



FAIR WORK
COMMISSION

25 November 2013

Mr Paul Howes
National Secretary
The Australian Workers' Union
Level 10, 377-383 Sussex Street
SYDNEY NSW 2000

Dear Mr Howes,

**Re: Lodgement of Financial Statements and Accounts - The Australian Workers' Union,
Tobacco Workers' Branch - for year ended 30 June 2013 (FR2013/277)**

Thank you for your letter dated 12 November 2013 and supplementary operating report received today. The documents have been added to the financial statements and accounts lodged on 4 October 2013. I am also in receipt of a copy of the auditor's public practice certificate.

The financial documents represent the final report for the Branch, which has now closed, and I consider no further information is required. The documents have been filed.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett'.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["samuel.li@nat.awu.net.au"](mailto:samuel.li@nat.awu.net.au)
Subject: Attention Mr Paul Howes - financial report for year ended 30 June 2013 - Tobacco Workers" Branch - filing
Date: Monday, 25 November 2013 12:04:00 PM
Attachments: [AWU_TW_FR2013_277 \(final\).pdf](#)

Dear Mr Li,

Please see attached my letter to the National Secretary, for his attention, in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

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

**STRONGER
TOGETHER**

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PAUL HOWES National Secretary



12 November 2013

Mr Stephen Kellett
Senior Advisor
Regulatory Compliance Branch
Fair Work Commission
Level 8 - Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Via email: stephen.kellett@fwc.gov.au

Dear Mr Kellett

Re: Lodgement of Financial Statements and Accounts – The Australian Workers' Union, Tobacco Workers' Branch - for year ended 30 June 2013 (FR2013/277)

Thank you for your correspondence of 31 October 2013 regarding the above.

Please find attached The Tobacco Workers' Branch of The Australian Workers' Union, Supplementary Operating Report for year ended 30 June 2013.

Yours faithfully

A handwritten signature in black ink, appearing to be 'P. Howes', written over a horizontal line.

Paul Howes
NATIONAL SECRETARY

(encl)

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

**SUPPLEMENTARY OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2013**

In accordance with the requirements of S253 of the Fair Work (Registered Organisations) Act 2009 and the Reporting Guidelines, the Organisation makes the following disclosures for the year ended 30 June 2013 in respect of the Branch :

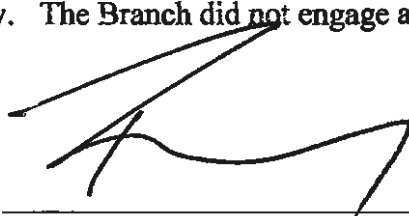
- a. Pursuant to section 254 (2)(d) of the Fair Work (Registered Organisations) Act 2009 , no member holds office of including that of trustee or director, in any superannuation schemes;
- b. Pursuant to section 37 of Reporting Guidelines applying for the purpose of section 253 of the RO Act 2009 , no officer and employee are directors of a company or a member of a board;
- c. the Organisation has prepared the financial statements on a going concern basis and the Branch was not reliant on the financial support of another reporting unit;
- d. the Branch did not provide financial support to ensure another reporting unit has the ability to continue as a going concern;
- e. the Branch did not acquire an asset or a liability during the financial year as a result of amalgamation, a restructure of the branches, a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the Organisation or, a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to the Organisation under subsection 245(1); or as part of a business combination;
- f. no other funds or reserves other than that disclosed in the Statement of Changes in Equity were set up by the Branch;
- g. the Branch did not receive any capitation fee from another reporting unit of the Organisation;
- h. the Branch did not receive any compulsory levies or as appeals for voluntary contributions from members;
- i. the Branch did not receive any donations or grants;
- j. the Branch did not receive any other financial support from another reporting unit of the organization;
- k. the Branch paid \$387 to BATMA (2012: \$1,527) as consideration for employers making payroll deductions of membership subscriptions;
- l. the Branch did not pay to another reporting unit of the Organisation a capitation fee
- m. Affiliation fees of \$675 and \$1,100 were paid to Unions NSW and ACTU respectively;
- n. No compulsory levies have been imposed on the Branch;

- o. In accordance with Reporting Guideline 17(f) and 17(g) we report that the figure Salaries and Wages in the Income Statement is made up of the following:-

	2013	2012
	\$	\$
Wages and salaries	107,289	102,025
Superannuation	30,774	30,279
Leave and other entitlements	-	-
Others	58,350	8,600
Elected Representatives	<u>196,413</u>	<u>140,904</u>
Wages and salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Others	-	-
Employees	<u>-</u>	<u>-</u>

- p. No penalties were imposed on the Branch under the RO Act with respect to conduct of the reporting unit;
- q. the Branch did not have any amount receivable from or payable to other reporting unit of the organization;
- r. the Branch did not have any amount payable to employers as consideration for the employers making payroll deductions of membership subscriptions;
- s. the Branch did not have any amount payable in respect of legal costs and other expenses related to litigation or other legal matters;
- t. the Branch did not make any provisions for annual leave, long service leave, separation, redundancy and other provisions in respect of employees (other than holders of offices) of the reporting unit;
- u. no other funds or reserves other than that disclosed in the Statement of Changes in Equity were set up by the Branch;
- v. The Branch did not engage another entity to administer its financial affairs;
- w. the Branch did not receive from or pay to another reporting unit of the organization a cash flow;
- x. In accordance with Reporting Guideline 33, the Branch did not involve in recovery of wages activities in the reporting period;
- y. The Branch did not engage another entity to administer its financial affairs.

Signed: _____



Date: 12/11/2013

Paul Howes
National Secretary
The Australian Workers' Union

From: KELLETT, Stephen
To: ["Debra Bushell"](#)
Subject: Attention Mr Paul Howes - Financial report y/e 30 June 2013 - supplementary information
Date: Thursday, 31 October 2013 11:47:00 AM
Attachments: [AWU_TW_FR2013_277 \(1\).pdf](#)
[fr_guidelines_253_2013.pdf](#)

Dear Debra,

Please see my letter to Mr Paul Howes, plus attachment, in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

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



FAIR WORK
COMMISSION

31 October 2013

Mr Paul Howes
National Secretary
The Australian Workers' Union
Level 10, 377-383 Sussex Street
SYDNEY NSW 2000

Dear Mr Howes,

Re: Lodgement of Financial Statements and Accounts - The Australian Workers' Union, Tobacco Workers' Branch - for year ended 30 June 2013 (FR2013/277)

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission on 4 October 2013. The report complied with all the requirements I identified in my correspondence to Mr McBride in relation to the previous year's report.

However the new Reporting Guidelines ('RGs') issued on 26 June this year applied to the report and I draw your particular attention to the following.

Prescribed category statement(s)

One of the new requirements is that a statement must be included in the notes, or alternatively, nil balances should be set out, if any of the "activities" (i.e. transaction categories) prescribed by the RGs did not occur during the reporting period. This requirement is set out in RGs 14, 16, 18, 20, 22, 24 and 26 and I explain how it applies in the table attached. A similar requirement in relation to non-disclosure of officers or employees holding positions as trustees of superannuation entities or directors of companies is set out in RG 38.

Auditor declarations

The auditor's report did not include a declaration that he concluded the management's use of the going concern basis of accounting in the preparation of the financial statements was appropriate, as required by RG 45 (i.e. assuming the going concern basis was used). Nor did the auditor make a declaration that he is an approved auditor, specifying his professional membership, and holds a current Public Practice Certificate, as required by RG 44.

I note that the report was the final report for the Branch which ceased under the rules, in accordance with rule amendments certified on 23 November 2012 in matter R2012/193. In all the circumstances, however, since the public record should show the Branch satisfactorily complied with relevant new requirements, I would ask that supplementary statements be lodged at the earliest practicable opportunity, as follows:

- (1) a statement by the relevant officer confirming that those transaction categories prescribed by the new Reporting Guidelines that were not itemized or otherwise disclosed in the financial statements did not occur during the financial year;
- (2) a statement by the relevant officer that there was no information to be disclosed under RGs 36 or 37;

- (3) a statement by the auditor making the declarations required by RGs 44 and 45 in appropriate form.

I will file the report upon receipt of the supplementary statements. I attach a copy of the new Reporting Guidelines for convenient reference. If there are any questions about the application of these Guidelines, please do not hesitate to contact me on (02) 6723 7237.

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.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

Statement(s) as to non-occurrence*

<i>Where a statement to this effect is required</i>	<i>RG references</i>
If the Branch's ability to continue as a going concern is not reliant on the agreed financial support of another reporting unit	RG 10 / RG 14
If the Branch has not agreed or does not have an agreement to provide financial support to another reporting unit to ensure its ability to continue as a going concern	RG 11 / RG 14
If the Branch has not acquired an asset or liability as a result of an amalgamation, restructure, or alternative reporting unit determination or revocation	RG 12 / RG 14
If the Branch has not acquired assets or liabilities as part of a business combination	RG 13 / RG 14
If the Branch has not received revenue from particular prescribed revenue (i.e. income actually received) categories	RG 15 / RG 16
If the Branch has not paid out particular prescribed expense (i.e. amounts actually paid) categories	RG 17 / RG 18
If the Branch does not have a receivable (i.e. expected revenue due) or payable (i.e. amount owing) relating to another reporting unit within the Union	RG 19 / RG 20
If the Branch does not have liabilities for particular prescribed liability categories	RG 21 / RG 22
If the Branch does not have funds or accounts for compulsory levies raised or voluntary contributions collected, or does not have funds or accounts (other than the general fund) required by the rules, or has not made any transfers or withdrawals to special purpose funds or accounts (RG23);	RG 23 / RG 24
If the Branch has not received a cash inflow from another reporting unit or made one to another reporting unit	RG 25/ RG 26

General explanatory note

The prescribed categories/activities that did not occur or apply should be individually identified or it should be otherwise clear that only those categories/activities that occurred have been itemized. *The Model Financial Statements reflect the form of itemizing all prescribed categories and recording nil balances for those which did not occur during the period, in lieu of a separate statement(s).

TOGETHER

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PAUL HOWES National Secretary



30 September 2013

Mr Stephen Kellett
Organisations, Research & Advice
Fair Work Australia
Level 8
Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



Dear Mr Kellett

**Re: s. 268 Fair Work Act (Registered Organisations) Act 2009
Certificate for period ended 30 June 2013**

In relation to the annual financial returns to be lodged with Fair Work Australia, please find enclosed the following:

1. The National Secretary's Certificate;
2. The 2012/2013 The Tobacco Workers' Branch of The Australian Workers' Union, full report for year ended 30 of June 2013.

Yours faithfully,

Paul Howes
NATIONAL SECRETARY

(encl x 2)

THE AUSTRALIAN WORKERS' UNION

CERTIFICATE FOR PERIOD ENDED 30 JUNE 2013

s. 268 Fair Work (Registered Organisations) Act 2009

I, Paul Howes, being the National Secretary of The Australian Workers' Union, hereby certify:

- that the documents lodged herewith are copies of the full report of the Tobacco Workers' Branch of The Australian Workers' Union, Statutory Statements and Audit Report for year ended 30 June 2013, referred to in s.268 of the *Fair Work (Registered Organisation) Act 2009*, and
- the full report was provided and made available on the Union's National Office Website from 28 August 2013, and
- the full report was presented and approved via a Postal Ballot of the National Executive members on 30 September 2013, in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Date: 30 September 2013



Paul Howes
NATIONAL SECRETARY

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

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2013

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1. Committee of Management Statement.
2. Operating Report.
4. Auditors Report.
5. Income and Expenditure Statement.
8. Balance Sheet.
9. Statement of Changes in Equity
10. Statement of Cash Flows
11. Notes to the Financial Statements.

**SWAINE & ASSOCIATES
CHARTERED ACCOUNTANTS
SUITE 1706, LEVEL 77, 109 PITT STREET
SYDNEY NSW 2000
PHONE (02) 8011 0795
FAX (02) 9264 2025**

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

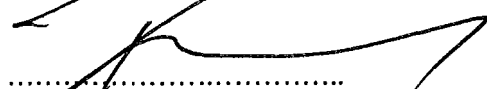
COMMITTEE OF MANAGEMENT STATEMENT

On August 2 2013 the Committee of Management of the Australian Workers Union passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2013.

"The National Executive declares in relation to the General Purpose Financial Report (GPFR) that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards – Reduced Disclosure Requirements;
- (b) the financial statements and notes comply with the reporting guidelines of the General manager of Fair Work Australia;
- (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 ended 30 June 2012;
- (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; and
- (e) during the financial year to which the General Purpose Financial Report relates and since the end of that year:
 - (i) meetings of the National Executive were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Fair Work (Registered Organisations) Act 2009; and the Fair Work (Registered Organisations) Regulations 2009;
 - (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) there have been no requests for information sought by members of the reporting unit or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009.
 - (vi) there have been no compliance orders for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009."
- (f) during the year ended 30 June 2013 the organisation did not participate in any recovery of wages activity."

For Committee of Management:



.....
Paul Howes

Signed this 21st day of August 2013

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

CERTIFICATE BY ACCOUNTING OFFICER

I, Paul Howes, the accounting officer of the Australian Workers Union hereby certify to the best of my knowledge and belief that:

there were 155 persons that were members of the organisation as at the end of the 30 June 2013 financial year, and in my opinion:

- i) the accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- ii) a record has been kept of all money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation; and
- iv) no payment was made out of a fund referred to in paragraph 107 (b) (xiii) or (xv) of the Workplace Relations Regulations for a purpose other than the purpose for which the fund was operated; and
- v) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- vi) the register of members of the organisation was maintained in accordance with the Act.



.....
Paul Howes

Signed this 21st day of August 2013.

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

OPERATING REPORT

In accordance with the Fair Work (Registered Organisations) Act 2009 the Committee of Management presents its Operating Report on the Tobacco Workers' Branch of the Australian Workers' Union together with the financial report for the year ended 30 June 2013.

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 end of financial year 30 June 2013.

The number of members as of 30 June 2013 is 155

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

Principal Activities and Changes

the Principal Activities of the organisation are the provision of a 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 and safety in the workplace
Advocacy on a range of issues
Negotiation and representation for members
Investment of Members funds supporting Principal Activities

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

Operating Results: Total Comprehensive Income for the financial year amounted to \$187,291 (2012- \$105,425 loss)

Significant Changes in State of Financial Affairs: There were significant changes in the Branches financial affairs during the financial year.

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

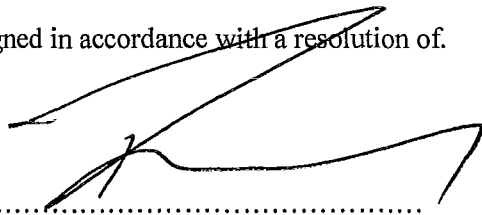
OPERATING REPORT (CONTINUED)

Review of Operations: A review of the organisation during the financial year indicated a significant decrease in income due to a decrease in membership numbers as a result of industries restructuring and cumulating in redundancies to membership. The organisations Executive decided to dissolve the Branch/State Union organisation as from July 2013.

Events after the Reporting Period: Matters have arisen as a result of loss of membership fees which significantly impact on the financial operations of the organisation. Therefore appropriate Executive decisions have resulted in accordance with the rules of the organisations to dissolve the Branch/State Union organisation as from July 2013.

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.



.....
P. Howes
National Secretary
Australian Workers Union

Dated: 21 August 2013

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

INDEPENDENT AUDIT 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 2013 comprising the income and expenditure statement, balance sheet, 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 Fair Work (Registered Organisations) Act 2009, including:
 - (i) giving a true and fair view of the reporting unit's financial position as at 30 June 2013 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
Level 17
109 Pitt Street
Sydney NSW 2000

..... 27 August 2013

Dated

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

**CONSOLIDATED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2013**

	<u>2013</u>	<u>2012</u>
	\$	\$
Operating Surplus (Deficit) for the Year	187,291	(105,425)
Accumulated Surplus at the Beginning of the Year	<u>861,242</u>	<u>966,667</u>
Accumulated Surplus at the End of the Year	<u><u>1,048,533</u></u>	<u><u>861,242</u></u>

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

**CONSOLIDATED DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2013**

	<u>2013</u>	<u>2012</u>
	\$	\$
INCOME		
Contributions Received	47,019	77,418
Interest Received	24,827	36,946
Profit on sale of Non- Current Assets	<u>379,942</u>	<u>-</u>
TOTAL INCOME	451,788	114,364
EXPENDITURE (attached schedule)	<u>264,497</u>	<u>219,789</u>
Surplus (Deficit) for the Year	<u><u>187,291</u></u>	<u><u>(105,425)</u></u>

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

**CONSOLIDATED DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2013**

	<u>Note</u>	<u>2013</u> \$	<u>2012</u> \$
EXPENDITURE			
Affiliation Fees		1,775	1,649
Audit Fees		3,730	4,380
Bank Charges		36	93
Commission Paid		387	1,527
Conference and Travel Expenses		23,771	24,752
Computer Expenses		218	378
Depreciation		5,787	7,173
Donations		864	864
Electricity		561	951
Ex Gratia Payments	7	50,000	-
Fringe Benefits Tax		1,672	1,742
Honorariums	7	8,350	8,600
Insurance		2,027	3,827
Legal Fees		4,975	1,118
Lost Time		1,307	5,226
Mortality Payment		-	1,500
Motor Vehicle Expenses		5,492	5,488
Postage, Printing and Stationery		443	362
Provision for Holiday Pay		-	122
Provision for Long Service Leave		5,095	7,711
Repairs and Maintenance		587	319
Rates and Taxes		3,833	3,156
Salaries and Wages- Officeholders		107,289	102,025
Security		345	346
Staff Amenities		172	85
Subscriptions		216	1,666
Superannuation		30,774	30,279
Telephone		4,791	4,450
TOTAL EXPENDITURE		<u>264,497</u>	<u>219,789</u>

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

**CONSOLIDATED BALANCE SHEET
AS AT 30 JUNE 2013**

	<u>Note</u>	<u>2013</u> \$	<u>2012</u> \$
CURRENT ASSETS			
Cash at Bank		1,227,756	845,767
Cash on Hand		-	417
Trade Debtors		-	5,870
Other Debtors		105	
TOTAL CURRENT ASSETS		<u>1,227,861</u>	<u>852,054</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	3	24,027	374,814
TOTAL NON-CURRENT ASSETS		<u>24,027</u>	<u>374,814</u>
TOTAL ASSETS		<u>1,251,888</u>	<u>1,226,868</u>
CURRENT LIABILITIES			
Provisions - Long Service Leave		77,993	72,898
Provisions - Annual Leave		64,177	64,177
Provision for GST		51,043	708
Other Creditors and Accruals		10,142	11,560
TOTAL CURRENT LIABILITIES		<u>203,355</u>	<u>149,343</u>
TOTAL LIABILITIES		<u>203,355</u>	<u>149,343</u>
NET ASSETS		<u>1,048,533</u>	<u>1,077,525</u>
MEMBERS FUNDS			
Accumulated Surplus		1,048,533	861,242
Reserves	4	-	216,283
		<u>1,048,533</u>	<u>1,077,525</u>
Contingent Liabilities	5		

THE TOBACCO WORKERS BRANCH OF THE
AUSTRALIAN WORKERS UNION

CONSOLIDATED STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Reserves	Retained Earnings \$	Total \$
Balance at 1 July 2011	216,283	966,667	1,182,950
Profit (Loss) attributable to the entity	-	(105,425)	(105,425)
Balance at 30 June 2012	<u>216,283</u>	<u>861,242</u>	<u>1,077,525</u>
Profit (Loss) attributable to the entity	-	187,291	187,291
Transfer of Reserves	(216,283)	-	(216,283)
Balance at 30 June 2013	<u>-</u>	<u>1,048,533</u>	<u>1,048,533</u>

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

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013**

	<u>Note</u>	<u>2013</u> \$	<u>2012</u> \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts in the course of operations		52,889	78,330
Cash payments in the course of operations		(204,803)	(206,047)
Interest Received		<u>24,827</u>	<u>36,946</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	6 (ii)	<u>(127,087)</u>	<u>(90,771)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of plant and equipment		508,659	-
Purchase of plant and equipment		<u>-</u>	<u>(815)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		<u>508,659</u>	<u>(815)</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		381,572	(91,586)
Cash at the beginning of the financial year		<u>846,184</u>	<u>937,770</u>
Cash at the end of the financial year	6 (i)	<u><u>1,227,756</u></u>	<u><u>846,184</u></u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

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 2013**

2. INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 which reads as follows: -

- (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).

	<u>2013</u>	<u>2012</u>
	\$	\$
3. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings - at independent valuation	-	<u>345,000</u>
Plant and Equipment - at cost	38,601	38,601
<u>Less Accumulated Depreciation</u>	<u>37,499</u>	<u>37,003</u>
	<u>1,102</u>	<u>1,598</u>
Motor Vehicle - at cost	42,898	42,898
<u>Less Accumulated Depreciation</u>	<u>19,973</u>	<u>14,682</u>
	<u>22,925</u>	<u>28,216</u>
	<u>24,027</u>	<u>374,814</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

	<u>2013</u>	<u>2012</u>
	\$	\$
4. RESERVES		
Asset Revaluation Reserve	<u>-</u>	<u>216,283</u>

5. 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 2013**

6 NOTES TO THE STATEMENT OF CASH FLOWS

2013 2012
\$ \$

(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	-	417
Cash at Bank	1,227,756	845,767
	<u>1,227,756</u>	<u>846,184</u>

**(ii) Reconciliation of cash flow from
operations with operating surplus (deficit)**

Operating surplus (deficit)	187,291	(105,425)
Non cash flows in operating surplus (deficit)		
Depreciation	5,787	7,173
Profit on sale of Non-Current Assets	(379,942)	-
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries		
Decrease (increase) in trade debtors	5,870	912
Increase (decrease) in other creditors	48,917	(1,264)
Increase (decrease) in provisions	5,095	7,833
Decrease (increase) in other debtors	(105)	-
Cash Flows from Operations	<u>(127,087)</u>	<u>(90,771)</u>

7 RELATED PARTY TRANSACTIONS

During the year payments were made to committee members as Honorariums amounting to \$8,350 (2012 \$8,600)

During the year Ex-Gratia payments were made to honorary Executive committee members for recognition of long service and dedication to the organization



17 July 2013

Mr Norman McBride
Branch Secretary
The Australian Workers' Union - Tobacco Workers Branch

Sent by fax: (02) 9311 3139

Dear Mr McBride ,

Re: Lodgement of Financial Report - [FR2013/277]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Tobacco Workers 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: www.fwc.gov.au/registered_organisations/overview.

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.