



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

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

Mr Bill Shorten
Branch Secretary
Victorian Branch
The Australian Workers' Union
685 Spencer Street
WEST MELBOURNE VIC 3003

Dear Mr Shorten

Re: Lodgement of Financial Documents for Year Ending 30 June 2002 (FR2002/607)

Receipt is acknowledged of your letter dated 28 March 2003 and the enclosed financial statements and documents for the Victorian Branch of the Australian Workers' Union. The documents were lodged in the Registry on 2 April 2003.

The financial documents have been filed.

I further acknowledge receipt of the Statement of Particulars of Loans Grants and Donations for the financial year ended 30 June 2002, lodged pursuant to s269(1) of the *Workplace Relations Act 1996*.

The document has been placed on a file that may only be viewed by members of your organisation.

Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

4 April 2003



VICTORIAN BRANCH
685 SPENCER STREET
WEST MELBOURNE VIC 3003

TEL: (03) 9329 8733
FAX: (03) 9329 2871
CALL CENTRE: 1300 362 298
E-MAIL: awu@alphalink.com.au
INTERNET: www.awuvic.net

BILL SHORTEN
Secretary

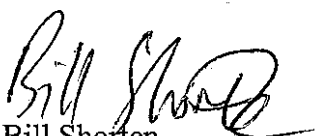
THE AUSTRALIAN WORKER'S UNION VICTORIA BRANCH

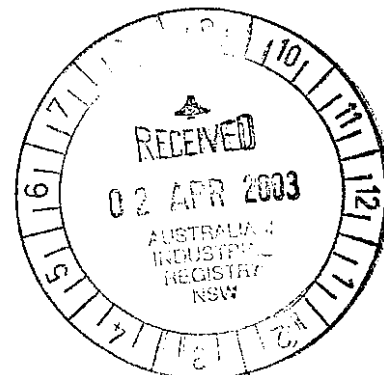
SECRETARY'S CERTIFICATE

I, Bill Shorten, being the Secretary of The Australian Worker's Union Victoria Branch, do hereby state that the attached documents are copies of reports and audited accounts and financial statement for the year ending on the 30th of June, 2002, that were:

1. made available to the membership in the week commencing 27 January 2003.
2. presented by way of a postal ballot to the Victoria Branch Executive. The ballot was conducted on 10 February 2003, and closed on Monday, 17 February, 2003 at 5.00pm. Post ballot was completed with result in favour of Motion to adopt the 2001/2002 Victoria Branch Financial Accounts, Statements and Auditor's Report.

Date *29* day of March, 2003


Bill Shorten
Secretary



REGIONAL OFFICES:
BENDIGO
12/239 Barnard Street
Bendigo VIC 3550

TEL: (03) 5444 1124
FAX: (03) 5444 1124

GEELONG
Shop 4
163 Bellarine Highway
Newcombe VIC 3219
TEL: (03) 5248 8520
FAX: (03) 5248 8525

PORTLAND
103 Percy Street
Portland VIC 3305

TEL: (03) 5521 7960
FAX: (03) 5523 6359

MILDURA
162-164 Seventh Street
Mildura VIC 3500

TEL: (03) 5021 3912
FAX: (03) 5021 3913

MORWELL
1st Floor
19-21 Church Street
Morwell VIC 3840
TEL: (03) 5134 1961
FAX: (03) 5133 9334

MUNRO
RMB 1091
Luxfords Road
Munro VIC 3862
TEL: (03) 5145 8306
FAX: (03) 5145 8308

SHEPPARTON
PO Box 1423
Shepparton VIC 3532

Ashley Cox
TEL: 0419 355 267

putting
members
first



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BILL SHORTEN
Secretary

THE AUSTRALIAN WORKERS' UNION VICTORIA BRANCH

STATUTORY STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2002

STATEMENT OF SALARIES AND WAGES BY AN OFFICER

I, Bill Shorten, being the Secretary of the Australian Workers' Union Victoria Branch, do hereby state that for the financial year ending 30th June 2002:

Total salaries and Wages (including Annual Leave Expenses) expenses are \$1,601,821, of which \$244,429 were for Officials and \$1,357,392 for employees

Date *28th* day of March, 2003

Bill Shorten
Bill Shorten
Secretary

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THE AUSTRALIAN WORKERS' UNION

(VICTORIAN BRANCH)

AUDITORS' REPORT,

FINANCIAL STATEMENTS AND NOTES THERETO

FOR THE YEAR ENDED 30 JUNE 2002

THE AUSTRALIAN WORKERS' UNION

(VICTORIAN BRANCH)

STATUTORY STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

COMMITTEE OF MANAGEMENT'S CERTIFICATE

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

- (1) In the opinion of the Committee of Management, the attached financial report shows a true and fair view of the financial affairs of the Branch as at 30 June 2002;
- (2) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2002, in accordance with the rules of the Branch;
- (3) to the knowledge of any Member of the Committee, 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 2001, and the Auditors' Report thereon.


W SHORTEN


M EAGLES

SIGNED at North Melbourne this 13th day of December, 2002.

THE AUSTRALIAN WORKERS' UNION

(VICTORIAN BRANCH)

STATUTORY STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

ACCOUNTING OFFICER'S CERTIFICATE

I, Bill Shorten, being the Officer responsible for keeping the accounting records of the Branch, certify that as at 30 June 2002, the number of members of the Branch was 20,380. (2001 20,574).

In my opinion:

- (1) The attached financial report is properly drawn up to show a true and fair view of the financial affairs of the Branch as at 30 June 2002;
- (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 monies 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.


W SHORTEN

SIGNED at North Melbourne this 13th day of December, 2002.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
(VICTORIAN BRANCH)

Scope

We have audited the Financial Statements of the Australian Workers Union (Victorian Branch) for the year ended 30 June 2002 consisting of the Statement of Financial Position and Statement of Financial Performance, and accompanying notes set out on pages 5 to 11. The 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 (Victorian 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:

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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
AUSTRALIAN WORKERS UNION
(VICTORIAN 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

Dated this 13th day of December, 2002.

**THE AUSTRALIAN WORKERS' UNION
(VICTORIAN BRANCH)
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2002**

	2001 \$	2002 \$
ACCUMULATED FUNDS		
BALANCE @ YEAR END	399,030	239,443
THESE FUNDS ARE REPRESENTED BY:-		
CURRENT ASSETS		
PETTY CASH	1,110	1,110
CASH AT BANK - STATE NSW	62,125	106,431
- STATE FUNDS ACCOUNT	69,401	34,213
- DELEGATES COMMISSION	2,961	1,348
- MEMBERS STRIKE FUND A/C	79,886	44,030
- LSL INVESTMENT A/C	62,108	127,896
- GST A/C	66,375	9,982
SUBSCRIPTIONS OUTSTANDING	284,457	298,263
SUNDRY DEBTORS	268,141	467,422
PREPAYMENTS	33,658	31,207
MERCHANDISE ON HAND	33,741	29,423
SHARES IN PUBLIC COMPANY	258	258
	<u>964,321</u>	<u>1,149,558</u>
NON-CURRENT ASSETS		
NATIONAL OFFICE - LONG SERVICE LEAVE DEBT	428,175	440,546
FIXED ASSETS (At Written Down Value)		
OFFICE FURNITURE AND EQUIPMENT	46,674	29,058
MOTOR VEHICLES	673,635	753,734
	<u>720,309</u>	<u>782,792</u>
TOTAL ASSETS	<u>2,112,805</u>	<u>2,372,896</u>
LESS: CURRENT LIABILITIES		
TRADE CREDITORS	386,744	434,785
ACCRUALS	204,716	414,581
AMOUNT DUE UNDER HIRE PURCHASE AGREEMENTS	277,689	341,854
MEMBERSHIP FEES RECEIVED IN ADVANCE	114,206	79,944
GRANT FUNDS RECEIVED IN ADVANCE	-	89,650
	<u>963,336</u>	<u>1,360,794</u>
LESS: DEFERRED LIABILITIES		
AMOUNT DUE UNDER HIRE PURCHASE AGREEMENTS	56,778	57,632
PROVISION FOR ANNUAL LEAVE	222,313	206,479
PROVISION FOR LONG SERVICE LEAVE	471,349	506,648
	<u>750,440</u>	<u>772,859</u>
TOTAL LIABILITIES	<u>1,713,775</u>	<u>2,133,453</u>
	<u>399,030</u>	<u>239,443</u>

**AUSTRALIAN WORKERS' UNION
(VICTORIAN BRANCH)
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2002**

	2001 \$	2002 \$
INCOME		
MEMBERSHIP CONTRIBUTIONS	4,260,372	4,347,400
MEMBERSHIP RESEARCH SURVEYS	-	21,364
TRAINING COURSES & SEMINARS	212,555	212,357
SALE OF MERCHANDISE	3,520	918
MEMBERS STRIKE FUND INCOME	10,405	-
INTEREST	9,081	5,598
RENT	9,215	62,872
REIMBURSEMENT OF EXPENSES	1,471	10,957
EMPLOYMENT & CONSULTANCY INCOME	6,060	19,418
ADVERTISING IN AWU JOURNALS	18,165	-
GOVT GRANTS RECEIVED	144,295	118,163
OTHER INCOME	28,171	22,555
TOTAL INCOME	<u>4,704,289</u>	<u>4,821,602</u>
EXPENSES		
DIRECT MEMBERSHIP EXPENSES		
AWU SUBSIDY TRANSFERS	545,453	554,985
RETURNED CHO'S & MERCHANT CARD	1,305	-
REFUND ON MEMBERSHIP	13,312	9,284
COMMISSION PAID - DELEGATES	17,785	6,951
COMMISSION PAID - EMPLOYERS	14,998	15,734
AFFILIATION FEES	122,208	143,367
DONATIONS	1,970	5,320
AMBULANCE CLAIMS	36,882	50,753
BEREAVEMENT CLAIMS	300	-
COMPUTER CONSULTANTS	11,025	2,271
LEGAL EXPENSES - MEMBERS	111,980	156,763
DEPN OF MSHIP COMPUTER SYSTEM	12,264	12,284
MAILOUTS & SURVEY EXPENSES	36,390	60,289
POSTAGE (MEMBERS)	22,841	30,281
PRINTING (MEMBERS)	82,678	121,891
AWU JOURNAL COSTS	22,640	40,533
AWU FUNCTIONS & PROMOTIONS	52,529	50,449
ACTU & VTH LEVIES, FUNCT & PRO	1,828	2,636
TOTAL	<u>1,108,386</u>	<u>1,263,751</u>
MERCHANDISE		
PROMOTIONAL VIDEOS	19,887	11,573
CLOTHING COSTS	29,274	6,180
TOTAL	<u>49,161</u>	<u>17,753</u>

	2001 \$	2002 \$
SHOP STEWARD & DELEGATES		
LOST TIME & EXP.	3,307	9,187
PICNIC EXPENSES	2,900	200
PICKET LINE EXPENSES	26,149	17,652
ATCO PICKETLINE	-	7
STEW & DEL MEETING EXPENSES	7,039	21,989
TOTAL	<u>39,396</u>	<u>49,214</u>
PAYROLL EXPENSES		
SALARIES & WAGES	1,535,691	1,505,221
ANNUAL LEAVE EXPENSES	146,577	96,600
W & S - SALARY SACRIFICE	84,994	78,258
LAPTOP/DESKTOP ALLOWANCE	12,172	19,298
TAXABLE ALLOWANCES	4,210	4,508
SUPERANNUATION - EMPLOYER	248,519	242,982
WORKCOVER EXPENSES	55,414	41,240
PAYROLL TAX	94,873	98,819
LONG SERVICE LEAVE EXPENSE	1,060	43,914
CONSULTANCY	84,989	62,707
CASUAL EMPLOYMENT	200	373
TOTAL	<u>2,246,600</u>	<u>2,193,920</u>
TRAINING & TUITION		
DELEGATES & SHOP STEWARDS	79,130	48,918
OFFICIALS & STAFF	13,694	1,213
SEMINAR COSTS	7,620	28,299
TRAINING EXP	58,345	90,678
INDUSTRIAL CONSULTANCY	35,163	23,055
INDUSTRIAL REFERENCE LIBRARY	3,285	121
TOTAL	<u>197,238</u>	<u>192,284</u>
OFFICIALS		
ACCOMMODATION & MEALS	49,024	46,775
AIR FARES	54,260	51,669
TRAVEL EXPENSES	-	1,000
INDUSTRIAL OFFICERS EXP	10,731	16,075
MISC. EXPENSES	1,140	21,083
MEDIA AND PUBLICATIONS	1,484	1,337
MEETING EXPENSES	3,172	2,197
PARKING & TAXIS	11,971	11,113
INTERNET EXPENSES	-	564
INTERNET SERVICE OFFICIALS	753	3,799
TOTAL	<u>132,535</u>	<u>155,593</u>
MOTOR VEHICLE & LEASE EXP.		
REGISTRATION & INSURANCE	25,531	53,027
PETROL	115,725	122,037
SERVICES	21,301	12,158
TYRES	1,884	979
MOTOR VEHICLE EXPENSES OTHERS	25,530	23,154
FINANCE CHARGES MOTOR VEHICLES	26,576	49,908
DEPRECIATION MOTOR VEHICLES	236,330	252,668
FRINGE BENEFITS TAX	53,733	42,692
TOTAL	<u>506,610</u>	<u>556,623</u>

	2001 \$	2002 \$
TELEPHONE EXPENSES		
RSL COM BUS COMMUNICATIONS	16,221	-
TELSTRA PHONE EXP.	39,196	81,231
MOBILE PHONES	63,779	99,139
HOME PHONES	8,183	12,597
OTHER TELEPHONE EXPENSE	-	813
SERVICE & EQUIP MAINTENANCE	19,535	13,313
TOTAL	<u>146,914</u>	<u>197,092</u>
PROPERTY EXPENSES		
RENTAL	35,992	41,514
PROPERTY RATES & INSURANCE	11,269	21,311
PROPERTY MAINTENANCE	18,261	49,230
DEPRECIATION OF FURNITURE & EQUIP	5,352	5,352
OTHER PROPERTY EXPENSES	-	1,135
TOTAL	<u>70,905</u>	<u>118,541</u>
GENERAL EXPENSES		
ACCOUNTING FEES & CHARGES	1,205	6,872
ADVERTISING	2,852	3,756
AUDITING FEES & CHARGES	21,294	18,082
BANK FEES & CHARGES	23,102	28,148
CLEANING	13,966	10,782
HEATING AND LIGHTING	19,359	23,383
INSURANCE	2,281	2,254
SECURITY	1,565	4,328
STAFF AMENITIES	6,804	9,236
ACCOUNTS RECEIVABLES WRITTEN OFF	-	31,451
TOTAL	<u>92,428</u>	<u>138,290</u>
OFFICE EXPENSES		
STATIONERY	14,728	13,936
COURIER CHARGES & FREIGHT	1,215	2,588
POSTAGE	7	8,825
PRINTING	1,847	11,981
COPIER CHARGE & PAPER	12,029	11,073
AUSTRALIAN TAX OFFICE CHARGES	-	5,672
OFFICE RENTAL EQUIPMENT	18,616	22,303
MAINTENANCE OF OFFICE EQUIPMENT	16,410	1,143
COMPUTER MAINTENANCE & TRAINING	6,530	20,626
REIMBURSE MONEY DISCREPENCIES	500	-
TOTAL	<u>72,082</u>	<u>98,127</u>
TOTAL EXPENSES	<u>4,662,452</u>	<u>4,981,189</u>
NET PROFIT/(LOSS)	<u>41,837</u>	<u>(159,587)</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

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

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

2. PROVISION FOR LONG SERVICE LEAVE

2.1 The liability for Long-Service Leave of Branch officials has been taken up in the books of account. Because this debt is still the responsibility of National Office, a corresponding asset exists under Current Assets (\$440,546).

2.2 In accordance with the decision of the National Executive, each Branch now brings to account the annual indebtedness to Long service Leave of its officials. This procedure is first undertaken in the 2001 - 2002 financial year.

(VICTORIAN BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

3. AMOUNTS DUE FROM NATIONAL OFFICE

At 30th June, 2002, the following balances existed in the books of the Branch:-

Accounts Receivable	\$ 112,007
Long Service Leave Debt	<u>440,546</u>
	552,553
Less: Amount included in Accounts Payable	<u>78,611</u>
Amount due from National Office	<u>\$ 473,942</u>

In the opinion of the Committee of Management, National Office is unable in the ordinary course of business, to meet the Long Service Leave debt of the Branch. Consequently a plan of funding has been implemented by which funds are transferred to a special purpose bank account on a regular basis. The balance of this account at 30th June, 2002 was \$127,895.

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."