



Australian Government
Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Mr Michael Haines
President
The Civil Air Operations Officers' Association of Australia
PO BOX 394
PORT MELBOURNE VIC 3207

Dear Mr Haines

Re: Financial Reports for year ended 30 June 2004 - FR 2004/452

I have received your correspondence of 10 May 2005 (jointly signed by Mr George Fishlock) enclosing a Operating Report for the year ended 30 June 2004. The correspondence was received in the Industrial Registry on 12 May 2005.

The Operating Report and the financial documents lodged in the Registry on 24 December 2004 have now been filed.

Although the documents have been filed, I would like to comment on some issues arising from my examination of the documents. I make these comments to assist you when you next prepare financial reports and you do not need to take any further action in respect of the financial reports already lodged.

Auditor's Report

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of Schedule 1B of the Workplace Relations Act 1996 now sets out the matters on which an auditor is required to state an opinion. An example of acceptable wording would be as follows:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule"

I request you draw this matter to the attention of your Auditor.

Committee of Management Statement

In relation to the content of this Statement I draw your attention to the requirements in the Reporting Guidelines referred to below. Please note this Statement need only be signed by a designated officer.

Accounting Officer's Certificate

I note the requirement to provide a Accounting Officer's Certificate (as required under regulation 109 of the Workplace Relations Regulations) is not replicated under the new financial reporting regime in Schedule 1B of the Workplace Relations Act, the RAO Regulations or the Reporting Guidelines. The Guidelines, and other relevant information, are available at the Australian

Industrial Relations Commission website at www.airc.gov.au including information with respect to the relevant timelines.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads "Iain Stewart". The signature is written in a cursive, slightly slanted style.

Iain Stewart
Statutory Services Branch

16 May 2005

REGISTERED & FEDERAL OFFICE
214 Graham Street,
P.O. Box 394, Port Melbourne, Vic 3207
Telephone: (03) 9646 9277
Fax: (03) 9646 6799
Email: civilair@civilair.asn.au

Civil Air

The Australian Air Traffic Control Association

10 May 2005

Mr. I. Stewart
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Sir,

Re: Operating Report for the Financial Year Ended 30th June 2004.

In accordance with Section 268 of the Schedule 1B of the Workplace Relations Act 1996 (Registration and Accountability of Organisations), please find enclosed a copy of the Association's Operating Report for the financial year ended 30th June 2004.

On 24 March 2005, the Operating Report was provided to members in accordance with Section 265 of the Schedule 1B of the Workplace Relations Act 1996. On that day, an explanatory General Distribution Bulletin and the Operating Report were mailed to all Air Traffic Control work locations. They were also emailed to all Civil Air members with email addresses listed with the organisation. At 4.52pm on that day, the Operating Report was placed on the members' section of the Civil Air website. The link for the document is www.civilair.asn.au/bulletins/gd/2005/gd0405.pdf.

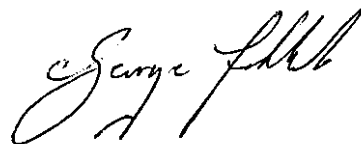
On 14 April 2005, a general meeting of members accepted the Operating Report in accordance with Section 266 of Schedule 1B of the Workplace Relations Act 1996.

I trust the above information is satisfactory and that these Statements meet the requirements of the Workplace Relations Act 1996.

Yours sincerely,



Michael Haines
PRESIDENT



George Fishlock
VICE PRESIDENT FINANCE



GENERAL DISTRIBUTION BULLETIN

24 March 2005

GD04-05

THE CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA OPERATING REPORT Financial Year Ended 30 June 2004

Dear Member,

Our Financial reports have been distributed to you some months ago. However, due to an oversight with the preparation of the Report, as a result of legislative changes, a necessary component that is now required was omitted.

Following discussions with the Industrial Registrar, and in the interests of complete transparency in the presentation of our accounts, we attach a copy of an "Operating Report" for the year ending 30 June 2004.

While much of the information is already known to members, and indeed much has already been included in other parts of the Financial Report, we have been advised to follow this course of action.

Furthermore, should any member have any concerns or query associated with this report, they are free to contact their local representative, or myself at Civil Air.

Thank you for your understanding.

George Fishlock
VICE PRESIDENT FINANCE

**THE CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA
OPERATING REPORT**

Financial year ended 30 June 2004

Principal activities

The principal activities of the Association during the financial year were:

- To represent interests of the members in approaches to and in discussions with their employer,
- To take lawful actions deemed desirable for the benefit and advancement of members,
- To improve and protect the salaries, terms and conditions of the membership,
- To negotiate collective agreements to improve those salaries, terms and conditions of employment,
- To enforce existing industrial agreements on behalf of members,
- To affiliate and liase with International and Australian labour organisations and
- To establish and maintain association with International aviation bodies.

Results from Principal activities

The Associations principal activities resulted in the maintenance of existing conditions and salaries for members, through successful outcomes in the legal and Industrial framework.

Significant changes in the Nature of Principal Activities

There were no significant changes in the nature of the Association's principal activities during the reporting period.

Significant changes in the Associations Financial Affairs

While there were no significant changes to the financial affairs of the Association, it is noted that following distributions from the Air Officers Trust, a net surplus of \$91,351 was achieved for the year.

Manner of Resignation

In accordance with Rule 14 of the Association, which reads:

"14 - RESIGNATION, SUSPENSION AND TERMINATION

- (a) A member may resign from membership by written notice addressed and delivered to the President.
- (b) A Notice of resignation from membership takes effect:
 - (i) where the members ceases to be eligible to become a member of the Association:
 - (a) on the day on which the notice is received by the Association; or
 - (b) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (ii) in any other case;
 - (a) at the end of 14 days after the notice is received by the Association; or
 - (b) on the day specified in the notice;whichever is later.
- (c) Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Association, in a court of competent jurisdiction, as a debt due to the Association.
- (d) A notice delivered to the President shall be taken to have been received by the Association when it was delivered.
- (e) A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with sub-rule (a).
- (f) A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Association that the resignation has been accepted."

Details for service of notice of resignation

Mr. M. Haines
Civil Air President
P.O. Box 394
Port Melbourne Vic 3207

Superannuation Office-holders

The following officers and or members of the Association are directors of companies that are Trustees of Superannuation Funds, which require one or more of their directors to be a member of a registered organisation:

<i>Officer</i>	<i>Trustee Company</i>	<i>Name of Entity/Scheme</i>	<i>Position</i>
George Fishlock	AvSuper Pty.Ltd	AvSuper	Director

Number of Members

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations:

- (a) The number of persons that were at the end of the reporting period, were recorded on the Register of Members of the Association for section 230 of the RAO Schedule and who are taken to be members of the Association under section 244 of the RAO Schedule was 1038.
- (b) The number of persons who were at the end of the Financial year, employees of the Association including both full-time and part-time employees measured on a full-time basis was 8.
- (c) The names of those who have been members of the Committee of Management of the Association at any time during the Financial year and the periods for which he or she held office were:

<i>Position</i>	<i>Name</i>	<i>Period</i>
President	Mr. Edward Lang	1/7/03 to 30/6/04
Vice-President Technical	Mr. John Morran	1/7/03 to 30/6/04
Vice-President Professional	Mr. David Bamford	1/7/03 to 30/6/04
Vice-President Finance	Mr. George Fishlock	1/7/03 to 30/6/04
Vice-President Communication	Mr. Marcus Kube	1/7/03 to 29/2/04
Vice-President Administrative	Mr Chris Kennedy	1/7/03 to 18/12/03
Acting Vice-President Administrative	Mr. Michael Haines	18/12/03 to 30/6/04

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management

Date: 24 March 2005



Michael Haines
PRESIDENT



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Mr Michael Haines
President
Civil Air Operations Officers' of Australia
PO BOX 394
PORT MELBOURNE VIC 3207

Attention: Ms J Ponton

Dear Mr Haines

Re: Financial Reports for year ended 30 June 2004 - FR 2004/452

I have received the financial reports of the Civil Air Operations Officers' of Australia for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 24 December 2004. I also note accompanying those financial reports were financial documents for the Air Officers Pty Ltd A.C.N. 005 633 616 Trustee for "Air Officers Trust". I make no comment in relation to the latter set of accounts.

As you are aware, Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) came into operation on 12 May 2003. Part 3 Chapter 8 of the Schedule changed the financial reporting regime. The Industrial Registrar forwarded information including various fact sheets on these and other matters to you on 8 May 2003. A courtesy letter was forwarded to you on 23 November 2004 reminding you of the changed obligations under the Schedule. Information on these matters, including the reporting guidelines are found on the Australian Industrial Relations Commission website at www.airc.gov.au

An examination of the abovementioned financial reports suggests that the report has been prepared largely in accordance with the former regime. For example, the new regime makes no provision for the provision of an accounting officer's certificate, nor does it require two officers to sign the Committee of Management statement that appears to reflect the former rather than the present requirements. On the other hand, a crucial element of the new regime is an Operating Report (see s254 of RAO Schedule). The financial report does not appear to include such a document. To the extent that the accompanying note headed "Annual Accounts" does include some required information, it appears this may have been coincidental rather than deliberate.

I have included for your assistance financial documents that I filed having determined that, by and large, they complied with the reporting entities' obligations. Given the relative newness of the current regime I am reluctant to nominate these accounts as model accounts but I do think they meet the key requirements.

I suggest we discuss further what it is necessary for the organisation to do to enable the financial documents to be filed after you have had the opportunity to read the enclosed documents. I can understand the organisation's reluctance to recommit to the entire process again. Without pre-empting the outcome of that discussion, it is my view that, as a minimum, the organisation will have to prepare a operating report and circulate it to members, and then lodge it with the Registry. In any event, I am not convinced on the evidence available that the documents have been circulated to members in a manner that complies with the requirements of s265 of the Schedule. Were the documents provided to the organisation's representatives then delivered to each member?

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads "Iain Stewart". The signature is written in a cursive style with a large, prominent 'I' and 'S'.

Iain Stewart
Statutory Services Branch

27 January 2005

REGISTERED & FEDERAL OFFICE
214 Graham Street,
P.O. Box 394, Port Melbourne, Vic 3207
Telephone: (03) 9646 9277
Fax: (03) 9646 6799
Email: civilair@civilair.asn.au

Civil Air

The Australian Air Traffic Control Association

24 December 2004

Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Sir,

RE: ASSOCIATION FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2004.

In accordance with Section 268 of the Schedule 1B of the Workplace Relations Act 1996 Registration and Accountability of Organisations please find enclosed a copy of the Association's Financial Statements and Annual Report for the financial year ended 30th June 2004.

25b The Auditors of the Association, Cox Partners Accountants Pty Ltd, were appointed in accordance with Section 275 of the Act, and were provided full access to the accounts of the Association in accordance with Section 276 of the Act.

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A resolution accepting the Accounts was passed by the Committee of Management (the first meeting) on 14 October 2004.

The Statements of the Accounting Officer, the Committee of Management and the Auditor's Report were all signed on 2 December 2004.

On 3 December 2004, the Statements were sent free of charge to Civil Air Representatives at all Air Traffic Control work locations, for the perusal of all Civil Air members, as required by Section 279 of the Act.

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On 24 December 2004, a general meeting of members accepted the Reports and Statements in accordance with Section 279(6) of the Act.

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I trust the above information is satisfactory and that these Statements meet the requirements of the Workplace Relations Act 1996.

Yours sincerely,



Michael Haines
PRESIDENT

Operating report
s254

ANNUAL ACCOUNTS

2004

It is with pleasure that I present the Annual Accounts of the Civil Air Operations Officers' Association of Australia and the Air Officers Trust.

The accounts are based on the cash-based accounting system and are presented in an open and transparent form to ease the scrutiny by members and to also satisfy statutory requirements. There are changes in the details of the reports, which are the direct result of legislation imposed by the Government.

Civil Air is run as a non-profit organisation to maintain membership subscriptions at the minimum required level. Subscriptions have, this year, increased in line with members' salary increases, as defined in Civil Air's rules.

The Association had an operating loss of \$68,000 for the financial year ended 30th June, 2004. This represents 7% of Civil Air's operating income, but is more than offset by the distribution from the Air Officers Trust.

Legal fees, representing organisational and individual members' interests, continue to be a substantial expense. The decision to employ a lawyer, part-time, will assist in controlling the rise in this expenditure.

There is a distortion in the Accounts of the Air Officers Trust due to the payment of Civil Air's members' Loss of Licence Insurance premium. The Trust has recovered the majority of this premium, but at this stage, has not recovered the entire amount due to sudden changes in long-held practice by those required to pay the premium.

The Air Officers Trust has returned a profit of nearly \$180,000. The ongoing returns from the Air Officers Trust provide financial security and continue to assist in balancing income and expenditure.

The Accounts, as presented, represent the true state of the incomings and outgoings of the Civil Air Operations Officers' Association of Australia and the Air Officers Trust.

The Association and the Trust's accounts are maintained by our Accountant and overseen by our Vice President Financial.

The Association thanks Patricia Ganci and George Fishlock for their efforts in maintaining the organisation's sound financial position.



MICHAEL HAINES
PRESIDENT

Financial Statements

2003-2004

**CIVIL AIR OPERATIONS
OFFICERS' ASSOCIATION
OF AUSTRALIA**

**Financial Statements for the
Financial Year ended
30th June, 2004**

Statement of Cash Flows

**Statement of the Committee of
Management**

**Statement by the Accounting
Officer**

Auditor's Report

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	INCOME	NOTE	2004
883,937	Membership Fees - Full	4	848,853
20,427	Membership Fees - Associates	4	14,379
6,573	Interest Income		11,649
<u>910,938</u>	<u>TOTAL INCOME</u>		<u>874,880</u>
	EXPENSES		
	ADMINISTRATION EXPENSES		
1,237	Accounting Fees	5	300
2,626	Advertising & Press Releases		-
48,347	Affiliation Fees	23	22,379
11,340	Audit Fees		7,840
2,921	Bank Charges		2,550
962	Bank Charges - Credit Cards		2,456
1,036	CabCharge Service Fee		1,011
10,440	Cleaning - Premises		10,440
660	Cleaning Supplies		707
10,235	Computer Support		7,878
1,331	Conference Registrations		3,226
24,313	Consultancy Fees		16,260
160	Daily Allowance		60
28,996	Depreciation	17	25,402
-	Document Shredding Costs		125
15,443	Electricity		5,780
2,443	E-mail & Internet Expenses		2,679
13,455	Fringe Benefits Tax		8,367
75	Freight & Delivery Costs		336
1,771	Gifts		1,427
-	Hardware		194
-	Hire Fees		271
-	IFATCA 2005 Expenses		2,269
11,401	Insurance	7	16,072
5,796	Insurance - WorkCover		6,300
2,260	Internet Allowance		2,710
3,715	Media Monitoring Costs		33,603
-	Merchandising Costs		885
1,197	Motor Vehicle Expenses		1,258
2,740	Office Allowance		3,261
1,285	Office Requirements		1,665
5,222	Postage		8,238
6,012	Printing		7,984
10,107	Publications & Subscriptions		11,082
3,780	Rates & Taxes		4,651
45,000	Rent - Premises	13	55,000

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2004**

6,213	Repairs & Maintenance	6	3,542
288,053	Salaries - Permanent Staff	22	308,389
-	Salary Sacrifice		6,438
201	Staff Recruitment Expenses		-
-	Staff Training		1,345
6,504	Stationery		5,593
23,727	Superannuation		27,632
25,215	Telephone		18,732
<u>626,219</u>			<u>646,338</u>
	ORGANISATION EXPENSES		
24,986	Accommodation Expenses	8	27,663
12,551	Meals Expenses	9	22,244
1,053	Parking Expenses	10	231
100,880	Travel Expenses	11	77,327
<u>139,471</u>			<u>127,465</u>
	GENERAL EXPENSES		
150,434	Legal Fees		168,863
852	Member Services		680
<u>151,286</u>			<u>169,544</u>
<u>916,977</u>	TOTAL EXPENSES		<u>943,347</u>
<u>(6,039)</u>	OPERATING SURPLUS/(DEFICIT)		<u>(68,466)</u>
	NON-OPERATING INCOME AND EXPENSES		
	NON-OPERATING INCOME		
126,475	Distribution from Air Officers Trust	14	179,265
100	Profit(Loss) on Disposal of Assets		-
29,106	Airservices Reimbursements		-
<u>155,681</u>			<u>179,265</u>
	NON-OPERATING EXPENSES		
408	AUSATTS Trading Account	20	164
-	Profit(Loss) on Disposal of Assets		2,242
2,482	Increase(Decrease) in Provision for Annual Leave		13,084
7,818	Increase(Decrease) in Provision for Long Service Leave		3,958
<u>10,708</u>			<u>19,448</u>
<u>144,973</u>			<u>159,817</u>
138,934	NET SURPLUS AND EXTRAORDINARY ITEMS		91,351
3,279,701	Opening Balance		3,418,635
<u>3,418,635</u>	ACCUMULATED SURPLUS		<u>3,509,986</u>

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2004**

2003	<u>ACCUMULATED FUNDS</u>	NOTE	2004
	RESERVES		
5,000	Emergency Fund		5,000
3,418,635	Accumulated Surplus		3,509,986
<u>3,423,635</u>	<u>TOTAL CAPITAL AND RESERVES</u>		<u>3,514,986</u>
	<i>Represented By:</i>		
	PROPERTY, PLANT AND EQUIPMENT		
36,000	Motor Vehicles At Cost	17	46,880
<u>(16,217)</u>	Less Provision for Depreciation		<u>(8,260)</u>
19,783			38,620
145,523	Office Furniture & Fittings At Cost	17	161,275
<u>(87,835)</u>	Less Provision for Depreciation		<u>(104,708)</u>
57,688			56,567
	NON-CURRENT ASSETS		
3,266,768	Loan - Air Officers Pty Ltd as Trustee for Air Officers Trust		3,392,893
<u>265,815</u>	CURRENT ASSETS	1	<u>227,659</u>
3,610,054	<u>TOTAL ASSETS</u>		3,715,739
50,462	CURRENT LIABILITIES	2	47,754
135,957	NON-CURRENT LIABILITIES	3	152,999
<u>3,423,635</u>	<u>NET ASSETS</u>		<u>3,514,986</u>

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	NOTE 1 - CURRENT ASSETS	NOTE	2004
100	Cash on Hand - Petty Cash		100
246,966	Cash at Bank		193,507
18,401	Convention Cheque Account		33,884
349	AUSATTS Cheque Account		169
<u>265,815</u>			<u>227,659</u>
NOTE 2 - CURRENT LIABILITIES			
21,062	Convention Funds Held		25,700
20,628	GST Liabilities		10,775
3,006	FBT Instalment Liability		2,274
5,766	PAYG Tax Payable		7,866
-	Superannuation Payable		1,139
<u>50,462</u>			<u>47,754</u>
NOTE 3 - NON-CURRENT LIABILITIES			
42,873	Provision for Long Service Leave	15	46,830
18,084	Provision for Annual Leave	15	31,168
75,000	Provision for Legal Costs for Representing Members	12	75,000
<u>135,957</u>			<u>152,999</u>
NOTE 4 - MEMBERSHIP SUBSCRIPTIONS			
883,937	Membership Fees - Full		848,853
20,427	Membership Fees - Associates		14,379
<u>904,365</u>			<u>863,231</u>

Membership subscriptions are brought to account on a cash basis. Despite increased efficiency and constant improvement in the management of subscriptions, an increase in member resignations and a drop in membership numbers has resulted in less fees being collected this year.

As at 30th June, 2004, management reported that there were no outstanding membership subscriptions.

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	NOTE	2004
	NOTE 5 - SECRETARY AND ACCOUNTANCY FEES	
1,237	Cox Partners Accountants Pty Ltd - Accounting and Taxation	300
<u>1,237</u>		<u>300</u>
	NOTE 6 - REPAIRS AND MAINTENANCE	
620	Repairs & Maintenance - Equipment	1,101
220	Repairs & Maintenance - Computers	-
60	Repairs & Maintenance - General	390
5,313	Repairs & Maintenance - Contracts	2,051
<u>6,213</u>		<u>3,542</u>
	NOTE 7 - INSURANCE	
6,793	Insurance - Association Liability	5,523
3,531	Insurance - Office	8,327
1,076	Insurance - Travel	2,222
<u>11,401</u>		<u>16,072</u>
	NOTE 8 - ACCOMMODATION EXPENSES	
-	Administration Meetings	237
3,769	Airservices Australia Meetings	1,936
3,834	Committee of Management Meetings	4,517
420	Convention Meetings	-
747	Divisional Meetings	-
592	EBA Meetings	-
124	Government Meetings	273
8,709	IFATCA Meetings	7,173
-	IFATCA 2005 Meetings	509
95	Incidents and Accidents Meetings	276
475	Industrial Relations Commission Hearings	-
3,356	National Executive Meetings	8,782
2,865	Other Meetings	3,349
-	Technical Meetings	611
<u>24,986</u>		<u>27,663</u>

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	NOTE 9 - MEALS EXPENSES	NOTE	2004
2,235	Administration Meetings		3,296
417	Airservices Australia Meetings		591
3,210	Committee of Management Meetings		4,747
346	Divisional Meetings		27
689	EBA Meetings		47
-	Government Meetings		210
865	IFATCA Meetings		429
-	IFATCA 2005 Meetings		283
112	Industrial Relations Commission Hearings		-
4,042	National Executive Meetings		9,464
637	Other Meetings		2,862
-	Technical Meetings		287
<u>12,551</u>			<u>22,244</u>

NOTE 10 - PARKING EXPENSES			
-	Administration Meetings		9
330	Airservices Australia Meetings		15
118	Committee of Management Meetings		138
155	Divisional Meetings		-
-	IFATCA 2005 Meetings		60
201	Industrial Relations Commission Hearings		8
248	Other Meetings		-
<u>1,053</u>			<u>231</u>

NOTE 11 - TRAVEL EXPENSES			
801	Administration Meetings		2,716
25,334	Airservices Australia Meetings		15,030
25,269	Committee of Management Meetings		19,362
10,272	Convention Meetings		-
961	Divisional Meetings		108
9,015	EBA Meetings		252
40	Government Meetings		379
6,532	IFATCA Meetings		7,174
-	IFATCA 2005 Meetings		189
2,304	Incidents and Accidents Meetings		3,437
1,389	Industrial Relations Commission Hearings		264
12,889	National Executive Meetings		20,386
6,034	Other Meetings		5,740
39	Technical Meetings		2,290
<u>100,880</u>			<u>77,327</u>

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

NOTE 12 - The provision for legal costs has remained at \$75,000 for the purpose of legal representation of members in any forthcoming claims.

NOTE 13 - Rent of \$55,000 was paid to Air Officers Pty Ltd as landlord for the office property at 214 Graham Street, Port Melbourne.

NOTE 14 - During the year, the Association has derived income of \$179,265 as a beneficiary from Air Officers Pty Ltd, Trustee for the "Air Officers Trust". The Trust has made investments from which it receives interest and rental income.

NOTE 15 - The following provisions for long service leave and annual leave have been maintained to show the accrued entitlements of the staff employed by the Association as at 30th June, 2004.

Provision for Long Service Leave - \$46,830

Provision for Annual Leave - \$31,168

NOTE 16 - The accounts have been prepared in accordance with both generally accepted accounting principles and the cash basis of accounting. Australian Accounting Standards and Statements of Accounting Concepts, as issued by the Joint Professional Accounting Bodies, have been adopted where applicable. The accrual system of accounting has only been adopted to bring to account taxation liabilities and provisions.

NOTE 17 - Fixed assets have been depreciated under the diminishing value method in order to write-off the assets over their useful life.

NOTE 18 - No provision for income tax has been raised as Registered Trade Unions are exempt from paying Income Tax under the provisions of Sections 50-15 and 50-1 of the *Income Tax Assessment Act 1997*.

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

**NOTE 19 - Convention Income and Expenditure Account for the year ended
30th June, 2004.**

2003	INCOME	2004
9,282	Convention Levy	9,491
655	Interest Received	876
710	Merchandise Sales	42
16,790	Registrations	-
17,591	Sponsorship	-
45,028	Total Income	10,409
	EXPENDITURE	
17,606	Accommodation	-
40	Bank Charges	17
4,991	Catering	-
2,140	Entertainment	-
1,893	Freight	-
6,311	Functions	-
-	IFATCA 2005 Expenses	9,091
1,991	Members' Draw	2,100
1,980	Printing	-
209	Prizes	150
1,818	Refunds	-
5,821	Travel	-
44,799	Total Expenditure	11,358
228	NET SURPLUS / (DEFICIT)	(949)

Convention income and expenditure is separate to, and is not included in, the Association income and expenditure account.

A compulsory annual levy of \$10 is raised from membership subscriptions. This amount is directed towards funding for conferences held by the Association. For the reporting period, a total of \$9,491 was raised.

Convention accounts should be viewed on a biennial basis, as both income and expenditure for each Convention is spread over two (2) years.

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

**NOTE 20 - AUSATTS Income and Expenditure Account for the year ended
30th June, 2004.**

2003	INCOME	2004
60	Write-Back of Unpresented Cheque	-
60	Total Income	-
	EXPENDITURE	
2	Bank Charges	1
86	Gifts	84
95	Postage	79
76	Printing	-
88	Subscriptions	-
120	Telephone	-
468	Total Expenditure	164
(408)	NET SURPLUS/(DEFICIT)	(164)

AUSATTS total expenditure of \$164, shown under non-operating expenses, is the result of AUSATTS trading activities for the current financial year.

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

NOTE 21 - In accordance with Schedule B, Section 272 of the *Workplace Relations Act 1996*, members are advised of the requirements of this section:

Application for Information.

272(1) - A member of an organisation, or a Registrar, may apply to the organisation or a Registrar, for specified prescribed information in relation to the organisation.

Provision of Information.

272(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 organisation.

Function of Registrar.

272(4) - 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 at the request of a member.

Addresses of relevant Officers for submission of such requests:

Australian Industrial Registry
Principal Registry
Nauru House
Melbourne Vic 3000

Postal Address:
GPO Box 1994S
Melbourne Vic 3001

George Fishlock
Vice President Finance
Civil Air Operations Officers' Association of Australia
214 Graham Street
Port Melbourne Vic 3207

Postal Address:
PO Box 394
Port Melbourne Vic 3207

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

NOTE 22 - REMUNERATION OF EMPLOYEES

Amounts received, or due and receivable by, employees of Civil Air Operations Officers' Association of Australia whose remuneration is \$100,000 or more.

<u>Range</u>	<u>2002-3</u>	<u>2003-4</u>
\$100,000 - \$110,000	1	1

Furthermore, no elected official of the organisation received any employee benefits in the form of salary, wages, long service leave, annual leave, or superannuation.

NOTE 23 - AFFILIATION FEES

The Association pays annual affiliation fees to the Australian Council of Trade Unions, the International Federation of Air Traffic Controllers' Association, The Union Shopper, Inc. and the Victorian Trades Hall Council. For the reporting period, a total of \$22,379 was paid, broken down into the following amounts:

ACTU: \$2,368
IFATCA: \$18,442
The Union Shopper, Inc.: \$582
VTHC: \$987

NOTE 24 - REPORT ROUNDING

Amounts shown in this Report have been rounded to the nearest dollar amount for presentation purposes, which may cause an arithmetic difference in the totals.

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE, 2004**

Inflows (Outflows)		Inflows (Outflows)
2003	Cash Flows from Operating Activities	2004
933,470	Receipts from Operations	863,232
(821,543)	Payments to Creditors and Employees	(867,677)
6,573	Interest Received	11,649
<u>118,500</u>	Net cash provided by Operating Activities (Note 2)	<u>7,204</u>
	Cash Flows from Investing Activities	
(21,408)	Payment for Non-Current Assets	(62,632)
100	Proceeds from Sale of Non-Current Assets	17,272
<u>(21,308)</u>	Net cash used in Investing Activities	<u>(45,360)</u>
97,192	Net Increase (Decrease) in Cash Held	(38,156)
168,623	Cash at beginning of the financial year	265,815
<u>265,815</u>	Cash at the end of the financial year (Note 1)	<u>227,659</u>

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

**NOTE TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE, 2004**

1. Reconciliation of Cash.

For the purpose of the Statement of Cash Flows, cash includes Cash on Hand and in Banks and Money Market instruments, net of outstanding Bank Overdrafts. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:-

2003		2004
246,966	Cash at Bank	193,507
100	Cash on Hand	100
18,401	Convention Cheque Account	33,883
349	AUSATTS Cheque Account	169
265,816		227,659

2. Reconciliation of Net Cash provided by Operating Activities to Net Surplus/(Deficit).

138,934	Net Surplus for the Year	91,351
28,996	Depreciation	25,402
(100)	Profit (Loss) on Disposal of Assets	2,242
229	Increase (Decrease) in Convention Funds Held	4,638
15,844	Increase (Decrease) in GST Liabilities	(9,853)
1,430	Increase (Decrease) in FBT Instalment Liability	(732)
562	Increase (Decrease) in PAYG Tax Liability	2,100
-	Increase (Decrease) in Superannuation Payable	1,139
10,301	Increase (Decrease) in Provisions	17,042
(77,696)	Decrease (Increase) in Inter-Entity Loan	(126,125)
118,500		7,204

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

STATEMENT OF THE COMMITTEE OF MANAGEMENT

In accordance with a resolution of the Committee of Management, we state that in the opinion of the Committee:

- (a) the accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30th June, 2004;
- (b) the accompanying Association Income and Expenditure Statement is drawn up so as to give a true and fair view of the results of the Association for the year ended 30th June, 2004;
- (c) meetings of the Committee, convened during the year ended 30th June, 2004, were held in accordance with the Rules of the Association;
- (d) to the knowledge and belief of all the members of the Committee, there have not been, during the financial year ended 30th June, 2004, instances where records of the Association or other documents (not being documents containing information made available to a member of the Association under subsection 272(2) of the Act), or copies of those records or other documents, or copies of the Rules of the Association, have not been furnished, or made available, to members of the Association in accordance with the Act, these Regulations or the rules of the Association, as the case may be;
- (e) the Association has, in relation to the Auditor's Report on the accounts and statements in respect of the immediately preceding year, complied with the provisions of Section 265 of the *Workplace Relations Act 1996*;
- (f) 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.

Signed on behalf of the Committee of Management,

at Port Melbourne this 2nd day of December, 2004.



**MICHAEL HAINES
PRESIDENT**



**GEORGE FISHLOCK
VICE PRESIDENT FINANCE**

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

STATEMENT BY THE ACCOUNTING OFFICER

I, George J Fishlock, being the Officer responsible for keeping the accounting records of Civil Air Operations Officers' Association of Australia, certify that as at 30th June, 2004, the number of members of the Association was approximately 1,032.

In my opinion,

- (a) the attached accounts show a true and fair view of the financial affairs of the Association as at 30th June, 2004;
- (b) a record has been kept of all monies paid by or collected from members and all monies 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 Association;
- (c) before any expenditure was incurred by the Association, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Association;
- (d) with regard to funds of the Association 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;
- (e) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Association, were made to persons holding office in the Association;
- (f) the Register of Members of the Association was maintained in accordance with the Act;
- (g) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

Signed at Port Melbourne this 2nd day of December, 2004.



**GEORGE FISHLOCK
ACCOUNTING OFFICER**

**AUDITOR'S REPORT TO MEMBERS OF
CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA**

Scope

We have audited the Financial Statements of Civil Air Operations Officers' Association of Australia for the year ended 30th June 2004 as set out on pages 1 to 15. The management of the Association is responsible for the preparation and presentation of the Financial Statements and the information contained therein. We have conducted an independent audit of the Financial Statements in order to express an opinion on it to the members of the Association. No opinion is expressed as to whether the accounting policies used, and described in the Notes to the Accounts, is appropriate to meet the needs of the Members.

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 the Workplace Relations Act 1996 so as to present a view of the Association which is consistent with our understanding of its financial position, 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

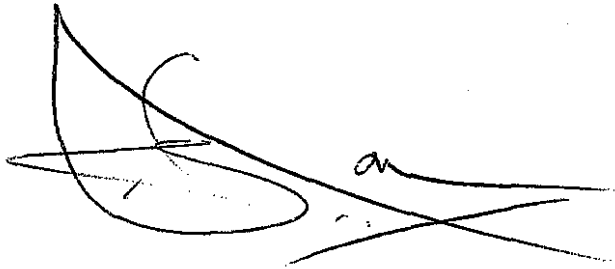
In our opinion:

- a) satisfactory accounting records have been kept by the Association so far as appears from our examination of these books, including:
 - i) records of the sources and nature of the income of the Association (including income from members); and
 - ii) records of the nature and purposes of the expenditure of the Association; and

- b) the accounts and statements prepared under Section 253 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:
 - i) the financial affairs of the Association as at 30th June 2004 and
 - ii) the income and expenditure and any surplus or deficit of the Association for the year; and
- c) the Financial Statements have been prepared on a cash basis and in accordance with applicable Australian Accounting Standards where necessary.

Where necessary we have obtained all the information and explanations from the officers and employees of the Association which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

Dated at Essendon this 2nd day of December 2004



DONALD W COX CPA

COX PARTNERS ACCOUNTANTS PTY LTD
75-81 Rose Street
Essendon Victoria 3040
REGISTERED COMPANY AUDITOR

AIR OFFICERS PTY LTD
A.C.N. 005 633 616
TRUSTEE FOR
“AIR OFFICERS TRUST”

Financial Statements for the
Financial Year ended
30th June, 2004

Statement by the Trustee

Auditor's Report

**AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	<u>INCOME</u>	NOTE	2004
103,550	Rental Income		175,986
80,624	Interest Income		81,596
184,173	TOTAL INCOME		257,583
	 <u>EXPENDITURE</u>		
1,589	Accounting Fees		741
3,340	Audit Fees		3,775
46	Bank Charges		149
-	Consultancy Fees		3,250
38,644	Depreciation	2(c)	37,836
5,515	Insurance	2(d)	12,639
2,085	Rates & Taxes		2,645
4,367	Repairs and Maintenance		15,260
200	Registrations and Subscriptions		200
634	Security		424
1,277	Water & Sewerage Rates		1,398
57,698	TOTAL EXPENDITURE		78,318
126,475	OPERATING PROFIT		179,265
	 <u>NON-OPERATING INCOME & EXPENDITURE</u>		
	<u>NON-OPERATING INCOME</u>		
-	NIL		-
126,475			179,265
	<u>NON-OPERATING EXPENDITURE</u>		
-	NIL		-
126,475	NET PROFIT		179,265

**AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"**

**STATEMENT OF TRUST FUNDS
FOR THE YEAR ENDED 30TH JUNE, 2004**

2003	EQUITY	NOTE	2004
20	Trust Settlement	2(f)	20
498,665	Asset Revaluation Reserve		813,665
<u>498,685</u>			<u>813,685</u>
ACCUMULATED INCOME/(LOSSES)			
126,475	Net Profit		179,265
<u>625,161</u>			<u>992,950</u>
INCOME DISTRIBUTED TO CAOAAA			
126,475	Less Income Distributed to Beneficiaries	3	179,265
<u>498,685</u>	TOTAL TRUST FUNDS		<u>813,685</u>

**AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2004**

<u>2003</u>		NOTE	<u>2004</u>
498,685	TRUST FUNDS		813,685
	Represented By:		
	<u>FIXED ASSETS</u>		
2,185,000	Land and Buildings at Valuation 2004	2(b)	2,500,000
118,919	Less Accumulated Depreciation		150,169
<u>2,066,081</u>			<u>2,349,831</u>
97,567	Building Improvements at Cost	2(b)	97,567
23,404	Less Accumulated Depreciation		29,990
<u>74,163</u>			<u>67,577</u>
2,140,244	TOTAL FIXED ASSETS		2,417,407
	<u>CURRENT ASSETS</u>		
20	Trust Settlement		20
136,966	Cash at Bank		227,531
-	Cash at Bank - LOLI Account		3,089
124,139	Term Deposit 1		-
1,365,108	Term Deposit 2		792,536
-	Sundry Debtor - Airservices Australia		696,916
<u>1,626,233</u>	TOTAL CURRENT ASSETS		<u>1,720,092</u>
3,766,477	TOTAL ASSETS		4,137,499
	<u>CURRENT LIABILITIES</u>		
1,188	GST Collected		2,192
<u>(165)</u>	GST Paid		<u>(71,271)</u>
1,023	TOTAL CURRENT LIABILITIES		(69,079)
	<u>NON-CURRENT LIABILITIES</u>		
3,266,768	Unsecured Loan - CAOAAA		3,392,893
<u>498,685</u>	NET ASSETS		<u>813,685</u>

AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004

1. The principal activities of the Trust in the course of the financial year were rental property owners and investors.
2. Statement of Accounting Policies.
 - (a) This is not a general purpose financial report. It is a special purpose report prepared in order to satisfy the requirements of the Trust Deed to prepare a financial report and to assist in the preparation of the Trust's income tax return.

The Trustees have determined that the Trust is not a reporting entity and hence, there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

The statements have, however, been prepared in accordance with the requirements of applicable Accounting Standards and other mandatory professional reporting requirements.

These statements are prepared on a cash basis, except the accrual system of accounting has only been adopted to bring to account sundry debtors and tax liabilities and/or debtors.

These statements are based on historical costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements.

- (b) Property and Building Improvements.

Property, building improvements and capital improvements are included at cost, or at independent, or at directors' valuation as follows:

- (i) Property is now valued at \$2,500,000.00, based upon the written valuation report by Craig Cunningham of Cunningham Property Consultants, dated 29th April, 2004. This valuation does not take into consideration the building improvements.

**AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2004**

(c) Depreciation.

Depreciation is provided on all fixed assets, including freehold buildings, so as to write-off the assets progressively over their estimated economic life.

Additions are depreciated from the date of acquisition. All building improvements are depreciated using the diminishing value method.

The freehold building at 214 Graham Street, Port Melbourne has been depreciated at the rate of 2.5% of its value using the prime cost method.

(d) Insurance

It is noted that an insurance expense of \$12,639 was paid this year.

(e) Income Tax.

Income tax is provided for to the extent that accumulated income is assessable to the Trustee in accordance with Sec. 99A of the *Income Tax Assessment Act 1936*, as amended, only where there is no presently entitled beneficiary.

(f) Settlement.

The Air Officers Trust was settled on 11 March 1980, by Robert John Garlick.

3. Income Distribution.

Income of \$179,265 was distributed by the Trust for the year ended 30th June, 2004, to the Civil Air Operations Officers' Association of Australia, pursuant to the provisions of the Trust Deed.

**AIR OFFICERS PTY LTD A.C.N. 005 633 616
TRUSTEE FOR "AIR OFFICERS TRUST"**


STATEMENT BY THE TRUSTEE

In my opinion:-

- (a) The accompanying Profit and Loss Account is drawn up so as to present fairly the result of the Trust for the year ended 30th June, 2004;
- (b) The accompanying account of Trust Funds presents a fair view of the movements of those funds for the year ended 30th June, 2004;
- (c) The accompanying Balance Sheet is drawn up so as to present fairly the state of affairs of the Trust as at 30th June, 2004;
- (d) The accounts of the Trust have been properly prepared in accordance with the Trust Deed; and
- (e) There are reasonable grounds to believe that the Trust will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Trustee,

Dated at Melbourne this 2nd day of December, 2004.



**GEORGE J FISHLOCK
DIRECTOR
AIR OFFICERS PTY LTD
TRUSTEE**

**AUDITOR'S REPORT TO TRUSTEES OF
AIR OFFICERS TRUST**

Scope

We have audited the Special Purpose Financial Report of the Air Officers Trust for the year ended 30th June 2004, as set out on pages 1 to 6. The Trustees of the Trust are responsible for the preparation and presentation of the Financial Report and the information contained therein. We have conducted an independent audit of the Financial Report in order to express an opinion on it to the Trustees of Air Officers Trust. No opinion is expressed as to whether the accounting policies used, and described in the Notes to the Accounts, is appropriate to meet the needs of the Trustee.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Report is free of material misstatement. Our 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 as to whether, in all material respects, the Financial Report is presented fairly in accordance with the accounting policies described in the Notes to the Accounts, and the requirements of the Trust Deed so as to present a view which is consistent with our understanding of the Trust's financial position and the results of its operations.

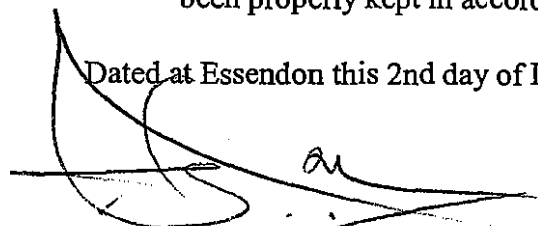
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion:

- a) the Financial Report presents fairly in accordance with the accounting policies described in the Notes to the Accounts, is in accordance with the provisions of the Trust Deed, and the financial position of the Air Officers Trust as at 30th June 2004, and the results of its operations for the year then ended.
- b) the accounting records and other records required to be kept by the Trust have been properly kept in accordance with the provisions of the Trust Deed.

Dated at Essendon this 2nd day of December, 2004.



**DONALD W COX CPA
COX PARTNERS ACCOUNTANTS PTY LTD
75-81 Rose Street
Essendon Victoria 3040
REGISTERED COMPANY AUDITOR**