



FAIR WORK
AUSTRALIA

4 January 2012

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



Dear Mr Collison,

**Re: Lodgement of Financial Statements and Accounts – The Australian Workers' Union, Greater
New South Wales Branch – for year ending 30 June 2011 (FR2011/2697)**

Thank you for lodging the abovementioned financial statements and accounts which were received by Fair Work Australia on 16 December 2011.

The documents have been filed.

Yours sincerely,

Stephen Kellètt

Organisations, Research and Advice Branch
Fair Work Australia



14th December, 2011

The Industrial Registrar
Fair Work Australia
Level 8 Terrace Tower
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 FINANCIAL STATEMENT FOR YEAR ENDING 30TH JUNE, 2011**

I certify that the enclosed copies of the general purpose financial report, Committee of Management statement, operating report, auditor's report, secretary's certificate of The Australian Workers' Union (AWU), Greater New South Wales Branch are copies of the documents were circulated by way of post and made available to members from 30th August, 2011.

The enclosed documents were subsequently brought to an Annual General Meeting of members held on 17th October, 2011.

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 2010/2011 financial year.

Yours Sincerely,

Russ Collison
BRANCH SECRETARY

Enc.

**The Australian Workers' Union
Greater NSW Branch**

Certificate of Secretary

I, Russell Kerry Collison being the Secretary of the Australian Workers Union Greater NSW Branch certify:

- that the documents lodged herewith are copies of the full report and the concise report pursuant to Section 253(2)(a) of the *Fair Work (Registered Organisations) Act 2009*, and
- that the full report was provided to members on 30th August, 2011; and
- that the full report was presented to a meeting of the committee of management of the Australian Workers Union Greater NSW Branch on 29th August, 2011; and further presented to an annual general meeting of members on 17th October, 2011 in accordance with *Fair Work (Registered Organisations) Act 2009*.



Russell Kerry Collison
Secretary

Date: 17th October, 2011

The Australian Workers' Union Greater NSW Branch

Committee of Management Statement

On 29th August 2011, the Branch Executive of the Greater New South Wales Branch passed the following resolution in relation to the general purpose financial report of this reporting unit for the financial year ended 30th June, 2011.

The Branch Executive 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 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 General Purpose Financial Report relates and since the end of that year:
 - (i) meetings of the Branch Executive were held in accordance with the rules of the organisation including the rules of the branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 Schedule and the Fair Work (Registered Organisations) Act 2009 Regulations;
 - (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) there have been no requests for information sought by members of the reporting unit or a Registrar duly made under section 272 of the Fair Work (Registered Organisations) Act 2009.
 - (vi) there have been no compliance orders for inspection of financial records made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.

For and on behalf of the Branch Executive:



.....
Russell Kerry Collison, Secretary

Dated: 29th August, 2011

Australian Workers Union Greater NSW Branch

Independent Auditor Report

Scope

I have audited the financial accounts of the Australian Workers Union Greater NSW Branch for the year ended 30 June 2011. 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 the financial accounts in order to express an opinion on it to the members of the organisation.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free from 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 whether, in all material respects, the financial accounts are presented fairly 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.

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

Independence

In accordance with ASIC Class Order 05/83, I declare to the best of my knowledge and belief that the auditor's independence declaration has not changed as at the date of providing my audit opinion.

Audit opinion

In my opinion, the financial report of Australian Workers Union Greater NSW Branch is in accordance with:

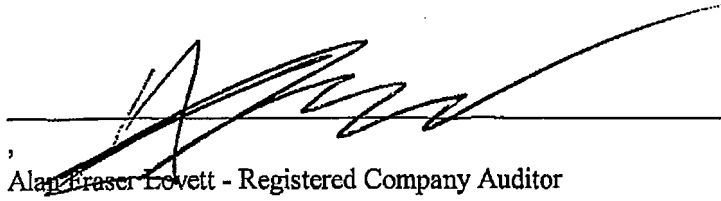
1. The organisation has kept satisfactory accounting records including:
 - (a) records of the sources and nature of the income of the Organisation (including income from members); and
 - (b) records of the nature and purpose of expenditure of the Organisation; and
2. the financial accounts are properly drawn up in accordance with Section 253 of Schedule 1B of 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:
the organisation's state of affairs as at 30 June 2011 and its results and cash flows for the financial year ended on that date; and
 - (a) are in accordance with applicable Accounting Standards, other mandatory professional reporting requirements; and
 - (b) all the information and explanations that under Section 253(1) of Schedule 1B to the Workplace Relations Act 1996, where I required officers of the organisation to furnish information the information was provided.
3. in my opinion the general purpose financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.
4. the Corporations Act 2001, including:
 - (a) giving a true and fair view of the company's financial position as at 30 June 2011 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and

Australian Workers Union Greater NSW Branch

Independent Auditor Report

5. other mandatory professional requirements to the extent described in Note1.

Signed on 29 August, 2011:



Alan Fraser Lovett - Registered Company Auditor

Australian Workers Union Greater NSW Branch
Detailed Profit and Loss Statement
For the year ended 30 June 2011

	2011 \$	2010 \$
Income		
Membership contributions	4,994,291	4,770,401
Interest received	533,449	261,331
Commissions received	25,434	
Donations received	26,373	11,500
Profit on sale of fixed assets	12,728	2,000
Rents received - Granville Trade Centre	15,167	
Rent received - Canberra	146,998	170,763
Rent received - Dubbo	26,934	6,938
Rent received - Griffith	14,040	17,710
Rent received - Orange	2,100	
OH & S Training course income	88,011	145,369
Sundry income	30,227	35,783
Total income	5,915,752	5,421,794
Expenses		
Accountancy and audit expenses	15,375	15,498
Accrued annual leave	12,822	47,077
Advertising and promotion	6,697	528
Affiliation fees	97,710	150,330
Ambulance services	3,668	3,126
Bank Fees	8,614	7,928
Branch executive expenses	17,985	13,575
Commissions paid	298	460
Conferences and meeting expenses	79,153	52,270
Consulting and employment agency fees	5,644	16,014
Court filing fees	2,145	1,016
Delegate expenses	14,792	28,191
Depreciation - plant & motor vehicle	105,191	83,521
Depreciation - buildings	5,046	
Donations	65,491	34,989
Fines & penalties		580
Functions	27,818	36,220
General expenses	3,311	15,507
Industrial relation expenses	49,585	52,508
Legal and professional fees	3,902	26,199
Mortality expenses	1,920	2,160

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch
Detailed Profit and Loss Statement
For the year ended 30 June 2011

	2011	2010
	\$	\$
M/V car - Insurance	18,590	6,378
M/V car - Miscellaneous	20,603	23,944
M/V car - Petrol	125,796	113,996
M/V car - Registration/CTP	21,724	5,492
M/V car - Tolls	10,916	13,773
M/V car - Services	18,934	16,918
National office - subsidy	696,704	656,589
Organiser expenses - general	16,306	22,473
Organiser expenses - overnights	18,958	15,303
Parking expenses	8,195	9,991
Postage and couriers	31,561	33,364
Printing expenses	14,283	11,644
Property expenses - Granville	130,943	107,861
Property expenses - Canberra	65,480	67,937
Property expenses - Orange	3,626	
Property expenses - Griffith	15,689	8,267
Property expenses - Dubbo	12,394	20,907
Property expenses - Wagga Wagga	2,420	4,026
Provision for long service leave	157,622	44,915
Rent paid - Orange	6,764	1,200
Rent paid - Tamworth	6,730	6,017
Rent paid - Wagga Wagga	9,268	9,268
Rent paid - Grafton	4,160	4,160
Repairs & maintenance - computer	12,105	7,593
Repairs & maintenance - office equipmen	58,020	57,680
Sponsorship	10,455	4,895
Staff amenities	10,678	10,086
Stationery	31,221	19,906
Subscriptions	13,257	14,274
Telephone - general phone costs	55,205	39,498
Telephone - mobile phone costs	32,963	43,850
Training & seminars	24,999	12,140
Travel & fare expenses	4,174	3,217
Wage & Salaries - Officials	1,535,610	1,246,465
Wages & Salaries - Industrial staff	223,525	272,153
Wages & Salaries - Clerical/other	529,368	487,550
Payrol, expenses - Fringe benefits tax	13,520	12,933
Payroll expenses - Payroll tax	105,844	122,876
Payroll exp - Industrial special risk	10,394	8,817

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch
Detailed Profit and Loss Statement
For the year ended 30 June 2011

	2011	2010
	\$	\$
Employee's benefit exp- salary sacrifice	206,592	198,950
Superannuation	286,797	238,945
Workers compensation	21,657	20,023
Total expenses	5,131,215	4,613,973
Profit from Ordinary Activities before income tax	784,537	807,821

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch

Notes to the Financial Statements

For the year ended 30 June 2011

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

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 2011. The financial reports have been prepared to comply with the Australian Accounting Standards Board and the Corporations Act 2001. The financial statements and notes for the year ended 30 June 2011 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 evaluate 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 2011 no payment by the organisation to employees as consideration for the employers making payroll deductions of membership subscriptions.

The financial reports have 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 1996 the members' attention is drawn to subsections (1), (2), and (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 made 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).

The following is a summary of the material accounting policies adopted by the organisation in the presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated. Refer to Note: 'changes in accounting policies' for comparison to the previous financial year:

Note 2: Accounting Policies and Other Disclosure Matters

The accounts have been prepared and presented in accordance with applicable Accounting Standards, and other mandatory professional reporting requirements (Urgent Issues Groups Consensus Views), the Corporations Act 2001 and Section 253 of Schedule 1B of the Workplace Relations Act 1996. The attached financial reports adopt the accrual 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 6 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 is 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 the Financial Statements

For the year ended 30 June 2011

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(a) Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually to ensure it is not in excess of recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies or the underlying net assets for other non-listed corporations.

(b) Employee Benefits

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on-costs. Employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

As at 30 June 2011 the Branch has provided \$938,665.86 for long service leave and entitlements of the Branch Officials and Industrial are \$703,225 and employees \$156,630. National Office accepts the responsibility for funding \$211,890 out of the Branch subsidy for Branch Officials and Industrial. The total amount provided for the Branch Officials and Industrial is \$915,115 and the Branch Employee including Clerical Staff is \$156,630.

(c) Comparative Figures

Comparative figures have been adjusted to conform with changes in presentation for the current financial year where required by accounting standards or as a result of changes in accounting policy.

(d) Legal Expenses

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

Australian Workers Union Greater NSW Branch
Notes to the Financial Statements
For the year ended 30 June 2011

	2011	2010
Note 3: Cash assets		
Bank accounts:		
Cash at bank - Account No 1	214,421	139,946
Cash at bank - Account No 2	935,682	1,209,415
Cash at bank - Greater Union Centre	95,153	168,392
Cash at bank - Workcover Grant Account	11,577	11,523
Cash at bank - GTUC Income Protection	301,999	229,306
Cash at bank - Annual Leave Account	1,211,723	563,556
Other cash items:		
Cash at bank - Colonial First State Acc	224,191	441,355
Cash at bank - Training Fund Account	414,636	429,254
Cash at bank - Long Service Leave Acc	299,051	200,259
Members Equity Bank	2,038,509	1,750,000
Chifley Investment Fund	1,391,677	1,315,519
Petty Cash Account	9,600	8,850
	7,148,218	6,467,375
	7,148,218	6,467,375
 Note 4: Receivables		
Current		
Members Contribution accrual	192,100	183,893
AWU - NSW State Union	211,218	211,218
Sundry	277,790	178,470
	681,108	573,581
	681,108	573,581
 Note 5: Other Financial Assets		
Non-Current		
Shares in other companies - at cost		
- Chifley Financial Services Limited	304,800	304,800
	304,800	304,800
	304,800	304,800
	304,800	304,800

Australian Workers Union Greater NSW Branch

Notes to the Financial Statements

For the year ended 30 June 2011

	2011	2010
Note 6: Property, Plant and Equipment		
Freehold land and buildings:		
- Granville Property At independent valuation	3,209,215	3,000,000
- Griffith Property At independent valuation	393,319	365,000
	<u>3,602,534</u>	<u>3,365,000</u>
Buildings:		
- Less: Accumulated depreciation	(5,046)	
	<u>(5,046)</u>	
Office, Plant and Furniture and Fittings:		
- At cost	466,647	432,348
- Less: Accumulated depreciation	(278,747)	(258,553)
	<u>187,900</u>	<u>173,795</u>
Motor vehicles:		
- At cost	743,966	748,154
- Less: Accumulated depreciation	(496,876)	(508,089)
	<u>247,090</u>	<u>240,065</u>
	<u>4,032,478</u>	<u>3,778,860</u>
Note 7: Payables		
Unsecured:		
- Sundry creditors	356,352	267,608
	<u>356,352</u>	<u>267,608</u>
	<u>356,352</u>	<u>267,608</u>
Note 8: Tax Liabilities		
Current		
GST payable control account	74,856	76,594
	<u>74,856</u>	<u>76,594</u>

Australian Workers Union Greater NSW Branch
Notes to the Financial Statements
For the year ended 30 June 2011

	2011	2010
Note 9: Employee Entitlements		
Current		
Provision for Annual Leave*	<u>238,158</u>	<u>225,336</u>
	<u>238,158</u>	<u>225,336</u>
Non Current		
Provision for Long Service Leave*	<u>938,666</u>	<u>781,044</u>
	<u>938,666</u>	<u>781,044</u>
* Aggregate employee entitlements liability	1,176,824	1,006,379

Australian Workers Union Greater NSW Branch

Statement of Cash Flows
For the year ended 30 June 2011

	2011	2010
	\$	\$
Cash Flow From Operating Activities		
Receipts from members	4,986,084	4,657,454
Payments to Suppliers and employees	(4,742,924)	(4,446,472)
Interest received	533,449	261,331
Net loss on disposal of assets		
Proceeds from sale of assets		
Other income	255,361	388,063
Net cash provided by (used in) operating activities (note 2)	1,031,970	860,376
Cash Flow From Investing Activities		
Payment for:		
Shares in other companies		(304,800)
Payments for property, plant and equipment	(363,855)	(280,045)
Proceeds from disposal of:		
Proceeds from sale of property	12,728	2,000
Net cash provided by (used in) investing activities	(351,127)	(582,845)
Net increase (decrease) in cash held	680,843	277,531
Cash at the beginning of the year	6,467,375	6,189,844
Cash at the end of the year (note 1)	7,148,218	6,467,375

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch

Statement of Cash Flows
For the year ended 30 June 2011

	2011	2010
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.		
Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
Cash at bank - Account No 1	214,421	139,946
Cash at bank - Account No 2	935,682	1,209,415
Cash at bank - Greater Union Centre	95,153	168,392
Cash at bank - Workcover Grant Account	11,577	11,523
Cash at bank - GTUC Income Protection	301,999	229,306
Cash at bank - Annual Leave Account	1,211,723	563,556
Cash at bank - Colonial First State Acc	224,191	441,355
Cash at bank - Training Fund Account	414,636	429,254
Cash at bank - Long Service Leave Acc	299,051	200,259
Members Equity Bank	2,038,509	1,750,000
Chifley Investment Fund	1,391,677	1,315,519
Petty Cash Account	9,600	8,850
	7,148,218	6,467,375

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

Operating profit (loss) after tax	784,537	807,821
Depreciation	110,237	83,521
(Profit) / Loss on sale of property, plant and equipment	(12,728)	(2,000)
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in receivables and others	(107,527)	(205,457)
Increase (decrease) in creditors	88,744	173,123
Increase (decrease) in provisions	(1,738)	3,368
Net cash provided by operating activities	1,031,970	860,376

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch

Balance Sheet As At 30 June 2011

	Note	2011 \$	2010 \$
Current Assets			
Cash assets	3	7,148,218	6,467,375
Receivables	4	681,108	573,581
Total Current Assets		7,829,326	7,040,956
Non-Current Assets			
Other financial assets	5	304,800	304,800
Property, plant and equipment	6	4,032,478	3,778,860
Total Non-Current Assets		4,337,278	4,083,660
Total Assets		12,166,604	11,124,616
Current Liabilities			
Payables	7	356,352	267,608
Current tax liabilities	8	74,856	76,594
Employee Entitlements	9	238,158	225,336
Total Current Liabilities		669,367	569,539
Non-Current Liabilities			
Employee Entitlements	9	938,666	781,044
Total Non-Current Liabilities		938,666	781,044
Total Liabilities		1,608,032	1,350,582
Net Assets		10,558,572	9,774,034
Equity			
Reserves		831,300	831,300
General Funds		9,727,272	8,942,734
Total Equity		10,558,572	9,774,034

The accompanying notes form part of these financial statements.

Australian Workers Union Greater NSW Branch
Statement of Changes in Equity for the year ended 30 June 2011

	Note	2011 \$	2010 \$
Total equity at the beginning of the year		9,774,034	8,966,213
Operating surplus for the year		<u>784,538</u>	<u>807,821</u>
Total Equity at the end of the year		<u>10,558,572</u>	<u>9,774,034</u>

The accompanying notes form part of these financial statements.

**The Australian Workers' Union
Greater New South Wales Branch - ABN 70 662 384 762**

Operating Report July 2010 - June 2011

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 during the financial year.

Operating Results

The net surplus for the financial year amounted \$784,537.

Significant Change in State of 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 the *Fair Work (Registered Organisations) Act 2009*.

Membership of Superannuation Scheme

R Collison FTC (First State Superannuation Trustees Corporation)
S Bali Chifley Financial Services Limited as from 19th August, 2010

Number of Members

Number of persons in register of members: 15,880.

Number of Employees

Number of employees (equivalent full time): 30 including officials and staff.

Names of members of management committee:

Bali, S	Kelly, P
Buhler, J	Mason, C
Brown, K	Meyer, J
Collison, R	Mitchell, E
Dawson, G	Morley, I
Fairless, L - commenced 27/6/11	O'Connor, T
Falconer, V	O'Neill, R
Farrow, P	Quirk, P
Fraser, R	Rumph, S
Freudenreich, J	Ryan, C
Fryer, H	Ryan, S
Garay, A	Scott, J
Goring, H	Seton, G
Hambridge, P	Thomas, I
Heaney, L - ceased 31/3/11	Thomas, R
Hillary, R	Toner, G

Other Information

There is no other information that the Union considers relevant.

Signed:



Russell Kerry Collison

Date:

29. - 8 - 2011



FAIR WORK
AUSTRALIA

21 July 2011

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



Dear Mr Collison,

Re: Lodgement of Financial Statements and Accounts – Australian Workers' Union, New South Wales Branch – for year ending 30 June 2011 (FR2011/2697)

The financial year of the New South Wales Branch of the organisation ended on 30 June 2011. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension is applied for and granted.

The documents you must lodge include:

(i) A general purpose financial report; (ii) A Committee of Management statement (iii) An operating report; (iv) An auditor's report; and (v) A certificate in accordance with section 268.

I draw your particular attention to

- (a) s237 which requires you to prepare and lodge a separate statement providing the prescribed particulars of any loan, grant or donation made during the year which exceeds \$1,000;
- (b) s265(5) which requires you to publish or otherwise provide your members with completed/signed copies of the audited accounts, report and statements before final presentation and lodgment; and
- (c) s266 which requires you to present the completed documents to an eligible meeting(s) (either of the members or of the committee of management).

Relevant references may be found at <http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and <http://www.fwa.gov.au/index.cfm?pagename=legislationfwroact>.

Yours sincerely,

Stephen Kellett

Statutory Services Branch