



28 June 2014

Dr Stephanie Cooper
Australian Salaried Medical Officers' Federation - SA Branch
1st Floor
161 Ward Street
NORTH ADELAIDE SA 5006

By email: sasmoa@sasmoa.com

Dear Dr Cooper

Re: Lodgement of Financial Statements and Accounts - Australian Salaried Medical Officers' Federation - SA Branch - for year 31 December 2013 (FR2013/467)

I acknowledge receipt of the financial report of the Australian Salaried Medical Officers' Federation - SA Branch. The documents were lodged with the Fair Work Commission on 23 June 2014.

The financial report has now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Timescale requirements

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the Fair Work Commission website. In particular, I draw your attention to financial reporting process and timelines which explains the timeline requirements, and Diagrammatic summary of financial reporting timelines which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirements were not met:

Documents must be lodged with the Fair Work Commission within 14 days of General Meeting

Section 268 of the RO Act, states that the full report and the designated officer's certificate are required to be lodged with the Fair Work Commission within 14 days of the meeting of the committee of management. The Designated Officer's Certificate indicates that this meeting occurred on 8 May 2014. If this is correct the full report should have been lodged with the Fair Work Commission by 22 May 2014

The full report was lodged on 23 June 2014.

If these dates are correct, the Australian Salaried Medical Officers' Federation - SA Branch should have applied for an extension of time to lodge the required reports and the designated officer's certificate in accordance with section 268 of the RO Act.

Please note that in future financial years a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made if the Australian Salaried Medical Officers' Federation - SA Branch cannot lodge on time.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7639 or by email at margaret.williams@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Margaret Williams', followed by a small horizontal line.

Margaret Williams
Regulatory Compliance Branch



**SA Salaried Medical
Officers Association**

ABN: 60 932 342 397



**Australian Salaried
Medical Officers
Federation
(SA Branch)**

ABN: 23 172 174 608

Ref: H1.1.01

19 June 2014

Mr Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994
Melbourne 3001

Attention: Mr Kevin Donnellan

Dear Mr Powell

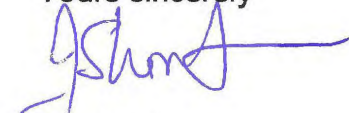
RE: Financial Reports for Year ending 31 December 2013

Enclosed please find:

- Audit Report for year ending 31 December 2013 including Statements of Changes in Equity.
- Committee of Management Statement
- Operating Report
- Certificate of Secretary

for the Australian Salaried Medical Officers Federation (SA Branch) for the year ending 31 December 2013.

Yours sincerely



Jill Short
Office Manager

1st Floor, 161 Ward Street
(PO Box 64)
North Adelaide
South Australia 5006

Telephone: (08) 8267 5151
Fax: (08) 8267 1891
Email: sasmoa@sasmoa.com
Website: sasmoa.com

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

Scope

The financial report is the committee of managements' responsibility.

The financial report comprises statement of comprehensive income, statement of financial position, statement of changes in equity, cash flow statement and accompanying notes to the financial statements and the Committee of management statement for the Australian Salaried Medical Officers Federation – South Australian Branch for the year ended 31 December 2013.

The committee of management of the union are responsible for the preparation and true and fair presentation of the financial report in accordance with the Fair Work (Registered Organisations) Act 2009. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We have conducted an independent audit of the attached General Purpose Financial Report in order to express an opinion to the members of the union. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the unions' financial position, and of their performance as represented by the results of their operations and their cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

We formed our audit opinion in the basis of these procedures, which included:

- examining, on test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.



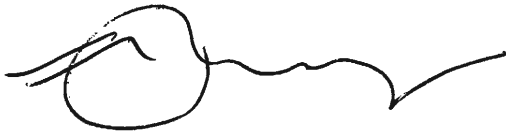
Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the general purpose financial report of the Australian Salaried Medical Officers Federation – South Australian Branch is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act 2009.

The Committee of Management statement dated February 27, 2014 has been taken into consideration as part of the audit process.

A handwritten signature in black ink, appearing to read 'Matthew Rosenberg', with a large, stylized initial 'M'.

MATTHEW ROSENBERG FIPA CTA SSA

North Adelaide:

14 April 2014

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

STATEMENT OF COMPREHENSIVE INCOME

for the year ended 31 December 2013

	Notes	2013 \$	2012 \$
Revenue			
Interest	3C	51	136
Membership subscription	13	68,713	65,978
Other revenue		0	222
Total income		<u>68,763</u>	<u>66,336</u>
Expenses			
Capitation Fees	4B,13	61,197	55,669
Legal Cost	4H	1,355	0
Audit Fees	14	567	567
Other Expense	4K	6,125	8,450
Total expenses		<u>69,244</u>	<u>64,686</u>
Profit(loss) for the year		<u>(481)</u>	<u>1,650</u>

The above statement should be read in conjunction with the notes

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

STATEMENT OF FINANCIAL POSITION
as at 31 December 2013

	Note	2013 \$	2012 \$
ASSETS			
Current Assets			
Cash and Cash Equivalent	5A	11,326	12,699
Total current assets		<u>11,326</u>	<u>12,699</u>
Total assets		<u>11,326</u>	<u>12,699</u>
LIABILITIES			
Current Liabilities			
Other payables	7B	289	1,181
Total current liabilities		<u>289</u>	<u>1,181</u>
Total liabilities		<u>289</u>	<u>1,181</u>
Net Assets		<u>11,037</u>	<u>11,518</u>
EQUITY			
Retained earnings as start of year		11,518	9,868
Profit (loss) for the year		<u>(481)</u>	<u>1,650</u>
Total Equity		<u>11,037</u>	<u>11,518</u>

The above statement should be read in conjunction with the notes

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

STATEMENT OF CHANGES IN EQUITY
for the year ended 31 December 2013

	2013 \$
Balance at 31 December 2012	<u>11,518</u>
Profit(Loss) for the year	(481)
Closing balance at 31 December 2013	<u><u>11,037</u></u>

The above statement should be read in conjunction with the notes

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

CASH FLOW STATEMENT

for the period ended 31 December 2013

	Notes	2013	2012
		\$	\$
OPERATING ACTIVITIES			
Cash received			
Receipts From Members		75,584	65,978
Interest Received		51	136
Cash used			
Payments to Suppliers		(77,008)	(64,740)
Net cash from operating activities		<u>(1,373)</u>	<u>1,374</u>
Net increase(decrease) in cash held		<u>(1,373)</u>	<u>1,374</u>
Cash and cash equivalents at the beginning of the reporting period		12,699	11,325
Cash and cash equivalents at the end of the reporting period	5A	<u><u>11,326</u></u>	<u><u>12,699</u></u>

The above statement should be read in conjunction with the notes

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(SOUTH AUSTRALIAN BRANCH)**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31
DECEMBER 2013**

1A. ACCOUNTING POLICIES

- (a) The accounts are prepared using an accrual basis of accounting and in accordance with Australian Accounting Standards jointly issued by the Australian Professional Bodies.
- (b) The accounts have not been adjusted to record either change in the general purchasing power of the dollar or in the price of specific assets.
- (c) The Organisation does not have any fixed assets.
- (d) As the organisation does not employ staff, no provision has been made for accruals of employees' benefits.
- (e) As the organisation is a "Trade Union" for the purpose of Section (23(f)), Income Tax Assessment Act, no liability exists for income tax.
- (f) The attached Financial Report is a General Purpose Financial Report as per AASB 101 (27).

1B. INFORMATION TO BE PROVIDED TO MEMBERS OR TO THE REGISTRAR

In accordance with the requirement of the RAO Schedule of the Workplace Regulations Act 1996, the attention of Members is drawn to the provision of subsection (1) to (3) of Section 272 which reads as follows:

272 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

- (1) 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.*
- (2) 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.*
- (3) A reporting unit must comply with an application made under subsection(1).*

1C. RELATED PARTY DISCLOSURES

The financial report disclosed related party relationships between the reporting unit and the federal office – Australian Salaried Medical Officers Federation. Accordingly, under AASB124(18) there should be a Related Party Disclosure in the Notes to specifically provide a description of the nature of the related party relationship, the amount of transaction, outstanding balances (if any) and doubtful debt (if any).

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

Notes to the financial statements

	2013	2012
Note 2 Events after the reporting period		
There were no events that occurred after 31 December 2013, or prior to the signing of the financial statements, that would affect the ongoing structure and finance activities of Australian Salaried Medical Officers Federation(SA Branch)		
Note 3 Income		
Note 3B: Levies - nil	<u> -</u>	<u> -</u>
Note 3C- Interest		
Deposits	51	136
	<u> 51</u>	<u> 136</u>
Note 3E: Grants or donations - nil	<u> -</u>	<u> -</u>
Note 4- Expense		
Note 4A: Employee expenses- nil	<u> -</u>	<u> -</u>
Note 4B- Capitation Fees		
Capitation fees - SASMOA	61,197	55,669
	<u> 61,197</u>	<u> 55,669</u>
Note 4C: Affiliation fees - nil	<u> -</u>	<u> -</u>
Note 4H- Legal Costs		
Other legal matters	1,355	-
	<u> 1,355</u>	<u> -</u>
Note 4K- Other Expenses		
Bank Charges	33	-
Secretarial Services	5,000	5,000
Sundry	159	3,450
Travel and accomodation	934	-
	<u> 6,125</u>	<u> 8,450</u>
Note 5- Current Assets		
Note 5A- Cash and Cash Equivalent		
Cash at bank- Bank of South Australia	11,326	12,699
	<u> 11,326</u>	<u> 12,699</u>
Note 5B: Trade & Other Receivables - nil	<u> -</u>	<u> -</u>

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
SOUTH AUSTRALIAN BRANCH**

Notes to the financial statements

2013

2012

Note 7- Current Liabilities

Sundry Creditors	-	560
Accrued Audit fees	594	594
GST payable	(305)	27
	<u>289</u>	<u>1,181</u>

Note 8A: Employee Provisions- nil

	-	-
	<u>-</u>	<u>-</u>

The above statement should be read in conjunction with the notes

Note 13: Related Party Transactions

The organisation receives Membership Subscription fees from the SA Salaried Medical Officers Association (SASMOA)

The organisation pays Capitation Fees to Australian Salaried Medical Officers Federation (ASMOF), and pays Secretarial Service fees to SASMOA

Revenue received from SASMOA

including -Membership Subscriptions 68,713 65,978

Expenses paid to ASMOF

including - Capitation Fees 61,197 55,669

Expenses paid to SASMOA

including - Secretarial Service fees 5,000 5,000

**Australian Salaried Medical Officers Federation
South Australian Branch**

**Committee of Management Statement
for the period ended 31st December 2013**

On the 27 February 2014, the Committee of Management of the Australian Salaried Medical Officers Federation, South Australian Branch passed the following resolution in relation to the General Purpose Financial Report (GPFR) for the year ended 31 December 2013.

The Committee of Management of the Australian Salaried Medical Officers Federation, South Australian Branch declares that in its opinion;

- (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 General Manager;
- (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; and
- (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 Australian Salaried Medical Officers Federation, including the rules concerning Branches of that Federation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the Australian Salaried Medical Officers Federation, including the rules concerning Branches of that Federation; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the Australian Salaried Medical Officers Federation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) in relation to the recovery of wages activity:
 - (i) there has been no such activity undertaken by the reporting unit.

**Australian Salaried Medical Officers Federation
South Australian Branch**

**Committee of Management Statement
*for the period ended 31st December 2013***

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of Secretary:



Dr Stephanie Cooper, Secretary, Australian Salaried Medical Officers Federation, SA Branch

Dated: 27 February 2014

Auditor's declaration of independence

To the committee of management,

I declare that, to the best of my knowledge and belief, there have been no contraventions of:

- i) The auditor independence requirements of the Corporations Act 2001 in relation to the audit;
- ii) Any applicable code of professional conduct with relation to the audit.

AS ACCOUNTING SERVICES

A handwritten signature in black ink, appearing to read 'Matthew Rosenberg', with a large circular flourish on the left side.

MATTHEW ROSENBERG FIPA CTA SSA

North Adelaide: 14 April 2014

**Australian Salaried Medical Officers Federation
South Australian Branch**

**OPERATING REPORT
for the period ended 31 December 2013**

The Committee presents its report on the ASMOF(SA) for the financial year ended 31 December 2013.

Principal Activities

The principal activities of the Branch during the financial year were:

- To provide industrial services to the members consistent with the objects of the Branch, particularly the object of protecting and improving the interests of members.

Results of Principal Activities

The Branch's principal activities resulted in maintaining and improving services provided to its members, promoting and protecting the broad interests of salaried medical practitioners and advocating the provision and development of quality health services.

Significant Changes in the Nature of the Principal Activities

There were no significant changes in the nature of the Branch's principal activities.

Significant Changes in the Branch's Financial Affairs

There were no significant changes affecting the financial affairs of the Branch.

Right of members to Resign – s254(2)(c)

Members may resign from the Branch in accordance with Rule 11 (Resignation) which reads as follows:

- (1) A member of the Federation may resign from membership by written notice addressed and delivered to the Branch Secretary.
- (2) Notice of resignation from membership of the Federation takes effect:
 - (i) where the member ceases to be eligible to become a member of the Federation:
 - (a) on the day which the notice is received by the Federation; or
 - (b) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (ii) in any other case:
 - (a) at the end of 2 weeks after the notice is received by the Federation; or
 - (b) on the day specified in the notice;whichever is later.
- (3) Any dues payable but not paid by a former member of the Federation, in relation to a period before the member's resignation from the Federation took effect, may be sued for and

**Australian Salaried Medical Officers Federation
South Australian Branch**

**OPERATING REPORT
for the period ended 31 December 2013**

recovered in the name of the Federation, in a court of competent jurisdiction, as a debt to the Federation.

- (4) A notice delivered to the person mention in sub-rule (1) shall be taken to have received by the Federation when it was delivered.
- (5) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub-rule (1).
- (6) A resignation from membership of the Federation is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted.
- (7) In special circumstances the Federal Council may by resolution accept the resignation of a member and release the member from any or all outstanding obligations to the Federation, notwithstanding that the provisions of these Rules have not been complied with.

Statement of Particulars of Loans, Grants and Donations

No loans, grants or donations were made by the Branch during the financial year.

Trustee of Superannuation Entity

No Officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 1204.

Number of Employees

There were no persons who were employees of the Branch during the financial year.

Names of the Committee of Management members and period positions held during the financial year

The persons who held office as members of the Committee of Management of the Branch during the financial year unless indicated otherwise were:

Branch President:	Dr David Pope
Branch Vice President:	Dr Christopher Verco
Branch Secretary:	Dr Stephanie Cooper
Branch Assistant Secretary//Treasurer:	Dr Mark Fuller

Signature of Secretary:

Title: ASMOF(SA) Secretary

Date: 10 / 4 / 2014

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
South Australian Branch**

s. 268 Fair Work (Registered Organisations) Act 2009 (RO Act)

CERTIFICATE OF SECRETARY

Certificate for the period ended 31 December 2013

I, **Dr Stephanie Cooper**, being the Secretary of the Australian Salaried Medical Officers Federation, SA Branch (ASMOF(SA)) certify:

- that the documents lodged herewith are copies of the full report for the Australian Salaried Medical Officers Federation (SA Branch) for the period ended 31/12/13 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the *full report* was provided to members of the ASMOF (SA) on 22 April 2014; and
- that the full report was presented to a meeting of the Committee of Management of the ASMOF(SA) on 8/5/14 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature:



Name:

Dr Stephanie Cooper

Title:

Secretary, ASMOF (SA Branch)

Date:

8/5/14