



Australian Government

Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9654 6672

Mr. Geoff O'Kearney
Chief Executive Officer
Australian Salaried Medical Officers Federation
Victorian Branch
293 Royal Parade
Parkville VIC 3052

Dear Mr. O'Kearney,

**Re: Financial documents for year ended 31 December 2004
FR2004_764**

I have received the additional and revised financial documents of the Victorian Branch of the Australian Salaried Medical Officers Federation for the year ended 31 December 2004 lodged under cover of your communication dated 25 July 2006. The documents were received in the Industrial Registry on 28 July 2006.

The documents have now been filed.

Yours sincerely,

A handwritten signature in cursive script that reads "M Beare".

Marylyn Beare
Statutory Services Branch

Email: Marylyn.Beare@air.gov.au

2 August, 2006



Australian Government
Australian Industrial Registry

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Mr. Geoff O'Kearney
Chief Executive Officer
Australian Salaried Medical Officers Federation
Victorian Branch
293 Royal Parade
Parkville VIC 3052

Dear Mr. O'Kearney,

**Re: Financial documents for year ended 31 December 2004
FR2004_764**

I have received the financial documents of the Victorian Branch of the Australian Salaried Medical Officers Federation for the year ended 31 December 2004 lodged under cover of your communication dated 5 April 2006.

Your attention to the following matter is requested:

1. Supply of financial documents to members and presentation to meeting

I note that the financial documents were presented to a meeting of the Committee of Management on 30 March 2006.

As you know section 266 of the RAO Schedule makes provision for the methods by which a reporting entity may satisfy its obligation to present the full report to members. The purpose of the financial reporting provisions generally is to ensure disclosure to members, and, to offer those members an opportunity to raise any matter that concerns them regarding material disclosed in that information. The vehicle for members to achieve this are either at a general meeting of members or at a meeting of the committee of management. The latter option is only available if the precondition in subsection 266(3), that is the 5% rule, is satisfied. The rules of the organization do not make such provision.

In these circumstances, the relevant documents are required to be presented to a general meeting of members, or at a series of meetings at different locations (this alternative is only available if the rules make provision for such meetings).

2. Operating report (titled "Report by the Council of Management")

Membership of Committee of Management:

The operating report lodged does not provide details of the period for which the persons held office. The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

3. General Purpose Financial Report (GPFR)

Notes to Accounts

The accounts must contain a notice drawing the attention of the members to provisions of Schedule 1 that prescribed information is available to them on request. Subsection 272(5) of Schedule 1 requires the GPFR to set out subsections 272(1), (2) and (3). The information provided in the documents has been lodged under the old s274 notice. Would you please ensure the correct subsections are copied into the GPFR.

Should you wish to discuss the contents of this letter, please do not hesitate to contact me on (03) 8661 7764 (Wednesdays only).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Beare'.

Marylyn Beare
Statutory Services Branch

Email: Marylyn.Beare@air.gov.au

17 May, 2006

293 Royal Parade
Parkville
Victoria 3052
ABN 44 240 621 986

Telephone
9280 8722
Facsimile
9280 8786

President
Dr Roderick McRae
Chief Executive Officer
Mr Geoff O'Kearney

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

5 April 2006

Australian Industrial Registry
Level 35
Nauru House
80 Collins Street
Melbourne Vic 3000

Dear

Re: Financial Documents for Year Ended 31 December 2004

Please find enclosed two copies of the Financial Documents for the financial year ending 31 December 2004 for ASMOF Victorian Branch.

The documents have been distributed to financial members and were presented and approved at:

- Branch Council on 30/03/2006

If you have any queries about the enclosed documents, please contact me on 9280 8744

Yours sincerely



Geoff O'Keamey
Chief Executive Officer

293 Royal Parade
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ABN 44 240 621 986

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9280 8722
Facsimile
9280 8786

President
Dr Roderick McRae
Chief Executive Officer
Mr Geoff O'Kearney

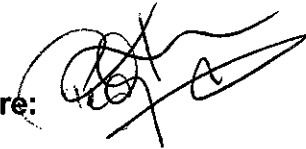
ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

Certificate of Secretary or other Authorised Officer

I, Dr Pearly Khaw, being the Branch Secretary of ASMOF Victorian Branch (the reporting unit) certify:

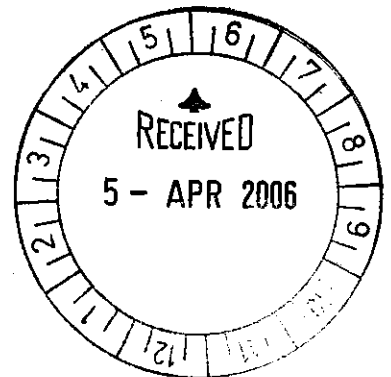
- that the documents lodged herewith are copies of the full report referred to in Section 268 of the Registration and Accountability of Organisation's (RAO) Schedule;
- that the full report was provided to members on **10 December 2005**; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on **30 March 2006**, in accordance with section 266 of the RAO Schedule.

Signature:



Date:

31/3/06



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Victoria 3052

ABN 44 240 621 986

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9280 8786

President
Dr Roderick McRae

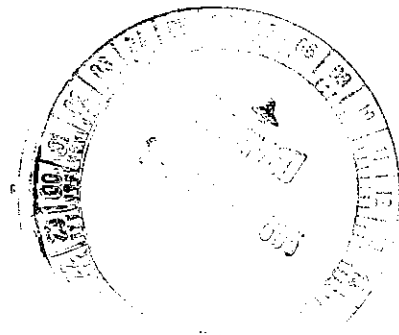
Chief Executive Officer
Mr Geoff O'Kearney

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

Australian Salaried Medical Officers' Federation Victorian Branch



General Purpose Financial Reports for the Financial Year Ended 31 December 2004



293 Royal Parade
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Victoria 3052
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9280 8786

President
Dr Roderick McRae
Chief Executive Officer
Mr Geoff O'Kearney

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

Contents

- Operating Report
- Profit & Loss Statement
- Balance Sheet
- Detailed Statement of Income & Expenditure
- Statement of Cash Flows
- Notes to Financial Statements
- Auditors Report

Operating Report

For the year ended 31 December 2004

Principal Activities

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

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote peace and settlement of industrial disputes.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvements of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

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

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee or Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No offer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 1,246.

Number of Employees

The number of persons who were, at the end of the financial years, employees of the Branch was zero measured on a full time equivalent basis.

Manner of Resignation – 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:

2.1 Where the member ceases to be eligible to become a member of the Federation:

2.1.1 on the day on which the notice is received by the Federation: or

2.1.2 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

2.1 in any other case:

2.2.1.1 at the end of two weeks after the notice is received by the Federation, or

2.2.1.2 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 recovered in the name of the Federation, in a court competent jurisdiction, as a debt to the Federation.
- 4 A notice delivered to the person mentioned in sub-rule (1) shall be taken to have received 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.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President:	Dr Roderick John McRae
Vice President:	Dr Christopher Fong
Branch Secretary:	Dr Pearly Khaw
Assistant Secretary /Treasurer:	Dr John Moloney
Branch Councilors:	Dr Richard Barkas Dr Tim Iseli Dr Rowan Molnar

Name: Dr Pearly Khaw

Title: Branch Secretary

Signature:



Date:

10 / 11 / 2005

Committee of Management Statement

On 3 November 2005 the Committee of Management of ASMOF Victorian Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 31 December 2004.

The Committee of Management declares that in relation to the GPFR 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 Industrial Registrar;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of this 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 ASMOF, including the rules concerning Branches of that union;
 - ii) the financial affairs of the reporting unit have been managed in accordance with the rules of ASMOF, including the rules concerning Branches of that union;
 - iii) the financial records of the reporting unit have been kept and maintained in accordance with the Registration and Accountability Organisation's Schedule (RAO) Schedule and the RAO Regulations;
 - iv) 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 ASMOF;
 - 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 of Registrar;
 - vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

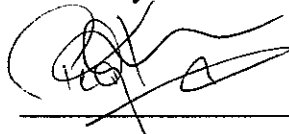
**For the Committee
of Management:**

Dr Pearly Khaw

Title of Position Held:

Secretary

Signature:



Date:

10 / 11 / 2005

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Victoria 3052
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Facsimile
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President
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Chief Executive Officer
Mr Geoff O'Kearney

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

Profit & Loss Statement For the ended 31 December 2004

	2004 \$	2003 \$
Surplus / (Loss) from Ordinary Activities	2,531.00	2,589.54
Retained Surplus at the beginning of the financial year	23,485.32	20,895.78
Retained Surplus/(Loss) as at the end of the financial year	<u>26,016.32</u>	<u>23,485.32</u>

The accompanying notes form part of these accounts.

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Mr Geoff O'Kearney

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Australian Salaried Medical Officers' Federation
[Victorian Branch]

Balance Sheet

As at 31 December 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash (at bank)	2	25,728.57	23,275.00
GST Credit	3	287.75	210.00
Total Assets		26,016.32	23,485.00
CURRENT LIABILITIES			
GST Debit		0.00	
Total Liabilities		0.00	0.00
NET ASSETS		26,016.32	23,485.00
MEMBER FUNDS			
Retained Earnings		26,016.32	23,485.00
TOTAL MEMBER FUNDS		26,016.32	23,485.00

The accompanying notes form part of these accounts.

Detailed Statement of Income & Expenditure For the year ended 31 December 2004

	Note	2004 \$	2003 \$
INCOME			
Member Subscriptions (Capitation Fees)		6,900.00	6,230.00
Interest Received	4	131.33	96.07
Branch Income		7,031.33	6,326.07
EXPENDITURE			
Audit Fees		250.00	250.00
Bank Charges		25.94	8.80
Conference Expenses		0.00	0.00
Gifts/Honorarium		1,500.00	1,700.00
Meeting Expenses		1,569.71	1,190.11
Sundry Expenses		0.00	123.55
Travel		1,154.68	464.07
Branch Expenditure		4,500.33	3,736.53
SURPLUS/(LOSS) FROM ORDINARY ACTIVITIES		2,531.00	2,589.54

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[Victorian Branch]

Statement of Cash Flows

For the year ended 31 December 2004

	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash flows from Operating Activities		
Member Capitation Fees Received	6,900.00	
Interest Received	131.33	
Other Income	0.00	
General Administration Expenses & Direct Expenses	(4,788.08)	
Net cash provided by / (used in) operating activities	2,243.25	
Net increase/(decrease) in cash held	2,243.25	
Cash at the beginning of year	23,485.32	
Cash at the end of the year	25,728.57	

Notes to the Financial Statements

For the year ended 31 December 2004

1. Statement of Significant Accounting Policies.

This financial report is a general purpose financial report that has been prepared in accordance with the Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Councils accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the ASMOF Victorian Branch of a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

The financial report has been prepared on a cash basis and is based on historic costs and does not take into account changing money values, or except where stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

a. Revenue

Member subscription revenue is recognised when the respective fees have been received from the Associated bodies.

b. Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

c. Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1), (2) and (3) of section 272, which reads as follows:

1. A member of an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organization.
2. An organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, made the specified information available to the member or Registrar in such manner, and within such time as prescribed.
3. A Registrar may only make an application under sub-section (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 members.

d. Economic Dependency

The Branch is not economically dependent of any other reporting units of the organisation.

e. Accounting for Goods and Services Tax

Revenue, expenses and assets are recognised net the amount of GST, except the amount of GST incurred by the Branch as a purchaser that is not recoverable from the Australian Tax Office is recognised as part of the cost of acquisition of an asset or expenses.

f. Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

2. Cash Assets

	2004 \$	2003 \$
Commonwealth Bank – Cheque Account	25,728.57	
	<u><u>25,728.57</u></u>	

3. Receivables

	2004 \$	2003 \$
GST Receivables	287.75	
	<u><u>287.75</u></u>	

4. Financial Instruments

a. Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is minimal with cash at bank held in a cheque account.

b. Credit Risk

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

c. Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

5. Union Details

The registered office of the union is:

293 Royal Parade
Parkville Vic 3023

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS'
FEDERATION VICTORIAN BRANCH**

SCOPE

I have audited the financial report being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Notes to the financial Statements and Committee of Management's Statement of Australian Salaried Medical Officers' Federation Victorian Branch for the financial year ended 31st December 2004. The Branch Council is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the members.

My audit has been conducted in accordance with the 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 federation's financial position and performance as represented by the results of its operations and its cash flow.

The audit opinion expressed in this report has been performed on the above basis.

AUDIT OPINION

In my opinion:

The General Purpose Financial Report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.



**John Douglas Cullen CPA
Registered Auditor 10487**

Dated 16th November 2005

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS'
FEDERATION VICTORIAN BRANCH**

SCOPE

I have audited the financial report being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Notes to the financial Statements and Committee of Management's Statement of Australian Salaried Medical Officers' Federation Victorian Branch for the financial year ended 31st December 2004. The Branch Council is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the members.

My audit has been conducted in accordance with the 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 federation's financial position and performance as represented by the results of its operations and its cash flow.

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AUDIT OPINION

In my opinion:

The General Purpose Financial Report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.



**John Douglas Cullen CPA
Registered Auditor 10487**

Dated 16th November 2005



Australian Salaried Medical Officers'
Federation

Level 3 Suite 46 330 Wattle Street Ultimo New South Wales 2007
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Telephone: (02) 9212 6900 Facsimile: (02) 9212 6911

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

19
20 July 2006

Australian Capital Territory
4th Floor
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Queensland
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South Australia
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Adelaide SA 5006
Tel: (08) 8267 5063
Fax: (08) 8267 1891

Tasmania
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Sth Hobart Tas 7004
Tel: (03) 6223 2047
Fax: (03) 6223 6469

Commonwealth
PO Box E115
Kingston Act 2604
Tel: (06) 270 5400
Fax: (06) 270 5499

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

Victoria
293 Royal Parade
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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

Dear Mr Powell

**Australian Salaried Medical Officers' Federation (NSW Branch) Financial Reports
y/e 31 December 2005**

Please find attached:

1. Financial reports for year ending 31 December 2005;
2. Secretary's Certificate;
3. Details of trustees of superannuation entities; and,
4. Statement of Particulars of Loans, Grants and Donations

Please note that there have recently been Branch elections and the Secretary of the Branch is now Dr John Sammut.

Please note also that the Financial Reports for the year ending 31 December 2004 were also presented to the general meeting of members on 4 July 2006.

Yours sincerely

Sim Mead
Executive Director

WORKPLACE RELATIONS ACT, 1996

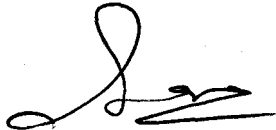
**Australian Salaried Medical Officers' Federation
(NSW Branch)**

Certificate pursuant to Section 268 of Schedule 1B *Workplace Relations Act 1996*

I, Dr Tony Sara, President of the Australian Salaried Medical Officers' Federation (NSW Branch), certify:

- That the documents lodged herewith are copies of the full report referred to in s 268 of the RAO Schedule; and
- That the full report was provided to members on 9 June 2006; and
- That the full report was presented to a general meeting of members of the Branch on 4 July 2006; in accordance with section 266 of the RAO Schedule.

Signature:



Date:

24/7/06

WORKPLACE RELATIONS ACT, 1996

**Australian Salaried Medical Officers' Federation
(NSW Branch)**

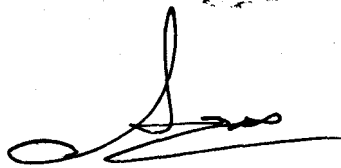
In accordance with section 237 of the RAO Schedule, details (including details of the position held) of any officer or member of the Branch who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organization.

No officers or members held such positions.

Signature:

A handwritten signature in black ink, consisting of a large loop at the top and a series of horizontal strokes below.

Date:

24/7/06

**STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY
THE SECRETARY OF
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(NSW Branch)**


I, Dr Tony Sara, President

of the Australian Salaried Medical Officers' Federation (NSW Branch) state, in respect of
the financial year of the organisation ended 31 December 2005

that:

No loans, grants or donations of an amount exceeding \$1,000 were made by the
above-named organisation during the financial year.

Signature:



Date:

24/7/06