



**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: FR2007/234-[002N-TAS]**

Mr Ian Wakefield  
Branch Secretary  
The Australian Workers' Union - Tasmania Branch  
6 Lefroy Street  
NORTH HOBART TAS 7002

Dear Mr Wakefield

**Financial Return - year ending 30 June, 2007**

Our records show the 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*.

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.

**Information on AIRC Website**

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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](http://www.airc.gov.au)).

~~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.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...  
18 July, 2007



**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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<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?	
	<del>Does the certificate state that the documents are copies of those provided to members?</del>	
	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.

*[Add the following if any recovery of wages activity has been undertaken during the financial year]*

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - ~~(iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and~~
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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*

**120 YEARS**  
STRONGER TOGETHER



24 October 2007

TASMANIA BRANCH  
6 LEFROY STREET  
NORTH HOBART 7000  
PO BOX 129  
NORTH HOBART 7002  
TEL: (03) 6234 6744  
FAX: (03) 6234 5712  
EMAIL: admin@awutas.org.au  
WEB: www.awutas.org.au  
IAN WAKEFIELD  
Branch Secretary

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

Dear Sir

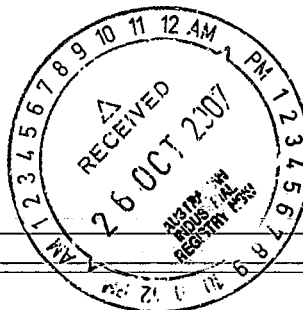
**RE: Lodgment of Financial Statements for Tasmania Branch for  
the Year Ending 30<sup>th</sup> June 2007**

Please find enclosed a copy of the Financial Statements for The Australian Workers' Union, Tasmania Branch for the year ending 30<sup>th</sup> June 2007 and a 'Certificate of Secretary'.

If you have any queries regarding this matter please contact me.

Yours faithfully

Ian Wakefield  
Branch Secretary



**120 YEARS**  
STRONGER TOGETHER



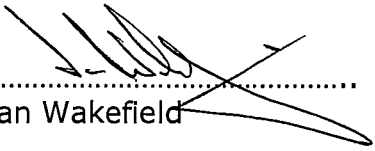
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FAX: (03) 6234 5712  
EMAIL: admin@awutas.org.au  
WEB: www.awutas.org.au  
IAN WAKEFIELD  
Branch Secretary

**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 14<sup>th</sup> September 2007 and a Committee of Management Statement was signed;
- Members were advised that the full report, was available on the website from 26<sup>th</sup> September 2007; and
- That the full report was represented to a meeting of the Branch Executive on 23<sup>rd</sup> October 2007 in accordance with section 266 of the RAO Schedule.

  
.....  
Ian Wakefield

24<sup>th</sup> October 2007

# John Harrison Accountants



ACCOUNTANTS, CORPORATE SECRETARIES,  
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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 2007

## 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 12 for the year ended 30<sup>th</sup> June 2007. 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.

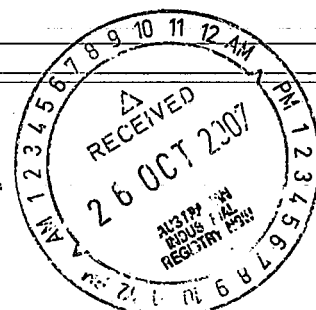
## AUDIT OPINION

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 30<sup>th</sup> June 2007 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: 25/9 /2007.



**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2007**

	2006		2007		Notes
	\$	\$	\$	\$	
<b>INCOME</b>					
Membership Contributions	778,364.91		751,611.00		
Sale of Merchandise	38.18		59.55		
Interest	5,544.87		16,863.82		
Rental Income	59,886.82		53,432.04		
Employment & Consultancy Income	13,636.38		0.00		
Board Sitting Fees	818.19		0.00		
Building Depreciation Recouped			28,125.00		7
Land & Building Revaluation - (6-6A Lefroy Street)			75,000.00		6,7
Other Income	18,155.16		41,457.85		
<b>TOTAL INCOME</b>		<b>876,444.51</b>		<b>966,549.26</b>	
<b>EXPENSES</b>					
<b>DIRECT MEMBERSHIP EXPENSES</b>					
AWU Subsidy Transfers	116,117.80		104,390.35		
Refund of Membership	278.18		383.55		
Commission Paid	3,864.20		3,321.18		
Affiliation Fees	14,622.17		16,620.50		
Membership Computer Software	10,505.95		11,040.20		
Donations	0.00		0.00		
<b>TOTAL DIRECT MEMBERSHIP EXPENSES</b>		<b>145,388.30</b>		<b>135,755.78</b>	
<b>MERCHANDISE COSTS</b>					
Other	3,357.05		14,628.32		
<b>TOTAL MERCHANDISE COSTS</b>		<b>3,357.05</b>		<b>14,628.32</b>	
<b>SHOP STEWARDS &amp; DELEGATES</b>					
Delegates Commission	1,450.00		800.00		
Delegates Conference	0.00		13,532.84		
Lost Time & Other Expenses Other	1,232.48		5,201.53		
<b>TOTAL SHOP STEWARDS &amp; DELEGATES</b>		<b>2,682.48</b>		<b>19,534.37</b>	
<b>PAYROLL EXPENSES</b>					
Salaries & Wages	333,146.62		364,671.44		
Superannuation - Employer	43,140.73		47,086.24		
Payroll Tax	23,854.67		24,541.59		
Overnight Expenses - Organisers	6,741.79		15,103.29		
Overnight Expenses - Staff	3,142.70		500.00		
Workers Compensation Insurance	3,674.95		1,865.23		
Annual Leave Accrual	5,561.38		-2,280.79		
Long Service Leave Accrual	12,498.86		5,220.78		
<b>TOTAL PAYROLL EXPENSES</b>		<b>431,761.70</b>		<b>456,707.78</b>	
<b>TRAINING &amp; TUITION</b>					
Delegates & Shop Stewards	2,291.81		8,117.64		
Training Exp	2,244.68		1,335.41		
<b>TOTAL TRAINING &amp; TUITION</b>		<b>4,536.49</b>		<b>9,453.05</b>	
<b>OFFICIALS</b>					
Travel Expenses	4,348.67		7,067.35		
Branch Executive	1,969.77		743.31		
<b>TOTAL OFFICIALS</b>		<b>6,318.44</b>		<b>7,810.66</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	28,729.81	35,519.62	
Loss/(Gain) On Realisation	21,593.06	35,131.26	
Depreciation - Motor Vehicles	17,961.00	17,746.00	
Fringe Benefits Tax	<u>7,574.07</u>	<u>7,310.34</u>	
<b>TOTAL MOTOR VEHICLE EXPENSES</b>		<b>75,857.94</b>	<b>95,707.22</b>
<b>TELEPHONE EXPENSES</b>			
Telephone Expense	24,256.18	26,591.12	
Depreciation - Telephone	<u>1,087.00</u>	<u>2,027.00</u>	
<b>TOTAL TELEPHONE EXPENSES</b>		<b>25,343.18</b>	<b>28,618.12</b>
<b>PROPERTY EXPENSES</b>			
Property Land Tax	994.80	641.27	
Property Rates	10,992.06	8,420.54	
Depreciation - Furniture & Equip	8,215.16	7,355.24	
Depreciation - Building	<u>5,625.00</u>	<u>0.00</u>	
<b>TOTAL PROPERTY EXPENSES</b>		<b>25,827.02</b>	<b>16,417.05</b>
<b>BEACONSFIELD MINE EXPENSES</b>			
Telephone, Accommodation, Misc.	<u>8,958.68</u>	<u>1,101.90</u>	
<b>TOTAL BEACONSFIELD MINE</b>		<b>8,958.68</b>	<b>1,101.90</b>
<b>GENERAL EXPENSES</b>			
Advertising	166.16	304.58	
Audit & Accounting	4,135.24	3,600.00	
Bank Fees & Charges	1,182.34	1,441.56	
Cab Charge Admin Fee	17.38	0.00	
Commission re Real-estate Agent	1,429.35	1,472.64	
Donations/Sponsorships	2,062.36	2,600.72	
Hall Hire	70.68	0.00	
Heating & Lighting	1,622.40	1,660.04	
Industrial Campaigns	19,775.33	11,619.04	
Legal Expenses	6,480.33	46.73	
General Insurance	4,516.46	4,096.00	
Miscellaneous Expenses	4,475.61	13,721.58	
Realised Loss/Gain re Asset Disposal	211.64	1,795.41	
Repairs & Maintenance	3,382.54	6,991.02	
Staff Fares & Expenses	902.58	508.51	
Subscriptions & Registrations	<u>858.18</u>	<u>6,556.48</u>	
<b>TOTAL GENERAL EXPENSES</b>		<b>51,288.58</b>	<b>56,414.31</b>
<b>OFFICE EXPENSES</b>			
Printing & Stationery	11,567.51	13,813.88	
Postage	<u>6,727.02</u>	<u>5,869.46</u>	
<b>TOTAL OFFICE EXPENSES</b>		<b>18,294.53</b>	<b>19,683.34</b>
<b>TOTAL EXPENSES</b>		<b>799,614.39</b>	<b>861,831.90</b>
<b>NET PROFIT/(LOSS)</b>		<b><u>76,830.12</u></b>	<b><u>104,717.36</u></b>

**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30th JUNE 2007**

	2006	2007	Notes
\$	\$	\$	
<b>CAPITAL</b>	<b>2006</b>	<b>2007</b>	
Opening Accumulated Funds	344,122.90	420,953.02	
Add Current Year Surplus/(Loss)	76,830.12	29,717.36	
Total Accumulated Funds	420,953.02	450,670.38	
Revaluation Reserve - Land & Buildings	147,877.00	222,877.00	6
<b>TOTAL CAPITAL</b>	<b>568,830.02</b>	<b>673,547.38</b>	
<b>REPRESENTED BY:</b>			
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash On Hand	250.00	250.00	
Commonwealth Bank	15,293.99	58,571.06	
Commonwealth Bank No 2	62,517.07	23,042.48	
Commonwealth Bank No 3 (LSL)	4,507.51	826.45	
Commonwealth Bank No 4 (GST)	21,486.22	11,968.28	
Commonwealth Bank No 5 (Car)	22,156.56	10,323.44	
Commonwealth Bank No 6 (Training)	22,903.04	44.12	
Commonwealth Bank Term Deposit	115,948.20	113,749.69	
Members Equity No 1	0.00	27,246.64	
Members Equity No 5	0.00	8,087.08	
Members Equity No 6	0.00	12,174.91	
Accounts Receivable	654.19	654.19	
<b>TOTAL CURRENT ASSETS</b>	<b>265,716.78</b>	<b>266,938.34</b>	
<b>NON-CURRENT ASSETS</b>			
Branch Land @ Valuation	85,000.00		
Branch Buildings @ Valuation (1/7/01)	225,000.00		
LESS Accumulated Depreciation	28,125.00		
Branch Buildings @ WDV	196,875.00		
Branch Land & Buildings @ Valuation (9/5/07)		385,000.00	
Motor Vehicles @ Cost	146,088.86	130,635.60	
LESS Accumulated Depreciation	19,667.00	10,958.00	
Motor Vehicles @ WDV	126,421.86	119,677.60	
Office Equipment @ Cost	118,420.94	117,686.40	
LESS Accumulated Depreciation	90,601.86	86,247.92	
Office Equipment @ WDV	27,819.08	31,438.48	
Phones @ Cost	15,531.85	18,282.19	
LESS Accumulated Depreciation	4,451.00	6,478.00	
Phones @ WDV	11,080.85	11,804.19	
<b>TOTAL NON CURRENT ASSETS</b>	<b>447,196.79</b>	<b>547,920.27</b>	
<b>TOTAL ASSETS</b>	<b>548,174.60</b>	<b>814,858.61</b>	
<b>LESS LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Net GST Payable	12,112.31	9,233.25	
PAYG Withholding	6,111.46	5,620.46	
GBA-Business Card	0.00	679.50	
Sundry Creditors	16,288.27	12,292.36	
Mobile Phone Contracts	0.00	974.16	2
<b>TOTAL CURRENT LIABILITIES</b>	<b>34,512.04</b>	<b>28,799.73</b>	

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

<b>DEFERRED LIABILITIES</b>		
Provision For Annual Leave	39,013.78	36,732.99
Provision For Long Service Leave	<u>70,557.73</u>	<u>75,778.51</u>
<b>TOTAL DEFERRED LIABILITIES</b>	<b><u>109,571.51</u></b>	<b><u>112,511.50</u></b>
<b>TOTAL LIABILITIES</b>	<b><u>125,228.91</u></b>	<b><u>141,311.23</u></b>
<b>NET ASSETS</b>	<b><u>568,830.02</u></b>	<b><u>673,547.38</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 2007**

	2006	2007
	\$	\$
<b>CASH FLOWS FROM OPERATIONS</b>		
Cash Inflows From Operations		
Membership Contributions	856,201.40	826,772.10
Interest	5,544.87	16,863.82
Other	106,066.78	102,279.93
	<u>967,813.05</u>	<u>945,915.85</u>
Cash Outflows From Operations		
Subsidy To National Office	127,729.58	114,829.39
Payments To Employees	333,031.62	365,162.44
Payments of GST re operations	58,435.99	53,716.95
Other	281,224.05	350,986.18
	<u>800,421.24</u>	<u>884,694.96</u>
<b>NET CASH RE OPERATING ACTIVITIES</b>	<b>167,391.81</b>	<b>61,220.89</b>
<b>CASH FLOWS FROM INVESTING</b>		
Inflows From Investing Activities		
Claim For GST in Asset Purchases	10,494.63	11,154.40
Proceeds from Sale of Motor Vehicles	42,500.00	59,229.00
	<u>52,994.63</u>	<u>70,383.40</u>
Outflows From Investing Activities		
Purchase of Equipment	6,498.70	14,047.05
Purchase of Telephones	7,936.00	2,893.89
Purchase of Motor Vehicles	108,673.75	109,711.00
Payment of GST re Asset Sales	3,863.64	5,384.45
	<u>126,972.09</u>	<u>132,036.39</u>
<b>NET CASH RE INVESTING ACTIVITIES</b>	<b>(73,977.46)</b>	<b>(61,652.99)</b>
<b>CASH FLOWS FROM FINANCING</b>		
Inflows From Financing Activities		
Mobile Phone Purchase Contract	0.00	1,314.89
	<u>0.00</u>	<u>1,314.89</u>
Outflows From Financing Activities		
Repayment of Hire Purchase Debt	0.00	340.73
	<u>0.00</u>	<u>340.73</u>
<b>NET CASH RE FINANCING ACTIVITIES</b>	<b>0.00</b>	<b>974.16</b>
<b>NET CASH CHANGE FOR YEAR</b>	<b>93,414.35</b>	<b>542.06</b>
<b>CASH AT BEGINNING OF FINANCIAL YEAR</b>	<b>171,648.24</b>	<b>265,062.59</b>
<b>CASH AT END OF FINANCIAL YEAR</b>	<b>265,062.59</b>	<b>265,604.65</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 2007**

**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:

	2006	2007
	\$	
Cash On Hand	250.00	250.00
Commonwealth Bank Account	15,293.99	58,571.06
Commonwealth Bank Account 2	62,517.07	23,042.48
Commonwealth Bank Account 3 (LSL)	4,507.51	826.45
Commonwealth Bank Account 4 (GST)	21,486.22	11,968.28
Commonwealth Bank Account 5 (Car)	22,156.56	10323.44
Commonwealth Bank Account 6 (Training)	22,903.04	44.12
Commonwealth Bank - Term Deposit	115,948.20	113,749.69
Members Equity No 1	0.00	27,246.64
Members Equity No 5	0.00	8,087.08
Members Equity No 6	0.00	12,174.91
CBA Business Card	0.00	-679.50
	<u>265,062.59</u>	<u>265,604.65</u>

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

	2006	2007
	\$	
Operating profit after income tax	76,830.12	104,717.36
Less Debt Forgiveness	0.00	0.00
Less Building Depreciation Recouped	0.00	28,125.00
Less Land & Building Revaluation	0.00	75,000.00
Add Depreciation	32,888.16	27,128.24
Add Loss on sale of Assets	21,804.70	36,926.67
Add Decrease in trade debtors	5,764.51	0.00
Add Increase in trade creditors	13,178.20	-3,995.91
Add Provision for Annual Leave	5,561.38	-2,280.79
Add Provision for Long Service Leave	12,498.86	5,220.78
Add GST re Operations	-1,249.12	-2,879.47
Add Increase in PAYG	115.00	-491.00
<b>CASH FLOW FROM OPERATIONS</b>	<u>167,391.81</u>	<u>61,220.88</u>

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 AND FORMING PART OF THE 2007 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, except for Buildings as the valuation by Jones & Associates did not indicate how much was for buildings, and how much was for land.
- 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 2007 financial year a phone purchase contract was entered into, the balance of commitments in respect of the contract at 30 June 2007 was \$974.16.

The amount of Capital Commitment still to be paid at 30<sup>th</sup> June 2007 on capital commitments entered into in prior financial periods is \$0.00.

### NOTE 3 CONTINGENT LIABILITIES

There were no contingent liabilities at 30th June 2007.

### 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 2007 ACCOUNTS

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

In the 2007 financial year all land and buildings owned by the Tasmania Branch of the Australian Workers Union were re-valued to the amount determined by RL Jones & Associates on 9<sup>th</sup> of May 2007.

	\$
Land & Buildings 6 Lefroy Street, North Hobart @ Valuation	385,000.00
<b>TOTAL LAND &amp; BUILDINGS @ Valuation (9-5-07)</b>	<b>385,000.00</b>
Land & Buildings @ cost	162,123.00
<b>REVALUATION RESERVE – LAND &amp; BUILDINGS</b>	<b><u>222,877.00</u></b>

Prior to the 2007 revaluation the 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 in the 2002 financial year.

	\$
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><u>147,877.00</u></b>

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

During the 2007 financial as noted at Note 6, the land and buildings were re-valued. As a result of this the income of the union includes \$28,125 add back in respect of building depreciation in prior years, and \$75,000 further increase in value of land and buildings over the previous re-valuation. Also as the new valuation does not indicate separate amounts for land or buildings, no depreciation has been claimed as an expense, where in the previous year \$5,625 was recorded as depreciation of buildings. As a result the current years Net Profit is \$108,750 more than it would have been.

During the 2006 financial year there was a mining disaster at Beaconsfield Mine. As a result of this there was an increase in some expenditure over what there would normally have been. The amount of expenditure that is related to the Beaconsfield mine disaster is shown in the 2006 accounts as \$8,958.68. An amount of \$2,500 was received from the New Castle branch to assist with additional costs due to the disaster, and this amount is included in "Other Income".

There are 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 the wage and salary rates plus any relevant loadings as at 30th June.

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 wage and salary rates as at 30th June.

# AUSTRALIAN WORKERS UNION - TASMANIA BRANCH

## NOTES TO AND FORMING PART OF THE 2007 ACCOUNTS

### NOTE 9 WORKPLACE RELATIONS ACT 1996 DECLARATIONS.

	2006	2007
	\$	\$
<b>REVENUE</b>		
Membership fees	778,086.73	751,227.45
Compulsory levies or appeals for voluntary contributions	0.00	0.00
Grants or donations received	5,227.27	16,909.09
Split up		
- AWU Head Office – Conference Sponsorship		4,545.45
- Skilled Engineering – Conference Sponsorship		454.55
- Skilled Group – Delegates Manual		500.00
- Australian Primary – Conference Sponsorship	2,727.27	
- Members Equity – Conference Sponsorship		500.00
- Australian Super – Conference Sponsorship		2,272.73
- AWU Newcastle – Beaconsfield Mine	2,500.00	
- AWU Port Kembla – Beaconsfield Mine		2,727.27
- Workplace Standards		5,000.00
- Industry Fund Services		909.09
Administrative Costs		
- AWU Head Office	0.00	0.00
<b>EXPENSES</b>		
Payments to employers as consideration for making payroll deductions of membership fees	3,864.20	3,321.18
Contributions to AWU head office	116,117.80	104,390.35
Affiliation fees	14,622.17	16,620.50
Compulsory levies	0.00	0.00
Grants or donations made	2,062.36	
Employee benefits to holders of office		
- Salaries/Wages including Annual and Long Service Leave	208,402.09	225,864.13
- Superannuation	29,830.51	30,619.51
Employee benefits to employees (other than holders of office)		
- Salaries/Wages including Annual and Long Service Leave	124,744.53	138,807.31
- Superannuation	13,310.22	16,466.73
Fees or Allowances of representatives	2,682.48	2,600.72
Legal costs	6,480.33	46.73
Meeting and Conference costs	1,969.77	743.31
Penalties imposed under Workplace Relations Act or Regulations	0.00	0.00
Net Surplus/(Deficit) transferred to general fund	76,830.12	104,717.36
<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	82,838.50	67,586.73
Annual Leave & Long Service Leave Entitlements		
Amounts payable re employee benefits of employees other than office holders	26,733.01	44,924.77
Annual Leave & Long Service Leave Entitlements		
<b>EQUITY</b>		
Balance of the General Fund	568,830.02	673,547.38

**THE AUSTRALIAN WORKERS' UNION  
TASMANIA BRANCH  
FOR THE YEAR ENDED 30th JUNE 2007  
COMMITTEE OF MANAGEMENT'S CERTIFICATE**

On 14/9/2007, 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 2007.

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: IAN WAKEFIELD

Office Held: BRANCH SECRETARY

Name: D. J. King

Office Held: President

Signed at Hobart this 14<sup>th</sup> day of September, 2007

# 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 2,081 financial 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 \$104,717.36 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**

During the year there was an increase in some expenditure due to the Beaconsfield Mine disaster, and the property in Macquarie Street that had been rented out was sold. There were no other significant changes in the financial affairs of The Australian Workers' Union - Tasmania Branch during the year.

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

Name	Position	Period
Mr Laurie Gregson	President	1 July 2006 to 30 June 2007
Jill Reid	Vice President	1 July 2006 to 30 June 2007
Mr Ian Wakefield	Branch Secretary	1 July 2006 to 30 June 2007
Mr Don Hayes	Organiser	1 July 2006 to 30 June 2007
Mr Ian Jones	Committeeman	1 July 2006 to 30 June 2007
Mr Bill Lowe	Committeeman	1 July 2006 to 30 June 2007
Mr Steve Dowling	Committeeman	1 July 2006 to 30 June 2007
Mr Graeme Rowlands	Committeeman	1 July 2006 to 30 June 2007
Mr Gavin Saunders	Committeeman	1 July 2006 to 30 June 2007
Stephen Parsell	Committeeman	1 July 2006 to 30 June 2007
Paul Barrett	Committeeman	1 July 2006 to 19 March 2007

(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: 14/9/2007



# John Harrison Accountants



ACCOUNTANTS, CORPORATE SECRETARIES,  
REGISTERED TAX AGENTS AND AUDITORS,  
MANAGEMENT, MARKETING AND TECHNOLOGY  
CONSULTANTS, 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](mailto:john.harrison@johnharrison.com.au)

## Australian Worker's Union – Tasmania Branch Members of Executive Committee Between 1 July 2006 and 30 June 2007

Mr Ian Wakefield

[Redacted]  
[Redacted]

**Branch Secretary**

Mr Laurie Gregson

[Redacted]  
[Redacted]

**President**

Jill Reid

[Redacted]  
[Redacted]

**Vice President**

Mr Don Hayes

[Redacted]  
[Redacted]

**Organiser**

Paul Barrett

[Redacted]  
[Redacted]

Resigned 19 Mar 2007

Mr Steve Dowling

4 [Redacted]  
[Redacted]

Mr Ian Jones

[Redacted]  
[Redacted]

Mr Bill Lowe

[Redacted]  
[Redacted]

Stephen Parsell

[Redacted]  
[Redacted]

Mr Graeme Rowlands

[Redacted]  
[Redacted]

Mr Gavin Saunders

[Redacted]  
[Redacted]

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

Dated: 25/9/2007



**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](mailto:sydney@air.gov.au)

Mr Ian Wakefield  
Branch Secretary  
The Australian Workers' Union  
Tasmanian Branch  
PO Box 129  
NORTH HOBART TAS 2002

Dear Mr Wakefield

**Re: Lodgement of Financial Statements and Accounts for the AWU Tasmanian Branch  
for the year ending 30 June 2007 (FR2007/234)**

I refer to the abovementioned financial statements and accounts, which were lodged in the Registry on 26 October 2007.

The Legislative requirements appear to have been met and accordingly the documents have been filed.

Donations

The statement of Financial Performance discloses donations of \$2,062. If any single donation exceeded \$1,000 the Branch must lodge a statement in the Registry in accordance with s237 of the *Workplace Relations Act 1996* giving particulars of each donation.

Recovery of Wages Activity Report (only if applicable in any year)

The financial report did not contain any Recovery of Wages Activity report. If any recovery of wages activity should occur in future years various declarations and statements are required to be made. Information can be found in the Industrial Registrars Guidelines on our website [www.airc.gov.au](http://www.airc.gov.au)

Thank you for your attention to these matters. The documents lodged 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 cursive script that reads 'Belinda Penna'.

Belinda Penna  
Deputy Industrial Registrar

26 October 2007

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