



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: FR2004/532-[002N-NSW]

Mr Russ Collison
Branch Secretary
The Australian Workers' Union
Greater New South Wales Branch
16-20 Good Street
GRANVILLE NSW 2142

Dear Mr Collison

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: **FR2004/532**.

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:

¹RAO 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.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



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Mr Russ Collison
Branch Secretary
The Australian Workers' Union - Greater New South Wales Branch
16-20 Good Street
GRANVILLE NSW 2142

Dear Mr Collison

Financial Return - year ending 30 June 2004 Ref: FR2004/532

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'⁴).

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.

⁴ 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

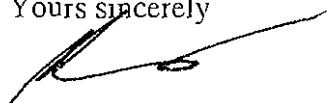
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

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 GPFs 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 McKerrow
for Deputy Industrial Registrar

23 November 2004



Ref. 05022be

21st February, 2005

The Industrial Registrar
Australian Industry Registry
Level 8 Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

NEW SOUTH WALES
REGISTERED OFFICE
GREATER NEW SOUTH
WALES BRANCH
ABN 70 662 384 762
16-20 GOOD STREET
GRANVILLE NSW 2142
PO BOX 20
GRANVILLE NSW 2142
PHONE: (02) 9897 3644
FAX: (02) 9897 1481
HOTLINE: 1300 763 223
info@awu-nsw.asn.au
www.awu-nsw.asn.au
RUSS COLLISON
State Secretary
Branch Secretary

Dear Sir/Madam,

**RE: THE AUSTRALIAN WORKERS' UNION, GREATER NEW SOUTH WALES
BRANCH 2003/2004 FINANCIAL STATEMENT**

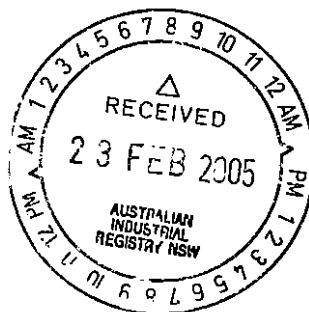
I certify that the enclosed copies of the auditor's report, accounts and statements of The Australian Workers' Union (AWU), Greater New South Wales Branch are copies of the documents were distributed and made available to members from 26th November, 2004.

The enclosed documents were subsequently brought to a meeting of members held on 17th December, 2004.

I wish to confirm that The Australian Workers' Union, Greater New South Wales Branch did not make any donation or grant which exceeds the sum of \$1,000 for the 2003/2004 financial year.

Yours Sincerely,

Russ Collison
BRANCH SECRETARY



Enc.

**PROUD OF THE PAST
FIGHTING FOR
THE FUTURE**

**THE AUSTRALIAN WORKERS' UNION
GREATER NSW BRANCH**

Certificate of Secretary

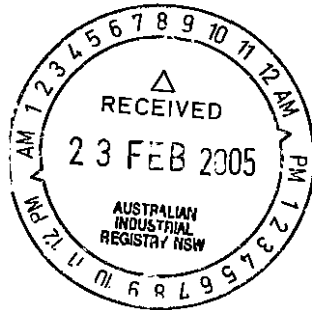
I, Russell Kerry Collison being the Secretary of The Australian Workers' Union, Greater New South Wales Branch certify:

- that the documents lodged herewith are copies of the full report referred to in Section 268 of the Schedule 1B to the Workplace Relations Act 1996; and
- that the full report was provided to members on **26th November, 2004**; and
- that the full report was presented to a General Meeting of members of the Australian Workers' Union Greater NSW Branch on **17th December, 2004**; in accordance with Section 266 of Schedule 1B to the Workplace Relations Act 1996.



.....
Russell Kerry Collison
Secretary

Date: 17-12-04.....



**THE AUSTRALIAN WORKERS' UNION
GREATER NEW SOUTH WALES BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 30th August, 2004 the Committee of Management of The Australian Workers' Union Greater New South Wales Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting of Australian Workers Union Greater NSW Branch for the financial year ended 30 June 2004:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

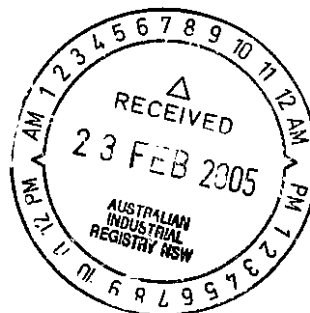
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting organisation for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting organisation will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (1) meetings of the Committee of management were held in accordance with the rules of the organisation; and
 - (2) the financial affairs of the reporting organisation have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (3) the financial records of the reporting organisation 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
 - (4) the information sought in any request of a member of the reporting organisation or a Registrar duly made under section 272 of the Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar;
 - (5) in relation to s252(2) of the RAO Schedule the Committee of Management is unable to say that there is consistency in reporting of financial records for each of the other reporting unit. It is anticipated that this will be rectified in due course.
 - (6) no orders have been made by the Commission to inspect financial records under section 273 of the Schedule 1B to the Workplace Relations Act 1996.

For the Committee of Management:



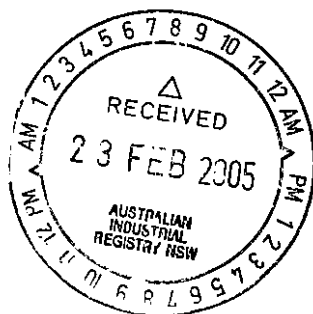
.....
Russell Kerry Collison
Secretary

Date: 30. 8. 04



**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
INCOME		
Membership Contributions	4573697	4116766
Commission Received	125	-
Interest Received	54102	37898
Rent Received - Granville Trade Centre	20416	14816
Rent Received - Grafton	2800	4168
Rent Received - Canberra	142945	130867
Rent Received - Dubbo	182011	187746
Rent Received - Griffith	13561	13562
Rent Received - Tamworth	7391	7091
Miscellaneous Income	86364	48923
Trade and Industrial Hall Shares	-	180046
Refunds	7492	29211
Training Fees	91054	128518
Workcover Grants	12311	-
Sundry Income	<u>29737</u>	<u>14872</u>
TOTAL INCOME	<u>5224006</u>	<u>4914484</u>
EXPENDITURE		
Accounting and Auditing Expenses	25800	24880
Accrued Annual Leave	15151	(15521)
Advertising and Promotion	15050	16130
Affiliation Fees	96016	98483
Bank Fees	8185	9165
Branch Executive Expenses	6676	5771
Commission Paid	2207	2440
Claims	-	452
Consulting and Employment Agency Fees	58255	32001
Delegate Expenses	7491	7516
Depreciation	141727	148219
Donations	26	-
Functions	-	2573
General Expenses	3112	3756
Legal Fees	77522	21534
continue....		



**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
continue....		
Loss on Disposal of Assets	38589	31924
Meeting Costs	3862	1994
Mortality Expenses	3120	2520
Motor Vehicle Expenses – Leasing	15872	25585
Motor Vehicle Expenses - Insurance	25949	40546
Motor Vehicle Expenses - Miscellaneous	16708	40082
Motor Vehicle Expenses - Petrol	112183	119828
Motor Vehicle Expenses - Registration	22849	13378
Motor Vehicle Expenses - Toll	10418	8380
Motor Vehicle Expenses - Services	36305	32636
National Office - Subsidy	652920	571193
Organiser Expenses - General	32947	33702
Organiser Expenses - Overnights	10917	14286
Postage and Couriers	34354	50257
Printing Expenses	36874	31976
Property Expenses - Granville	76908	132562
Property Expenses - Canberra	85545	74113
Property Expenses - Orange	1135	1142
Property Expenses - Griffith	8341	9628
Property Expenses - Tamworth	1373	1097
Property Expenses - Dubbo	101629	105214
Property Expenses - Grafton	625	424
Property Expenses - Cobar	2762	-
Property Expenses - Wagga Wagga	1031	950
Provision for Long Service Leave	15014	(5186)
Rent Paid - Orange	1200	1200
Rent Paid – Tamworth	15549	16417
Rent Paid - Wagga Wagga	9268	9273
Rent Paid - Cobar	1514	-
Rent Paid - Grafton	4160	4160
Continue....		

**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
continue.....		
Repairs and Maintenance		
Computer	14715	16302
Office Equipment	64347	59435
Staff Amenities	5352	6855
Stationery	9403	30166
Subscriptions	17031	15789
Telephone Cost		
General Phone Costs	60344	83320
Mobile Phone Costs	41738	36707
Training and Seminars	555	2076
Travel Expenses	23494	23167
Wages and Salaries		
Officials	1364581	1299781
Industrial staff	234507	230099
Clerical/Other	497532	508590
Payroll Expenses		
Fringe Benefits Tax	10255	10319
Payroll Tax	157906	100490
Industrial Special Risk	27934	15879
Superannuation	254878	252273
Workers Compensation	70310	70187
<u>Total Expenditure</u>	<u>4692021</u>	<u>4488115</u>
<u>Operating Surplus for the year</u>	<u>531985</u>	<u>426369</u>
Accumulated Funds at the beginning of the year	4604911	4178542
<u>Accumulated Funds at end of the year</u>	<u>5136896</u>	<u>4604911</u>

**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH
BALANCE SHEET AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
Accumulated Funds			
General Funds		5136896	4604911
Reserves		<u>831300</u>	<u>831300</u>
		<u>5968196</u>	<u>5436211</u>
Represented by Net Assets as follows:			
Assets			
Current Assets			
Cash	3	1830224	1377202
Term Deposits		300000	-
Sundry Debtors	4	<u>427620</u>	<u>531851</u>
		<u>2557844</u>	<u>1909053</u>
Fixed Assets			
Property, Plant & Equipment	5	<u>3890996</u>	<u>3882876</u>
Total Assets		<u>6448840</u>	<u>5791929</u>
Current Liabilities			
Creditors and Borrowings	6	222589	127828
Employee Entitlements	7	<u>190893</u>	<u>175742</u>
		<u>413482</u>	<u>303570</u>
Non-Current Liabilities			
Employee Entitlements	7	<u>67162</u>	<u>52148</u>
Total Liabilities		<u>480644</u>	<u>355718</u>
Net Assets		<u>5968196</u>	<u>5436211</u>

**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH**

	2004	2003
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members	4679476	4132705
Payments to suppliers	(4386779)	(4326583)
Net loss on disposal of assets	(38589)	(31924)
Interest received	54102	37898
Other income	<u>596207</u>	<u>759820</u>
 Net cash inflow/(outflow) from operating activities (Note 2)	 904417	 571916
CASH FLOWS FROM INVESTING ACTIVITIES		
Assets purchase	<u>(151395)</u>	<u>(137092)</u>
Net increase / (decrease) in cash held	753022	434824
Cash at the beginning of the financial year	<u>1377202</u>	<u>942378</u>
Cash at the end of the financial year (Note 1)	<u>2130224</u>	<u>1377202</u>

Note 1 Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Note 2 RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS / (DEFICIT)

Operating surplus for the year	531985	426369
Adjustment for non-cash items:		
Depreciation	141727	148219
Changes in operating assets and liabilities		
Increase in receivables	105779	15939
Increase / (Decrease) in creditors	94761	2096
Increase / (Decrease) in provisions	<u>30165</u>	<u>(20707)</u>
 Net cash inflow / (outflow) from operating activities	 <u>904417</u>	 <u>571916</u>

**THE AUSTRALIAN WORKERS' UNION
GREATER NEW SOUTH WALES BRANCH
Notes to and forming part of the accounts
for the year ended 30 June 2004**

1. Section 253 of Schedule 1B (the RAO Schedule) of the Workplace Relations Act 1996 (the Act)

Under subsection 253(1) of Schedule 1B of the Workplace Relations Act 1996 the financial reports have been prepared from the financial records kept under subsection 252(1) in relation to the financial year ended 30 June 2004. The financial reports have been compiled in accordance with Australian Accounting Standards Board. The financial statements and notes for the year ended 30 June 2004 presented a true and fair view of the financial position and performance of the organisation.

The members of the organisation are provided 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 organisation.

Under section 253 during the financial year ended 30 June 2004 no payment by the organisation to employers as consideration for the employers making payroll deductions of membership subscriptions.

The financial reports have been disclosed information in accordance with the requirements of the Industrial Registrar under section 253 of Schedule 1B of the Workplace Relations Act 1996.

In accordance with subsection 272(5) of the RAO Schedule of the Workplace Relations Act of 1996 the members' attention is drawn to subsections (1), (2) & (3) which are set out below:

Section 272 - Information to be provided to members or Registrar

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

2. Accounting Policies and Other Disclosure Matters

The accounts have been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), the Corporation Act 2001 and section 253 of Schedule 1B of the Workplace Relations Act 1996. The attached financial statements adopt the accruals basis for reporting the Branch's income and expenditure whilst assets are recorded at historical cost and do not take into account changing money values nor current valuations of non current assets, except where specifically stated (refer Note 5 relating to the incorporation of freehold properties). Depreciation on office equipment, furniture and fittings are depreciated on a straight line basis. No provision for income tax required as the Branch is exempt from income tax under Division 50-15 of the Income Tax Assessment Act 1997. The accounting policies for the Australian Workers Union Greater NSW Branch have been consistently applied, unless otherwise stated.

**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH
Notes to and forming Part of the Accounts
For the Year ended 30 June 2004**

	2004	2003
	\$	\$
<u>3 Cash at Bank and on hand</u>		
State Bank No 1	183439	91403
State Bank No 2	352712	139710
Greater Trade Union Centre	159438	70088
Workcover Grant Account	26068	1290
GTUC - Income Protection	134487	176645
Annual Leave Account	45955	194875
Petty Cash Account	10400	11200
Colonial First State Account	437450	416053
Training Fund Account	238230	133493
Long Service Leave Account	<u>242045</u>	<u>142445</u>
	<u>1830224</u>	<u>1377202</u>
<u>4 Sundry Debtors</u>		
Membership Contributions accrual	209908	315985
AWU NSW Branch	211218	211218
Others	<u>6494</u>	<u>4648</u>
	<u>427620</u>	<u>531851</u>
<u>5 Property, Plant & Equipment</u>		
Properties:		
Granville Property at valuation	3000000	3000000
Griffith Property at valuation	<u>365000</u>	<u>365000</u>
	<u>3365000</u>	<u>3365000</u>
Office equipment, Furniture & Fittings:		
At Cost	220343	211870
Less Accumulated Depreciation	<u>(194417)</u>	<u>(185376)</u>
	<u>25926</u>	<u>26494</u>
Motor Vehicles:		
At Cost	790279	707865
Less Accumulated Depreciation	<u>(290209)</u>	<u>(216483)</u>
	<u>500070</u>	<u>491382</u>
	<u>3890996</u>	<u>3882876</u>

**AUSTRALIAN WORKERS UNION
GREATER NSW BRANCH
Notes to and forming Part of the Accounts
For the Year ended 30 June 2004**

	2004	2003
	\$	\$
<u>6 Creditors and Borrowings</u>		
Tax payable – refer to June BAS	78578	67673
Sundry Creditors	<u>144011</u>	<u>60155</u>
	<u>222589</u>	<u>127828</u>

7 Employee Entitlements

Current		
Provision for Annual Leave	<u>190893</u>	<u>175742</u>
Non-Current		
Provision for Long Service Leave	<u>67162</u>	<u>52148</u>

Provision is made in the accounts for benefits accruing to employees in respect of annual leave and long service leave when it is probable that settlement will be required and the provisions are capable of being measured reliably.

The Branch is not required to provide for the entitlements of Branch Officials as the National Office accepts responsibility for funding them out of the subsidy transfers it receives from the Branch. As at 30 June 2004 the Branch records show that \$567,776 has been accumulated for long service by officials. As for staff members an amount of \$67,162 have been provided for in the accounts.

8 Legal expenses

Legal expenses provided by the organisation including: variations to awards and rules, acting on behalf of members, certified agreements and general legal advice to the organisation.

8. Comparative Amounts

Where necessary, the figures for the previous year are reclassified to facilitate comparison.

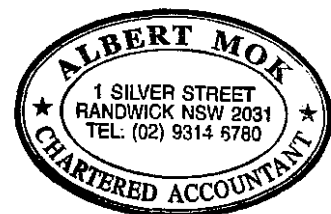
THE AUSTRALIAN WORKERS' UNION
GREATER NEW SOUTH WALES BRANCH

Independent Audit Opinion

I have audited the financial accounts of the Australian Workers Union Greater NSW Branch for the year ended 30 June 2004. The Organisation Executive is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the organisation.

My audit have been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are fairly stated in accordance with Australian accounting standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), statutory requirements so as to present a view of the organisation which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

Audit opinion expressed in this report has been formed on the above basis.



THE AUSTRALIAN WORKERS' UNION
GREATER NEW SOUTH WALES BRANCH

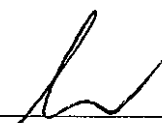
Audit Opinion

In my opinion

- (1) the organisation has kept satisfactory accounting records including:
 - (a) records of the sources and nature of the income of the Organisation (including income from members); and
 - (b) records of the nature and purpose of expenditure of the Organisation; and

- (2) the financial accounts are properly drawn up in accordance with Section 253 of the Schedule 1B to the Workplace Relations Act 1996, from the accounting records of the Organisation kept in respect of the financial period so as to give a true and fair view of:
 - (a) the Organisation's state of affairs as at 30 June 2004 and its results and cash flows for the financial year ended on that date; and
 - (b) are in accordance with applicable Accounting Standards, other mandatory professional reporting requirements; and
 - (c) all the information and explanations that under Section 253(1) of the Schedule 1B to the Workplace Relations Act 1996 I required officers of the Organisation to furnish, were furnished.

- (3) in my opinion the general purpose financial report is presented fairly in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.



Albert Mok
Registered Company Auditor

Sydney NSW

Dated: 26/11/2004



**THE AUSTRALIAN WORKERS' UNION
GREATER NEW SOUTH WALES BRANCH**

OPERATING REPORT

The Committee of Management presents their report on the Australian Workers Union Greater NSW Branch for the financial year ended 30 June 2004.

The names of the Committee of Management in office at any time during the reporting period:

Allen, N	McDermott, A ceased 31/1/04
Bongetti, A	McGuire, T
Brown, K	Meyer, J
Ciaglia, L ceased in 1/9/03	Mitchell, E
Coady, L	Murphy, M
Collison, R	Murray, P
Falconer, V	Oshana, J
Farrow, P	Quirk, P
Fraser, R	Reynolds, H
Garay, A	Rose, I
Goring, H	Ryan, Chris commenced 1/9/03
Green, D	Seton, G commenced 30/4/04
Hastings, T commenced 2/6/03	Simmons, T
Kelly, P	Smith, L
Knorre, W ceased 30/4/04	Sparkes, R ceased 31/12/03
Lyons, D commenced 30/4/04	Thistlethwaite, M
Madden, M	Thompson, A
Martin, E	Toner, G
McConnachie, M commenced 2/6/03	Wilmore, M

The Committee of Management stated that the surplus of the Australian Workers Union Greater NSW Branch for the financial year amounted to \$531,985.00.

A review of the operations of our organisation during the financial year showed that we have achieved a constant level of membership even we are under pressure in a competitive marketplace. There were no significant changes in the economic entity's state of affairs occurred during the financial year.

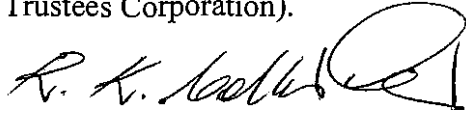
The principal activity of the economic entity during the financial year was that of a trade union as described in detail in the accompanying attachment "A".

AWU Rule 14 - Resigning as a Member - provides for the resignation of members in accordance with s174 of Schedule 1B of the *Workplace Relations Act 1996*.

At 30 June 2004, the number of members recorded for our organisation was 17,251. As 30 June 2004, our organisation had 38 employees including officials and staff.

(cont. of Operating Report...)

Organiser V F Falconer is a trustee of ASSET (Australian Superannuation Savings Employees Trust) and Secretary R K Collison is a trustee of FTC (First State Superannuation Trustees Corporation).



.....
Russell Kerry Collison
Secretary

Date: 30. 8. 04
.....

ATTACHMENT "A"

THE AUSTRALIAN WORKERS' UNION GREATER NSW BRANCH

REVIEW OF PRINCIPAL ACTIVITIES

The Australian Workers' Union (AWU) principal activities are to promote the role of the Union at the workplace, to work for the benefit of AWU members, to represent the Union at the various tribunals in support of the membership, and to make applications to those tribunals to vary awards from time to time in industries and callings where the AWU is the principal union.

The AWU promotes the training of delegates and members in Occupational Health and Safety (OH&S), enterprise bargaining, dispute resolution and the role of the industrial tribunals.

During calendar year 2004 the AWU Greater New South Wales Branch will conduct nine delegates training courses, where skilled tutors are able to impart important advice. This programme will continue.

The AWU is responsible for extensive awards and the variation to those, through application to the Industrial Commission for State Wages case variation and regular award reviews.

Not all applications to the Commission are consent matter and issues like reinstatement unfair dismissal/recovery of wages/superannuation, transmission of business, re-classification of employees through their respective enterprise agreements/ award workers compensation grievances as well as award/enterprise agreement interpretation/arbitration and Occupational Health and Safety matters in accordance with the OH&S Act.

The AWU promotes involvement on Industry advisory Councils, Superannuation Boards and the Premiers Consultative Council as well as representation on Policy and advisory function through the NSW Labor Council and the ACTU.

The AWU has demonstrated a social conscience where workers in drought ravaged NSW were assisted by huge campaign to relieve their plight recently as well as campaigns to assist families affected by workplace fatalities and serious injury.

The rules of The Australian Workers' Union provide for four yearly election terms, (the current term expires on the 30 June 2005) and during the forthcoming year the membership will be advised to actively participate in the democratic process of the Union election. The AWU can boast of Comparatively high returns in these ballots.

The rule of the AWU include quarterly Branch Executive meetings which is the governing body of the Greater New South Wales Branch, and importantly the executive is quite representative of the industries and callings covered within the rules.

End of Document.



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
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Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Russ Collison
Branch Secretary
The Australian Workers' Union
Greater New South Wales Branch
PO Box 20
GRANVILLE NSW 2142

Dear Mr Collison

**Re: Lodgement of Financial Statements and Accounts for the Australian Workers' Union -
Greater New South Wales Branch for the year ending 30 June 2004 (FR2004/532)**

Receipt is acknowledged of the abovementioned financial documents, which were lodged in the Registry on 23 February 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/002nsw/financial.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Wendy Burgess'.

Wendy Burgess
for Deputy Industrial Registrar

2 March 2005