



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2004/530-[002N-GCI]

Mr Paul Currie
Branch Secretary
The Australian Workers' Union
Glass and Container Industry Branch
Suite 1, Level 3
377-383 Sussex Street,
SYDNEY NSW 2000

Dear Mr Currie

Financial Return - year ending 30 June, 2004

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' ¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at *Attachment C*)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/530**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at Peter.McKerrow@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

Deputy Industrial Registrar

9 August 2004

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares 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 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 practicable, in a consistent manner to 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.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



Australian Government
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Mr Paul Currie
Branch Secretary
The Australian Workers' Union - Glass and Container Industry Branch
Suite 1, Level 3 377-383 Sussex Street,
SYDNEY NSW 2000

Dear Mr Currie

Financial Return - year ending 30 June 2004 Ref: FR2004/530

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'⁴⁸).

Financial Reports

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report. The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

⁴⁸ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time limit for presenting the full report to a committee of management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. Your reporting unit's financial reports should, therefore, be lodged by no later than 14 January 2005.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFRs must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Peter McKerrrow
for Deputy Industrial Registrar

23 November 2004



THE AUSTRALIAN WORKER'S UNION
GLASS AND CONTAINER INDUSTRY BRANCH

NATIONAL OFFICE
685 SPENCER STREET
WEST MELBOURNE VIC 3003

TEL: (03) 8327 0888
FAX: (03) 8327 0899
CALL CENTRE: 1300 362 298
E-MAIL: members@awu.net.au
INTERNET: www.awu.net.au

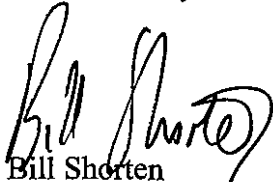
BILL SHORTEN
National Secretary

SECRETARY'S CERTIFICATE

I, Bill Shorten, being the National Secretary of The Australian Worker's Union, do hereby state that the attached documents are copies of operating reports, auditor's report and audited accounts and financial statement for the year ending on the 30th of June, 2004, that were:

1. made available to the membership in the week commencing 21 February 2005.
2. presented by way of a postal ballot to the National Executive. The ballot was conducted on 14 March 2005, and closed on 23 March 2005 at 5.00pm. Post ballot was completed with result in favour of Motion to adopt the 2003/2004 the Glass and Container Industry Branch Operating Report, Financial Accounts, Statements and Auditor's Report.

Date 24th day of March, 2005


Bill Shorten
National Secretary



putting
members
first



March 24, 2005

Mr Peter McKerrow
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

NATIONAL OFFICE
685 SPENCER STREET
WEST MELBOURNE VIC 3003

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BILL SHORTEN
National Secretary

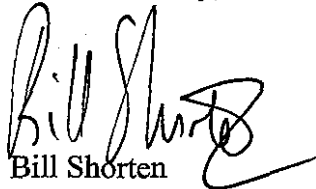
Dear Peter

Re: Operating Report

This is to confirm that all the members of the committee of management of the Australian Workers' Union – Glass and Container Industry Branch named in the Operating Report were members for the whole of the reporting period.

Should you have any questions please contact Michael Chen on (03) 8327 0807.

Yours sincerely,



Bill Shorten
National Secretary

putting
members
first

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

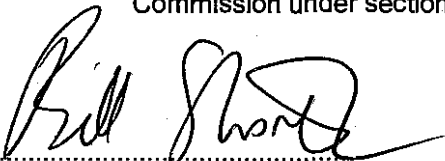
**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

COMMITTEE OF MANAGEMENT'S STATEMENT

We, **BILL SHORTEN** and **WILLIAM PATRICK LUDWIG** being two designated officers of the Australian Workers Union, report that the National Executive has passed the resolution on the 19th of January 2005 that the following declarations, in relation to the financial report of the branch for the year ended 30 June 2004 be attached to the financial report.

In the opinion of the National Executive:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 30 June 2004;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2004 and since the end of the financial year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation and the rules of the branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national council of the organisation; and
 - (v) the information sought in any request of a member of the branch or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996


.....
BILL SHORTEN


.....
W P LUDWIG

19th January 2005

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

OPERATING REPORT

Principal Activities and Changes

The principal activities of the organisation continued to be those of a registered trade union working for the benefit of its members through negotiating enterprise bargaining agreements, varying Awards, representing members before industrial tribunals, training of delegates and members in Occupational Health and Safety, workplace organising, recruitment and public promotion of the interests of members. There were no significant changes to the activities of the organisation.

Results

The deficit for the financial year amounted to \$137,876.

Financial Affairs

There were no significant changes in the Union's financial affairs during the financial year

Right of Members to Resign

AWU Rule 14 – Resigning as a member – provides for resignation of members in accordance with s174 of Schedule 1B of the Workplace Relations Act 1996

Membership of Superannuation Scheme

There are no members or officials who hold the position of trustee or director of an entity, scheme or company as described in s.254 (2)(d) of Schedule of 1B, where a criterion of such entity is that the holder of such position must be a member or official of a registered organisation.

Number of Members

Number of persons in register of members: 1,968

Number of Employees

Number of employees (equivalent full time): 3

Names of members of management committee:

Anthony Lee	Dennis Bradford
Paul Currie	John Gorrie
Terry Bails	Glen Gale
Ray Hume	Rick Krishnan
Robert Robertson	Ian Thomas
Antonio Valenza	Darran Enright

Other Informaton

There is no other information that the Union considers relevant

Signed: 

Bill Shorten

Date: 19th January 2005

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
INCOME			
Membership Contributions	4	492,044	459,811
Levy		79,306	79,001
Interest Received		3,816	2,181
Commission		0	11,126
Reimbursements		0	1,000
Sundry Income		1,001	5,009
TOTAL INCOME		<u>576,167</u>	<u>558,128</u>
EXPENDITURE			
Depreciation			
Furniture and Fittings		431	528
Motor Vehicles		13,947	13,711
Computer Equipment		4,525	4,407
		<u>18,903</u>	<u>18,646</u>
Employee Benefits Expense			
Annual Leave-Increase/(Decrease) in Provision		(4,636)	(4,874)
Long Service Leave - Increase in Provision		13,164	1,392
Fringe Benefits Tax		8,732	6,418
Payroll Tax		13,238	11,801
Redundancy		58,694	0
Salaries- Officials		139,428	118,460
Salaries- Staff		38,919	34,981
Superannuation		44,575	40,283
		<u>312,114</u>	<u>208,461</u>
Other Expenses			
Affiliation Fees		3,559	4,277
Airfares		21,127	18,436
Bank Charges		819	648
Branch Executive Expenses		4,182	6,310
Commission		1,123	917
Computer Expenses		4,040	5,022
Delegates Expenses		49,202	34,773
Donations		250	4,200
Emergency Transport Cover		8,342	8,159
Entertainment		1,245	1,831
General Expenses		4,582	2,135
Insurance- sick and accident		1,876	1,850
Motor Vehicle Expenses and Leases		20,772	20,370
Postage and Couriers		4,377	2,737
Printing and Stationery		4,585	1,383
Professional Services	5	82,729	21,282
Promotional Material		171	6,415
Carried forward		<u>212,981</u>	<u>140,745</u>

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Other Expenses (continued)			
Brought forward		212,981	140,745
Rent		5,000	0
Sub-Branch Secretarysts' Expenses		29,831	28,828
Office Equipment Expenses		190	1,515
Telephone		22,761	27,508
Training Expenses		0	10,169
Travel Expenses		38,082	30,137
Interest Subsidy		2,458	2,598
AWU - Subsidy Transfer		71,723	62,078
		<u>383,026</u>	<u>303,578</u>
TOTAL EXPENDITURE		<u>714,043</u>	<u>530,685</u>
Operating Surplus/(Deficit) for the year		(137,876)	27,443
Surplus/(Deficit) on disposal of Assets		0	(6,133)
NET SURPLUS/(DEFICIT) FOR YEAR		<u>(137,876)</u>	<u>21,310</u>
Less Significant items			
Profit of Sale of Trades Hall Shares		0	41,399
Provision for Long Service Leave	1(d)	0	(52,968)
Service Fee – AWU Victoria		0	(27,273)
NET DEFICIT FOR YEAR AFTER SIGNIFICANT ITEMS		<u>(137,876)</u>	<u>(17,532)</u>
Add Accumulated Funds at Beginning of Year		88,279	105,811
ACCUMULATED (DEFICIT) FUNDS AT END OF YEAR		<u>(49,597)</u>	<u>88,279</u>

(The attached notes 1 to 12 form part of the accounts)

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
ACCUMULATED (DEFICIT) FUNDS		<u>(49,597)</u>	<u>88,279</u>
Represented by Net Assets as follows:			
ASSETS			
CURRENT ASSETS			
Cash at Bank	10	<u>117,255</u>	<u>166,848</u>
FIXED ASSETS			
Office Equipment	6	285	716
Computer Equipment	7	9,600	10,272
Motor Vehicles	8	48,547	62,492
		<u>58,432</u>	<u>73,480</u>
TOTAL ASSETS		<u>175,687</u>	<u>240,328</u>
LIABILITIES			
CURRENT LIABILITIES			
Sundry Creditors		64,167	58,154
Provision for Annual Leave		23,183	27,819
Provision for Long Service Leave		79,240	66,076
Provision for Redundancy		58,694	0
TOTAL LIABILITIES		<u>225,284</u>	<u>152,049</u>
NET (LIABILITIES) ASSETS		<u>(49,597)</u>	<u>88,279</u>

(The attached notes 1 to 12 form part of the accounts)

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**CASH FLOW STATEMENT FOR THE
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		571,350	546,576
Payments to Suppliers and Employees		(621,905)	(532,978)
Interest Received		3,816	2,181
Other Receipts		1,001	17,758
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	11	<u>(45,738)</u>	<u>33,537</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for Fixed Assets		(3,855)	(30,080)
Proceeds from Sale of Fixed Assets		0	7,510
Proceeds from Sale of Trades Hall Shares		0	41,399
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES		<u>(3,855)</u>	<u>18,829</u>
NET (DECREASE) INCREASE IN CASH HELD		(49,593)	52,366
Cash at Beginning of Year		166,848	114,482
CASH AT END OF YEAR	10	<u>117,255</u>	<u>166,848</u>

(The attached notes 1 to 12 form part of the accounts)

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act, 1996. The financial report 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. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the financial report.

- (a) All membership contributions are paid direct to the Branch and are accounted for on a cash receipt basis.
- (b) Depreciation of Fixed Assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Branch.
- (c) Provision for employee benefits in the form of Annual Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) Provision for employee benefits in the form of Long Service Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

Commencing with the year ended 30 June 2003 entitlements for Officials have been provided for in these accounts, as the liability for such entitlements is now the liability of the Branch, where in prior years it was the liability of the national body.

The provision for Long Service Leave has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- (e) No provision for Income Tax is necessary as the Union is exempt from income tax under Section 50 -15 of the Income Tax Assessment Act.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 272 of Schedule 1B which read as follows:-

- [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).

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004**

3. SUB-BRANCHES AUDITED BY OTHER AUDITORS

The sub-branches incorporated in the aggregation of the statement of financial position, statement of financial performance and accompanying notes of which A J Williams & Co has not acted as auditor are as follows:

- Glass and Container Industry Division - Victorian Sub-Branch
- Glass and Container Industry Division - South Australian Sub-Branch
- Glass and Container Industry Division - Western Australian Sub-Branch
- Glass and Container Industry Division - Queensland Sub-Branch

4. MEMBERSHIP CONTRIBUTIONS

	2004	2003
	\$	\$
New South Wales	171,022	166,768
Victoria	172,522	148,752
Queensland	53,326	50,161
South Australia	83,631	71,184
Western Australia	11,543	22,946
	<u>492,044</u>	<u>459,811</u>

5. PROFESSIONAL SERVICES

Audit Fees	12,114	10,332
Legal Expenses	70,615	10,950
	<u>82,729</u>	<u>21,282</u>

6. OFFICE EQUIPMENT

At Cost	14,465	14,465
Less Accumulated Depreciation	14,180	13,749
	<u>285</u>	<u>716</u>

7. COMPUTER EQUIPMENT

At Cost	46,646	42,793
Less Accumulated Depreciation	37,046	32,521
	<u>9,600</u>	<u>10,272</u>

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004**

8. MOTOR VEHICLES

	2004 \$	2003 \$
At Cost	92,979	92,976
Less Accumulated Depreciation	44,432	30,484
	<u>48,547</u>	<u>62,492</u>

9. COMMITMENTS FOR EXPENDITURE

Interest Subsidy

Under an agreement between the Union and a senior executive of the Branch, the Branch had undertaken to subsidise the executive while employed by the Union for 50% of the commercial rate of interest which would be payable on an \$80,000 home housing loan. The total interest subsidy expenditure committed for at balance date and not provided for in the accounts was \$395. Being 2 months till the 30 August 2004 at which time the senior executive ceased employment with the union.

Not later than one year	395	2,458
Later than one year but not later than two years	0	2,308
Later than two years but not later than five years	0	5,883
Later than five years	0	5,555
	<u>395</u>	<u>16,204</u>

10. RECONCILIATION OF CASH

For the purpose of the statement of cash flows, cash includes:

Cash on Hand and in at call deposits with banks or financial institutions net of bank overdrafts

Cash at Bank

- Branch Office	94,781	55,066
- NSW Sub Branch	1,138	1,738
- Victorian Sub Branch	4,369	12,459
- Queensland Sub Branch	659	6,216
- South Australian Sub Branch	2,893	5,902
- Western Australian Sub Branch	0	2,031
- Special Purpose Account	13,415	27,913
- Long Service Leave Fund	0	55,523
	<u>117,255</u>	<u>166,848</u>

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
11. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET DEFICIT		
Net Deficit for the Year	(137,876)	(17,532)
Non-Cash Flows in Operating Activities		
Depreciation	18,903	18,646
Annual Leave Expense	(4,636)	(4,874)
Long Service Leave Expense	13,164	54,360
Loss on Disposal of Assets	0	6,133
Profit on Sale of Trades Hall Shares	0	(41,399)
Redundancy	58,694	0
Changes in Assets and Liabilities		
Increase in Sundry Creditors	6,013	14,896
Decrease in Prepayments	0	3,307
CASH FLOW FROM OPERATIONS	<u>(45,738)</u>	<u>33,537</u>

12. SUBSEQUENT EVENTS

In accordance with a resolution of the branch dated 16 July 2004 the following occurred.

- (i) The branch closed at 31 August 2004.
- (ii) On 1 September 2004 members were transferred to the appropriate state branches
- (iii) All existing office equipment was written off and retained by the sub branch secretaries.
- (iv) Paul Currie and John Gorrie were transferred the union's cars as part of their redundancy packages
- (v) Rick Krishnan sub branch secretary of Victoria had his car transferred to him in lieu of the 15% Commission owed to him.
- (vi) All other assets of the union were transferred to National Office of Australian Workers Union including cash accounts.

The redundancy liabilities were funded by the geographical branches.

All other unpaid liabilities at the date of closure of the branch were funded by the geographical branches.

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

INDEPENDENT AUDIT REPORT

To the members of the Australian Workers Union Glass and Container Industry Branch.

Scope

The Financial Report and the Responsibility of the Committee of Management and the Branch Secretary

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the Committee of Management's Statement for Australian Workers Union Glass and Container Industry Branch for the year ended 30 June 2004.

The Committee of Management and the Branch Secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. 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 financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, 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 Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

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

- examining, on a 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 and the Accounting Officer.

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

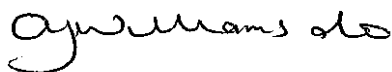
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**AUSTRALIAN WORKERS UNION
GLASS AND CONTAINER INDUSTRY BRANCH**

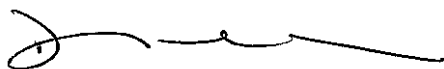
Audit Opinion

In our opinion:

- (a) the financial report of Australian Workers Union Glass and Container Industry Branch is in accordance with the Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the Branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) the financial report of Australian Workers Union Glass and Container Industry Branch is in accordance with other mandatory professional reporting requirements in Australia.



A.J. WILLIAMS & CO.
Chartered Accountants.



D. S. MCLEAN
Registered Company Auditor.
SYDNEY NSW 2000

19 January 2005



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Bill Shorten
National Secretary
The Australian Workers Union
685 Spencer Street
WEST MELBOURNE VIC 3003

Dear Mr Shorten

**Re: Lodgement of Financial Statements and Accounts for the Glass & Container Industry
Branch for the year ending 30 June 2004 (FR2004/530)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 31 March 2005.

Thank you for your attention to this matter. The documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/002ngci/financial.

With reference to note 12 of the Notes to the Accounts, Subsequent Events, the Registry will look forward to receiving the financial statements and accounts for the period 1 July 2004 to 31 August 2004 in due course. An indication of when these accounts may be likely to be received would be appreciated.

If you would like to discuss this letter please contact me on 02 8374 6618.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

6 April 2005