



12 April 2014

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

Sent by email: admin@awutas.org.au

Dear Mr Wakefield

The Australian Workers' Union, Tasmania Branch - Financial Report for year ended 30 June 2013 - (FR2013/276)

I acknowledge receipt of the financial report of The Australian Workers' Union, Victorian Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 9 December 2013. The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the 2013 report lodged but the Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Membership contributions to be reported on accrual basis

I note your accountants' advice received on 8 April 2014. It confirms that Note 1(d) stating that "*all expenses and receipts are accounted for on an accruals basis except for membership contributions which are recorded on a cash basis*"¹ means that membership contributions are reported on a cash basis.

The Branch is however required to report membership contributions on an accruals basis. FWC considers accrual basis reporting of membership contributions mandatory.

Under section 252(4) of the RO Act an organisation may *keep* the financial records for its membership subscriptions on a cash basis. This is distinct from the obligation under section 253 to *prepare* a general purpose financial report (GPFR) in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the

¹ A review of previous reports since 2004 shows this has been a consistent policy statement in the Branch's reports. The "recorded on cash basis" was previously interpreted as referring solely to the original records kept.

financial year...'. Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that 'an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

There would appear on the face no reason to think that the Accounting standard for accrual reporting, of membership contributions, could not be complied with, or that the Branch is unable to apply the Standards.² All reporting units of all organisations registered under the RO Act, are expected to comply.

In the ordinary course, as the FWC officer reviewing the Branch's reports in recent years, I should have brought this requirement to the Branch's attention before, and the omission is mine, due to my having misinterpreted the explanatory note consistently contained in the Branch's reports.

In future please ensure membership contributions are reported on an accruals basis in accordance with the Australian Accounting Standards. It is further noted that if this will result in a change of accounting policy, it will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors).

Disclosure of employee provisions/benefits to office holders and other employees

The Reporting Guidelines [items 17(f) and 17(g)] require reporting units to disclose in the statement of comprehensive income or in the notes to the financial statements employee expenses to holders of office and employee expenses to other employees by various categories.

The financial statements have disclosed employee expenses separately for officers and employees, by wages, superannuation, annual leave, and long-service leave, but not by separation and redundancies and 'other employee expenses'.

The Reporting Guidelines [items 21(c) and 21(d)] also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees by various categories.

The financial statements have disclosed employee liabilities by office-holder and other employees but have disclosed combined figures for annual and long service leave, and have not disclosed balances for separation and redundancies and 'other employee provisions'.

In future years please disclose balances for each category, or, if any of the prescribed categories/activities have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR (or nil balances included³). This also applies where other specific activities prescribed by the Reporting Guidelines, such as capitation received from another reporting unit, have not occurred.⁴

Additional disclosures

Australian Accounting Standard (AASB) 1054(8) requires the disclosure in the notes of the "statutory basis or other reporting framework....under which the financial statements are prepared" and AASB 1054(9) requires the disclosure in the notes as to whether the financial statements are general or special purpose financial statements.

These disclosures were not made and must be made in future reports. The reporting framework is Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009*, and the statements are general purpose financial statements.

² See APES 205 para.5.1 this relevant professional standards code requires accounting professionals members to "take all reasonable steps to apply Australian Accounting Standards when they prepare and/or present General Purpose Financial Statements that purport to comply with the Australian Financial Reporting Framework."

³ See Note 8A on page 37/53 of model financial statements at https://www.fwc.gov.au/documents/documents/organisations/reporting_guidelines/Model-financial-statements.pdf

⁴ See RG 16(b)

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6723 7237 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right from the end of the name.

Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["Lyn Padman - AWU ADMIN"](#)
Subject: Attention Mr Ian Wakefield - Financial report y/e 30 June 2013 - filing
Date: Saturday, 12 April 2014 2:28:00 PM
Attachments: [AWU TAS FR2013 276 \(primary final\).pdf](#)
[fr_guidelines_253_2013.pdf](#)

Dear Ms Padman,

Please see attached my letter addressed to Mr Wakefield in relation to the above. I also attach a copy of the Reporting Guidelines for reference.

Yours sincerely

STEPHEN KELLETT
Senior Adviser, Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: [Lyn Padman - AWU ADMIN](#)
To: [KELLETT, Stephen](#)
Cc: brendan.kemp@JHAccountants.com; [Ian Wakefield](#)
Subject: FW: Fair Work Commission Email re Cash recording of membership contributions.
Date: Tuesday, 8 April 2014 12:37:35 PM

Dear Stephen

In response to your email today I have contacted our accountants with your query.

Please find outlined below their response.

Ian Wakefield

Branch Secretary

The Australian Workers' Union

6 Lefroy Street, North Hobart, Tas 7000

p.03 6234 6744 | f.03 6234 5712 | m.0417 311 631

ian.wakefield@awutas.org.au www.awu.net.au



**STRONGER
TOGETHER**

From: Brendan Kemp [mailto:brendan.kemp@JHAccountants.com]
Sent: Tuesday, 8 April 2014 12:21 PM
To: Lyn Padman - AWU Admin (admin@awutas.org.au)
Subject: Fair Work Commission Email re Cash recording of membership contributions.

Dear Lyn,

The membership contributions revenue at all points in the financial statements for the year ended 30 June 2013 of the AWU – Tasmania Branch is on a cash basis figure.

Membership contributions revenue in the Financial Statements of AWU – Tasmania Branch has been on a cash basis at all points in the Financial Statements for as long as I can remember.

As Accounting Standards recommend that financial reporting should be done on an accruals basis, this divergence from recommended accounting policy is noted in the Notes to the Financial Statements.

It is my belief that recording Membership Contributions revenue on a cash basis makes the financial statements easier for the users of the Financial Statements to understand, and there would be no material benefit to be gained from reporting membership contributions on an accruals basis.

If the membership contributions were reported on an accrual basis, the financial statements would become more difficult for the members to read and understand.

In the Profit and Loss Statement the INCOME Membership Contributions would be increased by the amounts still to be received, and there would then need to be an EXPENSE for Doubtful Memberships (i.e. memberships not expected to be received).

If memberships not received by 30 June were unlikely to be received, then the Net Profit /(Loss) would not change as the extra income for Memberships still to be received at 30 June would be matched by the extra expense of Doubtful Memberships.

In the Balance Sheet in addition to the accounts already reported there would be an Asset Account for Memberships Receivable, and an account for Provision for Doubtful Memberships, so as to arrive at a Net Memberships Receivable after allowing for Doubtful Memberships.

Once again if memberships not received by 30 June were unlikely to be received, then there would be no change to the assets or liabilities.

Brendan Kemp B.Com. CPA
John Harrison Accountants
497 Main Road.
Glenorchy TAS 7010
Australia

Ph: 61 3 62713000
Fx: 61 3 62730010
Mob: 61 0413331047
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We take all care but no responsibility for viruses

Please consider the environment before printing this email.

From: [KELLETT, Stephen](mailto:KELLETT.Stephen)
To: ["admin@awutas.org.au"](mailto:admin@awutas.org.au)
Cc: ["john.harrison@johnharrisonaccountants.com"](mailto:john.harrison@johnharrisonaccountants.com)
Subject: Attention Mr Ian Wakefield - Financial report for AWU Tasmania Branch - y/e 30 June 2013 - query
Date: Tuesday, 8 April 2014 8:21:53 AM
Attachments: [FR2013_276.pdf](#)

Dear Mr Wakefield,

I am currently doing a compliance review of the above report (see copy attached). I intend filing the report but before corresponding to the Branch with advice for future reports, I wish to clarify a technical issue.

Note 1 (d) of the Notes to the Financial statements states *"All expenses and receipts are accounted for on an accruals basis, except for Membership Contributions, which are recorded on a cash basis."*

This note has appeared in the Branch's previous reports since 2004. In or around 2007 or 2008, FWC received and began providing interpretative advice in relation to the meaning and scope of s252 of the Act, which permits membership contributions records to be kept on a cash basis. The issue that arose was how cash based contribution records should be reported in the General Purpose Financial Report. A number of organisations and their branches had traditionally kept their membership revenue on a cash basis and also reported it accordingly.

The Accounting Standards make clear that, with the exception of cash flow information, information should be reported on an accruals basis. The wording of s252 concerns the 'keeping of records', and a distinction was understood between the records from which the report was prepared, on the one hand, and the end of year financial statements on the other. Since then, the statement of policy for membership contributions revenue in financial reports has been examined to identify where reporting units must be advised to alter the basis for the balances of contributions revenue in their reports.

I have previously interpreted the Branch's statement as referring to the cash basis only for the contributions records ("recorded"), but on reconsideration, I think the wording is ambiguous, and wish to ensure I provide appropriate advice to the Branch for future reports. Can you therefore clarify for me whether in fact the contributions revenue for the Branch is reported in the financial statements on the accruals basis (even though originally recorded in the books on a cash basis), or whether the contributions revenue in the report reflects a cash basis figure?

I have copied my query to Mr Harrison, who may be able to assist clarify this. Please don't hesitate to contact me on either of the phone numbers below.

Yours sincerely

STEPHEN KELLETT
Senior Adviser, Regulatory Compliance Branch
Fair Work Commission

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237

(mobile) 0429 462 979

(email) stephen.kellett@fwc.gov.au

www.fwc.gov.au

TOGETHER

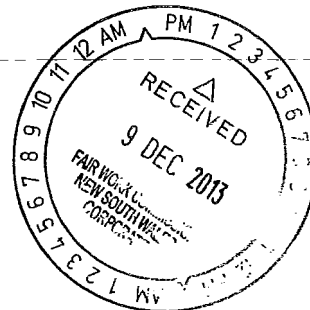
TASMANIA BRANCH
6 Lefroy Street, North Hobart 7000
PO Box 129 North Hobart 7002
T: (03) 6234 6744 | F: (03) 6234 5712
E: admin@awutas.org.au | W: www.awu.net.au
Members Service Centre 1300 795 677
IAN WAKEFIELD Branch Secretary



6 December 2013



Deputy Industrial Registrar
Fair Work Australia
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 30th June 2013

Please find enclosed a copy of the Financial Statements for The Australian Workers' Union, Tasmania Branch for the year ending 30th June 2013 and a 'Certificate of Secretary'.

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

Yours faithfully

Ian Wakefield
Branch Secretary

TOGETHER

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Members Service Centre 1300 795 677
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 23rd August 2013 and a Committee of Management Statement was signed;
- Members were advised that the full report, was available on the website from 5th September 2013; and
- That the full report was represented to a meeting of the Branch Executive on 5th December 2013 in accordance with section 266 of the RAO Schedule.



Ian Wakefield

6th December 2013

TOGETHER

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Wakefield'.

Ian Wakefield
Branch Secretary

TOGETHER

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Ian Wakefield

6th December 2013

John Harrison Accountants



ACCOUNTANTS, CORPORATE SECRETARIES,
REGISTERED TAX AGENTS AND AUDITORS,
MANAGEMENT, MARKETING AND TECHNOLOGY
CONSULTANTS, RESUME WRITERS.

ABN: 48 143 639 112
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TASMANIA 7010

John Harrison Accountants is a CPA practice

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Email: john.harrison@johnharrisonaccountants.com

Independent Auditors' Report To The Members Of The Australian Workers' Union -
Tasmania Branch For The Year Ended 30th June 2013

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 Changes in Equity, Statement of Cash Flows and accompanying notes set out on pages 1 to 13 for the year ended 30th June 2013. 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 Fair Work (Registered Organisations) Act 2009, The Fair Work (Registered Organisations) Regulations 2009, 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 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 Schedule 1B of the Fair Work (Registered Organisations) Act 2009, the Fair Work (Registered Organisations) Regulations 2009, Associations Incorporation Act and the union's constitution the financial position as at 30th June 2013 and the results of its operations and cash flows for the year then ended.
- b) Satisfactory records of the sources and the nature of the income of the Branch, including income from members have been kept.
- 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.
- e) I have concluded that managements use of the going concern basis of accounting in preparation of the financial statements is appropriate.

John Harrison
Registered Company Auditor 2532
Member of CPA Australia
Holder of a current CPA Australia Public Practice Certificate

Dated: 2 / 9 / 2013.

**AUSTRALIAN WORKERS' UNION – TASMANIA BRANCH
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30th JUNE 2013**

	2012		2013		Notes
	\$	\$	\$	\$	
INCOME					
Membership Contributions	1,117,975.18		1,125,865.93		
Training Courses & Seminars	7,500.00		0.00		
Sale of Merchandise	0.00		0.00		
Interest	20,185.97		34,386.18		
Rental Income	74,240.72		74,077.65		
Employment & Consultancy Income	0.00		0.00		
Board Sitting Fees	5,207.19		35,568.71		
Government Grants Received	365.75		0.00		
Profit on Asset Disposal (Other than Motor Vehicle)	0.00		0.00		
Land & Building Revaluation - (6-6A Lefroy Street)	0.00		0.00		6
Other Income	22,336.73		15,775.56		
TOTAL INCOME		1,247,811.54		1,285,674.03	
EXPENSES					
DIRECT MEMBERSHIP EXPENSES					
AWU Subsidy Transfers	154,641.98		157,590.80		
Refund of Membership	318.18		4,579.99		
Commission Paid	5,496.31		5,221.18		
Affiliation Fees	19,932.07		26,165.00		
Membership Computer Software	7,932.17		7,732.44		
Donations	0.00		0.00		
TOTAL DIRECT MEMBERSHIP EXPENSES		188,320.71		201,289.41	
MERCHANDISE COSTS					
Other	17,122.39		4,222.40		
TOTAL MERCHANDISE COSTS		17,122.39		4,222.40	
SHOP STEWARDS & DELEGATES					
Delegates Commission	740.00		760.00		
Delegates Conference	1,440.00		6,248.76		
Meeting Expenses	1,353.17		464.44		
Lost Time & Other Expenses Other	1,145.00		8,210.27		
TOTAL SHOP STEWARDS & DELEGATES		4,678.17		15,683.47	
PAYROLL EXPENSES					
Salaries & Wages	546,957.02		523,685.10		
Superannuation - Employer	76,351.18		74,238.10		
Payroll Tax	39,933.22		35,188.80		
Overnight Expenses - Organisers	16,075.50		18,304.69		
Overnight Expenses – Staff	2,391.36		300.00		
Workers Compensation Insurance	4,161.00		5,044.51		
Annual Leave Accrual	-7,707.48		16,999.38		
Long Service Leave Accrual	13,557.67		5,614.47		
TOTAL PAYROLL EXPENSES		691,719.47		679,375.05	
TRAINING & TUITION					
Delegates & Shop Stewards	0.00		1,436.87		
Training Exp	8,215.63		0.00		
TOTAL TRAINING & TUITION		8,215.63		1,436.87	

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

OFFICIALS			
Travel Expenses	7,745.34	8,638.36	
Branch Executive	<u>2,419.72</u>	<u>6,944.91</u>	
TOTAL OFFICIALS		10,165.06	15,583.27
MOTOR VEHICLE EXPENSES			
Motor Vehicle Running Costs	60,729.24	57,481.24	
Loss On Disposal	0.00	17,386.32	
Depreciation - Motor Vehicles	25,752.00	30,456.00	
Fringe Benefits Tax	<u>10,137.00</u>	<u>9,250.54</u>	
TOTAL MOTOR VEHICLE EXPENSES		96,618.24	114,574.10
TELEPHONE EXPENSES			
Telephone Expense	27,568.65	26,099.17	
Depreciation – Telephone	<u>3,230.00</u>	<u>3,663.36</u>	
TOTAL TELEPHONE EXPENSES		30,798.65	29,762.53
PROPERTY EXPENSES			
Property Land Tax	3,062.14	2,842.50	
Property Rates	8,639.89	9,227.32	
Property Water Services	4,432.49	5,160.16	
Depreciation - Furniture & Equip	<u>13,822.76</u>	<u>12,181.54</u>	
TOTAL PROPERTY EXPENSES		29,957.28	29,411.52
RAILTON ASBESTOS PROJECT			
Telephone, Accommodation, Misc.	<u>0.00</u>	<u>527.00</u>	
TOTAL RAILTON ASBESTOS PROJECT		0.00	527.00
GENERAL EXPENSES			
Advertising	156.40	2,032.15	
Audit & Accounting	5,321.25	5,463.64	
Bank Fees & Charges	3,115.33	2,823.17	
Cab Charge Admin Fee	0.00	0.00	
Commission re Real-estate Agent	3,933.90	4,966.68	
Donations/Sponsorships	6,633.87	10,681.82	
Hall Hire	89.09	91.36	
Heating & Lighting	2,756.24	2,834.85	
Industrial Campaigns	39,299.34	35,913.71	
Legal Expenses	0.00	8,457.01	
General Insurance	1,794.86	1,851.62	
Miscellaneous Expenses	7,699.56	5,424.32	
Office Rent	0.00	5,309.16	
Realised Loss/Gain re Asset Disposal	142.37	13.37	
Repairs & Maintenance	25,319.90	1,088.00	
Staff Fares & Expenses	1,350.21	195.82	
Subscriptions & Registrations	<u>15,172.81</u>	<u>18,572.79</u>	
TOTAL GENERAL EXPENSES		118,088.22	105,719.47
OFFICE EXPENSES			
Printing & Stationery	12,342.32	12,640.16	
Postage	<u>9,847.54</u>	<u>8,509.94</u>	
TOTAL OFFICE EXPENSES		22,189.86	21,150.10
TOTAL EXPENSES		1,217,873.68	1,218,735.19
NET PROFIT/(LOSS)		<u>29,937.86</u>	<u>66,938.84</u>

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 2013

	2012		2013		Notes
	\$	\$	\$	\$	
CAPITAL					
Opening Accumulated Funds		655,815.53		685,753.39	
Add Current Year Surplus/(Loss)		29,937.86		66,938.84	
Total Accumulated Funds		<u>685,753.39</u>		<u>752,692.23</u>	
Revaluation Reserve - Land & Buildings		517,877.00		517,877.00	6
TOTAL CAPITAL		<u>1,203,630.39</u>		<u>1,270,569.23</u>	
REPRESENTED BY:					
ASSETS					
CURRENT ASSETS					
Cash On Hand		250.00		250.00	
Commonwealth Bank		6,935.74		20,601.13	
Commonwealth Bank No 2		51,314.75		99,047.29	
Commonwealth Bank No 3 (LSL)		20,747.69		14,799.96	
Commonwealth Bank No 4 (GST)		13,611.13		13,754.66	
Commonwealth Bank No 5 (Car)		26,434.57		24,802.31	
Commonwealth Bank No 6 (Training)		3,465.56		5,216.72	
Commonwealth Bank Term Deposit		247,702.49		288,975.17	
Members Equity No 1		73,226.25		66,082.34	
Members Equity No 5		79,501.12		76,650.64	
Members Equity No 6		34,516.15		46,083.07	
Accounts Receivable		<u>1,593.00</u>		<u>2,169.00</u>	
TOTAL CURRENT ASSETS		<u>559,298.45</u>		<u>658,432.29</u>	
NON-CURRENT ASSETS					
Branch Land & Buildings @ Valuation		687,295.45		687,295.45	
Motor Vehicles @ Cost	206,027.31		221,470.62		
LESS Accumulated Depreciation	<u>69,242.00</u>		<u>67,432.00</u>		
Motor Vehicles @ WDV		136,785.31		154,038.62	
Office Equipment @ Cost	184,452.06		185,143.87		
LESS Accumulated Depreciation	<u>131,397.88</u>		<u>142,976.42</u>		
Office Equipment @ WDV		53,054.18		42,167.45	
Phones @ Cost	31,698.91		34,150.72		
LESS Accumulated Depreciation	<u>21,513.35</u>		<u>25,176.71</u>		
Phones @ WDV		10,185.56		8,974.01	
TOTAL NON CURRENT ASSETS		<u>887,320.50</u>		<u>892,475.53</u>	
TOTAL ASSETS		<u>1,446,618.95</u>		<u>1,550,907.82</u>	
LESS LIABILITIES					
CURRENT LIABILITIES					
Net GST Payable		20,073.13		20,459.38	
PAYG Withholding		12,321.00		9,296.00	
Payroll Liability		0.00		440.00	
Superannuation Payable		0.00		7,643.10	
CBA Business Card		5,041.56		1,323.56	
Sundry Creditors		<u>3,140.72</u>		<u>16,150.55</u>	
TOTAL CURRENT LIABILITIES		<u>40,576.41</u>		<u>55,312.59</u>	
DEFERRED LIABILITIES					
Provision For Annual Leave		52,690.24		69,689.62	8
Provision For Long Service Leave		<u>149,721.91</u>		<u>155,336.38</u>	8
TOTAL DEFERRED LIABILITIES		<u>202,412.15</u>		<u>225,026.00</u>	
TOTAL LIABILITIES		<u>242,988.56</u>		<u>280,338.59</u>	
NET ASSETS		<u>1,203,630.39</u>		<u>1,270,569.23</u>	

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 CHANGES IN EQUITY
FOR THE YEAR ENDED 30th JUNE 2013**

	2012		2013	
	\$	\$	\$	\$
RESERVES				
Asset Revaluation Reserve				
Balance at start of period	517,877.00		517,877.00	
Gain from Asset Revaluation	<u>0.00</u>		<u>0.00</u>	
Balance at end of period		517,877.00		517,877.00
ACCUMULATED EARNINGS				
Balance at start of period	655,815.53		685,753.39	
Net Profit/(Loss) for the period	29,937.86		66,938.84	
Transfer to Asset Revaluation Reserve(a)	<u>0.00</u>		<u>0.00</u>	
Balance at end of period		685,753.39		752,692.23
TOTAL		<u>1,203,630.39</u>		<u>1,270,569.23</u>

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 2013**

	2012		2013	
	\$	\$	\$	\$
CASH FLOWS FROM OPERATIONS				
Cash Inflows From Operations				
Membership Contributions	1,229,772.70		1,238,452.52	
Other	119,793.73		136,594.90	
	<u>1,349,566.43</u>		<u>1,375,047.43</u>	
Cash Outflows From Operations				
Subsidy To National Office	170,106.18		173,349.88	
Payments To Employees	543,512.02		526,270.10	
Payments of GST re operations	74,593.80		80,800.10	
Other	494,275.04		458,336.61	
	<u>1,282,487.01</u>		<u>1,238,756.70</u>	
NET CASH RE OPERATING ACTIVITIES		67,079.42		136,290.72
CASH FLOWS FROM INVESTING				
Inflows From Investing Activities				
Claim For GST in Asset Purchases	2,521.50		11,972.12	
Interest	20,185.97		34,386.18	
Proceeds from Sale of I-Pad	250.00		250.00	
Proceeds from Sale of Motor Vehicles	0.00		50,702.09	
Insurance Proceeds	0.00		0.00	
	<u>22,957.47</u>		<u>97,310.39</u>	
Outflows From Investing Activities				
Purchase of Equipment	31,603.65		1,689.00	
Purchase of Telephones	953.94		2,696.99	
Purchase of Motor Vehicles	0.00		122,307.28	
Purchase of Building Improvements	0.00		0.00	
Payment of GST re Asset Sales	22.73		4,632.01	
	<u>32,580.32</u>		<u>131,325.28</u>	
NET CASH RE INVESTING ACTIVITIES		-9,622.85		-34,014.89
CASH FLOWS FROM FINANCING				
Inflows From Financing Activities				
Mobile Phone Purchase Contract	0.00		0.00	
	<u>0.00</u>		<u>0.00</u>	
Outflows From Financing Activities				
Repayment of Hire Purchase Debt	0.00		0.00	
	<u>0.00</u>		<u>0.00</u>	
NET CASH RE FINANCING ACTIVITIES		0.00		0.00
NET CASH CHANGE FOR YEAR		57,456.57		102,275.83
CASH AT BEGINNING OF FINANCIAL YEAR		495,207.33		552,663.89
CASH AT END OF FINANCIAL YEAR		552,663.89		654,939.73

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 2013

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:

	2012	2013
	\$	\$
Cash On Hand	250.00	250.00
Commonwealth Bank Account	6,935.74	20,601.13
Commonwealth Bank Account 2	51,314.75	99,047.29
Commonwealth Bank Account 3 (LSL)	20,747.69	14,799.96
Commonwealth Bank Account 4 (GST)	13,611.13	13,754.66
Commonwealth Bank Account 5 (Car)	26,434.57	24,802.31
Commonwealth Bank Account 6 (Training)	3,465.56	5,216.72
Commonwealth Bank - Term Deposit	247,702.49	288,975.17
Members Equity No 1	73,226.25	66,082.34
Members Equity No 5	79,501.12	76,650.64
Members Equity No 6	34,516.15	46,083.07
CBA Business Card	-5,041.56	-1,323.56
	<u>552,663.89</u>	<u>654,939.73</u>

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

	2012	2013
	\$	\$
Operating profit after income tax	29,937.86	66,938.84
Less Debt Forgiveness	0.00	0.00
Less Interest Received	20,185.97	34,386.18
Less Gain on Sale of Assets	0.00	0.00
Less Building Depreciation Recouped	0.00	0.00
Less Land & Building Revaluation	0.00	0.00
Add Depreciation	42,804.76	46,300.90
Add Loss on sale of Assets	142.37	17,399.69
Add Decrease in trade debtors	1,104.00	-576.00
Add Increase in trade creditors	-44.86	13,009.83
Add Provision for Annual Leave	-7,707.48	16,999.38
Add Provision for Long Service Leave	13,557.67	5,614.47
Add GST re Operations	4,026.07	-68.31
Add Increase in Amounts Withheld from wages	0.00	440.00
Add Increase in Superannuation Payable	0.00	7,643.10
Add Increase in PAYG	3,445.00	-3,025.00
CASH FLOW FROM OPERATIONS	<u>67,079.42</u>	<u>136,290.72</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 2013 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 Australian Accounting Standards.
- c) Depreciation has been provided for all fixed assets except for Land and Buildings so as to write them off over the expected useful life of the asset.
Motor Vehicles are depreciated on a Prime Cost basis based upon a useful life of 8 Years. Office Equipment is mainly depreciated using the Prime Cost basis. The useful lives used range from 3 years for Lap Top Computers through to 13.33 years for tables, chairs, book cases etc.
Telephones are mainly depreciated on a Prime Cost basis, with most mobile phones being based upon a useful life of 6.66 years and the Office Phone System based upon a useful life of 10 years.
- 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 2013 financial year no finance contracts were entered into.

The amount of Capital Commitment still to be paid at 30th June 2013 on capital commitments entered into in prior financial periods is \$0.00.

NOTE 3 CONTINGENT LIABILITIES

There were no contingent liabilities at 30th June 2013.

NOTE 4 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with subsection 272(5) of the FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009 the members' attention is drawn to subsections (1), (2) & (3) which are set out below.

SECTION 272

Information to be provided to members or General Manager

- (1) A member of a reporting unit, or the General Manager, 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 2013 ACCOUNTS

NOTE 6 RE-VALUATION OF LAND & BUILDINGS

In the 2009 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 27 Feb 2009.

	\$
Land & Buildings 6 Lefroy Street, North Hobart @ Valuation	680,000.00
TOTAL LAND & BUILDINGS @ Valuation (27-2-09)	680,000.00
Land & Buildings @ cost	162,123.00
REVALUATION RESERVE – LAND & BUILDINGS	<u>517,877.00</u>

Prior to the 2009 revaluation, 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 9th of May 2007.

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

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

There are no abnormal or extraordinary events that have had a material effect upon the financial statements during the 2012 or 2013 Financial Periods.

NOTE 8 SALARY AND 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.

The National Executive adopted a standard disclosure for the rates of pay of elected officials of the Union.

As at 1 July 2013 the following rates of pay apply to the full time elected officials of the Union:

Branch Secretary	\$101,900.00
Assistant Branch Secretary	\$86,500.00
Branch Organiser	\$77,100.00

**AUSTRALIAN WORKERS' UNION - TASMANIA BRANCH
NOTES TO AND FORMING PART OF THE 2013 ACCOUNTS**

NOTE 9 RELATED PARTY DISCLOSURES

REVENUE

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

EXPENSES

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

AMOUNTS OWED TO

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Terms and Conditions of transactions with related parties.

Sales to and purchases from related parties are made on terms and conditions equivalent to those that prevail in arm's length transactions.
There have been no guarantees provided or received for any related party receivables or payables.

AUSTRALIAN WORKERS UNION - TASMANIA BRANCH

NOTES TO AND FORMING PART OF THE 2013 ACCOUNTS

NOTE 10 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009 DECLARATIONS.

	2012	2013
	\$	\$
REVENUE		
a Membership fees	1,117,975.18	1,125,865.93
b Compulsory levies or appeals for voluntary contributions	0.00	0.00
c Grants or donations received	365.75	0.00
d Gain on Disposal of Assets sold for more than \$1,000	0.00	0.00
EXPENSES		
a Payments to employers as consideration for making payroll deductions of membership fees	5,496.31	5,221.18
b Contributions to AWU head office	154,641.98	157,590.80
c Affiliation fees	19,932.07	26,165.00
d Compulsory levies		
- AWU National – Tarkine Levy	0.00	18,181.82
- AWU National - ACTU Levy	0.00	4,044.05
e Employee benefits to holders of office		
- Salaries & Wages including sick leave paid	367,728.93	270,605.90
- Salaries & Wages Annual Leave Paid	23,179.23	15,650.77
- Salaries & Wages Long Service Leave Paid	5,728.85	0.00
- Superannuation	39,914.27	39,825.12
f Employee benefits to employees (other than holders of office)		
- Salaries/Wages including sick leave paid	179,228.09	253,079.30
- Salaries/Wages Annual Leave Paid	31,783.70	15,357.30
- Salaries/Wages Long Service Leave Paid	0.00	19,275.00
- Superannuation	36,436.91	34,412.98
g Fees or Allowances of representatives in respect of attendances as representatives of the AWU Tasmanian Branch at conferences or other meetings, other than amounts included in e and f.	2,900.00	3,275.00
h Legal costs	0.00	8,457.01
i Meeting and Conference costs that are either meetings of members or for which the reporting unit is wholly or partly responsible.	3,772.89	7,409.35
j Penalties imposed under Workplace Relations Act or Regulations	0.00	0.00
k Loss on Disposal of Assets sold for more than \$1,000	0.00	17,386.32
l Net Surplus/(Deficit) transferred to general fund	29,937.86	66,938.84
LIABILITIES		
a Amounts payable to Employers for making Payroll Deductions of Membership Contributions	0.00	0.00
b Amounts payable re legal costs	0.00	0.00
c Amounts payable re employee benefits of office holders		
- Annual Leave & Long Service Leave Entitlements	126,268.80	152,715.10
d Amounts payable re employee benefits of employees other than office holders	76,143.35	72,310.90
- Annual Leave & Long Service Leave Entitlements		
EQUITY		
a Balance of the General Fund	1,203,630.39	1,270,569.23

**THE AUSTRALIAN WORKERS' UNION
TASMANIA BRANCH
FOR THE YEAR ENDED 30th JUNE 2013
COMMITTEE OF MANAGEMENT STATEMENT**

On 23 August 2013, 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 2013.

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 General Manager of Fair Work Australia;
- (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 Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009; 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 Work Place Relations Act 1996, or the General Manager of Fair Work Australia duly made under section 272 of Fair Work (Registered Organisations) Act 2009 has been furnished to the member, Registrar or General Manager of Fair Work Australia; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the Work Place Relations Act 1996 or by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.

For Committee of Management: Ian Wakefield
Title of Office Held: Branch Secretary

Signature:



Date: 23 day of August, 2013

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 Fair Work (Registered Organisations) Act 2009 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 2,583 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 \$66,939 as a result of its activities;
\$65,935 net profit was as a result of the rental of property activities.
\$1,004 net profit was as a result of trade union 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**
There were no 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 2012 to 30 June 2013
Mr Ian Wakefield	Branch Secretary	1 July 2012 to 30 June 2013
Mr Robert Flanagan	Assistant Branch Secretary	1 July 2012 to 30 June 2013
Mr Don Hayes	Vice President	1 July 2012 to 30 June 2013
Mr Phillip Garth	Committeeman	1 July 2012 to 30 June 2013
Mr Bill Lowe	Committeeman	1 July 2012 to 30 June 2013
Mr Steve Dowling	Committeeman	1 July 2012 to 30 June 2013
Jill Reid	Committeeman	1 July 2012 to 30 June 2013
Mr Ross Richardson	Committeeman	1 July 2012 to 30 June 2013
Alanah Donaghy	Committeeman	1 July 2012 to 30 June 2013
Mr John Wright	Committeeman	1 July 2012 to 30 June 2013

(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 *P Flanagan*.

Date: 23/8/2013.

John Harrison Accountants



ACCOUNTANTS, CORPORATE SECRETARIES,
REGISTERED TAX AGENTS AND AUDITORS,
MANAGEMENT, MARKETING AND TECHNOLOGY
CONSULTANTS, RESUME WRITERS.

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Glenorchy
TASMANIA 7010

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Fax 61 3 62730010

Email: john.harrison@johnharrisonaccountants.com

Australian Workers' Union – Tasmania Branch Members of Executive Committee Between 1 July 2012 and 30 June 2013

Mr Ian Wakefield

[Redacted]
[Redacted]

Branch Secretary

Mr Laurie Gregson

[Redacted]
[Redacted]

President

Mr Robert Flanagan

[Redacted]
[Redacted]

Assistant Secretary

Mr Don Hayes

[Redacted]
[Redacted] 2

Vice President

Mr Ross Richardson

[Redacted]
[Redacted]

Mr Steve Dowling

[Redacted]
[Redacted]

Mr Phillip Garth

[Redacted]
[Redacted]

Mr Bill Lowe

[Redacted]
[Redacted] 20

Jill Reid

[Redacted]
[Redacted]

Alanah Donaghy

[Redacted]
[Redacted]

Mr John Wright

[Redacted]
[Redacted]

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

Dated: 2 / 9 / 2013



17 July 2013

Mr Ian Wakefield
Branch Secretary
The Australian Workers' Union - Tasmania Branch

Sent by email: admin@awutas.org.au

Dear Mr Wakefield,

Re: Lodgement of Financial Report - [FR2013/276]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Tasmania Branch of The Australian Workers' Union - (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.