



**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: FR2005/470-[002N-TAS]**

Mr Ian Wakefield  
Branch Secretary  
The Australian Workers' Union - Tasmania Branch  
PO Box 129  
NORTH HOBART TAS 7002

Dear Mr Wakefield

**Financial Return - year ending 30 June, 2005**

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*.

Attached to this letter are sample forms and checklists to help you prepare and lodge your documents in time. We recommend you give a copy of this letter to the accountant or auditor preparing your accounts and the audit report.

We are happy to comment on any draft documents you or your accountant/auditor prepare before they are finalised.

**Review of last year's financial return**

We suggest you review any correspondence you received from us about last year's return. If we referred to any deficiencies or omissions, please take them into account in preparing this year's documents.

**Legislation**

This letter can only summarise the legislation. We strongly recommend your organisation and your accountant/auditor get a copy and refer to it when preparing your return. This is what you will need and where to find it:

- *The Registration and Accountability of Organisations Schedule* (Schedule 1B to the *Workplace Relations Act 1996*). We will call this the "RAO Schedule<sup>1</sup>". It is a part (or "schedule") of the Act but is numbered separately from rest of the Act. *Part 3 – Accounts and audit* of the RAO Schedule contains legislation on financial returns.

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<sup>1</sup> References in this letter are to the RAO Schedule unless otherwise stated

- The *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* – “the RAO Regulations”.
- the *Reporting Guidelines* issued by the Industrial Registrar – “the Guidelines”.

You can find the RAO Schedule and RAO Regulations under “Procedures and Legislation”, and the Guidelines under “Organisations”, on our website at [www.airc.gov.au](http://www.airc.gov.au). You can also view and download full versions of the Act including the RAO Schedule and RAO Regulations from Comlaw at [www.comlaw.gov.au](http://www.comlaw.gov.au).

## Timeline Planner and Checklist

The RAO Schedule includes strict timelines for various steps in the reporting process. It is in the interest of your organisation and its officers to know these time limits. Failure to comply with statutory time limits may attract a civil penalty.

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 Guidelines.

In the following section we describe some of the documents your reporting unit<sup>2</sup> 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 Guidelines (a sample Statement 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. The contents of the operating report are set out in s254 of the RAO Schedule and regulation 159 of the RAO Regulations.

<sup>2</sup> “Reporting Unit” is the term RAO uses to describe a body which has to prepare a financial return. If an organisation is divided into branches, each branch is a “reporting unit”.

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**

#### *The Full Report*

Your reporting unit must provide free of charge to its members a copy of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report".

#### *A Concise Report*

Under certain circumstances, your reporting unit can provide members a more limited *concise report*. If your committee of management resolves to prepare a concise report, you must ensure the contents and format of the report are consistent with the RAO Schedule and RAO Regulations.

#### *Providing the reports to members*

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 on a website on the Internet dependent on:

- the extent of the accessibility of the members of the reporting unit to the Internet; and
- 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.
- both financial and unfinancial members should be able to access the report if published on the website

*When does the report have to be provided to members?*

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 or any concise report to members, the full report 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 to consider the report (see s266(3)), you may 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](http://www.airc.gov.au)). When lodging the financial return please quote the **Ref: FR number** at top left of the front page of this letter.

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 certificate 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.

### **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. If the annual income of a 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

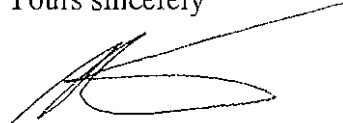
affairs of its counterpart State industrial association, the Industrial Registrar may grant a certificate reducing the reporting requirements.

If you think you might qualify for “reduced reporting”, please contact us for more information and how to make an application for a certificate.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [riasydney@air.gov.au](mailto:riasydney@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.

Yours sincerely



Peter McKerrow  
for Deputy Industrial Registrar

25 August 2005



**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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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 Officer**<sup>1</sup>

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]*<sup>2</sup>, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*<sup>3</sup>, 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]*<sup>3</sup> of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

Attachment E

**NOTICE REQUIRED BY s272(5) of the RAO Schedule**

*Your reporting unit must include the text of the Notice below in the Notes to the General Purpose Financial Report and in any Concise Report it prepares.*

**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 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).



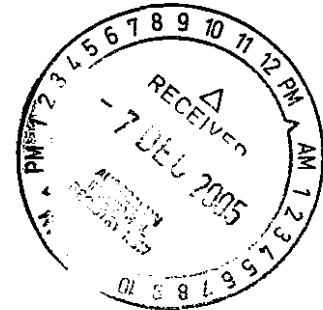
**THE  
AUSTRALIAN  
WORKERS'  
UNION**

ABN 51 450 376 718

**TASMANIA BRANCH**

Branch Secretary: **Ian Wakefield**

5 December 2005



Deputy Industrial Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Sir

**RE: Lodgement of Financial Statements for Tasmania Branch for year Ended 30<sup>th</sup>  
June 2005**

Please find enclosed a copy of the Financial Statements for The Australian Workers' Union, Tasmania Branch for year ending 30<sup>th</sup> June 2005 and 'Certificate of Secretary'.

If you have any further queries please contact me.

Yours faithfully

  
Ian Wakefield  
Branch Secretary





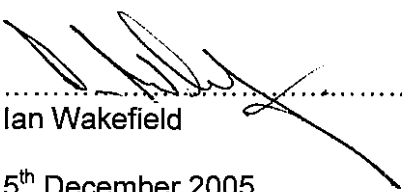
TASMANIA BRANCH  
Branch Secretary: Ian Wakefield

**Certificate of Secretary**

S268 of Schedule 1B Workplace Relations Act 1996

I, Ian Wakefield, the Branch Secretary of the Tasmania Branch of The Australian Workers' Union, certify:

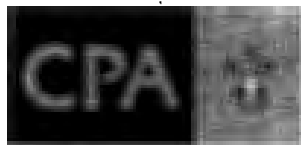
- \* That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- \* That the first meeting was held on 30<sup>th</sup> September 2005 and a Committee of Management Statement was signed.
- \* That the full report, was provided to members by mail on 17<sup>th</sup> October 2005; and
- \* That the full report was represented to a meeting of the Branch Executive on 2<sup>nd</sup> December 2005 in accordance with section 266 of the RAO Schedule.

  
.....  
Ian Wakefield

5<sup>th</sup> December 2005



# John Harrison B.Sc. B.Ec.



REGISTERED TAX AGENTS AND AUDITORS.  
MANAGEMENT, MARKETING AND TECHNOLOGY  
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Independent Auditors' Report To The Members Of The Australian Workers Union  
Tasmania Branch For The Year Ended 30<sup>th</sup> June 2005

## SCOPE

I have audited the attached financial statements of the Australian Workers Union - Tasmania Branch consisting of Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and accompanying notes set out on pages 1 to 11 for the year ended 30th June 2005. The Committee is responsible for the preparation and presentation of the financial statements and the information contained therein. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the Australian Workers Union – Tasmania Branch.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting policies and estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the accounting policies set out in note 1 to the financial statements, the Workplace Relations Act 1996, and the union's constitution so as to present a view of the union which is consistent with my understanding of its financial position and the results of its operations and cash flows.

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

## AUDIT OPINION

In my opinion,

- a) The financial report of the Australian Workers Union - Tasmania Branch presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements, the reporting guidelines, or any other requirements of Chapter 8, Part 3 of the RAO schedule, the Workplace Relations Act 1996, Associations Incorporation Act and the union's constitution the financial position as at 30th June 2005 and the results of its operations and cash flows for the year then ended.
- b) The Australian Workers Union - Tasmania Branch has kept satisfactory records of the sources and the nature of the income of the Branch, including income from members.
- c) The Australian Workers Union - Tasmania Branch has satisfactorily kept records of nature and purposes of the expenditure of the Branch.
- d) The Officers of the Australian Workers Union - Tasmania Branch supplied all information and explanations that I required them to furnish.

John Harrison  
Registered Company Auditor 2532

Dated: 5 / 10 / 2005

**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2005**

INCOME	2004		2005	
	\$	\$	\$	\$
Membership Contributions	585,798.35		625,165.17	
Sale of Merchandise	18.18		21.81	
Interest	2,719.58		4,453.24	
Rental Income	69,775.22		77,673.50	
Employment & Consultancy Income	0.00		18,636.38	
Board Sitting Fees	818.19		1,090.92	
Other Income	7,625.39		36,113.86	
<b>TOTAL INCOME</b>		<b>666,754.91</b>		<b>763,154.88</b>
<b>EXPENSES</b>				
<b>DIRECT MEMBERSHIP EXPENSES</b>				
AWU Subsidy Transfers	79,805.84		86,044.45	
Refund of Membership	0.00		255.91	
Commission Paid	4,069.32		3,244.12	
Affiliation Fees	6,470.00		5,770.00	
Donations	1,783.36		800.63	
<b>TOTAL DIRECT MEMBERSHIP EXPENSES</b>		<b>92,128.52</b>		<b>96,115.11</b>
<b>MERCHANDISE COSTS</b>				
Other	5,105.00		4,485.45	
<b>TOTAL MERCHANDISE COSTS</b>		<b>5,105.00</b>		<b>4,485.45</b>
<b>SHOP STEWARDS &amp; DELEGATES</b>				
Delegates Commission	0.00		1,380.00	
Delegates Conference	0.00		11,040.63	
Lost Time & Other Expenses	0.00		2,338.80	
Other	10,317.63		0.00	
<b>TOTAL SHOP STEWARDS &amp; DELEGATES</b>		<b>10,317.63</b>		<b>14,759.43</b>
<b>PAYROLL EXPENSES</b>				
Salaries & Wages	331,004.40		325,035.87	
Superannuation - Employer	45,178.86		41,868.50	
Payroll Tax	24,008.99		22,991.93	
Overnight Expenses - Organisers	0.00		6,379.08	
Overnight Expenses - Staff	0.00		3,575.00	
Workers Compensation Insurance	0.00		8,770.81	
Annual Leave Accrual	2,673.40		-1,096.13	
Long Service Leave Accrual	-17,129.41		5,252.06	
<b>TOTAL PAYROLL EXPENSES</b>		<b>385,736.24</b>		<b>412,777.12</b>
<b>TRAINING &amp; TUITION</b>				
Delegates & Shop Stewards	0.00		7,296.00	
Training Exp	0.00		655.45	
<b>TOTAL TRAINING &amp; TUITION</b>		<b>0.00</b>		<b>7,951.45</b>
<b>OFFICIALS</b>				
Travel Expenses	9,433.18		2,700.21	
Branch Executive	817.26		1,183.00	
<b>TOTAL OFFICIALS</b>		<b>10,250.44</b>		<b>3,883.21</b>

These accounts should be read in conjunction with the notes to the accounts, and the auditor's report.

<b>MOTOR VEHICLE EXPENSES</b>			
Motor Vehicle Running Costs	24,577.69	23,964.86	
Loss/(Gain) On Realisation	6,585.86	-2,074.59	
Depreciation - Motor Vehicles	20,566.00	21,552.00	
Fringe Benefits Tax	5,735.79	5,338.82	
<b>TOTAL MOTOR VEHICLE EXPENSES</b>	<b>57,465.34</b>		<b>48,781.09</b>
<b>TELEPHONE EXPENSES</b>			
Telephone Expense	19,782.58	21,527.58	
Depreciation - Telephone	573.00	930.00	
<b>TOTAL TELEPHONE EXPENSES</b>	<b>20,355.58</b>		<b>22,457.58</b>
<b>PROPERTY EXPENSES</b>			
Property Land Tax	2,827.50	3,673.80	
Property Rates	14,903.72	15,619.34	
Depreciation - Furniture & Equip	6,574.96	7,265.55	
Depreciation - Building	5,625.00	5,625.00	
<b>TOTAL PROPERTY EXPENSES</b>	<b>29,931.18</b>		<b>32,183.69</b>
<b>GENERAL EXPENSES</b>			
Advertising	172.13	123.51	
Audit & Accounting	4,491.36	3,622.50	
Bank Fees & Charges	1,420.80	1,566.72	
Cab Charge Admin Fee	0.00	29.20	
Commission re Real-estate Agent	1,200.00	9,770.62	
Hall Hire	109.09	89.09	
Heating & Lighting	1,583.13	1,440.21	
Legal Expenses	198.05	211.88	
General Insurance	6,496.87	5,985.74	
Miscellaneous Expenses	2,813.58	4,357.71	
Realised Loss/Gain re Asset Disposal	0.00	1,158.00	
Rental	127.27	0.00	
Repairs & Maintenance	2,311.92	1,021.26	
Staff Fares & Expenses	2,183.95	1,965.35	
Subscriptions & Registrations	796.36	1,744.08	
<b>TOTAL GENERAL EXPENSES</b>	<b>23,904.51</b>		<b>33,085.87</b>
<b>OFFICE EXPENSES</b>			
Printing & Stationery	5,339.75	11,329.80	
Postage	2,674.91	5,579.75	
Maintenance of Office Equipment	4,227.80	711.12	
<b>TOTAL OFFICE EXPENSES</b>	<b>12,242.46</b>		<b>17,620.67</b>
<b>TOTAL EXPENSES</b>	<b>647,436.90</b>		<b>694,100.67</b>
<b>NET PROFIT/(LOSS)</b>	<b>19,318.01</b>		<b>69,054.21</b>

These accounts should be read in conjunction with the notes to the accounts, and the auditor's report.

**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH  
STATEMENT OF FINANCIAL POSITION  
AS AT 30th JUNE 2005**

	<b>2004</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
<b>CAPITAL</b>		
Opening Accumulated Funds	255,750.68	275,068.69
Add Current Year Surplus/(Loss)	19,318.01	69,054.21
Total Accumulated Funds	<u>275,068.69</u>	<u>344,122.90</u>
Revaluation Reserve - Land & Buildings	147,877.00	147,877.00
<b>TOTAL CAPITAL</b>	<b><u>422,945.69</u></b>	<b><u>491,999.90</u></b>
<b>REPRESENTED BY:</b>		
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash On Hand	250.00	250.00
Commonwealth Bank Account	10,059.20	7,348.75
Commonwealth Bank Account No 2	18,789.13	13,283.82
Commonwealth Bank Account No 3 (L.S.L.)	8,373.90	6,709.02
Commonwealth Bank Account No 4 (G.S.T.)	22,397.65	19,723.71
Commonwealth Bank Account No 5 (Car)	8,444.67	26,576.31
Commonwealth Bank Account No 6 (Training)	0.00	14,466.41
Commonwealth Bank – Term Deposit	58,218.81	83,290.22
Pre-paid Interest re Hire Purchase	0.00	0.00
Accounts Receivable	5,686.19	6,418.70
<b>TOTAL CURRENT ASSETS</b>	<b><u>132,219.55</u></b>	<b><u>178,066.94</u></b>
<b>NON-CURRENT ASSETS</b>		
Branch Land @ Valuation	85,000.00	85,000.00
Branch Buildings @ WDV	208,125.00	202,500.00
Motor Vehicles @ WDV	95,801.83	105,386.82
Office Equipment @ WDV	22,838.19	30,314.88
Phones @ WDV	4,190.03	4,976.39
<b>TOTAL NON CURRENT ASSETS</b>	<b><u>415,955.05</u></b>	<b><u>428,178.09</u></b>
<b>TOTAL ASSETS</b>	<b><u>548,174.60</u></b>	<b><u>606,245.03</u></b>
<b>LESS LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Net GST Payable	14,267.59	13,627.33
PAYG Withholding	8,160.46	5,996.46
Sundry Creditors	14,043.15	3,110.07
Mobile Phone Contracts	1,402.37	0.00
<b>CURRENT LIABILITIES</b>	<b><u>37,873.57</u></b>	<b><u>22,733.86</u></b>
<b>DEFERRED LIABILITIES</b>		
Provision For Annual Leave	34,548.53	33,452.40
Provision For Long Service Leave	52,806.81	58,058.87
<b>TOTAL DEFERRED LIABILITIES</b>	<b><u>87,355.34</u></b>	<b><u>91,511.27</u></b>
<b>TOTAL LIABILITIES</b>	<b><u>125,228.91</u></b>	<b><u>114,245.13</u></b>
<b>NET ASSETS</b>	<b><u>422,945.69</u></b>	<b><u>491,999.90</u></b>

These accounts should be read in conjunction with the notes to the accounts, and the auditor's report.



**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH  
STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 30th JUNE 2005**

	2004	2005
	\$	\$
<b>CASH FLOWS FROM OPERATIONS</b>		
Cash Inflows From Operations		
Membership Contributions	644,378.19	687,681.69
Interest	2,719.58	4,453.24
Other	<u>90,621.93</u>	<u>129,520.59</u>
	<b>737,719.70</b>	<b>821,655.52</b>
Cash Outflows From Operations		
Subsidy To National Office	87,786.42	94,648.90
Payments To Employees	328,064.40	327,199.87
Payments of GST re operations	45,169.00	51,336.00
Other	<u>222,636.26</u>	<u>255,048.03</u>
	<b>683,656.08</b>	<b>728,232.80</b>
<b>NET CASH RE OPERATING ACTIVITIES</b>	<b>54,063.62</b>	<b>93,422.72</b>
<b>CASH FLOWS FROM INVESTING</b>		
Inflows From Investing Activities		
Claim For GST in Asset Purchases	10,245.00	7,006.00
Proceeds from Sale of Motor Vehicles	<u>63,500.00</u>	<u>29,001.00</u>
	<b>73,745.00</b>	<b>36,007.00</b>
Outflows From Investing Activities		
Purchase of Equipment	10,141.60	19,378.26
Purchase of Motor Vehicles	105,853.75	63,244.21
Payment of GST re Asset Sales	<u>5,772.00</u>	<u>290.00</u>
	<b>121,767.35</b>	<b>82,912.47</b>
<b>NET CASH RE INVESTING ACTIVITIES</b>	<b>(48,022.35)</b>	<b>(46,905.47)</b>
<b>CASH FLOWS FROM FINANCING</b>		
Outflows From Financing Activities		
Repayment of Hire Purchase Debt	<u>1,240.07</u>	<u>1,402.37</u>
	<b>1,240.07</b>	<b>1,402.37</b>
<b>NET CASH RE FINANCING ACTIVITIES</b>	<b>(1,240.07)</b>	<b>(1,402.37)</b>
<b>NET CASH CHANGE FOR YEAR</b>	<b>4,801.20</b>	<b>45,114.88</b>
<b>CASH AT BEGINNING OF FINANCIAL YEAR</b>	<b>121,732.16</b>	<b>126,533.36</b>
<b>CASH AT END OF FINANCIAL YEAR</b>	<b><u>126,533.36</u></b>	<b><u>171,648.24</u></b>

These accounts should be read in conjunction with the notes to the accounts, and the auditor's report.

**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH  
NOTES TO THE STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED 30th JUNE 2005**

**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 financial year as shown in the Statement of Cash Flows is reconciled to the related items in the balance sheet as follows:

	<b>2004</b>	<b>2005</b>
	\$	\$
Cash On Hand	250.00	250.00
Commonwealth Bank Account	10,059.20	7,348.75
Commonwealth Bank Account 2	18,789.13	13,283.82
Commonwealth Bank Account 3 (LSL)	8,373.90	6,709.02
Commonwealth Bank Account 4 (GST)	22,397.65	19,723.71
Commonwealth Bank Account 5 (Car)	8,444.67	26,576.31
Commonwealth Bank Account 6 (Training)	0.00	14,466.41
Commonwealth Bank - Term Deposit	58,218.81	83,290.22
	<u>126,533.36</u>	<u>171,648.24</u>

**2. Reconciliation of net cash provided by operating activities to operating profit after  
Income tax**

	<b>2004</b>	<b>2005</b>
	\$	\$
Operating profit after income tax	19,318.01	69,054.21
Less Debt Forgiveness	0.00	13,892.94
Add Depreciation	33,339.32	35,372.55
Add Loss on sale of Assets	6,585.86	-916.59
Add Decrease in trade debtors	4281.52	-732.51
Add Increase in trade creditors	-1,066.67	2,959.86
Add Provision for Annual Leave	2,673.40	-1,096.13
Add Provision for Long Service Leave	-17,129.41	5,252.06
Add GST re Operations	3,121.59	-413.79
Add Increase in PAYG	2,940.00	-2,164.00
<b>CASH FLOW FROM OPERATIONS</b>	<u>54,063.62</u>	<u>93,422.72</u>

# AUSTRALIAN WORKERS UNION - TASMANIA BRANCH

## NOTES TO AND FORMING PART OF THE 2005 ACCOUNTS

### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a) Except for Land and buildings which are at valuation, the accounts have been prepared on the basis of historical costs, and do not take into account changing money values.
- b) The accounting methods used are in accordance with the accounting standards laid down by the Australian accounting bodies and/or by law except where noted to the contrary.
- c) Depreciation has been provided for all fixed assets so as to write them off over the expected useful life of the asset.
- d) All expenses and receipts are accounted for on an accruals basis, except for Membership Contributions, which are recorded on a cash basis.
- e) No provision for income tax has been made as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act (1936).

### NOTE 2 CAPITAL COMMITMENTS

In the 2005 financial year no new capital commitments were entered into.

The amount of Capital Commitment still to be paid at 30<sup>th</sup> June 2005 on capital commitments entered into in prior financial periods is \$0.00.

### NOTE 3 CONTINGENT LIABILITIES

There were no contingent liabilities at 30th June 2005.

### NOTE 4 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 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).

### NOTE 5 SUBSEQUENT EVENTS.

There were no events after the balance date that required disclosure in the accounts.

**AUSTRALIAN WORKERS UNION - TASMANIA BRANCH  
NOTES TO AND FORMING PART OF THE 2005  
ACCOUNTS**

**NOTE 6 RE-VALUATION OF LAND & BUILDINGS**

In the 2002 financial year all land and buildings owned by the Tasmania Branch of the Australian Workers Union were re-valued to the amount determined by Government Valuation on 1 July 2001.

	\$
Buildings – 6 Lefroy Street, North Hobart @ Valuation	225,000.00
Land - 6 Lefroy Street, North Hobart @ Valuation	85,000.00
<b>TOTAL LAND &amp; BUILDINGS @ Valuation (1-7-01)</b>	<b>310,000.00</b>
Land & Buildings @ cost	162,123.00
<b>REVALUATION RESERVE – LAND &amp; BUILDINGS</b>	<b>147,877.00</b>

**NOTE 7 ABNORMAL OR EXTRAORDINARY EVENTS THAT HAVE HAD A MATERIAL EFFECT UPON THE FINANCIAL STATEMENTS**

A debt of \$13,892.94 owed to the ACTU was forgiven. As a result of this Other Income and Net Income are \$13,892.94 higher than they would otherwise have been.

There were no other abnormal or extraordinary events that have had a material effect upon the financial statements.

**NOTE 8 EMPLOYEE ENTITLEMENTS**

The provision for employee entitlements to Annual Leave represents the amount which the Union has a present obligation to pay resulting from employees services provided up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates plus any relevant loadings.

The provision for employee entitlements to Long Service Leave represents the prorated entitlement to long service leave. The entitlement has been calculated at nominal amounts based upon current wage and salary rates.

**AUSTRALIAN WORKERS UNION - TASMANIA BRANCH  
NOTES TO AND FORMING PART OF THE 2005  
ACCOUNTS**

**NOTE 9      WORKPLACE RELATIONS ACT 1996 DECLARATIONS.**

	<b>2004</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE</b>		
Membership fees	585,798.35	624,909.26
Compulsory levies or appeals for voluntary contributions	0.00	0.00
Grants or donations received	6,818.18	8,545.46
Split up		
- AWU Head Office – Conference Sponsorship	4,545.45	4,545.45
- Retire Invest – Conference Sponsorship	909.09	0.00
- Retire Invest – Conference Sponsorship	909.09	0.00
- Skilled Engineering – Conference Sponsorship	454.55	454.55
- Australian Primary – Conference Sponsorship	0.00	2,727.27
- Members Equity – Conference Sponsorship	0.00	363.64
- ARF Super Fund – Conference Sponsorship	0.00	454.55
Administrative Costs		
- AWU Head Office	0.00	0.00
<b>EXPENSES</b>		
Payments to employers as consideration for making payroll deductions of membership fees	4,069.32	3,244.12
Contributions to AWU head office	79,805.84	86,044.45
Affiliation fees	6,470.00	5,770.00
Compulsory levies	0.00	0.00
Grants or donations made	1,783.36	800.63
Employee benefits to holders of office	234,564.53	204,120.93
Employee benefits to employees (other than holders of office)	96,439.87	120,914.94
Fees or Allowances of representatives	14,386.95	3,718.80
Legal costs	198.05	211.88
Meeting costs	817.26	1,183.00
Penalties imposed under Workplace Relations Act or Regulations	0.00	0.00
Net Surplus/(Deficit) transferred to general fund	19,318.01	69,054.21
<b>LIABILITIES</b>		
Amounts payable to Employers for making Payroll Deductions of Membership Contributions	0.00	0.00
Amounts payable re legal costs	0.00	0.00
Amounts payable re employee benefits of office holders	61,039.59	71,831.29
Amounts payable re employee benefits of employees other than office holders	26,315.75	19,679.98

# *John Harrison B.Sc. B.Ec.*



REGISTERED TAX AGENTS AND AUDITORS.  
MANAGEMENT, MARKETING AND TECHNOLOGY  
CONSULTANTS, GST ADVISORS, COMPUTER  
CONSULTANTS, DESKTOP PUBLISHERS AND RESUME  
WRITERS

ABN 48 143 639 112

497 Main Rd  
Glenorchy  
TASMANIA 7010

Phone 61 3 62713003  
Fax 61 3 62730010  
Email: john.harrison@johnharrison.com.au

The Branch Executive  
Australian Workers Union - Tasmania Branch  
6 Lefroy Street  
NORTH HOBART TAS 7000

MEMBERSHIP CONTRIBUTIONS OF THE AUSTRALIAN WORKERS UNION -  
TASMANIA BRANCH FOR THE YEAR ENDED 30th JUNE 2004.

In accordance with rule 55(2) of the Rules Of The Australian Workers' Union I report that  
the total of membership contributions received by the Tasmania Branch was \$624,909.26  
This amount is net of Goods and Services Tax.

A handwritten signature in black ink, appearing to read 'John Harrison', is written over a faint circular stamp.

John Harrison  
Registered Company Auditor 2532  
497 Main Road, GLENORCHY TAS 7010

Dated: 5 11 2005

# John Harrison B.Sc. B.Ec.



REGISTERED TAX AGENTS AND AUDITORS.  
MANAGEMENT, MARKETING AND TECHNOLOGY  
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TASMANIA 7010

Phone 61 3 62713003  
Fax 61 3 62730010  
Email: [john.harrison@johnharrison.com.au](mailto:john.harrison@johnharrison.com.au)

The Branch Executive Committee  
Australian Workers Union - Tasmania Branch  
6 Lefroy Street  
North Hobart Tas 7000

Dear Sirs

Having completed the audit for your branch I have noted that for the year ended 30<sup>th</sup> June 2005 as I have in past years there is one main weakness in the accounting system in place.

The weakness I have noted is that in most instances the same person receives the union monies, issues the receipts, does the banking and enters the information into the accounting program. The preferred practice from an auditor's point of view is that each stage, (e.g. receipt, banking and entry into the accounting records), is carried out by a different person as this reduces the ability of any one or two persons being able to misappropriate funds. I am however of the opinion that due to the small staff size of the branch, and the minor amount of cash receipts, that the costs of implementing segregation of duties will probably outweigh the possible advantages from segregation.

During my audit it also came to my attention that there were some items in the accounts that needed adjusting. All of which have been corrected in the audited accounts.

The items in the accounting records of the union that have been corrected are as follows:

- A) Correction of depreciation figures on the Profit & Loss Statement, and Accumulated Depreciation figure on the Balance Sheets.
- B) Bringing to account any gains or losses on the disposal of fixed assets.
- C) Correction of the accounts to account for changes in annual leave and long service leave allowances.
- D) Correction to net off Suspense Income against Suspense Expenses.
- E) Correction re items recorded as miscellaneous expenses or Repairs & Maintenance to be included as assets. Eg Glass Table Tops and Assembly of Furniture.
- F) Entry of Items purchased using Bank Cards during June 05 that were not paid for until July 05.

As in the past few years the records of incomings and outgoings have been kept in excellent order, with only a few corrections being made during the course of the audit for items that are for the most part book entries.

Yours Faithfully

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

John Harrison

**THE AUSTRALIAN WORKERS' UNION  
TASMANIA BRANCH  
FOR THE YEAR ENDED 30th JUNE 2005  
COMMITTEE OF MANAGEMENT'S CERTIFICATE**

On 22 September, 2005, the Committee of Management of The Australian Workers' Union - Tasmania Branch passed the following resolution in relation to the General Purpose Financial Report of the reporting unit for the financial year ended 30th June 2005.

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 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 meet 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 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 Workplace Relations Act 1996 Schedules and the Workplace Relations Act 1996 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 organization; 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 Workplace Relations Act 1996 Registration and Accountability of Organisations 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 Workplace Relations Act 1996 Registration and Accountability of Organisations Schedule.

For and on behalf of the Committee of Management:

Name:   
Office Held: *President*

Name:   
Office Held: *COMMITTEEMAN*

Signed at Hobart this *30* day of *September*, 2005



## THE AUSTRALIAN WORKERS' UNION - TASMANIA BRANCH OPERATING REPORT

We the undersigned, being two members of the Committee of Management of The Australian Workers' Union - Tasmania Branch, declare that the following report was prepared by the committee of management and is in accordance with a resolution passed by the Committee.

(i) **Members Right To Resign**

Under section 174 of the Workplace Relations Act 1996 any member has the right to resign their membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the The Australian Workers' Union - Tasmania Branch.

(ii) **Number of members**

At the end of the financial year there were 2233 members.

(iii) **Number of employees**

At the end of the financial year there were 6 employees when measured on a full-time equivalent basis.

(iv) **Principal Activities**

The principal activities during the year have been operation of a trade union, and the renting of properties owned by the union;

(v) **Results Of Principal Activities**

The Australian Workers' Union - Tasmania Branch made a net profit of \$69,054.21 as a result of it's activities;

(vi) **Changes In Nature Of Principal Activities**

There have been no significant changes in the nature of the principal activities;

(vii) **Significant Changes In The Financial Affairs**

The only significant change in the financial affairs of The Australian Workers' Union - Tasmania Branch during the year has been the forgiveness of a debt in the amount of \$13,892.94 owed to the ACTU.

(viii) **Membership of Committee of Management**

Name	Position	Period
Mr Don Hayes	President	1 July 2004 to 30 June 2005
Mr Laurie Gregson	Vice President	1 July 2004 to 30 June 2005
Mr David Goodrick	Vice President	1 July 2004 to 30 June 2005
Mr Ian Wakefield	Branch Secretary	1 July 2004 to 30 June 2005
Mr Ian Jones	Organiser	1 July 2004 to 30 June 2005
Mr Steve Dowling	Committeeman	1 July 2004 to 30 June 2005
Jill Reid	Committeeman	1 July 2004 to 30 June 2005
Mr Graeme Rowlands	Committeeman	1 July 2004 to 30 June 2005
Mr Gavin Saunders	Committeeman	1 July 2004 to 30 June 2005
Karen Cordwell	Committeeman	1 July 2004 to 8 March 2005
Stephen Parsell	Committeeman	6 June 2005 to 30 June 2005
Paul Barrett	Committeeman	6 June 2005 to 30 June 2005

(ix) **Declarable Superannuation Trusteeship**

The committee of management is unaware of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
  - (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

Signed:



Signed



Date: 30/9/2005



**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 Ian Wakefield  
Branch Secretary  
The Australian Workers Union  
Tasmanian Branch  
PO Box 129  
NORTH HOBART TAS 7002

Dear Mr Wakefield

**Lodgement of Financial Statements and Accounts for the AWU Tasmanian Branch for the  
year ending 30 June 2005 (FR2005/470)**

Receipt is acknowledged of the above mentioned financial statements and accounts, which were lodged in the Registry on 7 December 2005.

Donations

I note that in the Statement of Financial Performance an amount of \$1783.36 has been included as Donations. I would like to remind you that, pursuant to section 237 of the RAO Schedule, if any individual donation exceeded \$1000 then a statement showing the relevant particulars of such donations is required to be lodged in the Registry.

The financial statements and accounts have been filed, and may be viewed on the internet at [www.e-airc.gov.au/002ntas/financial](http://www.e-airc.gov.au/002ntas/financial).

Yours sincerely,

A handwritten signature in black ink that reads "Belinda Penna".

Belinda Penna  
for Deputy Industrial Registrar

14 December 2005