



Ref: FR2007/235-[002N-TW]

Mr Norman McBride
Branch Secretary
The Australian Workers' Union - Tobacco Workers
Branch
PO Box 194
MATRAVILLE NSW 2036

Dear Mr McBride

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:

- [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.

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).

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 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	✓
1	General Purpose Financial Report	
	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?	
2	Committee of Management Statement	
	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?	
3	Auditor's Report	
	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?	
4	Operating Report	
	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?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On ____/____/____ [date of meeting] the Committee of Management of _____ [name of reporting unit] passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended ____/____/____ [date]:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

[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 Officer¹

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

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

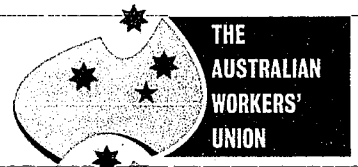
(a) the secretary; or

(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.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

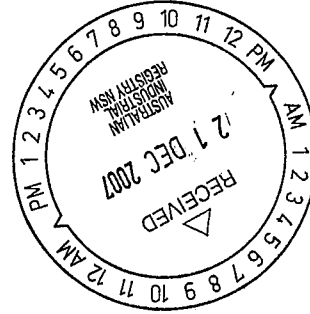
The Tobacco Workers' Branch



Branch Office: 474A Bunnerong Road Matraville NSW 2036
P.O. Box 194 Matraville NSW 2036
Telephone: (02) 9 311.1958 Facsimile: (02) 9 311.3139
e-mail: tobaccounion@cherry.com.au
ABN 36357805105

Branch Secretary:
Norman McBride

December 20 2007



Industrial Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY
NSW 2011

Dear Sir,

Please find enclosed annual financial statements and certificates for The Tobacco Workers' Branch of the AWU for the financial year ending 30th June 2007 in accordance with the Workplace Relation's Act 1996.

The Financial Report contains the following:

1. A General Purpose Financial Report (GPFR)
2. An Operating Report; and
3. An Auditors Report

- Copies of the abovementioned reports (the "full report") have been provided to the general membership and have been in their possession for at least 21 days for their consideration free of charge in accordance with the Act.
- A second meeting of the Committee of Management has been held within the 6 months of the end of the financial year in accordance with the Act.
- A copy of the full report has been lodged with the Industrial Registry within 14 days of the second meeting in accordance with the Act.

Yours truly,

Norman McBride
Branch Secretary

Certificate of Secretary

s268 of Schedule 1B *Workplace Relations Act 1996*

I Norman McBride being Branch Secretary of the Tobacco Workers' Branch of The Australian Workers' Union certify:

- that the documents lodged herewith are copies of the full report referred to s268 of the RAO Schedule; and
- that the full report was provided to members on November 26 2007; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on December 20 2007; in accordance with section 266 of the RAO Schedule.



Norman McBride
Branch Secretary


Date: 20 /12 /07

**STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY
AN OFFICER OF AN ORGANISATION**

[Section 269(1) of the *Workplace Relations Act 1996*]

I **Norman McBride, Branch Secretary of The Tobacco Workers' Branch** of the **Australian Workers' Union of Australia** state, in respect of the financial year of the organisation ending **June 30th 2007** that:

NO loans, grants or donations of an amount exceeding \$1,000 were made by the above named organisation during the financial year.



.....

Norman McBride
Branch Secretary

December 20 2007

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2007

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1. Committee of Management Statement.
2. Operating Report.
3. Auditors Report.
4. Statement of Financial Performance.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Notes to the Financial Statements.

**SWAINE & ASSOCIATES
SUITE 303, LEVEL 3, 65 YORK STREET
SYDNEY NSW 2000
PHONE (02) 9299 9429
FAX (02) 9299 7233**

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

COMMITTEE OF MANAGEMENT STATEMENT

On OCTOBER 31ST 2007 the Committee of Management of The Tobacco Workers Branch of the Australian Workers Union ("Branch") passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2007.

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with 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 organization including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Christine Wilson *C. Wilson*

Patricia Gutierrez *[Signature]*

Signed this 5th day of November, 2007

THE TOBACCO WORKERS' BRANCH OF THE
AUSTRALIAN WORKERS' UNION

OPERATING REPORT

In accordance with section 245 of the Workplace Relations Act 1996 (Act) the Committee of Management presents its Operating Report on the Tobacco Workers' Branch of the Australian Workers' Union and the Federated Tobacco & Cigarette Workers' Union NSW Australia ("Union" collectively) together with the financial report for the year ended 30 June 2007.

The names of the Committee of Management in office at any time during or since the end of the year are:

Ms. Cheryl Ustianowski
Ms. Christine Wilson
Mr. Norman McBride
Ms. Patricia Gutierrez
Ms. Irene Brickley

Committee of Management members have been in office since the start of the financial year to the date of this report unless otherwise stated.

The number of members as of 30 June 2007 is 358.

The number of full time elected employees is (1) one.

The Principal Activities of the organization are the provision of range of services relating to the needs of members. These services include:

Regulate and protect the conditions of labour and relations between workers' and employers
Protect and foster the best interest of members
Promote the general and material welfare of members
Health & Safety in the Workplace
Advocacy on a range of issues
Negotiation & Representation for members
Investment of Members funds supporting Principal Activities

There have been no significant changes in the nature of those activities during the year.

Resignation of members: A member may resign from membership in accordance with Rule 14 – RESIGNING AS A MEMBER of the Rules of the Australian Workers' Union.

Signed in accordance with a resolution of the Branch Executive



N McBride
Branch Secretary

AWU – Tobacco Workers' Branch

Dated: 3rd November 2007

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

AUDITOR'S REPORT

Scope

I have audited the general purpose financial report of The Tobacco Workers Branch of the Australian Workers Union ("Branch") for the financial year ended 30 June 2007 comprising the statement of financial performance, statement of financial position, statement of cash flows and notes to the financial statements.

The Committee of Management are responsible for the financial report. I have conducted an independent audit of this financial report in order to express an opinion on it to the members of the reporting unit.


My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with my understanding of the reporting unit's financial position and performance as represented by the results of its operations and its cash flows.

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

Audit Opinion

In my opinion, the general purpose financial report of The Tobacco Workers Branch of the Australian Workers Union ("Branch") is in accordance with:

- (a) the Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the reporting unit's financial position as at 30 June 2007 and of its performance for the year ended on that date; and
 - (ii) complying with Accounting Standards in Australia; and
- (b) other mandatory professional reporting requirements.


Stephen B. Swaine
Swaine & Associates
Suite 303, Level 3
65 York Street
Sydney NSW 2000

15 November 2007
Date

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Operating Surplus for the Year	30,577	39,706
Accumulated Surplus at the Beginning of the Year	<u>1,081,082</u>	<u>1,041,376</u>
Accumulated Surplus at the End of the Year	<u><u>1,111,659</u></u>	<u><u>1,081,082</u></u>

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

DETAILED STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
INCOME		
Membership Fees Received	148,181	156,643
Interest Received	58,393	48,764
Sundry Income	91	60
Profit on Sale of Assets	-	640
	<u>206,665</u>	<u>206,107</u>
TOTAL INCOME		
EXPENDITURE (attached schedule)	<u>176,088</u>	<u>166,401</u>
Surplus for the Year	<u><u>30,577</u></u>	<u><u>39,706</u></u>

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

DETAILED STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2007

	<u>Note</u>	<u>2007</u>	<u>2006</u>
		\$	\$
EXPENDITURE			
Affiliation Fees		10,082	7,790
Audit Fees		6,230	6,570
Bank Charges		67	68
Commission Paid		1,697	1,583
Conference and Travel Expenses		17,581	18,678
Computer Expenses		534	479
Depreciation		7,736	8,857
Donations		454	409
Electricity		733	546
Fringe Benefits Tax		1,572	1,547
General Expenses		457	2,283
Honorariums		4,650	4,500
Insurance		3,138	3,110
Legal Fees		341	-
Lost Time		322	327
Motor Vehicle Expenses		6,905	7,411
Postage, Printing and Stationery		423	468
Provision for Holiday Pay		6,498	5,198
Provision for Long Service Leave		6,668	3,604
Repairs and Maintenance		2,634	690
Rates and Taxes		3,346	2,932
Salaries and Wages	3	68,990	68,827
Security		336	336
Staff Amenities		32	62
Subscriptions		976	1,051
Superannuation		18,742	14,417
Telephone		4,944	4,658
TOTAL EXPENDITURE		<u>176,088</u>	<u>166,401</u>

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2007**

	<u>Note</u>	<u>2007</u> \$	<u>2006</u> \$
CURRENT ASSETS			
Accrued Interest		22,298	7,861
Cash at Bank		97,572	87,891
Cash on Hand		457	29
Trade Debtors		-	13,981
Provision for GST		-	10
TOTAL CURRENT ASSETS		<u>120,327</u>	<u>109,772</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	229,497	237,233
Investments	5	10	10
Other	6	951,598	909,612
TOTAL NON-CURRENT ASSETS		<u>1,181,105</u>	<u>1,146,855</u>
TOTAL ASSETS		<u>1,301,432</u>	<u>1,256,627</u>
CURRENT LIABILITIES			
Provision for Annual Leave		41,847	35,349
Provision for Long Service Leave		64,335	57,668
Provision for GST		2,725	2,322
Other Creditors and Accruals		9,583	8,923
TOTAL LIABILITIES		<u>118,490</u>	<u>104,262</u>
NET ASSETS		<u>1,182,942</u>	<u>1,152,365</u>
MEMBERS FUNDS			
Accumulated Surplus		1,111,659	1,081,082
Reserves	7	71,283	71,283
		<u>1,182,942</u>	<u>1,152,365</u>
Contingent Liabilities	8		

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2007

	<u>Note</u>	<u>2007</u> \$	<u>2006</u> \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts in the course of operations		162,263	158,208
Cash payments in the course of operations		(154,124)	(148,840)
Interest Received	3	<u>43,956</u>	<u>47,030</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	9 (ii)	<u>52,095</u>	<u>56,398</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of plant and equipment		-	10,909
Purchase of plant and equipment		<u>-</u>	<u>(39,531)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		<u>-</u>	<u>(28,622)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts from borrowings		-	-
Repayment of borrowings		<u>-</u>	<u>-</u>
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH HELD		52,095	27,776
Cash at the beginning of the financial year		<u>997,532</u>	<u>969,756</u>
Cash at the end of the financial year	9 (i)	<u>1,049,627</u>	<u>997,532</u>

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report represents the position of The Tobacco Workers' Branch of The Australian Workers' Union ("Branch"), registered under the relevant Federal Act. The combined processing of income and expenditure, and assets and liabilities is consistent with the presentation of similar financial statements for prior years and is presented solely for the information of members of the Branch.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following specific accounting policies have been adopted in the preparation of these financial statements. They are consistent with the policies of the previous year, unless otherwise stated:

- a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- b) Depreciation of Fixed Assets is calculated on the diminishing value basis in order to write the assets off over their estimated useful life.
- c) Provision for employee benefits in the form of Long Service and Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23 of the Income Tax Assessment Act.

**THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

2. 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 sub-sections (1), (2) and (3) of Section 274 which reads as follows: -

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under Sub-Section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (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:

	<u>2007</u>	<u>2006</u>
	\$	\$
3. SALARIES AND WAGES		
Officials	68,990	68,827
Employees	-	-
	<u>68,990</u>	<u>68,827</u>
4. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings - at independent valuation	<u>200,000</u>	<u>200,000</u>
Plant and Equipment - at cost	40,972	40,972
<u>Less Accumulated Depreciation</u>	<u>36,206</u>	<u>34,178</u>
	<u>4,766</u>	<u>6,794</u>
Motor Vehicle - at cost	36,973	36,973
<u>Less Accumulated Depreciation</u>	<u>12,242</u>	<u>6,534</u>
	<u>24,731</u>	<u>30,439</u>
	<u>229,497</u>	<u>237,233</u>

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
5. INVESTMENTS		
Shares - Other	<u>10</u>	<u>10</u>
6. NON-CURRENT ASSETS - OTHER		
Short Term Deposits	<u>951,598</u>	<u>909,612</u>
7. RESERVES		
Asset Revaluation Reserve	<u>71,283</u>	<u>71,283</u>
8. CONTINGENT LIABILITIES		

There is a Contingent Liability for Funeral Benefits payable to the next-of-kin of Deceased Members who are still entitled to benefits under the Rules of the Union

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

<u>9. NOTES TO THE STATEMENT OF CASH FLOWS</u>	<u>2007</u> \$	<u>2006</u> \$
(i) Reconciliation of Cash		
For the purposes of the Statement of Cash flows, cash includes cash on hand and at bank and short term deposits at call, net outstanding bank overdrafts. Cash as 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:		
Cash on Hand	457	29
Cash at Bank	97,572	87,891
Short Term Bank Deposits	951,598	909,612
	1,049,627	997,532
 (ii) Reconciliation of cash flow from operations with operating surplus		
Operating surplus	30,577	39,706
Non cash flows in operating surplus		
Profit on disposal of assets	-	(640)
Depreciation	7,736	8,857
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries		
Decrease (increase) in trade debtors	13,981	1,495
Increase (decrease) in other creditors	660	(77)
Increase (decrease) in provisions	13,568	8,782
Decrease (increase) in other debtors	(14,427)	(1,725)
Cash Flows from Operations	52,095	56,398

Notice to Members

Subsections (1) (2) and (3) of section 274(4) of the Workplace Relations Act 1996 provide as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application, make under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) 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.



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Norman McBride
Secretary, Tobacco Workers' Branch
AWU
PO Box 194
MATRAVILLE NSW 2036

Dear Mr McBride

**Re: Lodgement of Financial Statements and Accounts – Tobacco Workers' Branch –
for year ending 30 June 2007 (FR2007/235)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 21 December 2007.

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

Please note for future reference that the notice set out at Note 2 of the Notes to the Accounts reflected the repealed sub-sections 274(1), (2) and (3) of the pre-RAO version of the *Workplace Relations Act 1996*. The notice should in future reflect the wording of sub-sections 272(1), (2) and (3) of the current version of the Act.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

1 February 2008