



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2003/306-[002N-T&GI]

Mr Colin Heath
Secretary, TAPS & GI Branch
The Australian Workers' Union
75-79 Chetwynd St
North Melbourne Vic 3051

Dear Mr Heath

Re: The Australian Workers' Union - Technical, Administrative, Professional Staff & Gas Industry Branch - Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

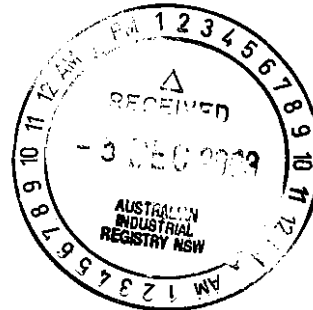
Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au
15 July, 2003



1 December 2003

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



**Re: Australian Workers' Union
Technical Administrative Professional Staff & Gas Industry Branch (TAPS)
Financial Returns 2002/2003**

Please find enclosed Financial Report for the AWU TAPS Branch 2002/2003 Financial year.

The TAPS Financial Report enclosed was presented to the Branch Committee of Management (BCOM) on 28 August 2003. The Report was circulated to all members on the 29 October 2003 and presented again to BCOM and received endorsement on the 30 November 2003.

Should you have any queries in respect to the foregoing do not hesitate to contact the writer.

Yours faithfully,

COLIN HEATH
BRANCH SECRETARY

BRANCH/2002DOCS/b2056-03

The Australian Workers' Union – TAPS & Gas Industry Branch

280(1) CERTIFICATE

In pursuance of the provisions of Section 280(1) of the *Workplace Relations Act 1996*, I, Colin Heath, certify that the accounts set out, being the accounts of the Australian Workers' Union - Technical Administrative Professional Staff & Gas Industry Branch for the year ended 30 June 2003 were the accounts presented to the Branch Committee of Management in accordance with the provisions of Section 279(6) of the Act on the 28 August 2003, presented to members on the 29 October 2003 and again to the Branch Committee of Management 30 November 2003.

DATE: 1 December 2003



.....
COLIN HEATH
BRANCH SECRETARY

THE AUSTRALIAN WORKERS' UNION

TECHNICAL ADMINISTRATIVE PROFESSIONAL STAFF &
GAS INDUSTRY BRANCH

STATUTORY STATEMENTS AUDITORS' REPORT,

FINANCIAL STATEMENTS AND NOTES THERETO

FOR THE YEAR ENDED 30 JUNE 2003



THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

STATUTORY STATEMENTS

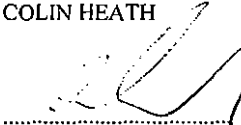
FOR THE YEAR ENDED 30 JUNE, 2003

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, being two members of the Branch Committee of Management do state on behalf of the Executive and in accordance with a resolution passed by the Executive that:

- (1) in the opinion of the Branch Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
- (2) in the opinion of the Branch Committee of Management, meetings of the Committee were held during the year ended 30 June 2003, in accordance with the rules of the Branch;
- (3) to the knowledge of any Member of the Branch Committee of Management, there have been no instances where records of the Branch or other documents (not being documents containing information made available to a Member of the Branch under Section 274 of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Branch; and
- (4) the Branch has complied with Section 279 of the Act in relation to the financial accounts in respect of the year ended 30 June 2002, and the Auditors' Report thereon.


.....
COLIN HEATH


.....
CHRIS PETROPOULOS


SIGNED at Sydney this 28 day of August, 2003.

THE AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH
STATUTORY STATEMENTS
FOR THE YEAR ENDED 30 JUNE, 2003
ACCOUNTING OFFICER'S CERTIFICATE

I, Colin Heath, being the Officer responsible for keeping the accounting records of the Branch, certify that as at 30 June 2003, the number of members of the Branch was 1,874. (2002 1,808).

In my opinion:

- (1) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
- (2) a record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Branch;
- (3) before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (4) with regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Branch, were made to persons holding office in the Branch;
- (6) the register of members of the Branch was maintained in accordance with the Act.


.....
COLIN HEATH

SIGNED at Sydney this 28 day of August, 2003.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
TAPS & GAS INDUSTRY BRANCH

Scope

We have audited the Financial Statements of the Australian Workers Union (Technical Administrative professional Staff & Gas Industry branch) for the year ended 30 June 2003 consisting of the Statement of Financial Position and Statement of Financial Performance, and accompanying notes. The Branch Committee of Management is responsible for the preparation and presentation of the Financial Statements and the information they contain. We have conducted an independent audit of these Financial Statements in order to express an opinion on them to the members of the Australian Workers Union (Technical Administrative professional Staff & Gas Industry Branch).

Our 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. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view which is consistent with our understanding of the Organisation's financial position and the results of its operations.

We received all the information and explanations that officers and employees of the branch were able to provide.

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

Audit Opinion

In our opinion:

- I. The Organisation kept satisfactory accounting records, including:
 - a) records of the sources and nature of the income of the Branch (including income from members); and
 - b) records of the nature and purposes of the expenditure of the Organisation.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
TAPS & GAS INDUSTRY BRANCH

2. The accounts and statements prepared under Section 273 of the Workplace Relations Act, 1996 (as amended) were properly drawn up so as to give a true and fair view of:
 - a) the financial affairs of the Organisation as at the end of the period; and
 - b) the income and expenditure, and surplus of the Organisation for the period under review.

3. The financial statements are in accordance with:
 - a) the provisions of the Workplace Relations Act 1996, (as amended); and
 - b) applicable Australian Accounting Standards and other mandatory professional reporting requirements.

TROEDEL ADAMS & CO.



P. R. Troedel
Chartered Accountants
Registered Company Auditor

SIGNED at Sydney this day of August, 2003.

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
ACCUMULATED FUNDS		
BALANCE @ YEAR END	<u>(9,769.56)</u>	<u>149,284.50</u>
THESE FUNDS ARE REPRESENTED BY:-		
CURRENT ASSETS		
CASH ON HAND	595.20	400.00
CASH AT BANK	139,241.23	334,241.49
MEMBERSHIP FEES OUTSTANDING	9,233.04	15,595.00
SUNDRY DEBTORS	5,561.66	5,323.71
	<u>154,631.13</u>	<u>355,560.20</u>
NON-CURRENT ASSETS		
OFFICE FURNITURE EQUIPMENT AND MOTOR VEHICLES (AT WRITTEN DOWN VALUE)	51,691.87	29,416.58
	<u>51,691.87</u>	<u>29,416.58</u>
TOTAL ASSETS	<u>206,323.00</u>	<u>384,976.78</u>
CURRENT LIABILITIES		
TRADE CREDITORS	66,376.60	19,610.56
GST OWING	8,721.83	8,643.57
OTHER CREDITORS	12,418.31	3,986.98
	<u>87,516.74</u>	<u>32,241.11</u>
LONG TERM LIABILITIES		
PROVISION FOR ANNUAL LEAVE AND LONG SERVICE LEAVE	69,205.82	81,001.17
PROVISION FOR RETRENCHMENT	59,370.00	122,450.00
	<u>128,575.82</u>	<u>203,451.17</u>
TOTAL LIABILITIES	<u>216,092.56</u>	<u>235,692.28</u>
NET ASSETS	<u>(9,769.56)</u>	<u>149,284.50</u>

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
INCOME		
MEMBERSHIP SUBSCRIPTIONS	478,182.30	490,338.30
GRIU SERVICING OF MEMBERS	47,727.54	46,395.95
CONTRACT SERVICES	420.00	6,284.23
BANK INTEREST	6,413.03	8,442.75
STATE REGISTRATION COSTS	18,182.82	-
MISC INCOME	578.26	1,363.52
TRAVEL REIMBURSEMENT	1,244.43	975.35
RETRENCHMENT PROV. RECOVERED	-	14,128.00
TOTAL INCOME	<u>552,748.38</u>	<u>567,928.10</u>
EXPENSES		
DIRECT MEMBERSHIP EXPENSES		
AFFILIATION FEES	3,610.58	4,402.03
COMMISSION PAID	48.67	54.80
REFUND OF UNION FEES	318.33	266.50
PRINTING	8,870.22	8,802.40
POSTAGE & COURIER	11,905.00	10,292.01
SUSTENTATION FEES	65,295.03	63,349.53
PROMOTIONAL MERCHANDISE	422.87	3,154.55
TOTAL	<u>90,470.70</u>	<u>90,321.82</u>
PAYROLL EXPENSES		
SALARIES & WAGES	266,600.70	220,569.61
CONSULTANTS FEES	36,256.19	33,477.74
SUPERANNUATION - EMPLOYER	36,624.72	30,631.36
EMPLOYEE PROVISIONS	19,446.65	20,966.31
SALARY REIMBURSEMENT	12,447.07	3,453.48
WORKCOVER	4,507.89	3,076.93
TOTAL	<u>375,883.22</u>	<u>312,175.43</u>
ORGANISERS EXPENSES		
ACCOMMODATION	11,315.53	5,099.80
ACCOMMODATION BUDGET TRIAL	2,114.54	-
MEALS & PROMOTION	10,199.28	7,838.74
LIVING AWAY FROM HOME	5,832.80	4,000.00
TRAVEL EXPENSES	31,252.49	27,626.12
TRAINING EXPENSES	1,988.19	1,586.91
INTERNET SERVICE OFFICIALS	1,864.67	1,724.94
MISC. EXPENSES	934.80	399.73
TOTAL	<u>65,502.30</u>	<u>48,276.24</u>
MOTOR VEHICLE EXPENSES		
LEASE EXPENSES	4,889.35	7,334.04
REGISTRATION & INSURANCE	3,680.86	2,522.96
PETROL	13,720.46	10,652.21
SERVICE	5,639.88	5,750.69
DEPRECIATION	8,542.00	3,798.00
FRINGE BENEFITS TAX	14,100.29	6,229.89
TOTAL	<u>50,572.84</u>	<u>36,287.79</u>

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
TELEPHONE EXPENSES		
OFFICE PHONE EXPENSES	12,507.23	7,499.94
MOBILE PHONES	12,769.15	9,006.68
HOME PHONES	630.72	752.77
TOTAL	<u>25,907.10</u>	<u>17,259.39</u>
GENERAL EXPENSES		
AUDIT FEES	4,259.09	5,846.55
BANK FEES & CHARGES	4,161.48	4,050.63
CINEMA TICKETS	415.64	-
COMMITTEE EXPENSES	745.63	956.56
HONORARIUMS	7,000.00	7,500.00
INSURANCE - JOURNEY & INJURY	-	4,074.00
LEGAL EXPENSES	25,081.51	6,122.01
LIBRARY/SUBSCRIPTIONS	3,094.55	1,606.78
MISCELLANEOUS	1,402.19	503.94
STAFF AMENITIES	332.48	308.47
TOTAL	<u>46,492.57</u>	<u>30,968.94</u>
OFFICE EXPENSES		
RENT	32,131.80	-
STATIONERY	2,352.81	2,218.65
DEPRECIATION OF EQUIPMENT	5,352.00	6,142.00
ELECTRICITY	1,724.91	-
DONATIONS	600.00	100.00
LEASE OF EQUIPMENT	2,908.32	2,908.32
MAINTENANCE OF EQUIPMENT	11,903.87	9,085.24
TOTAL	<u>56,973.71</u>	<u>20,454.21</u>
	<u>TOTAL EXPENSES</u>	<u>555,743.82</u>
	711,802.44	
NET INCOME	<u>(159,054.06)</u>	<u>12,184.28</u>

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2003

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of these financial statements are:

1.1 BASIS OF PREPARATION

The financial statements of the Union have been drawn up in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other requirements of law. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied and, except where there is a change in accounting policy, are consistent with those of the previous year. The accounting records have been kept on an accrual basis.

1.2 INCOME TAX

No provision for income tax is necessary as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

1.3 EMPLOYEE ENTITLEMENTS

Provision for Annual Leave and Long Service Leave

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

Provision for Retrenchment

The Committee of Management decided that no increase would be made to the provision for the year under review.

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2003

2. **SALARIES AND WAGES**

In accordance with Sub-regulations 107 (a) (XIV) and (XV) of the Workplace Relations Regulations, we report that the figure Salaries and Wages in the Statement of Financial Performance is made up of the following:-

Elected Representatives	\$129,320.43
Employees	<u>137,280.27</u>
	<u>\$266,600.70</u>

3. **DONATION**

There were no gifts or other donations exceeding \$1,000.00 made to any political organisations during the year under review.

4. **INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Section 274 which reads as follows:

- a) "A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;
- b) An organisation shall, on application made under Subsection (1) by a member of the organisation or a Registrar, make the specified information available to a member or the Registrar in such manner, and within such time, as is prescribed;
- c) A Registrar may only make an application under Subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member."

Troedel Adams & Co.**CHARTERED ACCOUNTANTS**

PETER R. TROEDEL F.C.A.

4/83 WELLINGTON STREET
ST KILDA, VIC. 3182
ABN 43 708 506 327TELEPHONE: 9521 5017
9521 5018
FAX: 9521 5019

EMAIL: troedeladams@ozemail.com.au

FACSIMILE

PRIVATE & CONFIDENTIAL

DATE: 9TH DECEMBER, 2003,

FROM: PETER R. TROEDEL

TO: DEPUTY INDUSTRIAL REGISTRAR,
INDUSTRIAL RELATIONS COMMISSIONNO. OF PAGES
INCLUDING THIS PAGE:

3

OUR FACSIMILE NO.: 9521 5019

YOUR FACSIMILE NO.: 02 9380 6990,

MESSAGE: RE: A.W.U. TARS BRANCH.

WE ENCLOSE A SIGNED COPY OF THE
AUDITORS REPORT WHICH WAS INADVERTENTLY
OMITTED FROM THE ORIGINALLY LODGED
DOCUMENTS,

**Please advise as soon as possible if all the pages are not received.**

The documents and information forwarded with this facsimile may be confidential. If you are not the intended recipient, any use, dissemination, disclosure or copying is unauthorised. If you have received this documentation in error, please telephone our office on (03) 9521 5017.

FAXCOVA.DOC

Registered Tax Agent • Registered Company Auditor • Small Business Consultant

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
TAPS & GAS INDUSTRY BRANCH

Scope

We have audited the Financial Statements of the Australian Workers Union (Technical Administrative professional Staff & Gas Industry branch) for the year ended 30 June 2003 consisting of the Statement of Financial Position and Statement of Financial Performance, and accompanying notes. The Branch Committee of Management is responsible for the preparation and presentation of the Financial Statements and the information they contain. We have conducted an independent audit of these Financial Statements in order to express an opinion on them to the members of the Australian Workers Union (Technical Administrative professional Staff & Gas Industry Branch).

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We received all the information and explanations that officers and employees of the branch were able to provide.

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

Audit Opinion

In our opinion:

1. The Organisation kept satisfactory accounting records, including:
 - a) records of the sources and nature of the income of the Branch (including income from members); and
 - b) records of the nature and purposes of the expenditure of the Organisation.

- 4 -

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
TAPS & GAS INDUSTRY BRANCH

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 - b) the income and expenditure, and surplus of the Organisation for the period under review.
3. The financial statements are in accordance with:
- a) the provisions of the Workplace Relations Act 1996, (as amended); and
 - b) applicable Australian Accounting Standards and other mandatory professional reporting requirements.

TROEDEL ADAMS & CO.



P. R. Troedel
Chartered Accountants
Registered Company Auditor

SIGNED at Sydney this ^{3RD} day of August, 2003.
Melbourne September



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Colin Heath
Branch Secretary
Australian Workers' Union
TAPS & GI Branch
75-79 Chetwynd Street
NORTH MELBOURNE VIC 3051

Dear Mr Heath

Financial Return for year ending 30 June 2003 (FR2003/306)

I refer to your letter dated 5 December 2003 enclosing the Branch's financial statements and auditor's report for this period. I note that the Auditor has now supplied a dated copy of his report. This is now attached to the Financial Return. The documents were lodged in the Registry on 9 December 2003 and have now been filed.

Yours sincerely,

Peter McKerrow
Assistant Manager, NSW Registry

11 December 2003