



FAIR WORK
AUSTRALIA

8 January 2010

Mr. R. Mason
President
The Civil Air Operations Officers' Association of Australia
PO Box 394
PORT MELBOURNE VIC 3207

Dear Mr. Mason,

Re: Financial Report of The Civil Air Operations Officers' Association of Australia for the financial year ended 30 June 2009 (FR2009/237)

Thank you for lodging the financial report of The Civil Air Operations Officers' Association of Australia for the year ended 30 June 2009. The documents were lodged in this office on 30 December 2009.

The financial report is filed.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 [now the Fair Work (Registered Organisations) Act 2009]. Please note that these matters are generally advised for assistance in the preparation of future financial reports. With the exception of the comment concerning item 1, no further action is required in respect of the subject documents.

1. Loans, Grants and Donations

Section 237(1) of Schedule 1 requires an organisation to lodge in Fair Work Australia within 90 days after the end of each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the Statement of Financial Performance indicates a disclosure "Donations/Death Benefits" of \$30,000.

If appropriate, would you please arrange lodgement in Fair Work Australia of a section 237(1) statement covering any donation exceeding \$1,000, setting out particulars of any donation in accordance with subsection 237(6).

2. Committee of Management Statement

Paragraph 25 of the Industrial Registrar's Reporting Guidelines, as made under section 255 of Schedule 1 states:

"The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management:

.....

(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;

.....
(e)(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;
.....

The provisions of Item 25(c) of the Industrial Registrar's Reporting Guidelines "the Guidelines" have not been fully met. I suggest in future that the provisions be couched in similar terms as stipulated in the Guidelines.

There appears to be no information in the statement addressing Item 25(e)(ii) of the Guidelines.

I note that these matters have previously been raised with your organisation.

It should be noted that the Committee of Management Statement must address all the requirements stipulated in the Industrial Registrar's Guidelines.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at larry.powell@fwa.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell

Tribunal Services and Organisations



PO Box 394
Port Melbourne VIC 3207
PH: 03 9647 9100
Freecall 1800 359 007
Fax 03 9647 9199
Email: civilair@civilair.asn.au
Website: www.civilair.asn.au

22 December 2009

Industrial Registrar
Fair Work Australia
GPO Box 1994S
MELBOURNE VIC 3001

Dear Sir,

RE: ASSOCIATION FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2009.

In accordance with Section 268 of the Fair Work Act 2009, please find enclosed a copy of the Association's Financial Statements, Annual Accounts and Operating Report for the financial year ended 30th June 2009.

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

On 12 November 2009, the Committee of Management accepted the Reports and Statements in accordance with Section 266 of the RAO Schedule and passed a resolution accepting the Accounts at their meeting on 12 November 2009.

The Accounts were audited and signed off by the Auditor on 12 November 2009.

On 17 November 2009, 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 (www.civilair.asn.au), for the perusal of all Civil Air members, as required by Section 265 of the RAO Schedule.

On 11 December 2009, a general meeting and National Executive meeting accepted the Reports and Statements in accordance with Section 266 of the RAO Schedule.

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

Yours sincerely,

A handwritten signature in black ink, appearing to be "R. Mason".

Robert Mason
President



Financial Statements

2008-2009



PO Box 394
Port Melbourne VIC 3207
PH: 03 9647 9100
Freecall 1800 359 007
Fax 03 9647 9199
Email: civilair@civilair.asn.au
Website: www.civilair.asn.au

ANNUAL ACCOUNTS 2009

It is with pleasure that I present the 2009 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, as well as to satisfy statutory requirements.

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

Last year's restructuring of accounts in relation to management of the Necessitous Circumstances Fund has resulted in a significant improvement in transparency in this area. The fund continues to perform strongly despite a relatively high level of member access over the past year. The ability of the fund to service the very purpose for which it was created, in a timely manner, is testament to the foresight of the Association in establishing it and the sound principles in its design. It remains a vital component of the services offered to eligible members.

08/09 represents a Collective Agreement negotiation year with inherent increase in costs as we address this primary task of the Association in representing the membership. Additionally, significant legal costs have contributed to increased outgoings across the year. The burden of these costs is within the normal range of expenses historically but is, none the less, abnormally high. Operating costs of our premises, of which a significant portion are leased to provide us with an income stream, have increased due largely to plant and equipment replacement costs. These expenses whilst of a cyclic nature are not a regular cost to the Association. Market downturn has affected our ability to retain continuous tenancies across our rental property portfolio.

Distributions from the Air Officers' Trust decreased significantly due to economic downturns affecting returns on investment, yielding a net profit for the Trust of \$143 295.

The accounts record an operating surplus of \$216 182 for the year. It should be noted that this figure includes an income of \$691 458 attributable to the Necessitous Circumstances Fund. This yields an overall operating loss for Civil Air (exclusive of Necessitous Circumstances Fund) of \$475 276.

The strong financial position of the Association allows for management of significant outgoings in an individual year and we remain well placed to serve our membership.

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 former Accounts Officer Mouna El-Hassan and our Vice-President Finance Stuart Maxwell for their efforts in maintaining the organisation's sound financial position.

A handwritten signature in black ink, appearing to read 'Robert Mason'.

Robert Mason
President
Civil Air
12 November 2009

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

Operating Report for the
Financial Year ended
30th June 2009

Financial Statements

Statement by Cash Flows

Statement by the Committee of
Management

Auditor's Report

CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA

OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE, 2009

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 provide legal assistance to members in the event of accidents and/or incidents;
- To affiliate and liaise 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 attendance and participation by nominated representatives of Civil Air on Committees at IFATCA conferences.

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 surplus of \$216,182.00 was recorded for the year.

Manner of Resignation

In accordance with Rule 14 of the Association, this 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 affected 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

Robert Mason
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 1035.
- (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 7.

- (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 Robert Mason	01/07/08 to 30/06/09
Vice President Technical	Mr Andrew Boon	01/07/08 to 30/06/09
Vice President Professional	Mr Blair Henderson	01/07/08 to 01/05/09
Vice President Professional	Mr Michael Ireland	01/05/09 to 30/06/09
Vice President Finance	Mr Stuart Maxwell	01/07/08 to 30/06/09
Vice President Communication	Mr Ian Stansfield	01/07/08 to 01/05/09
Vice President Communication	Mr David Perks	01/05/09 to 30/06/09
Vice President Administrative	Mr James Walsh	01/07/08 to 30/06/09

Signed for and on behalf of the Committee of Management

Date: 11 November, 2009



Robert Mason
PRESIDENT

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2009**

2008	INCOME	NOTE	2009
1,702,402	Membership Fees - Full	5	1,707,547
2,450	Membership Fees - Associates	5	2,864
99,242	Interest Income		84,851
1,804,094	<u>TOTAL INCOME</u>		1,795,262
	EXPENSES		
	ADMINISTRATION EXPENSES		
30,468	Affiliation Fees	20	10,301
8,700	Audit Fees		8,700
4,949	Bank Charges		6,088
3,055	Bank Charges - Credit Cards		6,439
1,726	CabCharge Service Fee		1,094
12,562	Cleaning - Premises		13,423
2,566	Cleaning Supplies		866
14,030	Computer Support		11,099
13,568	Computer Hardware		778
28,204	Computer Software		11,061
4,282	Conference Registrations		5,950
32,871	Consultancy Fees		11,672
35,158	Depreciation	1(b)	31,652
5,000	Donations/Death Benefits		30,000
21,151	Electricity		16,565
3,134	E-mail & Internet Expenses		7,425
17,609	Fringe Benefits Tax		23,672
376	Freight & Delivery Costs		220
101	FPC Rebate		-
1,493	Gifts		2,799
-	Fines		277
-	Hire Fees		2,246
23	IFATCA 2007 Expenses		-
18,367	IFATCA 2008 Expenses		28,949
24,994	Insurance	7	23,572
7,709	Insurance - WorkCover		8,676
4,234	Internet Allowance		1,702
-	Interest Charges		2
630	Media Monitoring Costs		6,029
6,559	Merchandising Costs		10,842
2,995	Members Refund Fees		-
4,682	Motor Vehicle Expenses		6,761
3,232	Office Allowance		2,997
15,620	Office Requirements		12,046
3,205	Postage		10,212
1,393	Printing		11,853
28,736	Publications, Subscriptions & Registrations		10,324
43,996	Rental Expenses - Salary Sacrifice		27,966

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2009**

55,000	Rent - Premises	14	55,000
11,225	Repairs & Maintenance	6	2,896
335,506	Salaries - Permanent Staff	19	381,916
51,494	Salary Sacrifice		60,173
3,212	Staff Training		5,181
11,391	Staff Recruitment Costs		-
567	Stationery		3,528
36,869	Superannuation		45,171
20,845	Telephone		16,784
<u>933,486</u>			<u>934,907</u>
	ORGANISATION EXPENSES		
36,366	Accommodation Expenses	9	36,389
16,047	Meals Expenses	10	26,659
1,281	Parking Expenses	11	1,596
141,559	Travel Expenses	12	130,022
<u>195,253</u>			<u>194,666</u>
	GENERAL EXPENSES		
109,551	Legal Fees		353,483
<u>109,551</u>			<u>353,483</u>
<u>1,238,290</u>	TOTAL EXPENSES		<u>1,483,056</u>
<u>565,804</u>	OPERATING SURPLUS/(DEFICIT)		<u>312,206</u>
	NON-OPERATING INCOME AND EXPENSES		
	NON-OPERATING INCOME		
1,606	Sponsorship - Wage Subsidy		-
183,983	Distribution from Air Officers Trust	15	134,295
1,709	Merchandise Sales		10,261
<u>187,298</u>			<u>144,556</u>
	NON-OPERATING EXPENSES		
-	Profit(Loss) on Disposal of Assets		-
115,537	Loss of Licence (NCF) Compensation	16	362,911
10,557	Increase(Decrease) in Provision for Annual Leave		12,098
(1,155)	Increase(Decrease) in Provision for Long Service Leave		34,574
<u>124,939</u>			<u>409,583</u>
<u>62,359</u>			<u>(265,027)</u>
628,163	NET SURPLUS AND EXTRAORDINARY ITEMS		47,179
4,641,945	Opening Balance		5,270,108
<u>5,270,108</u>	ACCUMULATED SURPLUS		<u>5,317,287</u>

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2009**

2008	<u>ACCUMULATED FUNDS</u>	NOTE	2009
	RESERVES		
5,000	Emergency Fund		5,000
<u>5,270,108</u>	Accumulated Surplus		<u>5,317,287</u>
<u>5,275,108</u>	<u>TOTAL CAPITAL AND RESERVES</u>		<u>5,322,287</u>
	<i>Represented By:</i>		
	PROPERTY, PLANT AND EQUIPMENT		
48,434	Motor Vehicles At Cost	1(b)	48,434
<u>(16,959)</u>	Less Provision for Depreciation		<u>(22,861)</u>
31,474			25,573
196,968	Office Furniture & Fittings At Cost	1(b)	196,968
<u>(142,851)</u>	Less Provision for Depreciation		<u>(153,100)</u>
54,117			43,868
	NON-CURRENT ASSETS		
3,725,058	Loan - Air Officers Pty Ltd as Trustee for Air Officers Trust		3,614,353
<u>1,704,057</u>	CURRENT ASSETS	2	<u>1,920,239</u>
5,514,706	<u>TOTAL ASSETS</u>		5,604,032
80,653	CURRENT LIABILITIES	3	76,129
158,944	NON-CURRENT LIABILITIES	4	205,616
<u>5,275,108</u>	<u>NET ASSETS</u>		<u>5,322,287</u>

CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE, 2009

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, 2009**

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, 2009**

2008	NOTE 2 - CURRENT ASSETS	NOTE	2009
100	Cash on Hand - Petty Cash		100
290,355	Cash at Bank		182,431
1,413,602	Necessitous Circumstances Fund		1,737,708
<u>1,704,057</u>			<u>1,920,239</u>

NOTE 3 - CURRENT LIABILITIES

-	Child Support Liability		-
23,946	Superannuation Liability		36,208
36,453	GST Liabilities		18,605
3,843	FBT Instalment Liability		5,388
16,411	PAYG Tax Payable		15,928
<u>80,653</u>			<u>76,129</u>

NOTE 4 - NON-CURRENT LIABILITIES

40,806	Provision for Employee Long Service Leave		75,380
43,138	Provision for Employee Annual Leave		55,236
75,000	Provision for Legal Costs for Representing Members	13	75,000
<u>158,944</u>			<u>205,616</u>

NOTE 5 - MEMBERSHIP SUBSCRIPTIONS

1,702,401	Membership Fees - Full		1,707,547
2,450	Membership Fees - Associates		2,864
<u>1,637,867</u>			<u>1,710,411</u>

NOTE 6 - REPAIRS AND MAINTENANCE

547	Repairs & Maintenance - Equipment		-
4,991	Repairs & Maintenance - General		-
-	Repairs & Maintenance - Office		2,896
4,486	Repairs & Maintenance - Contracts		-
<u>10,024</u>			<u>2,896</u>

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2009**

2008	NOTE 7 - INSURANCE	NOTE	2009
21,100	Insurance - Association Liability		22,912
3,824	Insurance - Office		-
70	Insurance - Travel		660
<u>24,994</u>			<u>23,572</u>

NOTE 9 - ACCOMMODATION EXPENSES

504	Airservices Australia Meetings		-
9,832	Committee of Management Meetings		9,336
520	Divisional Meetings		1,384
8,770	IFATCA Meetings		4,976
5,945	National Executive Meetings		9,275
9,977	Other Meetings		11,418
323	Technical Meetings		-
495	Convention Meetings		-
<u>36,366</u>			<u>36,389</u>

NOTE 10 - MEALS EXPENSES

-	Administration Meetings		471
30	IRC Meetings		35
3,241	Committee of Management Meetings		4,522
-	Divisional Meetings		-
35	Convention Meetings		-
1,150	IFATCA Meetings		308
6,200	National Executive Meetings		15,817
5,126	Other Meetings		4,844
265	Technical Meetings		662
<u>16,047</u>			<u>26,659</u>

NOTE 11 - PARKING EXPENSES

-	Administration Meetings		-
38	Committee of Management Meetings		351
1,123	IFATCA Meetings		-
-	National Executive Meetings		103
44	Industrial Relations Commission Hearings		242
76	Other Meetings		900
<u>1,281</u>			<u>1,596</u>

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2009**

2008	NOTE 12 - TRAVEL EXPENSES	NOTE	2009
2,446	Administration Meetings		404
-	Airservices Australia Meetings		216
36,465	Committee of Management Meetings		27,274
-	Divisional Meetings		5,635
1,014	Travel Convention Meeting		-
18,194	IFATCA Meetings		17,381
1,384	Industrial Relations Commission Hearings		2,036
46,495	National Executive Meetings		31,315
32,553	Other Meetings		31,479
2,157	Technical Meetings		14,282
851	Certified Agreements		-
<u>141,559</u>			<u>130,022</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 \$134,295 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 - NECESSITOUS CIRCUMSTANCES FUND (LOLI)

An amount of \$362,911 was paid during the year representing Loss of Licence Compensation Payments. Three claims were accepted during the year.

The balance of the Necessitous Circumstances Fund as at 30 June, 2009 was \$1,737,708

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2009**

NOTE 17 - In accordance with Section 272 of the *Workplace Relations Act 1996*, Schedule 1 Registration and Accountability of Organisations, members should note the following:

Application for Information.

272(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.

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 reporting unit.

Necessity to Comply.

272(3) - A reporting unit must comply with an application made under subsection (1).

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

Robert Mason

President

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, 2009**

NOTE 18 - REMUNERATION OF EMPLOYEES

Amounts received, or due and receivable by, employees of Civil Air Operations Officers' Association of Australia whose remuneration is \$130,000 or more.

<u>Range</u>	<u>2007-8</u>	<u>2008-9</u>
\$130,000 - \$140,000	1	
\$140,000 - \$150,000		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 19 - 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 \$10,301 was paid, broken down into the following amounts:

ACTU: \$2,600
IFATCA: \$3856
The Union Shopper, Inc.: \$764
VTHC: \$781
ITWF: \$2300

NOTE 20 - 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, 2009**

Inflows (Outflows) 2008	Cash Flows from Operating Activities	Inflows (Outflows) 2009
1,708,167	Receipts from Operations	1,710,411
(1,486,981)	Payments to Creditors and Employees	(1,713,375)
99,242	Interest Received	84,851
183,983	Trust Distribution - Air Officers	134,295
504,411	Net cash provided by Operating Activities (Note 2)	216,182
Cash Flows from Investing Activities		
(22,131)	Payment for Non-Current Assets	-
41,999	Proceeds from Sale of Non-Current Assets	-
19,868	Net cash used in Investing Activities	-
524,279	Net Increase (Decrease) in Cash Held	216,182
1,179,778	Cash at the beginning of the financial year	1,704,057
1,704,057	Cash at the end of the financial year (Note 1)	1,920,239

**CIVIL AIR OPERATIONS OFFICERS'
ASSOCIATION OF AUSTRALIA
NOTE TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE, 2009**

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:-

2008		2009
290,355	Cash at Bank	182,431
100	Cash on Hand	100
1,413,602	Necessitous Circumstances Fund	1,737,708
<u>1,704,057</u>		<u>1,920,239</u>

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

628,163	Net Surplus (Deficit) for the Year	47,179
35,158	Depreciation	31,652
-	Reconcile Non Current Assets	(15,502)
(41,999)	Profit (Loss) on Disposal of Assets	-
(5,285)	Increase (Decrease) in GST Liabilities	(17,848)
(573)	Increase (Decrease) in FBT Instalment Liability	1,545
(10,533)	Increase (Decrease) in PAYG Tax Liability	(483)
600	Increase (Decrease) in Superannuation Payable	12,262
(1,584)	Increase (Decrease) in Child Support Liability	-
9,402	Increase (Decrease) in Provisions	46,672
(108,938)	Decrease (Increase) in Inter-Entity Loan	110,705
<u>504,411</u>	Cash flow from Operating Activities	<u>216,182</u>

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

COMMITTEE OF MANAGEMENT STATEMENT

This Committee of Management Statement was adopted by resolution of the Committee of Management of the Civil Air Operations Officers' Association of Australia on 12th November, 2009.

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

- (a) the Statement of Financial Position, Statement of Financial Performance and Cash Flows of the reporting unit are drawn up so as to give a true and fair view of the financial affairs of the Association as at 30th June, 2009;
- (b) the financial statements and notes comply with the relevant Australian Accounting Standards;
- (c) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (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 general purpose financial reports relate and since the end of that year:

- (e) meetings of the Committee of Management, were held in accordance with the Rules of the Association;
- (f) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
- (g) to the knowledge and belief of all the members of the Committee, there have not been, during the financial year ended 30th June, 2009, instances where records of the Association, or other documents, have not been furnished, or made available to members of the Association, or the Registrar, in accordance with Section 272 of the RAO Schedule;
- (h) no orders for the inspection of financial records have been made by the Commission under section 273 of the RAO schedule;
- (i) 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 Brisbane this 12th November, 2009.

A handwritten signature in black ink, appearing to be 'R. Mason', written in a cursive style.

Robert Mason
PRESIDENT

A handwritten signature in black ink, appearing to be 'Stuart Maxwell', written in a cursive style.

Stuart Maxwell
VICE PRESIDENT FINANCE

ABN 46 134 873 876
19 St Georges Avenue,
Caroline Springs VIC 3023
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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 30 June 2009 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.

Audit Opinion

In our opinion, the general purpose financial report of Civil Air Operations Officers' Association of Australia presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional Reporting requirements in Australia and the requirements of the RAO Schedule.



Joe A Santomartino CPA

Auditor

12 November, 2009



AIR OFFICERS PTY LTD

A.C.N. 005 633 616

TRUSTEE FOR

“AIR OFFICERS TRUST”

Financial Statements for the

Financial Year ended

30th June 2009

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, 2009**

2008	<u>INCOME</u>	NOTE	2009
140,064	Rental Income		108,581
129,747	Interest Income		121,978
269,811	TOTAL INCOME		230,559
	<u>EXPENDITURE</u>		
2,500	Audit Fees		2,500
140	Bank Charges		70
2,000	Consultancy Fees		150
39,658	Depreciation	2(c)	43,298
10,466	Insurance	2(d)	7,948
9,915	Rates & Taxes		12,228
18,402	Repairs and Maintenance		27,578
-	Registrations and Subscriptions		457
1,276	Security		456
1,471	Water & Sewerage Rates		1,579
85,828	TOTAL EXPENDITURE		96,264
183,983	OPERATING PROFIT		134,295
	<u>NON-OPERATING INCOME & EXPENDITURE</u>		
	<u>NON-OPERATING INCOME</u>		
-	NIL		-
183,983			134,295
	<u>NON-OPERATING EXPENDITURE</u>		
-	NIL		-
183,983	NET PROFIT		134,295

**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, 2009**

2008	EQUITY	NOTE	2009
20	Trust Settlement	2(f)	20
1,218,665	Asset Revaluation Reserve		1,218,665
<u>1,218,685</u>			<u>1,218,685</u>
ACCUMULATED INCOME/(LOSSES)			
183,983	Net Profit		134,295
<u>1,402,668</u>			<u>1,352,980</u>
INCOME DISTRIBUTED TO CAOAAA			
183,983	Less Income Distributed to Beneficiaries	3	134,295
<u>1,218,685</u>	TOTAL TRUST FUNDS		<u>1,218,685</u>

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2009**

<u>2008</u>		NOTE	<u>2009</u>
<u>1,218,685</u>	TRUST FUNDS		<u>1,218,685</u>
	Represented By:		
	<u>FIXED ASSETS</u>		
2,905,000	Land and Buildings at Valuation 2006	2(b)	2,905,000
<u>275,169</u>	Less Accumulated Depreciation		<u>306,419</u>
2,629,831			2,598,581
156,217	Building Improvements at Cost	2(b)	214,266
<u>58,169</u>	Less Accumulated Depreciation		<u>70,216</u>
<u>98,048</u>			<u>144,050</u>
<u>2,727,879</u>	TOTAL FIXED ASSETS		<u>2,742,631</u>
	<u>CURRENT ASSETS</u>		
1,020	Trust Settlement		1,020
351,573	Cash at Bank		303,850
<u>1,862,682</u>	Term Deposit		<u>1,779,963</u>
<u>2,215,275</u>	TOTAL CURRENT ASSETS		<u>2,084,833</u>
4,943,154	TOTAL ASSETS		4,827,464
	<u>CURRENT LIABILITIES</u>		
980	GST Collected		684
<u>(1,569)</u>	GST Paid		<u>(6,258)</u>
(589)	TOTAL CURRENT LIABILITIES		(5,574)
	<u>NON-CURRENT LIABILITIES</u>		
3,725,058	Unsecured Loan - CAOAAA		3,614,353
<u>1,218,685</u>	NET ASSETS		<u>1,218,685</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, 2009

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:

Property is valued at \$2,905,000, based upon the written valuation report by Craig Cunningham of Cunningham Property Consultants, dated 17th June, 2006. 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, 2009**

(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 \$7,948 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 \$134,295 was distributed by the Trust for the year ended 30th June, 2009, 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"**

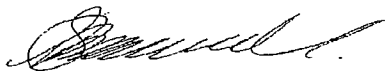
STATEMENT BY THE TRUSTEE

In my opinion:-

- (a) The accompanying Statement of Financial Performance is drawn up so as to present fairly the result of the Trust for the year ended 30th June, 2009;
- (b) The accompanying Statement of Trust Funds presents a fair view of the movements of those funds for the year ended 30th June, 2009;
- (c) The accompanying Statement of Financial Position is drawn up so as to present fairly the state of affairs of the Trust as at 30th June, 2009;
- (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 Brisbane this 12th day of November, 2009.



**STUART T. MAXWELL
DIRECTOR
AIR OFFICERS PTY LTD
TRUSTEE**

ABN 46 134 873 876

19 St Georges Avenue,
Caroline Springs VIC 3023

PO Box 3690,
Caroline Springs VIC 3023

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F +61 3 8361 8315

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INDEPENDENT AUDIT REPORT TO THE TRUSTEES OF THE
AIR OFFICERS TRUST

Scope

We have audited the financial report of Air Officers Trust for the year ended 30 June 2009 as set out in pages 1 to 6. The Directors of the Trustee Company are responsible for the preparation and presentation of the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the Trustees. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the Trustees.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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 whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory reporting requirements in Australia 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, the financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements and statutory requirements in Australia, the financial position of Air Officers Trust as at 30 June, 2009, and the results of its operations for the year then ended.



Joe A Santomartino CPA

Auditor

12 November, 2009

