>	<u>28,889.25</u>
<b>7 Members' Funds</b>		
Accumulated funds at the beginning of the financial year	42,527.93	61,933.38
Net profit (loss) attributable to the association	<u>(15,749.50)</u>	<u>(19,405.45)</u>
Accumulated funds at the end of the financial year	<u>26,778.43</u>	<u>42,527.93</u>

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from Capitation Fees	61,644.00	56,496.00
Interest Received	11.82	36.12
General Administration Fees & Direct Expenses	<u>(59,394.83)</u>	<u>(51,691.82)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>2,260.99</u>	<u>4,840.30</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payment for Plant & Equipment	<u>(4,744.18)</u>	<u>(14,943.68)</u>
<b>Net cash provided by (used in) investing activities</b>	<u>(4,744.18)</u>	<u>(14,943.68)</u>
Net increase (decrease) in cash held	(2,483.19)	(10,103.38)
Cash at beginning of financial year	7,193.62	17,297.00
Cash at end of year	<u>4,710.43</u>	<u>7,193.62</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>Cash Flow Information</b>		
<b>Reconciliation of cash</b>		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Commonwealth Banking Corpn.	4,710.43	7,193.62
	<u>4,710.43</u>	<u>7,193.62</u>
<b>Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax</b>		
Operating profit (loss) after income tax	(15,749.50)	(19,405.45)
<b>Non-cash flows in profit from ordinary activities:</b>		
Depreciation	18,062.00	18,789.00
<b>Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries</b>		
Increase ( Decrease) in Receivables	(51.51)	5,456.75
<b>Cash flows from operations</b>	<u>2,260.99</u>	<u>4,840.30</u>

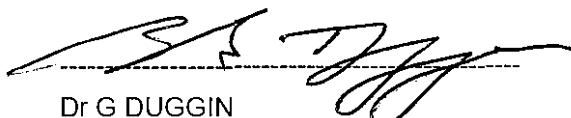
The accompanying notes form part of these financial statements.

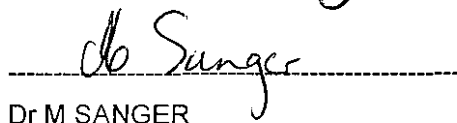
**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION  
(NEW SOUTH WALES BRANCH)  
A.B.N 34 115 887 098**

**CERTIFICATE BY MANAGEMENT COMMITTEE OF ASSOCIATION**

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable.
- (e) during the financial year to which the GPFR relates and since the end of that year;
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as possible, in a manner consistent with each of the other reporting units of the organisation; and
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

  
-----  
Dr G DUGGIN

  
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Dr M SANGER

Dated: 4/6/04

Dated: 31/5/04

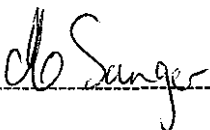
**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION  
(NEW SOUTH WALES BRANCH)  
A.B.N 34 115 887 098**

**CERTIFICATE BY ACCOUNTING OFFICER**

I, Dr Margaret Sanger, 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 2003, the number of members of the Organisation was 1,469.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 31/12/2003.
- (ii) A Record has been kept of all monies paid by, or collected from members and all monies 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 operated.
- (iv) No payment was made out of a fund referred to in Regulation 107 (b) (xiii) or (xv) of the Workplace Relations Act, 1996 (the RAO Schedule) 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 ( the RAO Schedule).
- (vi) No loans or other financial benefits were made to any persons holding office in the Organisation.

  
-----  
Dr M SANGER

Date 31 / 5 / 04



**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION  
(NEW SOUTH WALES BRANCH)**

**Scope**

I have audited the financial report being the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Notes to the Financial Statements, Certificate by Management Committee and Certificate by Accounting Officer of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION NEW SOUTH WALES BRANCH for the financial year ended 31/12/2003. The Committee is responsible for the financial report. I have conducted an independent audit of this financial report in order to express an opinion on it to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with my understanding of the association's financial position, and performance as represented by the results of its operations and its cash flows.

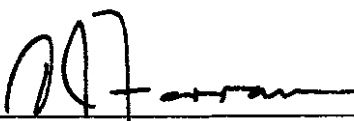
**Audit Opinion**

In my opinion,

- (1) the financial report has been prepared in accordance with Section 253 of the Workplace Relations Act 1996 [the RAO Schedule] and the Australian Accounting Standards, from the records kept under subsection 252 in relation to the financial year then ended.
- (2) the financial report of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION NEW SOUTH WALES BRANCH presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia the financial position as at 31/12/2003, and the results of its operations and its cash flows for the year then ended.

**Name of Firm:** CARRUTHERS FARRAM & CO

**Name of Principal:**



Douglas John Farram

**Address:**

SUITE 4, Level 4, 105 Pitt Street SYDNEY NSW 2000

**Dated this**

24<sup>th</sup> day of June 2004

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

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>INCOME</b>		
Interest Received		
Bank	11.82	36.12
Capitation Fees-ASMOF NSW	56,040.00	51,360.00
	<u>56,051.82</u>	<u>51,396.12</u>
<b>EXPENDITURE</b>		
Audit Fees	1,600.00	1,700.00
Affiliation Fees	118.18	-
Bank Charges	47.50	0.30
Computer Expenses	1,170.00	2,084.00
Depreciation- Office Furniture & Equipment	18,062.00	18,789.00
Repairs & Maintenance	-	1,041.00
Capitation Fees-ASMOF Federal	43,303.64	39,687.27
Service Fees ASMOF NSW	7,500.00	7,500.00
	<u>71,801.32</u>	<u>70,801.57</u>
<b>Profit (Loss) from ordinary activities before income tax</b>	(15,749.50)	(19,405.45)
Income tax expense attributable to operating profit	-	-
<b>Profit (Loss) from ordinary activities after income tax</b>	(15,749.50)	(19,405.45)
Retained Profits - Beginning of Year	42,527.93	61,933.38
<b>Accumulated funds at the end of the financial year</b>	26,778.43	42,527.93

The accompanying notes form part of these financial statements.



## AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2003/762-[132N-NSW]**

Mr Geoff Duggin  
Branch Secretary  
Australian Salaried Medical Officers Federation  
New South Wales Branch  
LOCKED MAIL BAG No. 13  
GLEBE NSW 2037

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 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7993 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,

Larry Powell

E-mail: larry.powell@air.gov.au  
20 February 2004

## WORKPLACE RELATIONS ACT 1996

### Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

Financial reports should be prepared, audited, provided to members\*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

- A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].
- B The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

*Note: The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

- C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].
- D A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].
- E The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]\*\*.
- F Members are to be provided\* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]\*\*.
- G The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report\*\* - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

*Note: If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

- H Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented\*\* - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

\* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

\*\* The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

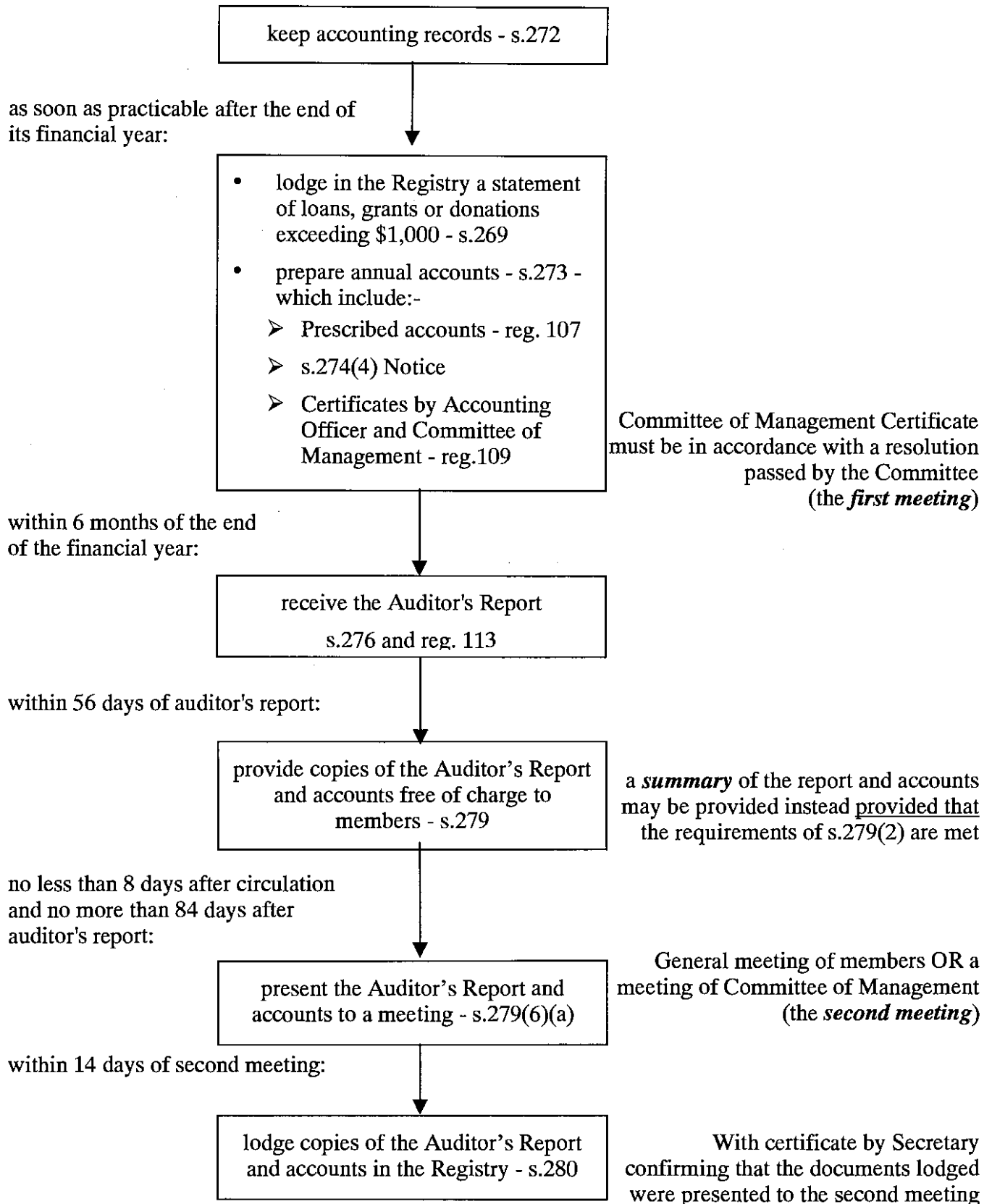
A graphical representation of these requirements is set out overleaf.

**IMPORTANT NOTES:** This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the *Workplace Relations Regulations* should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003.[25/06/2003]

## WORKPLACE RELATIONS ACT 1996

### Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

An organisation or a branch of an organisation must:



**IMPORTANT NOTES:** This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the *Workplace Relations Regulations* should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003.[25/06/2003]