



24 July 2013

Geoff O'Kearney
Chief Executive Officer
Australian Salaried Medical Officers Federation (ASMOF) – Victorian Branch
293 Royal Parade
Parkville VIC 3052

Via email: GeoffO@amavic.com.au

Dear Mr O'Kearney

Re the financial return for the Australian Salaried Medical Officers Federation (ASMOF) – Victorian Branch for the year ended 31 December 2012, FR2012/568.

I acknowledge lodgement of the financial return for the Victorian Branch of ASMOF for the year ended 31 December 2012, FR2012/568.

I also acknowledge your correspondence of 24 July 2013 advising that the Branch did not pay capitation fees to the federal office of ASMOF nor any other entity for the financial year in question.

The financial return has now been filed.

However, I draw your attention to a number of issues which must be rectified in future financial returns.

Operating Report - Trustee of super fund

The Operating Report advises that no officer of the branch was a trustee or director of a trustee company of a superannuation entity or an exempt public sector superannuation scheme.

However, section 254(2)(d) of the Fair Work (Registered Organisations) Act (RO Act) requires a reporting unit to provide details of any officer or member of the reporting unit who is (i) a trustee of a superannuation entity of 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.

Related Party Disclosures

Note 6 of the Notes to the financial statements discloses that the Branch President received an honorarium of \$2,455. Australian Accounting Standard (AASB) 124(17) requires a separate Related Party Disclosure Note under the subheading 'Key management compensation' that must be included in the Notes to the financial statement. The Note must include details of the description of the payment (honorarium), the amount (\$2,445) and the recipient (Branch President).

Further, Note 1(d) to the financial statement states that an agreement exists for the state associated body to pay capitation fees to the reporting union. AASB124(18) requires that this be

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noted in a separate Related Party Disclosure Note providing details of the nature of the related party relationship (the name of the state associated body), the amount of the transaction, the outstanding balances (if any) and doubtful debts (if any).

Please ensure these issues are rectified in future financial reports.

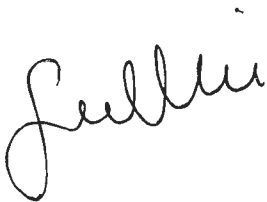
Reporting Guidelines and RO Act Amendments

Please also be advised of the new General Manager's Reporting Guidelines and RO Act amendments. A copy of these documents can be found here:

<http://www.fwc.gov.au/index.cfm?pagename=regorgsfactsheets>.

If you have any queries, please contact me on 03 8661 7604 or via email at sarah.wilkin@fwc.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Wilkin', written in a cursive style.

Sarah Wilkin
Regulatory Compliance Branch
Fair Work Commission

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Melbourne 3052
Australia
ASMOF MO 011986

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9280 8744
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9280 8726

President
Dr. Peter ...
Chief Executive Officer
Dr. Geoff O'Kearney

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

21 June 2013

Richard Pfeiffer
Senior Adviser
Regulatory Compliance Branch
GPO Box 1994
Melbourne Vic 3001

via email: orgs@fwc.gov.au

Dear Richard,

Re: Financial Documents for Year Ended 31 December 2012

Please find enclosed a copy of the Financial Documents for the financial year ending 31 December 2012 for ASMOF Victorian Branch.

The documents were presented at a meeting of Branch Council on 21 February 2013.

The documents were subsequently distributed to all financial members.

The reports were presented to a second meeting of Branch Council held on 28 May 2013.

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

Yours sincerely



Geoff O'Kearney
Chief Executive Officer

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Dr Roderick McRae
Chief Executive Officer
Mr Geoff O'Keefe

ASMOF
Australian Salaried Medical Officers' Federation
[Victorian Branch]

Certificate of Secretary or other Authorised Officer

I, Dr Richard Waller, 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 Fair Work (Registered Organisations) Act 2009.
- that the full report was provided to members on 1 April 2013; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 28 May 2013, in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009

Signature:



Date:

21/6/2013

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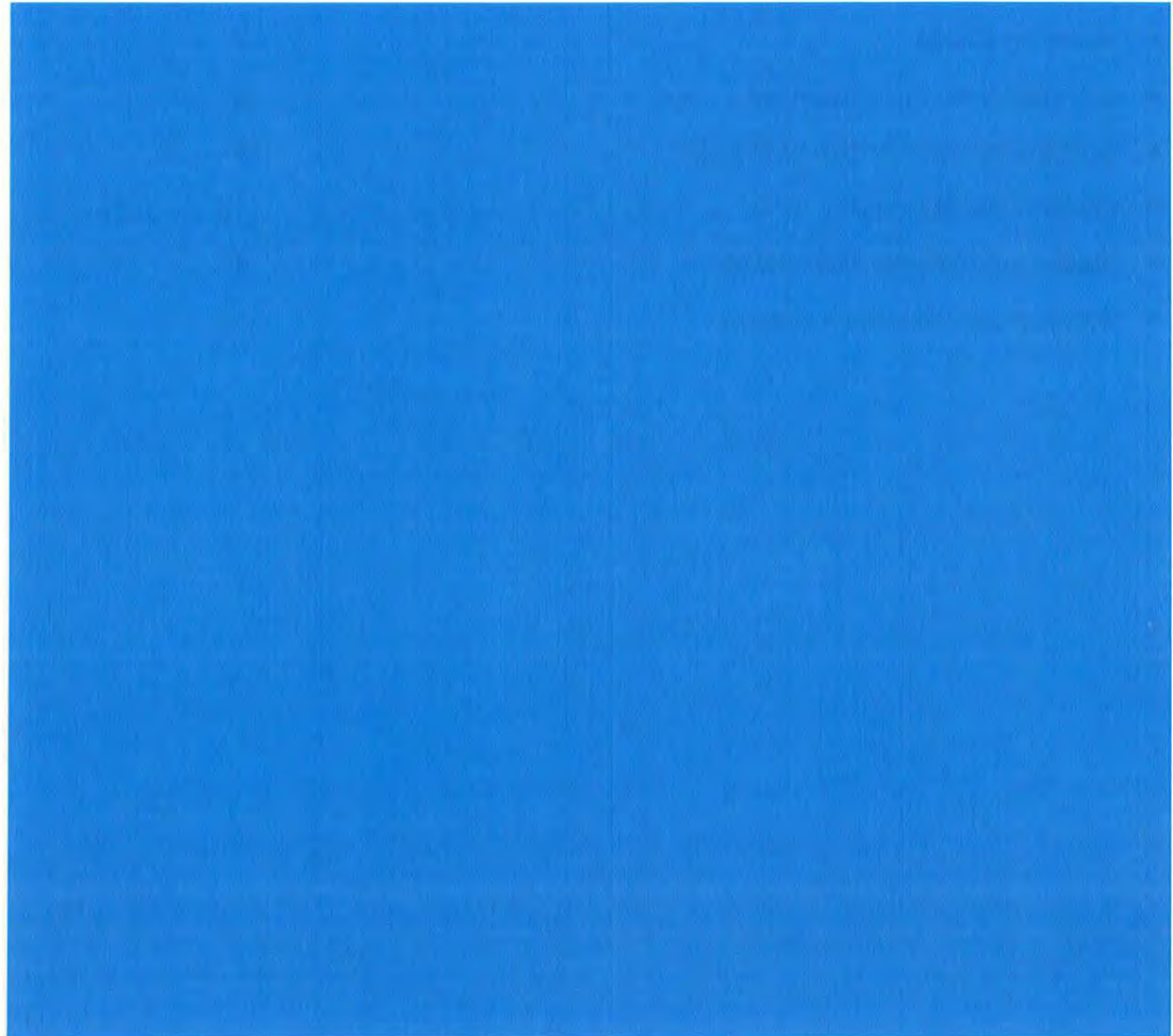
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President
Dr Roderick McRae

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 Report
for the Financial Year Ended
31 December 2012**

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Dr Roderick McKee
Chief Executive Officer
Mr Geoff O'Kearney



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Operating Report For the year ended 31 December 2012

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 officer 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 1,515 (2011: 1,335).

Number of Employees

The number of persons who were, at the end of the financial year, 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:

Operating Report For the year ended 31 December 2012

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

2.2 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 of 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 been 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.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at anytime during the reporting period and to the date of this report (unless otherwise stated) were:

Branch President:	Dr Roderick McRae
Vice President:	Dr Pearly Khaw
Branch Secretary:	Dr Richard Waller
Assistant Secretary / Treasurer:	Dr John Moloney
Branch Councillors:	Dr Christopher Fong (to May 2012)
	Dr Arian Lasocki
	Dr John Mathai (to May 2012)
	Dr Andrew Nunn (Appointed July 2012)
	Dr Stephen Parnis
	Dr Allan Whitehead
	Dr Bernadette Wilks (Appointed July 2012)
	Dr Xavier Yu

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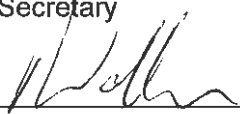
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Operating Report For the year ended 31 December 2012

Name: Dr Richard Waller

Title: Branch Secretary

Signature:  _____

Date: 28/12/2013

Committee of Management Statement

On 21/2/ 2013 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 2012.

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 General Manager, Fair Work Australia;
- 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 Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
 - 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 the General Manager duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager;
 - vi) No orders for the inspection of financial records have been made by the Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 and
 - vii) There has been no recovery of wages activity during the period.


**For the Committee
of Management:**

Dr Richard Waller

Title of Position Held:

Secretary

Signature:



Date:

28/2/2013

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Income Statement

For the year ended 31 December 2012

	2012	2011
	\$	\$
Profit from Ordinary Activities	3,679.01	144.92
Retained Profits at the beginning of the financial year	<u>36,008.61</u>	<u>35,863.69</u>
Retained Profits as at the end of the Financial year	<u>39,687.62</u>	<u>36,008.61</u>

The accompanying notes form part of these accounts.

Balance Sheet As at 31 December 2012

	Note	2012 \$	2011 \$
CURRENT ASSETS			
Cash and Cash Equivalents	2	17,291.05	15,446.13
Term Deposit	3	23,201.67	22,479.91
Interest Receivable		583.79	553.81
Total Assets		41,076.51	38,479.85
CURRENT LIABILITIES			
Payables	4	1,388.89	2,471.24
Total Liabilities		1,388.89	2,471.24
NET ASSETS		39,687.62	36,008.61
MEMBER FUNDS			
Retained Profits		39,687.62	36,008.61
TOTAL MEMBER FUNDS		39,687.62	36,008.61

The accompanying notes form part of these accounts

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Detailed Income Statement For the year ended 31 December 2012

	Note	2012 \$	2011 \$
INCOME			
Member Subscriptions (Capitation Fees)		7,575.00	6,675.00
Interest income	5	751.74	702.84
Branch Income		8,326.74	7,377.84
EXPENDITURE			
Audit Fees		1,250.00	1,150.00
Bank Charges		150.00	136.36
Honarium - President	6	2,445.00	2,370.00
Meeting Expenses		802.73	912.04
Travel Expenses		-	2,664.52
Branch Expenditure		4,647.73	7,232.92
PROFIT FROM ORDINARY ACTIVITIES		3,679.01	144.92

The accompanying notes form part of these accounts

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Statement of Changes in Equity For the year ended 31 December 2012

	Members Funds	Total
BALANCE AT 1 JANUARY 2011	35,863.69	35,863.69
Profit attributable to reporting unit	144.92	144.92
BALANCE AT 31 DECEMBER 2011	36,008.61	36,008.61
Profit attributable to reporting unit	3,679.01	3,679.01
BALANCE AT 31 DECEMBER 2012	39,687.62	39,687.62

The accompanying notes form part of these accounts

Cash Flow Statement For the year ended 31 December 2012

	2012	2011
	\$	\$
Cash flows from Operating Activities		
Member Capitation Fees Received	7,575.00	6,675.00
Interest Received	721.76	685.94
General Administration Expenses & Direct Expenses	<u>(5,730.08)</u>	<u>(4,155.95)</u>
Net cash provided by operating activities – Note B	<u>2,566.68</u>	<u>3,204.99</u>
 Cash flows from Investing Activities		
Investment in term deposit	<u>(721.76)</u>	<u>(685.94)</u>
Net cash used in investing activities	<u>(721.76)</u>	<u>(685.94)</u>
Net increase in cash held	1,844.92	2,519.05
Cash at the beginning of the financial year	<u>15,446.13</u>	<u>12,927.08</u>
Cash at the end of the financial year – Note A	<u>17,291.05</u>	<u>15,446.13</u>

The accompanying notes form part of these accounts

Cash Flow Statement For the year ended 31 December 2012

	2012	2011
	\$	\$
Note A – Reconciliation of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows and is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	<u>17,291.05</u>	<u>15,446.13</u>
Note B – Reconciliation of net cash provided by operating activities to profit from ordinary activities		
Profit from Ordinary Activities	3,679.01	144.92
Changes in Assets & Liabilities:		
Increase / (decrease) in payables	(1,082.35)	2,471.24
(Increase) / decrease in receivables	<u>(29.98)</u>	<u>588.83</u>
	<u>2,566.68</u>	<u>3,204.99</u>

The Branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the year.

The accompanying notes form part of these accounts

Notes to the Financial Statements For the year ended 31 December 2012

1. Summary of Significant Accounting Policies

The financial report covers the ASMOF Victorian Branch as a trade union, recognised by Fair Work Australia and domiciled in Australia.

Basis of Preparation

This financial report is a general purpose financial report that has been prepared in accordance with the Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Councils accountability requirements under the Unions' Rules and the requirements under the Fair Work (Registered Organisations) Act 2009.

The financial report has been prepared on an accruals 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, financial assets and liabilities.

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.

All revenue is stated net of the amount of goods and services tax (GST).

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 the General Manager

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, 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 a reporting unit, or the General Manager, 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 sub-section (1).

Notes to the Financial Statements For the year ended 31 December 2012

1. Summary of Significant Accounting Policies (continued)

d. Capitation Dues and Associate Bodies

An agreement exists for the payment of capitation fees by an associated body to the Federation in accordance with Rule 13(8) of the Federation.

e. Economic Dependency

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

f. Goods and Services Tax (GST)

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

g. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.

h. Segment Reporting

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

	2012	2011
	\$	\$
2. Cash and Cash Equivalents		
Commonwealth Bank – Cheque Account	17,291.05	15,446.13
	<u>17,291.05</u>	<u>37,926.04</u>
3. Term Deposit		
Commonwealth Bank – Term Deposit	23,201.67	22,479.91
	<u>23,201.67</u>	<u>22,479.91</u>

Notes to the Financial Statements For the year ended 31 December 2012

	2012	2011
	\$	\$
4. Payables		
GST Payable	1,088.89	675.26
Accrued expenses	300.00	1,795.98
	<u>1,388.89</u>	<u>2,471.24</u>

5. Financial Instruments

a. Interest Rate Risk

The Branch'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 rate and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

Financial Assets	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2012	2011	2012	2011
Cash at Bank	1.83%	1.93%	3.20%	3.20%

b. Credit Risk

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

c. Price Risk

The Branch is not exposed to any material commodity price risk.

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.

	2012	2011
	\$	\$
6. Presidential Honorarium		
Current year	2,445.00	2,370.00
	<u>2,445.00</u>	<u>2,370.00</u>

7. Branch Details

The registered office and the principal place of business of the branch is:

293 Royal Parade, Parkville, Victoria, 3053

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

Report on the Financial Report

The general purpose financial report comprises the balance sheet as at 31st December 2012, income statement, detailed statement of income and expenditure statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the committee of management statement.

Committee of Management's Responsibility for the Financial Report

The committee of management of the reporting unit is responsible for the preparation and 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 frauds and errors and for the accounting policies and accounting estimates inherent in the financial report.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance to the Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. These procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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ASM OF
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[Victorian Branch]

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the general purpose financial report of the Australian Salaried Medical Officers' Federation – Victorian Branch is presents fairly:

- (a) the requirements imposed by the Fair Work (Registered Organisations) Act 2009, including:
 - (i) giving a true and fair view of the Branch's financial position as at 31st December 2012 and of its performance and cash flows for the year ended on that date;
 - (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Regulations 2009; and
- (b) other mandatory professional reporting requirements.

Hayes Knight Audit

**Hayes Knight Audit Pty Ltd
Level 12, 31 Queen Street
Melbourne VIC 3000
15/ March 2013**

Andrew Wehrens

**ANDREW WEHRENS
Registered Company Auditor – 176520
Fellow of The Institute of Chartered
Accountants in Australia – 79117,
Holder of a current Certificate of
Public Practice**