



Australian Government
Australian Industrial Registry

Mr. D. Williams
Chief Executive
Civil Contractors Federation

Email: cfnat@civilcontractors.com

Dear Mr. Williams,

**Re: Civil Contractors Federation - Financial reports for year ended 30 June 2004
FR2004/453**

I have received the financial reports of the Civil Contractors Federation for the year ended 30 June 2004 lodged under cover of your certificate dated 16 November 2004.

The documents have been filed.

Although the documents have been filed I make the following comments about the Committee of Management statement for your assistance when preparing future financial reports.

(1) Consistency with other reporting units

Under item 17 of the Industrial Registrar's Reporting Guidelines, the Committee of Management Statement must include a declaration as to whether in the opinion of the committee of management:

"(e)(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and"

The reporting unit's Committee of Management's Statement does not contain the abovementioned declaration. Subsection 242(3) of the RAO Schedule provides, in part, that where an organisation is divided into branches, each branch will be a reporting unit. As the organisation consists of a number of reporting units, any future Committee of Management Statements must include the abovementioned declaration.

(2) Date of signature of Committee of Management Statement

It is noted that the date that the Committee of Management Statement was signed (7 September 2004) predates the date of the resolution passed by the Committee of Management (8 September 2004). Such Statement should be signed and dated following the meeting at which the relevant resolution is passed and not before.

Should you wish to discuss this letter, I may be contacted on (03) 8661 7787.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clency Lapierre'.

Clency Lapierre
Statutory Services Branch

22 November 2004



Civil Contractors Federation

National Office
Level 1, 210 High Street, Kew VIC 3101
Telephone: (03) 9851 9900 Facsimile: (03) 9851 9999

Certificate of Secretary or other Authorised Officer s268 of Schedule 1B *Workplace Relations Act 1996*

I Douglas Stanley Williams being the Chief Executive (national) of the Civil Contractors Federation certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was despatched to members on 15 October 2004; and
- that the full report was presented to a general meeting of members of the reporting unit on 5 November 2004; in accordance with section 266 of the RAO Schedule.

Signature:

Date: 16 November 2004

INDEPENDENT AUDIT REPORT

To the members of Civil Contractors Federation

Scope

I have audited the attached financial report, as set out on pages 5 to 13, of the Civil Contractors Federation for the year ended 30 June 2004. The Federation's National Council is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of Civil Contractors Federation.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My 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 aspects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Federation's financial position, and performance as represented by the results of their operations and their cash flows.

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

Audit Opinion

In my 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.

The attached accounts, which are prepared on an accrual basis, and are properly drawn up so as to give a true and fair view of:

- (a) The financial affairs of the Federation as at 30th June, 2004; and
- (b) The Profit & Loss and any surplus or deficit, of the Federation for the year ended on that date.

Signed at ESSENDON this

10th

day of September, 2004.


.....
Alan M. Bliss
Registered Company Auditor



Civil Contractors Federation - National Office
ABN 41 639 349 350

Financial Statements
For the Year ended 30th June 2004

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Operating Report
For the Year ended 30 June 2004**

Principal activities

The principal activities of the Federation during the financial year were:
to represent Members as a peak employer association and provide Member services consistent with the objects of the Federation

Results of principal activities

The Federation's principal activities resulted in: advocacy in relation to industry reform and infrastructure funding; provision of training, industrial and workplace relations services; development of training competencies; and provision of Member communications services

Significant changes in nature of principal activities

There were no significant changes in the nature of the Federation's principal activities during the financial year.

Significant changes in Federation's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Federation.

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme

There are no officers who are trustees of a superannuation entity.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 1680

Number of Employees

The number of persons who were, at the end of the financial year, employees of the National Office of the Federation was:
Four (4)

Civil Contractors Federation - National Office
ABN 41 639 349 350
Operating Report
For the Year ended 30 June 2004

Committee of Management Members

The persons who held office as members of the Committee of Management of the Federation for the whole of the financial year were:

CCF National Council

<u>Title</u>	<u>Name</u>
National Executive	
National President:	Mr Gary McClure
National Vice-President:	Mr Robert Dahan
Honorary Treasurer:	Mr Phil Marsh
Past President:	Mr Keith McIlwain
National Council Representatives:	Mr Graeme Lawler
	Mr Rex Swain
	Mr Ross Barrett
	Mr Mark Schultz
	Mr Adrian Fuller
	Mr John Seymour
	Mr Kevin Renfrey
	Mr Trevor Gosatti
	Mr Rob Batchelor
	Mr Gavan McArdle

Following the reformation of the NT Branch: Mr Tony Sage and Mr Robert Wilson were elected as National Councillors from 1/12/03 – 30/06/04.

Name: D.S. Williams

Title of Office held: National Executive Director

Signature:



Date: 7 September 2004

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2004

Manner of resignation

Members may resign from the Federation in accordance with rule 9, which reads as follows:

“9 - RESIGNATION OF MEMBERS

- (1) A member may resign from the Federation by written notice addressed and delivered to the National Executive Director.
- (2) A notice of resignation from membership of the Federation takes effect:
 - (a) where the member ceases to become eligible to be a member of the Federation:
 - (i) on the day on which the notice is received by the Federation; or
 - (ii) 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
 - (b) in any other case:
 - (i) at the end of two weeks after the notice is received by the Federation; or
 - (ii) on the day specified in the notice;whichever is later.
- (3) Any dues payable but not paid by a former member of the Federation in relation to a period before the member's resignation from the Federation took effect, may be sued for and recovered in the name of the Federation, in a court of competent jurisdiction, as a debt due to the Federation.
- (4) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it was delivered.
- (5) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub rule (1) of Rule 9.
- (6) A resignation from membership of the Federation is valid even if it is not affected in accordance with this section if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted.”

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2004

	2004	2003
	\$	\$
INCOME		
Insurance Endorsement Fee	185,000	160,000
Sponsorship	199,127	193,925
State Contributions - Levy	312,000	313,550
National Conference	44,096	3,500
Beaconsfield Press	47,500	50,000
Interest Received	3,347	2,915
Prequal Income	-	6,576
Other Revenue	27,076	-
Profit On Sale Of Non-Current Assets	-	182
	818,146	730,648
EXPENDITURE		
Accountancy Fees	2,955	1,975
ACIF Subscription	511	2,139
Auditor's Remuneration	7,262	5,965
Bad Debts Written Off	800	-
Bank Charges	1,948	1,249
CASE Awards costs	120,138	101,287
CCF Online	26,214	31,844
COSBOA Subscription	2,173	2,261
Depreciation	6,041	5,670
Doubtful Debts	13,831	-
Electricity	3,503	5,105
Employee Reimbursements	264	-
Executive Member Expenses	1,994	4,676
Fringe Benefits Tax	8,962	4,015
General Office	2,876	-
Hire of Office Equipment	8,460	3,261
Hire Purchase Charges	-	87
Insurance	5,460	5,680
Interest Paid	1,116	3,311
Legal Costs	1,156	18,502
Meeting Expenses	39,252	50,993
Motor Vehicle Expenses	-	995
National Communication & Conferences	15,231	10,070
National Lobbying/Rep	10,660	13,369
Printing & Stationery	10,718	11,256
Provision for Industry Action	26,551	-
Provision for Long Service Leave	-	(37,618)
Provision for Annual Leave	(4,537)	(5,495)

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2004

	2004	2003
	\$	\$
Project Management - Sundry	450	440
Recruitment & Temporary Employees	4,155	6,540
Relocation Costs	-	6,545
Rent & Rates	36,867	42,118
Repairs & Maintenance	3,399	2,989
Salaries & Benefits	281,147	355,681
Staff Supplies & Cleaning	2,076	1,897
Training	2,671	3,663
Subscriptions & Publications	1,083	2,525
Sundry Expenses	-	2,459
Superannuation Contributions	25,290	28,702
Telecommunications & Postage	15,314	15,390
Tenancy Outgoings	3,708	2,178
Workcover Insurance	5,049	4,341
	<u>694,748</u>	<u>716,065</u>
SURPLUS BEFORE INCOME TAX	<u>123,398</u>	<u>14,583</u>

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Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement of Appropriations
For the Year ended 30 June 2004

	2004	2003
	\$	\$
Retained Earnings - Beginning of Year	84,496	69,912
Surplus from ordinary activities before income tax	123,398	14,583
Income tax relating to ordinary activities	-	-
Net Surplus	<u>123,398</u>	<u>14,583</u>
Retained Earnings at 30th June 2004	<u>207,894</u>	<u>84,495</u>

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conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Balance Sheet
As at 30 June 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash	2	199,241	91,894
Receivables	3	88,798	102,575
TOTAL CURRENT ASSETS		<u>288,039</u>	<u>194,469</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	23,546	15,533
TOTAL NON-CURRENT ASSETS		<u>23,546</u>	<u>15,533</u>
TOTAL ASSETS		<u>311,585</u>	<u>210,002</u>
CURRENT LIABILITIES			
Payables	5	13,495	31,186
Current tax liabilities	7	9,854	7,609
Provisions	8	60,911	38,897
TOTAL CURRENT LIABILITIES		<u>84,260</u>	<u>77,692</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	6	19,430	47,814
TOTAL NON-CURRENT LIABILITIES		<u>19,430</u>	<u>47,814</u>
TOTAL LIABILITIES		<u>103,690</u>	<u>125,506</u>
NET ASSETS		<u>207,895</u>	<u>84,496</u>
EQUITY			
Retained Earnings	9	207,894	84,495
TOTAL EQUITY		<u>207,894</u>	<u>84,495</u>

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conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement Of Cash Flows
For the Year Ended 30 June 2004

	Note	2004 \$
CASH FLOW FROM OPERATING ACTIVITIES		
Income Receipts		844,771
Interest Received		3,347
Other Revenue		27,077
Payments To Employees		(311,456)
Interest Paid		(1,116)
Other Payments		(382,838)
Net Cash Provided By Operating Activities	11(b)	<u>179,784</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Fixed Asset Purchases		(14,054)
Net Cash Provided / (Used) By Investing Activities		<u>(14,054)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Monies Lent To State Branches		(30,000)
Repayment Of Borrowings From State Branches		(28,385)
Net Cash Provided / (Used) By Financing Activities		<u>(58,385)</u>
Net Increase In Cash Held		107,346
Cash At The Beginning Of The Financial Year		88,722
Cash At The End Of The Financial Year	11(a)	<u><u>196,068</u></u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2004

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report and it has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board. The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The financial report has been prepared on an accruals basis. Cost is based on fair value, which is the amount in which an asset could be exchanged between knowledgeable, willing participants in an arm's length transaction.

Unless otherwise stated, the accounting policies have been consistently applied. The financial report is for the entity known as Civil Contractors Federation – National Office, a Federation, as an individual entity.

The following is a summary of the material accounting policies used by Civil Contractors Federation – National Office in the preparation of the financial report.

(a) Property, plant and equipment

Property, plant and equipment are carried at cost, independent or Councillors' valuation. Excluding freehold land, all assets are depreciated over their useful lives to Civil Contractors Federation - National Office ABN 41 639 349 350 .

(b) Leases

Where substantially all the risks and benefits incidental to the ownership of a leased fixed asset, but not the legal ownership, are transferred to the Federation, are classified as finance leases. Finance leases are capitalised as an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value is brought to account.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the federation will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the lease interest expense for the period and the reduction of the lease liability.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(c) Taxation

The organisation has no taxation obligations as it is a recognised 'not-for-profit' organisation with the ATO.

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2004

	2004	2003
	\$	\$
2. CASH		
Commonwealth Bank Cheque A/c	110,589	51,888
CBA Account No. 2	28,961	-
Cash at Bank - Earth Awards	33,160	14,376
ANZ V2 Investment	23,358	22,457
Petty Cash on Hand	100	100
Security Deposit For 210 High Street	3,073	3,073
	<u>199,241</u>	<u>91,894</u>
3. RECEIVABLES		
Current		
Other Debtors - CCF	11,611	22,759
Other Debtors - CEA	16,750	-
Sundry Debtors	30,437	73,785
Less: Provision for Doubtful Debts	(13,831)	(7,800)
National Prequal Loan Account	13,831	13,831
Short Term Branch Loans	30,000	-
	<u>88,798</u>	<u>102,575</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Office Furniture & Equipment at cost	98,832	84,778
Less Accumulated Depreciation	75,286	69,245
	<u>23,546</u>	<u>15,533</u>
5. PAYABLES		
Current		
Accounts Payable	7,634	19,664
Sundry Creditors	5,861	10,880
Trade Creditors - CEA	-	642
	<u>13,495</u>	<u>31,186</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2004

	2004	2003
	\$	\$
6. INTEREST BEARING LIABILITIES		
Non-Current		
Branch Loans	19,430	47,814
	<u>19,430</u>	<u>47,814</u>
7. CURRENT TAX LIABILITIES		
Provision For GST	9,854	7,609
	<u>9,854</u>	<u>7,609</u>
8. PROVISIONS		
Current		
Provision for Annual Leave	14,632	19,169
Provision Diesel Fuel Campaign	19,728	19,728
Provision for Industry Action	26,551	-
	<u>60,911</u>	<u>38,897</u>
9. RETAINED EARNINGS AT THE BEGINNING OF THE FINANCIAL YEAR		
Retained earnings at the beginning of the financial year	84,496	69,912
Add		
Net surplus attributable to members of the Federation	123,398	14,583
Retained earnings at the end of the financial year	<u>207,894</u>	<u>84,495</u>
10. CAPITAL AND LEASING REQUIREMENTS		
Financial Leasing Commitments		
Payable:		
Not later than one year	9,306	9,306
Later than one year and not later than two years	9,306	9,306
Later than two years and not later than five years	15,509	24,815
Minimum lease payments	<u>34,121</u>	<u>43,427</u>
Less: Future Finance Charges	-	-
Total Lease Liability	<u>34,121</u>	<u>43,427</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2004

	2004
	\$
11(a) RECONCILIATION OF CASH	
Commonwealth Bank Cheque A/C	110,588
CBA Account No. 2	28,961
Cash at Bank - Earth Awards	33,160
ANZ V2 Investment	23,358
	<u>196,068</u>
 11(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITES TO SURPLUS FROM ORDINARY ACTIVITIES AFTER INCOME TAX	
Surplus From Ordinary Activities After Income Tax	123,398
Net Cash Flows In Surplus From Ordinary Activities:	
Depreciation	6,041
Changes In Assets & Liabilities:	
(Increase) / Decrease In Receivables	43,777
Increase / (Decrease) In Provisions	24,260
Increase / (Decrease) In Creditors & Accruals	(17,692)
Net Cash Provided By Operating Activities	<u>179,784</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office

ABN 41 639 349 350

Committee Of Management Statement For the Year ended 30th June 2004

On the 8th day of September 2004, the Committee of Management of Civil Contractors Federation (National Office), passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004:

The Committee of Management declares in relation to the GPFR that in its Opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Schedule 1B of the Workplace Relations Act 1996, relating to the 'Registration and Accountability of Organisations' (RAO) and the applicable RAO Regulations; and
 - (iv) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (v) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office Held: National President

Signature:



Gary McClure

National Treasurer



Phillip Marsh

Dated this 7th day of September 2004