



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Mr Michael Haines
President
Civil Air Operations Officers' Association of Australia
Federal Office
214 Graham Street
PORT MELBOURNE VIC 3207

Dear Mr Haines

RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) Financial Reports for year ended 30 June 2005 – FR2005/324

I have received the financial documents for the Civil Air Operations Officers' Association of Australia for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 22 December 2005.

The documents have been filed.

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

1. General Purpose Financial Report (GPFR)

Notes to Accounts

Your 'Notes to the Financial Statements' prepared under the General Purpose Financial Report (GPFR) sets out provisions relating to subsection 272(1), (2) and (4) of the RAO Schedule. Subsection 272(5) requires the GPFR to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are included in the GPFR next year.

2. 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".

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7764 (Mon-Tues) or by email at dimitra.doukas@air.gov.au.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au.

Yours sincerely,



Dimitra Doukas
Statutory Services Branch

7 March 2006

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

FR2005/324

20 December 2005

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 2005.**

In accordance with Section 268 of 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 2005.

The Auditors of the Association were appointed in accordance with Section 256 of Schedule 1B of the Act, and were provided full access to the accounts of the Association in accordance with Section 257 of Schedule 1B of the Act.

A resolution accepting the Accounts was passed by the Committee of Management (the first meeting) on 8 September 2005.

The Accounts were audited and signed off by the Auditor on 5 October 2005.

On 7 October 2005, the Statements were sent free of charge to Civil Air Representatives at all Air Traffic Control work locations and published on the Civil Air website, for the perusal of all Civil Air members, as required by Section 265 of Schedule 1B of the Act.

On 8 December 2005, a general meeting and National Executive meeting accepted the Reports and Statements in accordance with Section 266 of Schedule 1B of the Act.

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

Financial Statements

2004-2005

ANNUAL ACCOUNTS

2005

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.

Following the distribution from the Air Officers Trust, the Association incurred a net loss of \$16,816 for the financial year ended 30th June, 2005. A major cause of this loss was the financial support given to the IFATCA Conference held in Melbourne. While the organisers put in an outstanding effort, the sponsorships and other income was not as high as expected. The loss represents 2% of Civil Air's operating income and it is fair to say that this loss will not be repeated in the future.

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. Furthermore, delays with reimbursement of monies from Airservices resulted in considerable losses of interest income.

The Air Officers Trust returned a profit of \$86,000. 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

THE CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA

OPERATING REPORT

For the Financial Year ended 30th June, 2005

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 Association's principal activities resulted in the maintenance of existing conditions and salaries for members, through successful outcomes in the legal and industrial framework; the protection of the legal rights of members involved in incidents and accidents; and the conduct and management of the annual conference of the International Federation of Air Traffic Controllers.

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 Association's 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 deficit of \$16,816 was recorded 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 member 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

Michael Haines
 Civil Air President
 PO Box 394
 Port Melbourne Vic 3207

Superannuation Officeholders

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:

<u>Officer</u>	<u>Trustee Company</u>	<u>Name of Entity/Scheme</u>	<u>Position</u>
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, 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 1016.
- (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 are:

<u>Position</u>	<u>Name</u>	<u>Period</u>
President	Mr Michael Haines	1/7/04 to 30/6/05
Vice President Technical	Mr Daniel Storey	1/7/04 to 9/12/04
Acting Vice President Technical	Mr Chris Idle	10/12/04 to 28/2/05
Vice President Technical	Mr Robert Mason	1/3/05 to 30/6/05
Vice President Professional	Mr David Bamford	1/7/04 to 28/2/05
Vice President Professional	Mr Chris Idle	1/3/05 to 30/6/05
Vice President Finance	Mr George Fishlock	1/7/04 to 30/6/05
Vice President Communication	Mr Scott Bennett	1/7/04 to 28/2/05
Vice President Communication	Mr Ian Stansfield	1/3/05 to 30/6/05
Vice President Administrative	Mr Shaun Day	1/7/04 to 30/6/05

Signed for and on behalf of the Committee of Management

Date: 5th October, 2005



Michael Haines
 PRESIDENT

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

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

2004	INCOME	NOTE	2005
848,853	Membership Fees - Full	5	889,896
14,379	Membership Fees - Associates	5	11,240
11,649	Interest Income		12,600
<u>874,880</u>	<u>TOTAL INCOME</u>		<u>913,735</u>
	EXPENSES		
	ADMINISTRATION EXPENSES		
300	Accounting Fees	6	327
22,379	Affiliation Fees	20	24,395
7,840	Audit Fees		10,000
2,550	Bank Charges		2,358
2,456	Bank Charges - Credit Cards		3,593
1,011	CabCharge Service Fee		920
10,440	Cleaning - Premises		11,050
707	Cleaning Supplies		516
7,878	Computer Support		6,881
3,226	Conference Registrations		1,767
16,260	Consultancy Fees		800
60	Daily Allowance		80
25,402	Depreciation	1(b)	26,474
125	Document Shredding Costs		-
5,780	Electricity		31,524
2,679	E-mail & Internet Expenses		2,458
8,367	Fringe Benefits Tax		8,035
336	Freight & Delivery Costs		150
1,427	Gifts		1,195
194	Hardware		18
271	Hire Fees		470
2,269	IFATCA 2005 Expenses	16	212,844
16,072	Insurance	8	6,504
6,300	Insurance - WorkCover		5,451
2,710	Internet Allowance		1,350
33,603	Media Monitoring Costs		5,330
-	Media Training		4,202
885	Merchandising Costs		-
1,258	Motor Vehicle Expenses		4,145
3,261	Office Allowance		1,375
1,665	Office Requirements		2,379
8,238	Postage		7,600
7,984	Printing		6,056
11,082	Publications & Subscriptions		11,004
4,651	Rates & Taxes		5,053
55,000	Rent - Premises	14	55,000
3,542	Repairs & Maintenance	7	1,818

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

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

308,389	Salaries - Permanent Staff	19	325,569
6,438	Salary Sacrifice		40,473
1,345	Staff Training		-
5,593	Stationery		8,318
27,632	Superannuation		31,242
18,732	Telephone		14,615
<u>646,338</u>			<u>883,339</u>
	ORGANISATION EXPENSES		
27,663	Accommodation Expenses	9	22,246
22,244	Meals Expenses	10	17,515
231	Parking Expenses	11	77
77,327	Travel Expenses	12	83,981
<u>127,465</u>			<u>123,820</u>
	GENERAL EXPENSES		
168,863	Legal Fees		35,892
680	Member Services		370
<u>169,544</u>			<u>36,263</u>
<u>943,347</u>	<u>TOTAL EXPENSES</u>		<u>1,043,422</u>
<u>(68,466)</u>	<u>OPERATING SURPLUS/(DEFICIT)</u>		<u>(129,687)</u>
	NON-OPERATING INCOME AND EXPENSES		
	NON-OPERATING INCOME		
-	ATO Refund		1,090
179,265	Distribution from Air Officers Trust	15	86,205
-	IFATCA 2005 Income		29,123
<u>179,265</u>			<u>116,418</u>
	NON-OPERATING EXPENSES		
164	AUSATTS Trading Account	17	81
2,242	Profit(Loss) on Disposal of Assets		-
13,084	Increase(Decrease) in Provision for Annual Leave		10,623
3,958	Increase(Decrease) in Provision for Long Service Leave		(7,155)
<u>19,448</u>			<u>3,548</u>
<u>159,817</u>			<u>112,869</u>
91,351	<u>NET SURPLUS AND EXTRAORDINARY ITEMS</u>		(16,816)
3,418,635	Opening Balance		3,509,986
<u>3,509,986</u>	<u>ACCUMULATED SURPLUS</u>		<u>3,493,170</u>

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

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

2004	<u>ACCUMULATED FUNDS</u>	NOTE	2005
	RESERVES		
5,000	Emergency Fund		5,000
3,509,986	Accumulated Surplus		3,493,170
<u>3,514,986</u>	<u>TOTAL CAPITAL AND RESERVES</u>		<u>3,498,170</u>
	<i>Represented By:</i>		
	PROPERTY, PLANT AND EQUIPMENT		
46,880	Motor Vehicles At Cost	1(b)	46,880
(8,260)	Less Provision for Depreciation		(15,502)
<u>38,620</u>			<u>31,379</u>
161,275	Office Furniture & Fittings At Cost	1(b)	192,293
(104,708)	Less Provision for Depreciation		(123,941)
<u>56,567</u>			<u>68,352</u>
	NON-CURRENT ASSETS		
3,392,893	Loan - Air Officers Pty Ltd as Trustee for Air Officers Trust		3,419,045
<u>227,659</u>	CURRENT ASSETS	2	<u>310,136</u>
3,715,739	<u>TOTAL ASSETS</u>		3,828,911
47,754	CURRENT LIABILITIES	3	174,274
152,999	NON-CURRENT LIABILITIES	4	156,466
<u>3,514,986</u>	<u>NET ASSETS</u>		<u>3,498,170</u>

CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE, 2005

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

The financial report covers Civil Air Operations Officers' Association of Australia as an individual entity. Civil Air Operations Officers' Association of Australia is a trade union, recognised by the Australian Industrial Registry.

The financial report has been prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accrual system of accounting has only been adopted to bring to account taxation liabilities and provisions.

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

(a) **Income Tax**

No income tax provision has been raised and Registered Trade Unions are exempt from paying income tax pursuant to Section 50-15 of The Income Tax Assessment Act 1997, as amended.

(b) **Property, Plant and Equipment**

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

Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from these 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.

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2005**

Depreciation

The depreciable amount of all fixed assets is calculated on either a straight line basis or diminishing value method over the useful lives of the assets to the Association, commencing from the time the asset is held ready for use.

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

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Motor Vehicles	18.75%
Furniture and Fittings	15% - 100%

(c) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Provision for Annual Leave has been measured on the basis of current wage rates. Provision for Long Service Leave has been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the Association to employee-nominated superannuation funds and is charged as an expense when incurred.

(d) Revenue

Revenue from member subscriptions is recognised upon receipt of subscription fees.

Interest revenue is recognised upon crediting of interest.

(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of the GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office.

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2005**

2004	NOTE 2 - CURRENT ASSETS	NOTE	2005
100	Cash on Hand - Petty Cash		100
193,507	Cash at Bank		142,961
33,884	Convention Cheque Account		166,995
169	AUSATTS Cheque Account		80
<u>227,659</u>			<u>310,136</u>

NOTE 3 - CURRENT LIABILITIES			
25,700	Convention Funds Held		146,575
10,775	GST Liabilities		16,535
2,274	FBT Instalment Liability		2,061
7,866	PAYG Tax Payable		9,104
1,139	Superannuation Payable		-
<u>47,754</u>			<u>174,274</u>

NOTE 4 - NON-CURRENT LIABILITIES			
46,830	Provision for Employee Long Service Leave	15	39,675
31,168	Provision for Employee Annual Leave	15	41,791
75,000	Provision for Legal Costs for Representing Members	12	75,000
<u>152,999</u>			<u>156,466</u>

NOTE 5 - MEMBERSHIP SUBSCRIPTIONS			
848,853	Membership Fees - Full		889,896
14,379	Membership Fees - Associates		11,240
<u>863,231</u>			<u>901,135</u>

As at 30th June, 2005, management reported that there were no outstanding membership subscriptions.

NOTE 6 - SECRETARY AND ACCOUNTANCY FEES			
300	Cox Partners Accountants Pty Ltd - Accounting and Taxation		327
<u>300</u>			<u>327</u>

NOTE 7 - REPAIRS AND MAINTENANCE			
1,101	Repairs & Maintenance - Equipment		-
390	Repairs & Maintenance - General		1,568
2,051	Repairs & Maintenance - Contracts		250
<u>3,542</u>			<u>1,818</u>

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2005**

2004	NOTE 8 - INSURANCE	NOTE	2005
5,523	Insurance - Association Liability		2,105
8,327	Insurance - Office		3,514
2,222	Insurance - Travel		885
<u>16,072</u>			<u>6,504</u>
NOTE 9 - ACCOMMODATION EXPENSES			
237	Administration Meetings		727
1,936	Airservices Australia Meetings		2,101
4,517	Committee of Management Meetings		2,582
-	Divisional Meetings		1,388
-	EBA Meetings		3,547
273	Government Meetings		-
7,173	IFATCA Meetings		522
509	IFATCA 2005 Meetings		-
276	Incidents and Accidents Meetings		373
8,782	National Executive Meetings		8,049
3,349	Other Meetings		2,956
611	Technical Meetings		-
<u>27,663</u>			<u>22,246</u>
NOTE 10 - MEALS EXPENSES			
3,296	Administration Meetings		4,656
591	Airservices Australia Meetings		49
4,747	Committee of Management Meetings		2,682
27	Divisional Meetings		478
47	EBA Meetings		285
210	Government Meetings		40
429	IFATCA Meetings		811
283	IFATCA 2005 Meetings		-
-	Incidents and Accidents Meetings		45
9,464	National Executive Meetings		8,022
2,862	Other Meetings		447
287	Technical Meetings		-
<u>22,244</u>			<u>17,515</u>
NOTE 11 - PARKING EXPENSES			
9	Administration Meetings		28
15	Airservices Australia Meetings		-
138	Committee of Management Meetings		5
-	EBA Meetings		35
60	IFATCA 2005 Meetings		-
8	Industrial Relations Commission Hearings		-
-	Other Meetings		9
<u>231</u>			<u>77</u>

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2005**

2004	NOTE 12 - TRAVEL EXPENSES	NOTE	2005
2,716	Administration Meetings		3,890
15,030	Airservices Australia Meetings		6,275
19,362	Committee of Management Meetings		12,507
108	Divisional Meetings		4,858
252	EBA Meetings		10,045
379	Government Meetings		35
7,174	IFATCA Meetings		3,543
189	IFATCA 2005 Meetings		584
3,437	Incidents and Accidents Meetings		4,137
264	Industrial Relations Commission Hearings		-
20,386	National Executive Meetings		22,360
5,740	Other Meetings		13,624
2,290	Technical Meetings		2,122
<u>77,327</u>			<u>83,981</u>

NOTE 13 - The provision for legal costs has remained at \$75,000 for the purpose of legal representation of members in any forthcoming claims.

NOTE 14 - Rent of \$55,000 was paid to Air Officers Pty Ltd as landlord for the office property at 214 Graham Street, Port Melbourne.

NOTE 15 - During the year, the Association has derived income of \$86,205 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 16 - CONVENTION INCOME & EXPENDITURE ACCOUNT

During the financial year ended 30th June, 2005, the IFATCA 2005 Annual Conference was held in Melbourne. The Conference was primarily funded by several sources including the convention levy, delegates' registration fees and corporate sponsorships.

The Conference was also subsidised by the Association and the total contribution is represented in the Statement of Financial Performance.

NOTE 17 - AUSATTS INCOME & EXPENDITURE ACCOUNT

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, 2005**

NOTE 18 - 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, 2005**

NOTE 19 - REMUNERATION OF EMPLOYEES

Amounts received, or due and receivable by, employees of Civil Air Operations Officers' Association of Australia whose remuneration is \$110,000 or more.

<u>Range</u>	<u>2003-4</u>	<u>2004-5</u>
\$100,000 - \$110,000	1	-
\$110,000 - \$120,000	-	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 20 - AFFILIATION FEES

The Association pays annual affiliation fees to the Australian Council of Trade Unions, the International Federation of Air Traffic Controllers' Association, the International Transport Federation, The Union Shopper, Inc. and the Victorian Trades Hall Council.

For the reporting period, a total of \$24,395 was paid, broken down into the following amounts:

ACTU: \$2,392
IFATCA: \$18,775
ITF: \$1,596
The Union Shopper, Inc.: \$615
VTHC: \$1,017

NOTE 21 - ASSOCIATION DETAILS

The principal place of business of the Association is:

214 Graham Street
Port Melbourne Vic 3207

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

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

Inflows (Outflows) 2004	Cash Flows from Operating Activities	Inflows (Outflows) 2005
863,232	Receipts from Operations	901,136
(867,677)	Payments to Creditors and Employees	(917,749)
11,649	Interest Received	12,600
-	Trust Distribution - Air Officers	86,205
-	Sundry Income	31,303
7,204	Net cash provided by Operating Activities (Note 2)	113,495
	Cash Flows from Investing Activities	
(62,632)	Payment for Non-Current Assets	(31,018)
17,272	Proceeds from Sale of Non-Current Assets	-
(45,360)	Net cash used in Investing Activities	(31,018)
(38,156)	Net Increase (Decrease) in Cash Held	82,477
265,815	Cash at the beginning of the financial year	227,659
227,659	Cash at the end of the financial year (Note 1)	310,136

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

**NOTE TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE, 2005**

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:-

2004		2005
193,507	Cash at Bank	142,961
100	Cash on Hand	100
33,883	Convention Cheque Account	166,995
169	AUSATTS Cheque Account	80
<u>227,659</u>		<u>310,136</u>

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

91,351	Net Surplus (Deficit) for the Year	(16,816)
25,402	Depreciation	26,474
2,242	Profit (Loss) on Disposal of Assets	-
4,638	Increase (Decrease) in Convention Funds Held	120,875
(9,853)	Increase (Decrease) in GST Liabilities	5,760
(732)	Increase (Decrease) in FBT Instalment Liability	(213)
2,100	Increase (Decrease) in PAYG Tax Liability	1,238
1,139	Increase (Decrease) in Superannuation Payable	(1,139)
17,042	Increase (Decrease) in Provisions	3,468
(126,125)	Decrease (Increase) in Inter-Entity Loan	(26,152)
<u>7,204</u>	Cash flow from Operating Activities	<u>113,495</u>

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

STATEMENT OF THE COMMITTEE OF MANAGEMENT

This Committee of Management statement was adopted by resolution of the Committee of Management of the Civil Air Operations Officers' Association of Australia on 8th September, 2005.

The Committee of Management declares in respect of the financial statements that, in its opinion:

- (a) the financial statements and notes comply with the relevant 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 for 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.

During the financial year to which the financial reports relate and since the end of that year:

- (e) meetings of the Committee, convened during the year ended 30th June, 2005, were held in accordance with the Rules of the Association;
- (f) the financial affairs of the reporting unit have been managed in accordance with the Rules of the Association;
- (g) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
- (h) where applicable, 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;
- (i) no orders for the inspection of financial records have been made by the Commission under section 273 of the RAO schedule;
- (j) the Association has a written policy that it will not seek fees or reimbursement of expenses in relation to recovery of wages activity. No donations or other

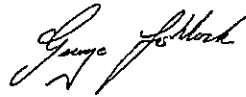
contributions were deducted from monies recovered from employers on behalf of workers other than reported in the financial statements.

Signed on behalf of the Committee of Management,

at Port Melbourne this 5th day of October, 2005.



MICHAEL HAINES
PRESIDENT



GEORGE FISHLOCK
VICE PRESIDENT FINANCE



JOE A. SANTOMARTINO
CERTIFIED PRACTISING ACCOUNTANT

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA**

Scope

We have audited the financial report of Civil Air Operations Officers' Association of Australia for the year ended 30th June, 2005, as set out on pages 1 to 16. The management of the Association is responsible for the preparation and presentation of the financial report in accordance with the *Workplace Relations Act 1996*. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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.

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 as described in Note 1. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and the *Workplace Relations Act 1996* so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations and its cash flows.

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

Qualification

During the financial year ended 30th June, 2005, the IFACTA 2005 Conference was held in Melbourne. During the course of the Conference, many volunteers offered their time to collect registration fees and merchandising fees from delegates. It was not practicable to maintain an effective system of internal control over the collections of these monies and there were no satisfactory audit procedures that we could perform to obtain reasonable assurance that all cash sales were properly recorded. Accordingly, our audit in relation to collection of registration fees and merchandise sales was limited to amounts recorded.

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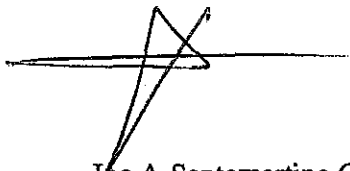
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA

Audit Opinion

In our opinion, the general purpose financial report of Civil Air Operations Officers' Association of Australia presents fairly in accordance with:

(a) the *Workplace Relations Act 1996*, including:

- (i) giving a true and fair view of the Association's financial position as at 30th June, 2005 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
- (iii) other mandatory professional reporting requirements.



Joe A Santomartino CPA
Auditor
5th October, 2005