



**Australian Government**  
**Australian Industrial Registry**

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

**Ref: FR2005/473-[002N-WA]**

Mr Timothy P Daly  
Secretary  
The Australian Workers' Union - West Australia  
Branch  
PO Box 8122  
Perth Business Centre  
PERTH WA 6849

Dear Mr Daly

**Financial Return - year ending 30 June, 2005**

Our records show your 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*.

Attached to this letter are sample forms and checklists to help you prepare and lodge your documents in time. We recommend you give a copy of this letter to the accountant or auditor preparing your accounts and the audit report.

We are happy to comment on any draft documents you or your accountant/auditor prepare before they are finalised.

**Review of last year's financial return**

We suggest you review any correspondence you received from us about last year's return. If we referred to any deficiencies or omissions, please take them into account in preparing this year's documents. Last year we identified the following issues:

- Operating Report – please ensure a report is prepared and provided to members with the other reports
- Committee of Management Statement – the committee should express its opinion on the consistency of the Branch accounts with those of other reporting units of the AWU
- Auditor's disclaimer of opinion on certain information – the disclaimer over certain information in the 2004 audit report appears inconsistent with the Branch's obligation to disclose that information in its GPFR under the Reporting Guidelines

**Legislation**

This letter can only summarise the legislation. We strongly recommend your organisation and your accountant/auditor get a copy and refer to it when preparing your return. This is what you will need and where to find it:

- The *Registration and Accountability of Organisations Schedule* (Schedule 1B to the *Workplace Relations Act 1996*). We will call this the “RAO Schedule<sup>1</sup>”. It is a part (or “schedule”) of the Act but is numbered separately from rest of the Act. *Part 3 – Accounts and audit* of the RAO Schedule contains legislation on financial returns.
- The *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* – “the RAO Regulations”.
- the *Reporting Guidelines* issued by the Industrial Registrar – “the Guidelines”.

You can find the RAO Schedule and RAO Regulations under “Procedures and Legislation”, and the Guidelines under “Organisations”, on our website at [www.airc.gov.au](http://www.airc.gov.au). You can also view and download full versions of the Act including the RAO Schedule and RAO Regulations from Comlaw at [www.comlaw.gov.au](http://www.comlaw.gov.au).

### Timeline Planner and Checklist

The RAO Schedule includes strict timelines for various steps in the reporting process. It is in the interest of your organisation and its officers to know these time limits. Failure to comply with statutory time limits may attract a civil penalty.

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 Guidelines.

In the following section we describe some of the documents your reporting unit<sup>2</sup> 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:

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

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; and

<sup>1</sup> References in this letter are to the RAO Schedule unless otherwise stated

<sup>2</sup> “Reporting Unit” is the term RAO uses to describe a body which has to prepare a financial return. If an organisation is divided into branches, each branch is a “reporting unit”.

Committee of Management Statement as required by the Guidelines (a sample Statement is at *Attachment C*)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information. The contents of the operating report are set out in s254 of the RAO Schedule and regulation 159 of the RAO Regulations.

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**

#### *The Full Report*

Your reporting unit must provide free of charge to its members a copy of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report".

#### *A Concise Report*

Under certain circumstances, your reporting unit can provide members a more limited *concise report*. If your committee of management resolves to prepare a concise report, you must ensure the contents and format of the report are consistent with the RAO Schedule and RAO Regulations.

#### *Providing the reports to members*

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 on a website on the Internet dependent on:

- the extent of the accessibility of the members of the reporting unit to the Internet; and
- 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.

- both financial and unfinancial members should be able to access the report if published on the website

*When does the report have to be provided to members?*

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 or any concise report to members, the full report 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 and the second meeting 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 to consider the report (see s266(3)), you may 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](http://www.airc.gov.au)). When lodging the financial return please quote the **Ref: FR number** at top left of the front page of this letter.

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 certificate 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.

### **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.

### **Reduced Reporting Requirements**

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. If the annual income of a reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association, the Industrial Registrar may grant a certificate reducing the reporting requirements.

If you think you might qualify for "reduced reporting", please contact us for more information and how to make an application for a certificate.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [riasydney@air.gov.au](mailto:riasydney@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.

Yours sincerely



Peter McKerrow  
for Deputy Industrial Registrar

25 August 2005

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /	
<b>FIRST MEETING:</b> Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members.  (a) if the report is to be presented before 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.  <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
<b>SECOND MEETING:</b> Present full report to:		
(a) General Meeting of Members - s266 (1),(2), or	/ /	within 6 months of end of financial year
(b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

**Note:** The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

**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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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.

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 Officer<sup>1</sup>**

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

Signature

Date:

<sup>1</sup>*RAO 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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

**NOTICE REQUIRED BY s272(5) of the RAO Schedule**

*Your reporting unit must include the text of the Notice below in the Notes to the General Purpose Financial Report and in any Concise Report it prepares.*

**Information to be provided to members or Registrar**

- (1) A member of a reporting unit, or a Registrar, 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).

**PENNA, Belinda**

---

**From:** Tim Daly [tim@awuwa.asn.au]  
**Sent:** Tuesday, 22 November 2005 5:44 PM  
**To:** belinda.penna@air.gov.au  
**Subject:** Operating Report 2005

**The Australian Workers Union  
WA Branch**

**Operating Report July 2004-June 2005**

**Principal Activities and Changes**

The principal activities of the organisation continued to be those of a registered trade union working for the benefit of members through negotiating enterprise bargaining agreements, varying awards, representing members before industrial tribunals, training of delegates in workplace organising, recruitment and the public promotion of the interests of members. There were no significant changes to the activities of the organisation.

**Results**

The loss for the financial year was \$119 925

**Financial Affairs**

There were no significant changes in the Union's financial affairs during the financial year.

**Right of Members to resign**

AWU Rule 14 – Resigning as a member – provides for resignation of members in accordance with s174 of Schedule 1B of the Workplace Relations Act 1996.

**Membership of Superannuation Scheme**

The Branch Secretary is a Director of the Furniture and Allied Industries Superannuation Scheme which is Trustee for the scheme,

**Number of Members**

The number of persons in the register of members is 5919.

**Number of Employees**

The Branch had 11 employees at the end of the financial year.

**Names of the members of the management Committee:**

NA Dicks Branch  
GW ANDERTON  
SG Baker Branch  
TP Daly Branch  
MD Llewellyn (resigned 27<sup>th</sup> August 2004)  
W Mc Dade  
HJ Rozmianiec  
J Emery (resigned 27<sup>th</sup> August 2004)

BD Ripepi

K Jones (resigned 22<sup>nd</sup> October 2004)

AG Hacking

J Saunders

BN Hasson (appointed 22<sup>nd</sup> October 2004)

FR Van Maris (appointed 22<sup>nd</sup> October 2004)

Members of the Committee of Management were members of the Committee for the duration of the financial year.

**Other Information**

There is no other information the Union considers relevant.

**Signed:**

**Date:**

**Tim Daly**

**PENNA, Belinda**

---

**From:** PENNA, Belinda  
**Sent:** Friday, 2 December 2005 9:49 AM  
**To:** 'Tim Daly'  
**Subject:** RE: Operating Report 2005

Dear Tim,

My apologies for the delay in replying to you.

This draft Operating report is fine. If we can provide any further advice please do not hesitate to contact either myself or Stephen Kellett.

Regards

*Belinda Penna*  
*NSW Registry RIA Team*  
*Australian Industrial Registry*  
belinda.penna@air.gov.au  
(02) 8374 6618

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Members of the Committee of Management were members of the Committee for the duration of the financial year.

**Other Information**

There is no other information the Union considers relevant.

**Signed:**

**Date:**

**Tim Daly**



**The Australian Workers' Union**  
**West Australian Branch**  
"Wellington Fair", Cnr Wellington & Lord Sts, Perth  
P.O. Box 8122, Perth Business Centre, Perth, W.A. 6849  
Ph: (08) 9221 1686 Fax: (08) 9221 1706  
Email: administrator@awuwa.asn.au  
www.awuwa.asn.au  
ABN 23 613 523 164

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Branch Secretary: **Tim Daly**

Mr S Kellett  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
**EAST SYDNEY NSW 2011**

**13<sup>th</sup> December 2005**

Dear Sir

**RE: BRANCH FINANCIAL RETURN – year ending 30<sup>th</sup> June 2005.**

I am writing to advise that unfortunately the Branch will not be able to meet the time line set down in the Act for the filing of the Financial Return and operating report for 2005.

The audit has been completed and signed off as has the operating reports for both the 2004 and 2005 financial years.

The Financial Report has been presented to the Branch Executive on the 22<sup>nd</sup> of November and has been sent to the printers to be printed.

Unfortunately I am advised there have been some delays in getting the reports to the printers and it is only expected that the reports will be sent to the mailing house today to be sent out to members.

In order for members to have time to receive the reports and examine them before a subsequent meeting is held to adopt the reports it will not be possible to this before Christmas.

It is my intention to convene a meeting early in the New Year to have the reports adopted and then filed in the Commission.

I apologise for the delay and will endeavour to finalise this matter as soon as possible.

If you would like to discuss any aspect of this matter I can be contacted on (08) 92211686.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tim Daly', with a large, stylized initial 'D'.

**Tim Daly**  
**Branch Secretary**





**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 Tim Daly  
Branch Secretary, West Australian Branch  
The Australian Workers' Union  
PO Box 8122 PERTH BUSINESS CENTRE  
PERTH WA 6849

Dear Mr Daly

**Branch Financial Return - year ending 30 June 2005(FR2005/473)**

Thank you for your letter dated 13 December 2005 advising a delay in the lodgement of the financial report for 2005 and of the Operating Report for 2004.

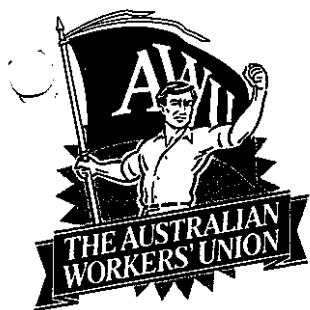
I note that you expect to finalise the matters as soon as possible. We look forward to receiving the documents in due course.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett' with a long horizontal line extending to the right.

Stephen Kellett  
for Deputy Industrial Registrar

16 December 2005



**The Australian Workers' Union**  
**West Australian Branch**  
"Wellington Fair", Cnr Wellington & Lord Sts, Perth  
P.O. Box 8122, Perth Business Centre, Perth, W.A. 6849  
Ph: (08) 9221 1686 Fax: (08) 9221 1706  
Email: administrator@awuwa.asn.au  
www.awuwa.asn.au  
ABN 23 613 523 164

Branch Secretary: **Tim Daly**

The Registrar  
Australian Industrial Relations Commission  
Level 8, Terrace Towers  
80 William Street  
**EAST SYDNEY, NSW 2001**

**8<sup>th</sup> February 2006-02-08**

Dear Sir

Attached please find a copy of the Operating Reports for the 2004 and 2005 financial years.

The financial statements for the 2004/05 Financial Year were presented to a meeting of the Branch Executive on the 22<sup>nd</sup> of November 2005.

They were then posted out to members along with a copy of the 2004 and 2005 Operating Reports.

A second subsequent Branch Executive meeting was held on the 20<sup>th</sup> of January 2006.

I hope and trust that this is the information required.

Yours faithfully

**Tim Daly**  
**Branch Secretary**



**The Australian Workers Union  
WA Branch**

**Operating Report July 2004-June 2005**

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The principal activities of the organisation continued to be those of a registered trade union working for the benefit of members through negotiating enterprise bargaining agreements, varying awards, representing members before industrial tribunals, training of delegates in workplace organising, recruitment and the public promotion of the interests of members. There were no significant changes to the activities of the organisation.

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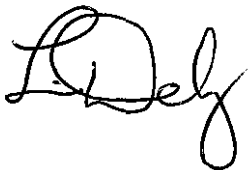


AG Hacking  
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FR Van Maris (appointed 22<sup>nd</sup> October 2004)

Members of the Committee of Management were members of the Committee for the duration of the financial year.

**Other Information**

There is no other information the Union considers relevant.

Signed: 

Date: 22/11/05

Tim Daly

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
30 JUNE 2005**

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

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## **Independent Audit Report to the members of Australian Workers Union - WA Branch**

### **Scope**

#### *The financial report and committee members' responsibility*

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes to the financial statements, and the committee members' statement for Australian Workers Union – WA Branch (“the union”), for the year ended 30 June 2005.

The union's committee of management and the accounting officer of the union are responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### *Audit approach*

We conducted an independent audit in order to express an opinion to the members of the union. Our audit was conducted in accordance with Australian Auditing Standards and the Workplace Relations Act 1996, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the union's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee members.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

## **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

## **Audit Opinion**

In our opinion the financial report presents fairly, in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other mandatory financial reporting requirements in Australia, the financial position of the Australian Workers Union - WA Branch as at 30 June 2005 and the results of its operations and its cash flows for the year then ended.

Dated at SUBIACO the                    day of October 2005

**HORWATH**  
Audit (WA) Pty Ltd

**A G BEVAN**  
Director



**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT OF THE COMMITTEE OF MANAGEMENT**

The Committee of Management have determined that the organisation is a reporting entity. In accordance with a resolution of the Committee of Management, we state that in the opinion of the Committee:

- (a) The accompanying 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; 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 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) 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
  - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signed on behalf of the Committee of Management.

Signed At ..... this ..... day of ..... 2005.

\_\_\_\_\_  
Tim Daly  
BRANCH SECRETARY

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT BY THE ACCOUNTING OFFICER**

I, TIM DALY being the officer responsible for keeping the accounting records of the Australian Workers Union - WA Branch, certify that as at 30 June 2005 the number of members of the Union was 5,071 (2004: 4,876).

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2005 and the result of operations for the period then ended;
- (ii) A register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the Workplace Relations Act 1996;
- (iii) A copy of the records required to be kept under sections 230(1)(b), (c) and (d) of the Workplace Relations Act 1996, have been provided to the Industrial Registry as required by section 233 of the Workplace Relations Act 1996.

Signed at Perth this ..... day of ..... 2005.

\_\_\_\_\_  
Tim Daly  
Accounting Officer

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
Revenues from ordinary activities	3	1,981,738	2,052,058
Employee costs		(1,089,655)	(922,642)
Depreciation	4	(74,697)	(64,107)
Property costs		(80,344)	(76,688)
Organising costs		(125,798)	(159,669)
Office costs		(113,262)	(106,225)
Administration		(161,938)	(235,148)
Head Office Fees		(236,028)	(225,655)
Legal Expenses		(68,927)	(33,744)
Legal Insurance		(66,398)	(158,787)
Other expenses from ordinary activities		(84,616)	(131,278)
<b>Profit from ordinary activities before income tax expense</b>		<b><u>(119,925)</u></b>	<b><u>(61,885)</u></b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2005**

	Note	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash	5	101,541	103,901
Receivables	6	147,120	75,927
Prepayments		13,658	15,100
<b>TOTAL CURRENT ASSETS</b>		<b>262,319</b>	<b>194,928</b>
<b>NON-CURRENT ASSETS</b>			
Receivables	6	146,500	146,505
Property, plant and equipment	7	811,121	607,193
<b>TOTAL NON-CURRENT ASSETS</b>		<b>957,621</b>	<b>753,698</b>
<b>TOTAL ASSETS</b>		<b>1,219,940</b>	<b>948,626</b>
<b>CURRENT LIABILITIES</b>			
Bank overdraft		88,566	50,309
Creditors & Accruals	8	276,033	166,122
Income received in advance	9	264,048	252,643
Provisions	10	46,164	34,745
Borrowings	11	20,701	21,160
<b>TOTAL CURRENT LIABILITIES</b>		<b>695,512</b>	<b>524,979</b>
<b>NON-CURRENT LIABILITIES</b>			
Creditors & Accruals	8	35,000	26,266
Provisions	10	94,152	98,722
Borrowings	11	14,187	34,791
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>143,339</b>	<b>159,779</b>
<b>TOTAL LIABILITIES</b>		<b>838,851</b>	<b>684,758</b>
<b>NET ASSETS</b>		<b>381,089</b>	<b>263,868</b>
<b>ACCUMULATED FUNDS</b>			
General funds	12	(22,711)	112,752
Reserves	12	403,800	151,116
<b>TOTAL ACCUMULATED FUNDS</b>		<b>381,089</b>	<b>263,868</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		1,861,795	2,053,221
Other income		254,199	53,407
Payments to suppliers and employees		(2,078,624)	(2,022,037)
Interest & other costs of finance paid		(9,677)	(6,395)
<b>Net cash provided by operating activities</b>	<b>13(b)</b>	<b>27,693</b>	<b>78,196</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		2,780	37,727
Payment for property, plant and equipment		(50,028)	(162,358)
<b>Net cash (used in) investing activities</b>		<b>(47,248)</b>	<b>(124,631)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	69,559
Repayment of borrowing		(21,063)	(58,147)
<b>Net cash (used in) financing activities</b>		<b>(21,063)</b>	<b>11,412</b>
Net (decrease) in cash held		(40,618)	(35,023)
Cash at beginning of year		53,592	88,615
<b>Cash at end of year</b>	<b>13(a)</b>	<b>12,974</b>	<b>53,592</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

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**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general-purpose financial report that has been prepared in accordance with applicable Accounting Standards, Urgent Issues Group Consensus View and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act, 1996.

The financial report is prepared for the Australian Workers Union - WA Branch. The organisation is the State Branch of a federally registered union, domiciled in Australia.

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

The following is a summary of the material accounting policies adopted by the organisation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**(a) Membership Contributions**

Membership contributions are accounted for on an accruals basis. In the prior year all membership contributions were accounted for on a cash receipts basis, except those memberships paid in advance as at year-end are recorded as deferred income and included as a current liability (for further information in relation to this change in policy refer Note 1 (m)).

**(b) Revenue**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

**(c) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivable and payables in the Statement of Financial Position are shown inclusive of GST.

**(d) Income tax**

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the *Income Tax Assessment Act 1997*.

**(e) Cash**

For the purposes of the statement of cash flows, the organisation considers cash to include cash on hand, at banks or financial institutions and on deposit.

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

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**(f) Property, plant and equipment**

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

**Plant and Equipment**

The carrying amount of plant and equipment is reviewed annually by the organisation to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**(f) Depreciation**

The depreciation amount of all fixed assets is depreciated using the straight-line basis in order to write off the net cost of each fixed asset during its expected useful life to the organisation.

The depreciation rates used for each class of depreciable assets are:

<u>Class of fixed asset</u>	<u>Depreciation rate</u>
Buildings	2 to 5%
Chattels, furniture, fittings and office equipment	15 to 20%
Motor vehicles	22.5%

**(g) Employee entitlements**

Provision is made for the organisation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave, which will be settled after one year have been measured at their nominal amount.

Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Provision for employee entitlements have been measured to include salary on-costs including superannuation, payroll tax and workers compensation.

**(h) Superannuation**

Contributions are made by the organisation to an employee superannuation fund and are charged as expenses when incurred.

**(i) Interest rate risk**

The organisation's exposure to interest rate risk, which is the risk that financial instruments value will fluctuate as a result of changes in market interest rates, is considered negligible.

**(j) Credit risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements. The organisation does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the organisation.

**(k) Comparatives**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2005**

**(l) International Financial Reporting Standard**

The Australian Workers Union – West Australian Branch is currently in the process of transitioning its accounting policies and financial report from the current Australian Accounting Standards (AGAAP) to the Australian equivalents of the International Financial Reporting Standards (AIFRS), which will be applicable for the financial year ended 30 June 2006.

The Union's transition date will be the 1 July 2005, therefore the Committee of Management is currently considering and quantifying the impact of the changes and any adjustments that will need to be made to the opening balance sheet.

The Committee is currently of the opinion that under the new AIFRS's there will not be a material effect on the opening balance sheet and no significant adjustments will be required to be made.

**(m) Change in Accounting Policy**

The union changed its accounting policy in the financial year ended 30 June 2005 in relation to membership contribution income. The new accounting policy is detailed above in Note 1 (a) above. The financial effect of this change in accounting policy has recognized contribution income in the current year of \$66,783, which previously would have been recognized in the next year. This resulted in an overall reduction of the current year loss of \$66,783.

**NOTE 2. INFORMATION TO BE PROVIDED TO THE MEMBERS OR REGISTRAR**

In accordance with the requirements of Section 272(5) of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sections 272(1) to Section 272(3) of the Act, which reads as, follows:

- (1) A member of the branch, or a Registrar, may apply to the branch for specified prescribed information in relation to the branch to be made available to the person making the application.
- (2) The application must be 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 branch.
- (3) The branch must comply with an application made under subsection (1).

	2005	2004
	\$	\$

**NOTE 3: REVENUE**

Operating activities		
Contributions	1,747,318	1,719,254
Head Office	89,117	-
Rent received	45,616	40,649
Other income	99,687	53,407
Salary reimbursements	-	156,723
Site Levies	-	82,025
	1,981,738	2,052,058
	1,981,738	2,052,058



**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005	2004
	\$	\$
<b>NOTE 4: PROFIT FROM ORDINARY ACTIVITIES</b>		
Profit from ordinary activities has been determined after:		
<b>Expenses</b>		
Affiliation fees		
ALP	15,231	19,216
ShopRite	3,636	4,364
Trades & Labor Council	20,275	19,284
	-----	-----
Total Affiliation fees	39,142	42,864
	-----	-----
Bad debts expense	4,506	-
Depreciation		
Office Equipment	24,825	12,229
Motor Vehicles	25,908	27,914
Buildings	23,964	23,964
	-----	-----
Total Depreciation	74,697	64,107
	-----	-----
Donations	10,931	2,320
Employee benefits to employees (other than holders of office)	607,669	667,565
Remuneration of Auditor		
Audit	14,865	12,350
Other Services	-	3,800
	-----	-----
	14,865	16,150
	-----	-----
<b>NOTE 5: CASH</b>		
Cash on hand	391	288
Cash at bank	7,245	25,244
Cast at bank - LSL Officials	93,905	78,369
	-----	-----
	101,541	103,901
	=====	=====

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b>NOTE 6: RECEIVABLES</b>		
<b>CURRENT</b>		
Sundry debtors	123,404	43,491
Head Office Reimbursements	10,594	32,436
GST Receivable	13,122	-
	<u>147,120</u>	<u>75,927</u>
<b>NON-CURRENT</b>		
Loan to Head Office	146,500	146,505
	<u>146,500</u>	<u>146,505</u>
<b>NOTE 7: PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
At valuation 2005	865,000	625,000
Additions at cost	-	2,854
	<u>865,000</u>	<u>627,854</u>
Less: Accumulated depreciation	239,647	215,683
	<u>625,353</u>	<u>412,171</u>
Office Equipment		
At cost	148,647	146,788
Less: Accumulated depreciation	101,559	79,114
	<u>47,088</u>	<u>67,674</u>
Furniture & Fittings		
At cost	355,643	350,475
Less: Accumulated depreciation	338,183	335,805
	<u>17,460</u>	<u>14,670</u>
Motor Vehicles		
At cost	196,680	187,150
Less: Accumulated depreciation	75,460	74,472
	<u>121,220</u>	<u>112,678</u>
Total Property, Plant and Equipment	<u>811,121</u>	<u>607,193</u>

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

**NOTE 7: PROPERTY, PLANT AND EQUIPMENT (Cont'd)**

The valuation of the freehold land and buildings was based on an assessment of their current market value. Knight Frank (WA) Pty Ltd carried out the independent valuation on 12 May 2005. The valuation was not part of a policy of regular revaluation. A mortgage has been granted over the Wellington Fair offices in favour of the organisation's bankers to secure an overdraft facility of \$150,000. The title for the land and buildings is held in the name of The Australian Workers Union and held by the National Office.

**Reconciliations**

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are set out below:

	Carrying Amount at 1 July 2004	Additions	Revaluation Increment/ (Decrement)	Disposals	Depreciation	Carrying Amount at 30 June 2005
Land & Buildings	412,171	-	237,146	-	23,964	625,353
Office Equipment	67,675	4,405		2,545	22,447	47,088
Motor Vehicles	112,678	40,454		6,004	25,908	121,220
Furniture & Fittings	14,669	5,169		-	2,378	17,460
<b>TOTAL</b>	<b>607,193</b>	<b>50,028</b>	<b>237,146</b>	<b>8,549</b>	<b>74,697</b>	<b>811,121</b>

**2005**      **2004**  
\$                      \$

**NOTE 8: CREDITORS AND ACCRUALS**

**CURRENT**

Trade Creditors	170,238	43,604
Accrued Expenses	40,599	31,285
GST Liabilities	-	17,380
Accrued Annual Leave	65,196	73,853
	-----	-----
	276,033	166,122
	=====	=====

**NON-CURRENT**

Head Office Payables	35,000	26,266
	-----	-----
	35,000	26,266
	=====	=====

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b>NOTE 9: INCOME RECEIVED IN ADVANCE</b>		
Memberships received in advance	264,048	252,643
	<u>264,048</u>	<u>252,643</u>
<b>NOTE 10: PROVISIONS</b>		
<b>CURRENT</b>		
Provision for long service leave	46,164	34,745
	<u>46,164</u>	<u>34,745</u>
<b>NON-CURRENT</b>		
Provision for long service leave	94,152	98,722
	<u>94,152</u>	<u>98,722</u>
<b>NOTE 11: BORROWINGS</b>		
<b>CURRENT</b>		
Secured Liabilities:		
Hire purchase creditors	20,701	21,160
	<u>20,701</u>	<u>21,160</u>
<b>NON-CURRENT</b>		
Secured Liabilities:		
Hire purchase creditors	14,987	34,791
	<u>14,187</u>	<u>34,791</u>
(a) the hire purchase agreements are secured by plant and equipment of the organisation.		
(b) the carrying amount of non-current assets pledged as security are:		
Photocopier	-	4,474
Motor vehicles	48,257	77,247
	<u>48,257</u>	<u>81,721</u>
Total assets pledged as security	<u>48,257</u>	<u>81,721</u>

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b>NOTE 12: ACCUMULATED FUNDS</b>		
<b>GENERAL FUNDS</b>		
Beginning of year	112,752	212,295
Surplus/(Deficit) for the year	(119,925)	(61,885)
Transfer to Long Service Leave Reserve	(15,538)	(37,658)
General Funds - End of Year	<u>(22,711)</u>	<u>112,752</u>
<b>RESERVES</b>		
Asset Revaluation Reserve	<u>237,146</u>	-
Capital Reserves	<u>72,749</u>	<u>72,749</u>
Long Service Leave Reserves		
Beginning of year	78,367	40,711
Transfer from General Funds	15,538	37,656
Balance at end of year	<u>93,905</u>	<u>78,367</u>
Total Reserves	<u>403,800</u>	<u>151,116</u>

The capital reserve represents the cost of assets previously gifted to the organisation by the Pilbara/Kimberley Committee.

**NOTE 13 CASH FLOW INFORMATION**

**(a) Reconciliation of Cash**

Cash at the end of the financial year as shown in the Statements of Cash Flows is reconciled to the related items in the balance sheet as follows:

Cash on hand	391	288
Cash at bank	12,583	53,304
	<u>12,974</u>	<u>53,592</u>

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b>NOTE 13 CASH FLOW INFORMATION (Cont'd)</b>		
<b>(b) Reconciliation of Cash Flow from Operations with Surplus/(Deficit) for the year</b>		
Profit/(loss) for the year	(119,925)	(61,885)
Non-cash flows in operating profit		
Depreciation	74,697	64,107
(Profit)/loss on sale of plant and equipment	5,769	15,836
Changes in assets and liabilities		
(Increase)/decrease in debtors & prepayments	(69,746)	6,479
(Decrease)/increase in membership dues in advance	11,405	45,746
(Decrease)/increase in provision for employee benefits	(67,005)	98,051
(Decrease)/increase in trade creditors and accruals	192,498	(90,138)
Cash Flow from operations	<u>27,693</u>	<u>78,196</u>

**(c) Credit Standby Arrangements with Banks**

Overdraft facility	150,000	150,000
Amount utilized	(62,471)	(50,309)
Unused overdraft facility	<u>87,529</u>	<u>99,691</u>

**NOTE 14: COMMITMENTS**

The organisation has funded insurance premiums on behalf of their members for coverage of legal expenses from 1 December 2004 to 1 December 2005. The branch executive have decided not to renew this policy, hence as at 30 June 2005 there are no outstanding commitments in relation to the insurance premiums.

**NOTE 15: CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities that would have a material effect on the presentation of the annual financial statements.

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2005**

**NOTE 16: REMUNERATION AND RETIREMENT BENEFITS**

The Officers of the Branch Executive Committee during the year were:

- G. W. Anderton, Branch President (appointed 22 October 2004)
- G. W. Anderton, Branch Vice President (resigned 22 October 2004)
- A. D. Hacking, Branch Vice President (appointed 22 October 2004)
- S. G. Baker, Branch Vice President
- T. P. Daly, Branch Secretary
- M.D Lleyellyn, Assistant Branch Secretary (resigned 27 August 2004)
- N. A. Dicks, Assistant Branch Secretary (appointed 22 October 2004)
- W. McDade, Mining Division President
- H. J. Rozmaniec, Mining Division Secretary
- J. Emery, Committee Member (resigned 27 August 2004)
- A. D. Hacking, Committee Member (resigned 22 October 2004)
- B. D. Ripepi, Committee Member
- B. N. Hasson, Committee Member (appointed 22 October 2004)
- G. K. Jones, Committee Member (resigned 22 October 2004)
- J. Saunders, Committee Member
- F. R. Van Maris Committee Member (appointed 22 October 2004)

Members of the Branch Executive Committee were in office from the beginning of the financial year until the date of this report, unless otherwise stated.

	<b>2005</b>	<b>2004</b>
	\$	\$
<b>Remuneration of Officer Holders</b>		
Remuneration received or receivable by all officers of the Branch Executive:		
From the organisation or any related party in connection with the management of the organization	419,490	209,464
	<u>=====</u>	<u>=====</u>
<b>Transactions with Executive Members</b>		
Remuneration received or receivable by officers in respect of their attendances as representatives of the organisation at conferences or other meetings which is not included in the above remuneration	1,750	10,150
	<u>=====</u>	<u>=====</u>

**AUSTRALIAN WORKERS UNION - WEST AUSTRALIAN BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

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**NOTE 17 SEGMENT REPORTING**

The Union operates predominantly in one business and geographical segment, in its capacity to provide services to members of the Union throughout Western Australia.

**NOTE 18 GEOGRAPHICAL LOCATIONS**

The Union operates from Cnr Wellington and Lord Streets, Perth in the state of Western Australia.

**NOTE 19 EMPLOYEE NUMBERS**

	<b>2005 Numbers</b>	<b>2004 Numbers</b>
Number of employees at the end of the financial year	11	13



## **AUDITORS' DISCLAIMER**

Disclaimer to the members of  
Australian Workers Union – West Australian Branch

The additional financial data presented in the following pages is in accordance with the books and records of the Australian Workers Union – West Australian Branch which have been subjected to the auditing procedures applied in our statutory audit of the union for the year ended 30 June 2005. It will be appreciated that our statutory audit did not cover all details of the additional financial data.

Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person in respect of such data, including any errors or omissions therein however caused.

Dated the     day of                     2005.

**HORWATH**  
Audit (WA) Pty Ltd

**A G BEVAN**  
Director

**AUSTRALIAN WORKERS UNION  
WEST AUSTRALIAN BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b>INCOME</b>		
Members' contributions	1,747,318	1,719,254
Other income	99,687	53,407
Reimbursement of expenses	89,117	156,723
Rental income	45,616	40,649
Site Levies	-	82,025
	-----	-----
<b>TOTAL INCOME</b>	<b>1,981,738</b>	<b>2,052,058</b>
	-----	-----
<b>EXPENDITURE</b>		
<u>GENERAL</u>		
Affiliation fees	39,142	42,864
Bad debts	4,506	-
Commission paid	359	6,114
Donations	10,931	2,320
Head office maintenance fees	236,029	225,655
Legal costs	68,928	39,571
Legal insurance levy	66,398	158,787
Levies	-	82,025
Levies – GST subsidy	-	8,202
Refund of union fees	166	734
Sundry expenses	12,231	-
	-----	-----
	<b>438,690</b>	<b>566,272</b>
	-----	-----
<u>STAFFING COSTS</u>		
Agency Employees	18,526	35,152
Fringe benefits tax	16,284	18,140
Medical reports	1,225	-
Movement in leave provision	(1,808)	43,790
Payroll tax	21,970	10,461
Relocation	420	3,511
Salaries	927,582	760,420
Superannuation	105,291	98,469
	-----	-----
	<b>1,089,490</b>	<b>969,943</b>
	-----	-----
<u>ORGANISING COSTS</u>		
Meeting expenses	3,919	12,948
Motor vehicle expenses	67,811	73,623
Travelling expenses	47,500	73,098
	-----	-----
	<b>119,230</b>	<b>159,669</b>
	-----	-----

**AUSTRALIAN WORKERS UNION (WEST AUSTRALIAN BRANCH)  
STATEMENT OF INCOME AND EXPENDITURE (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<b><u>PROPERTY COSTS</u></b>		
Electricity	18,008	8,233
Leasing charges	3,668	-
Property valuation	2,000	-
Rates & taxes	10,930	8,637
Rent	34,396	37,609
Repairs & maintenance	5,215	10,670
Security costs	1,981	1,001
Strata levy	11,057	10,538
	----- 87,255	----- 76,688
<b><u>OFFICE COSTS</u></b>		
Cleaning	8,336	8,139
Computer expenses	42,763	27,292
Hire of plant & equipment	1,984	4,122
Loss on sale of assets	5,769	15,759
Telephone	57,731	50,912
	----- 116,583	----- 106,224
<b><u>ADMINISTRATION</u></b>		
Accounting fees	20,169	1,457
Advertising	5,164	1,813
Audit fees	14,865	16,150
Bank charges	10,481	9,493
Depreciation	74,697	64,107
Employees' amenities	5,310	4,524
Insurance	19,551	22,272
Interest paid	9,677	6,395
Postage and couriers	21,348	13,076
Printing & stationery	29,546	33,468
Staff training & welfare	7,048	10,129
Storage fees	2,322	2,641
Subscriptions	8,321	14,299
Consultancy Fees	21,916	35,323
	----- 250,415	----- 235,147
<b>TOTAL EXPENDITURE</b>	----- 2,101,663	----- 2,113,943
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	----- <b>(119,925)</b>	----- <b>(61,885)</b>



**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 Tim Daly  
Secretary, West Australian Branch  
The Australian Workers' Union  
PO Box 8122 Perth Business Centre  
PERTH WA 6849

Dear Mr Daly

**Re Financial Return – West Australian Branch – year ending 30 June 2005  
(FR2005/473)**

The above financial report and statements were received in the Registry on 16 February 2006. The Operating Report and Secretary's certificate lodged on 10 February 2006 have been added to the documents.

I note that the copies of the statements and auditor's report received on 16 February were unsigned and undated copies. Future lodgements should naturally be signed and dated copies of documents.

I also note that the Statement of Income and Expenditure shows an amount of \$10,931 for "Donations". I remind you that if this amount includes an individual donation of over \$1,000, then a separate statement is required under s237 of the RAO Schedule. I attach an extract setting out the relevant provisions.

As the documents substantially comply with the legislative requirements, they have been filed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Kellett'.

Stephen Kellett  
Assistant Manager, Statutory Services Branch, Sydney Registry

23 February 2006