



FAIR WORK
AUSTRALIA

25 November 2009

Mr Ross Barrett
National President
Civil Contractors Federation
Level 1, 210 High Street
Kew VIC 3101
By email: ccfnat@civilcontractors.com

M Shulman
Partner, Stannards Accountants and Advisors
Level 1, 60 Toorak Road
South Yarra, 3141
By email: advisors@stannards.com.au

Dear Mr Barrett,

**Financial Report for year ended 30 June 2009 - Civil Contractors Federation -
FR2009/10008**

I acknowledge receipt of the financial report of the Civil Contractors Federation for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 4 November 2009.

The financial report has now been filed.

I have attached an addendum for your consideration in which I make comments to assist you when you next prepare a financial report. If you wish to discuss any matters further, I can be contacted on 03 86617929 or via email eve.anderson@fwa.gov.au. A copy of this letter and the addendum will also be forwarded to your auditor.

Yours sincerely

Eve Anderson
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929

Email: eve.anderson@fwa.gov.au

Addendum to the Financial Reports for Civil Contractors Federation for year ended 30 June 2009: FR 2009/10008

The following comments are made to assist you when you next prepare a financial report. References to the RO Act are to the *Fair Work (Registered Organisations) Act 2009* and references to the RO Regulations are to the *Fair Work (Registered Organisations) Regulations 2009*.

1 Concise Report

1.1 Financial statements provided in concise report differ from those provided in full report

[Regulation 161\(1\)\(a\)](#) of the RO Regulations states that the profit and loss statement, balance sheet and statement of cash flows included in the concise report should be 'presented as in the full report except for the omission of cross-references to notes'. In the concise report, these statements have not been presented as in the full report. In addition to removal of cross references, other disclosures were removed from the financial statements. In future years please ensure that the financial statements are as presented in the full report except for the omission of cross-references to notes.

1.2 Operating report in the concise report should be the same as in the full report

[Section 265\(3\)\(b\)](#) of the RO Act requires that the concise report contain the operating report for the year. The operating report provided in the concise report differs in content from the operating report in the full report. In future years please ensure that the operating report in the concise report is that of the full report.

1.3 Discussion of performance

Regulation 161(1)(c) requires that the concise report contain 'discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members'. I note that the operating report contains a brief review of operations, but this is not sufficient to meet the requirements of Regulation 161(c). In future concise reports, please include a separate discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit. AASB 1039 provides guidance at paragraph 5.3.3 regarding matters to be addressed in this discussion and analysis.

1.4 Statements required by section 265(3) and regulation 161

Section 265(3)(e) of the RO Act requires that a concise report contain 'a statement that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them'. Regulation 161(1)(e) requires in addition 'a statement that the concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report'.

Although these statements are contained in the notes and the Committee of Management Declaration, they are not in compliance with AASB 1039. Paragraph 7 of AASB 1039 requires the first page of the concise report to display prominently the

above information. In future years, please ensure that the required statements are placed prominently on the first page of the report.

1.5 Relevant legislation

Note 2 to the Concise Financial Statements and points (e)(iv) and (e)(v) of the Committee of Management Statement refer to section 265(2) of the RO Regulations, section 272 of the RO Regulations and section 273 of the RO Regulations respectively. These should refer to the *Fair Work (Registered Organisations) Act 2009*, not the Regulations.

Please also note that the various references to the *Fair Work (Registered Organisations) Act 2009* in both the full and concise reports have neglected to include the closing bracket after the word “Organisations”.

2 Full report

2.1 Auditor’s Report

The scope of the Auditor’s Report on the full financial report should include the Committee of Management Statement (section 253(2)(c) and item 24 of the [Reporting Guidelines](#)). In future years please ensure that the scope of the Auditor’s Report includes the Committee of Management Statement.

2.2 Notes to the Financial Statements: recognition of revenue

AASB 118 at paragraph 35 requires the disclosure of the accounting policies adopted for the recognition of revenue. I cannot locate a policy regarding the recognition of revenue. Please ensure future financial reports include clear disclosure of the accounting policies adopted for the recognition of revenue.

2.3 Transactions, cash flows and balances between reporting units

Item 10(b) of the Reporting Guidelines requires that where contributions, based on a proportion of subscriptions, are received from another reporting unit, the amount and the name of each reporting unit are to be disclosed in either the profit and loss statement or the notes. The income statement in the full financial report discloses the total amount of levies received from branches and the total amount of insurances received from branches. In future years please ensure that the name and amount of contributions which are based on a proportion of subscriptions are disclosed separately for each reporting unit.

Item 15 of the Reporting Guidelines requires that where another reporting unit of the organisation is the source of a cash inflow or the application of cash outflow, such cash flow should be disclosed separately and that the name of the other reporting unit be shown in the notes. In future years please ensure that cash flows between reporting units are disclosed separately either in the cash flow statement or the notes to the cash flow statement.

Item 13 of the Reporting Guidelines requires the disclosure of the name and amount of receivables from and payables to other reporting units. Note 1(g) discloses the total amount receivable from and payable to related parties. In future years please ensure

that disclosures of payables to and receivables from other reporting units disclose the name and amount for each reporting unit.

2.4 Expense disclosures: conference and meeting allowances; conference and meeting expenses

Item 11(i) of the Reporting Guidelines requires the disclosure of the fees or allowances paid to persons for their attendance as representatives of the reporting unit at conferences or meetings. Item 11(k) of the Reporting Guidelines requires the disclosure of expenses incurred in connection with meetings of members (note this does not include fees or allowances as required under item 11(i)).

The income statement in the full report discloses expenses for national communication and conferences and also national conference expenses (net). In future years please ensure that expenses for conferences are disclosed separately from communication expenses and that the full amount (not net) is disclosed. Also if any expenses are in relation to fees or allowances, these are to be disclosed separately.

2.5 Benefits and payables to officers and other employees

The Reporting Guidelines require reporting units to disclose in the income statement or in the notes employee benefits to holders of office (item 11(g)) and employee benefits to other employees (item 11(h)).

I note that the income statement does not distinguish between employee benefits for office holders and other employees. In future years please ensure that they are disclosed separately.

The Reporting Guidelines also require either the balance sheet or the notes disclose any liability for employee benefits in respect of office holders and other employees (items 14(c) and 14 (d)). Note 7 discloses these liabilities but does not distinguish between provisions for office holders and other employees. Provisions for office holders and other employees should be disclosed separately in future years.

2.6 Recovery of Wages Activity

As noted in our previous advice, dated 9 December 2008, because the Civil Contractors Federation is an organisation of employers there is no need for the Committee of Management Statement nor the Auditor's Report on the full report to refer to recovery of wages activity.



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Certificate of Designated Officer
s268 of Fair Work (Registered Organisations) Act 2009



I Ross Barrett being the National President of the Civil Contractors Federation certify:

- that the documents lodged herewith are copies of the full report and the concise report referred to in s268 of the RO Act; and
- that the concise report was provided to members on 1 October 2009 indicating that a full report was available from the CCF National Office on request; and
- that the full report was presented to a general meeting of members of the reporting unit on 22 October 2009; in accordance with section 266 of the RO Act.

Signature:

Date: 22 October 2009

**CIVIL CONTRACTORS FEDERATION –
NATIONAL OFFICE**

CONCISE FINANCIAL STATEMENTS

30 JUNE 2009

OPERATING REPORT

The Committee of Management present the report of the Civil Contractors Federation – National Office (CCFNO) for the year ended 30 June 2009.

PRINCIPAL ACTIVITY

The principal activity during the financial year was to provide advocacy in relation to industry reforms, training, industrial and workplace relations services, development of training competencies and provision of member communication services. There has been no significant change in the nature of these activities during the year.

RESULTS OF OPERATION

The net result for the year was a net surplus of \$63,619 (2008: Net surplus of \$190,596).

REVIEW OF OPERATION

CCFNO continues to provide member services consistent with its objectives. It generated a surplus of \$63,619, positive operating cashflows of \$47,052 and improved its net asset position to \$681,711.

SIGNIFICANT CHANGES IN THE STATE OF AFFAIRS

There have been no significant changes in the state of affairs of the CCFNO during the year.

Since balance date, the Committee of Management is not aware of any events which would impact the operating results reported by the CCFNO, and/or its future operations or state of affairs.

RIGHTS OF MEMBERS TO RESIGN

Members have the right to resign from the CCFNO by forwarding a written notice addressed and delivered to the Chief Executive Officer in accordance with rule 9 – Resignation of Members.

COMMITTEE OF MANAGEMENT PROFILES

As at the date of this report, the members of the Committee of Management were as follows:–

National President:	Mr Phillip Marsh	01-07-08 to 30-06-09
National Vice-President:	Mr Ross Barrett	01-07-08 to 30-10-08
	Mr Tony Baulderstone	30-10-08 to 30-06-09
Honorary Treasurer:	Mr Pat Dwyer	01-07-08 to 30-06-09
Other Board Members	Mr Ross Barrett	30-10-08 to 30-06-09
	Mr Nathan Blackledge	01-07-08 to 30-06-09
	Mr Mark Schultz	30-10-08 to 30-06-09
	Mr Robert Wilson	01-07-08 to 30-06-09
	Mr Anthony Burke	01-07-08 to 30-06-09
	Mr Tony Baulderstone	01-07-08 to 30-10-08
	Mr Robert Dahan	01-07-08 to 30-10-08
Alternate Board Members	Mr John Plumridge	01-07-08 to 30-10-08
	Mr Ian Sowerby	30-10-08 to 30-06-09
	Mr Kevin Renfrey	01-07-08 to 30-10-08
	Mr Chris Reynolds	30-10-08 to 30-06-09
	Mr Trevor Gosatti	01-07-08 to 30-06-09
	Mr Peter Middleton	30-10-08 to 30-06-09
	Mr Dennis McDonald	01-07-08 to 30-06-09
	Mr Michael De Simone	01-07-08 to 30-10-08
	Mr Paul Fogarty	01-07-08 to 30-10-08
	Mr Tony Cook	01-07-08 to 30-06-09
	Mr John Hull	30-10-08 to 30-06-09
	Mr Robert Dahan	30-10-08 to 30-06-09
	Mr Mark Schultz	01-07-08 to 30-10-08

Operating Report (Cont'd)

NUMBER OF MEMBERS

As at 30 June, 2009, the number of members was 2051.

NUMBER OF EMPLOYEES

As at 30 June, 2009, the number of employees was 5.

NO MEMBERS OR OFFICERS ARE TRUSTEES OF A SUPERANNUATION ENTITY OR AN EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME

There are no members or officers of the organisation who are believed to be:-

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme;
or
- (ii) a director of a company that is a trustee of superannuation entity or an exempt public sector superannuation scheme

where a criterion for the officer or member being a trustee or director is that the officer or member is an officer or member of a registered organisation.

This report is made in accordance with a resolution of the Committee of Management .

Phillip Marsh
National President



Dated in Melbourne, Victoria on 11 August, 2009.

Balance Sheet
as at 30 June 2009

	2009	2008
	\$	\$
Current Assets	1,590,539	1,409,700
Non Current Assets	20,210	18,085
Total Assets	1,610,749	1,427,785
Current Liabilities	929,038	809,693
Non Current Liabilities	-	-
Total Liabilities	929,038	809,693
Net Assets	681,711	618,092
Funds		
Retained Earnings	681,711	618,092
Total Funds	681,711	618,092

Income Statement
For the Year Ended 30 June 2009

	2009	2008
	\$	\$
Branch Contributions	465,000	415,000
Other Income	1,058,290	874,597
Total Income	1,523,290	1,289,547
Less Expenditure	(1,459,671)	(1,098,951)
Surplus before income tax	63,619	190,596
Income Tax	-	-
Surplus after income tax	63,619	190,596

**Statement of Changes in Equity
For the Year Ended 30 June 2009**

	Retained Earnings \$	Total \$
Balance – 1 July 2007	427,496	427,496
Surplus attributable to members	190,596	190,596
Balance – 30 June 2008	618,092	618,092
Surplus attributable to members	63,619	63,619
Balance – 30 June 2009	681,711	681,711

Statement of Cashflows
For the Year Ended 30 June 2009

	2009	2008
	\$	\$
Cash receipts from customers	1,378,977	1,318,238
Cash payments to employees and suppliers	(1,331,925)	(903,156)
Net Cash Provided by Operating Activities	47,052	415,082
Net Cash (Used In) Investing Activities	(10,526)	(4,540)
Net Cash (Used In) Financing Activities	-	-
Net Increase/(Decrease) in Cash	36,526	410,542
Cash at the Beginning of the Year	1,109,435	698,893
Cash at the End of the Year	1,145,961	1,109,435

Notes to the Concise Financial Statements For the Period Ended 30 June 2009

1. BASIS OF PREPARATION

The accounting policies adopted by the CCFNO are detailed in its Full Financial Report. This report has been derived from the full financial report and cannot be expected to provide a full understanding of the financial performance, financial position and financing and investing activities of the CCFNO, as could the full financial report which is available to all members on request.

2. INFORMATION TO BE PROVIDED TO MEMBERS

The Financial Report of the CCFNO has been audited in accordance with the provisions of the *Fair Work (Registered Organisations Act 2009)* (the RO Act), as amended and the Auditor's Report, Accounts and Statements approved by the Committee of Management, a resolution being passed as required by Section 265(2) of the RO Regulations. The following summary is provided for members in accordance with that Act and Schedule.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request the same by contacting the Member Services division. The report can also be accessed on the internet.

Certificates required to be given under the Act by the Committee of Management have been completed in accordance with the provisions of the Act and they contain no qualifications.

In accordance with the requirements of the *Fair Work (Registered Organisations Act 2009)*, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 of the RO Regulations which reads as follows:—

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed;
- (3) 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 made at the request of the member.
- (4) The Rules and Constitution of CCFNO provide details of resignation from membership.

3. OPERATING RESULT

The result of the CCFNO is a surplus of \$63,619 (2008: surplus of \$190,596).

4. SUBSEQUENT EVENTS

There were no material events subsequent balance date which would impact the financial performance and position of CCFNO, as reported in these concise financial statements.

COMMITTEE OF MANAGEMENT STATEMENT

On 11 August, 2009 the Committee of Management of the CCFNO passed the following resolution in relation to the financial report of the reporting unit for the financial year ended 30 June, 2009:–

The Committee of Management declares in relation to the financial report that in its opinion:

- (a) the financial statements and notes comply with 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 financial report relates and since the end of that year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the *Fair Work (Registered Organisations Act 2009)* and the RO 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 RO Regulations has been furnished to the member or Registrar; and
 - (v) no order for inspection of financial records has been made by the Commission under section 273 of the RO Regulations; and
 - (vi) the financial records have been kept, as far as practicable, in a consistent manner number to each of the other reporting units of the organisation.
- (f) in relation to recovery of wage activity, there has been no recovery of wages activity during the year.

On behalf of the Committee of Management

Phillip Marsh
National President



Dated: 11 August 2009

Melbourne, Victoria

COMMITTEE OF MANAGEMENT DECLARATION

The Committee of Management of the CCFNO declare that concise financial report set out on pages 1 to 9:

- a) has been derived from and is consistent with the full financial report of the CCFNO, and
- b) complies with Accounting Standard AASB 1039 "Concise Financial Reports".

Signed on behalf of the Committee of Management

Phillip Marsh
National President



Dated: 11 August 2009

Melbourne, Victoria



STANNARDS
Accountants and Advisors

Directors
Martino Angelini CA
Michael Stanton CA
Nella Tralozante CPA
Jason Wall CA

Associate
Nicola Postill CA

**Independent Auditors' Report to the members
To The Civil Contractors Federation – National Office (the Federation)**

Report on the concise financial report

The accompanying concise financial report of the Federation comprises the balance sheet as at 30 June 2009, the income statement, statement of changes in equity and cash flow statement for the year ended and related notes, derived from the audited financial report of the Federation for the year ended 30 June 2009, as well as the discussion and analysis. The concise financial report does not contain all the disclosures required by Australian Accounting Standards.

Committee of Management responsibility for the concise financial report

The Committee of Management are responsible for the preparation and presentation of the concise financial report in accordance with Accounting Standard AASB: 1039: Concise Financial Reports (including Australian Accounting Interpretations), statutory and other requirements. This responsibility includes establishing and maintaining internal control relevant to the preparation of the concise financial report; selecting and applying the appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the concise financial report based on our audit procedures. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of the Federation for the year ended 30 June 2009. Our audit report on the financial report for the year was signed on 11 August 2009 and was not subject to any modification. Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report for the year is free from material misstatement.

Our procedures in respect of the concise financial report included testing that the information in the concise financial report is derived from, and is consistent with, the financial report of the year, and examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the financial report or the year. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report complies with Accounting Standard AASB 1039: Concise Financial Reports and whether the discussion and analysis complies with the requirements laid down in AASB 1039.

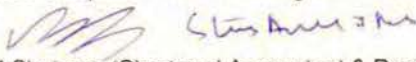
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the *Corporations Act 2001*. We confirm that the independence declaration required by the *Corporations Act 2001*, provided to the Committee of Management of the Federation would be in the same terms is provided to the directors as at the date of this auditor's report.

Auditor's Opinion

In our opinion, the concise financial report including the discussion and analysis of the Federation for the year ended 30 June 2009 complies with Accounting Standard AASB 10039: Concise Financial Reports.


M Shulman (Chartered Accountant & Registered Company Auditor)
Partner
Holder of Current Public Practice Certificate

Dated: 11/8/2009

Melbourne, Victoria

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

**Financial Statements
For the Year ended 30th June 2009**

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2009

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 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

No officer, or member of the reporting unit (to the best of my knowledge) holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 2,051 (1,461 Contractor Members and 590 Associate Members).

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: five (5).

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2009

Committee of Management Members (Board)

The persons who held office as members of the Committee of Management (Board) of the Federation during the financial year were:

CCF NATIONAL BOARD

<u>Title</u>	<u>Name</u>	<u>Period of Office</u>
National President:	Mr Phillip Marsh	01-07-08 to 30-06-09
National Vice-President:	Mr Ross Barrett	01-07-08 to 30-10-08
	Mr Tony Baulderstone	30-10-08 to 30-06-09
Honorary Treasurer:	Mr Pat Dwyer	01-07-08 to 30-06-09
Other Board Members	Mr Ross Barrett	30-10-08 to 30-06-09
	Mr Nathan Blackledge	01-07-08 to 30-06-09
	Mr Mark Schultz	30-10-08 to 30-06-09
	Mr Robert Wilson	01-07-08 to 30-06-09
	Mr Anthony Burke	01-07-08 to 30-06-09
	Mr Tony Baulderstone	01-07-08 to 30-10-08
	Mr Robert Dahan	01-07-08 to 30-10-08
Alternate Board Members		
	Mr John Plumridge	01-07-08 to 30-10-08
	Mr Ian Sowerby	30-10-08 to 30-06-09
	Mr Kevin Renfrey	01-07-08 to 30-10-08
	Mr Chris Reynolds	30-10-08 to 30-06-09
	Mr Trevor Gosatti	01-07-08 to 30-06-09
	Mr Peter Middleton	30-10-08 to 30-06-09
	Mr Dennis McDonald	01-07-08 to 30-06-09
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	Mr Paul Fogarty	01-07-08 to 30-10-08
	Mr Tony Cook	01-07-08 to 30-06-09
	Mr John Hull	30-10-08 to 30-06-09
	Mr Robert Dahan	30-10-08 to 30-06-09
	Mr Mark Schultz	01-07-08 to 30-10-08

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2009

Manner of resignation

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

“9 - RESIGNATION OF MEMBERS

- (a) A member may resign from the Federation by written notice addressed and delivered to the Chief Executive Officer (National).
- (b) A notice of resignation from membership of the Federation takes effect:
 - (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.
- (c) 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.
- (d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it was delivered.
- (e) 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 (a) of Rule 9.
- (f) A resignation from membership of the Federation is valid even if it is not effected 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.”

For Committee of Management (Board):

Phillip Marsh
National President



Date: 11 August 2009

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

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE NATIONAL BOARD OF THE
CIVIL CONTRACTORS FEDERATION – NATIONAL OFFICE**

We declare that, to the best of our knowledge and belief, during the year ended 30 June, 2009 there have been:–

- (i) no contraventions of the auditor independence requirements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Stannards, Accountants & Advisors



Michael Shulman
Partner

Dated: 11 August 2009

Civil Contractors Federation - National Office
ABN 41 639 349 350

Income Statement
For the Year ended 30 June 2009

	2009	2008
	\$	\$
INCOME		
Insurance Endorsement Fee	218,750	225,000
Sponsorship	475,000	266,666
Branch Contributions – Levy	465,000	415,000
Branch Contributions – Insurances	21,554	22,079
Earth Awards – Levy	75,000	75,000
National Conference – Levy	31,714	24,959
CCF/IBC Income	77,000	85,201
Interest Received	33,315	26,787
CCF Online	25,000	25,155
CMS Income	38,516	64,571
CEO Meetings Contributions	29,563	29,766
Other Revenue	32,878	29,363
	<u>1,523,290</u>	<u>1,289,547</u>
EXPENDITURE		
Accountancy Fees	1,520	3,307
Auditor's Remuneration	6,500	11,330
CCF Online	28,546	47,815
CMS Expenses	68,717	-
Depreciation	8,401	6,244
Earth Awards Expenses	245,770	232,948
Insurance	28,181	34,977
Legal Costs	-	427
Meeting Expenses	77,948	86,916
National Communication & Conferences	8,091	10,004
National Conference Expenses (net)	(2,456)	(27,553)
National Lobbying/Representation	103,531	65,962
Project Management – Sundry	97,707	2,036
Recruitment & Temporary Employees	52,383	20,831
Rent & Outgoings	48,922	57,053
Repairs & Maintenance & Plant Rental	12,977	15,009
Salaries & On Costs	578,182	449,871
Training	48,160	45,079
Other Expenses	46,591	36,695
	<u>1,459,671</u>	<u>1,098,951</u>
OPERATING SURPLUS BEFORE INCOME TAX	<u>63,619</u>	<u>190,596</u>

The accompanying notes form part of these financial statements

Civil Contractors Federation - National Office
ABN 41 639 349 350

Changes in Members Equity
For the Year ended 30 June 2009

	2009	2008
	\$	\$
Retained Earnings - Beginning of Year	618,092	427,496
Surplus from ordinary activities before income tax	63,619	190,596
Income tax relating to ordinary activities	-	-
Retained Earnings at 30th June 2009	<u>681,711</u>	<u>618,092</u>

The accompanying notes form part of these financial statements

Civil Contractors Federation - National Office
ABN 41 639 349 350

Balance Sheet
As at 30 June 2009

	Note	2009 \$	2008 \$
CURRENT ASSETS			
Cash & Cash Equivalents	2	1,145,961	1,109,435
Trade & Other Receivables	3	<u>444,578</u>	<u>300,265</u>
TOTAL CURRENT ASSETS		<u>1,590,539</u>	<u>1,409,700</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	<u>20,210</u>	<u>18,085</u>
TOTAL NON-CURRENT ASSETS		<u>20,210</u>	<u>18,085</u>
TOTAL ASSETS		<u>1,610,749</u>	<u>1,427,785</u>
CURRENT LIABILITIES			
Trade & Other Payables	5	117,641	240,937
Tax liabilities	6	63,418	91,393
Provisions	7	191,674	166,450
Other		<u>556,305</u>	<u>310,913</u>
TOTAL CURRENT LIABILITIES		<u>929,038</u>	<u>809,693</u>
TOTAL LIABILITIES		<u>929,038</u>	<u>809,693</u>
NET ASSETS		<u>681,711</u>	<u>618,092</u>
MEMBERS' EQUITY			
Retained earnings		<u>681,711</u>	<u>618,092</u>
TOTAL MEMBERS' EQUITY		<u>681,711</u>	<u>618,092</u>

The accompanying notes form part of these financial statements

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement of Cash Flows
For the Year ended 30 June 2009

	Note	2009 \$	2008 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Income Receipts		1,312,784	1,248,808
Interest Received		33,315	26,787
Other Revenue		32,878	42,643
Payments to Employees		(630,565)	(470,702)
Interest Paid		-	-
Other Payments		(701,360)	(432,454)
Net Cash Provided By Operating Activities	9(b)	47,052	415,082
CASH FLOWS FROM INVESTING ACTIVITIES			
Fixed Asset Purchases		(10,526)	(4,540)
Net Cash Provided / (Used) By Investing Activities		(10,526)	(4,540)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment Of Borrowings From State Branches		-	-
Net Cash Provided / (Used) By Financing Activities		-	-
Net Increase In Cash Held		36,526	410,542
Cash At The Beginning Of The Financial Year		1,109,435	698,893
Cash At The End of The Financial Year	9(a)	1,145,961	1,109,435

The accompanying notes form part of these financial statements

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, Accounting Interpretations 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) Employee Benefits

Provision is made for the liability due to employee benefits arising from services rendered by employees but unpaid as at balance date. Employee benefits expected to be settled within one year and benefits arising from wages & salaries, sick leave and annual leave which will be paid after one year have been measured at the amount expected to be paid when the liability falls due, plus any associated on-costs. Other benefits payable later than one year are measured at the present value of the estimated future cash outflows for those benefits.

Contributions made to employee superannuation funds are charged as expenses when incurred.

(b) Property, Plant & Equipment

Excluding freehold land the depreciable amount of all fixed assets including capitalised leased assets and buildings are depreciated on a straight line basis over the useful lives to the entity commencing from the time the asset is ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of assets are:

Class of Fixed Assets	Depreciation Rate
Office Equipment	10 - 30%

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

(c) **Leases**

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.

(d) **Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of goods and services tax, except;

- (i) where the amount of GST incurred is not recoverable from the Australian Taxation Office, it is then recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- (ii) Receivables and payables are stated with the amount of GST included.

(e) **Reporting Unit/Information to members or Registrar**

In accordance with the requirements of the *Fair Work (Registered Organisations Act 2009)*, as amended, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of 272 of the RO Regulations which reads as follows:

- 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 available to the person making the application.*
- 2) *The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.*
- 3) *A reporting unit must comply with an application made under subsection (1).*

(f) **Payments to Employees of Salaries and Superannuation**

	2009	2008
	\$	\$
Staff of CFFNO	<u>517,172</u>	<u>423,132</u>

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

(g) Related Party Transaction

The National Office enters into a number of transactions during the year with related branches of the Federation, in the nature of annual levies and group insurance charges, such amounts form part of the Income Statement.

Amounts receivable from related branches by the National office at year end amounted to \$28,973 (interest free).

Amounts payable to related branches by the National office at year end amounted to \$19,886 (interest free).

	2009	2008
	\$	\$
2. CASH & CASH EQUIVALENTS		
Cash at Bank	1,142,561	1,106,123
Petty Cash on Hand	100	50
Security Deposit	3,300	3,262
	<u>1,145,961</u>	<u>1,109,435</u>
3. TRADE & OTHER RECEIVABLES		
Current		
Sundry Debtors and Prepayments	355,006	126,890
CMS Loan Account	38,515	64,571
Deposit –Conference	9,090	55,837
CCF/IBC Partnership Loan Account	41,967	52,967
	<u>444,578</u>	<u>300,265</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Office Furniture & Equipment at cost	60,887	51,360
Less Accumulated Depreciation	(40,677)	(33,275)
	<u>20,210</u>	<u>18,085</u>

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

	2009	2008
	\$	\$
5. TRADE & OTHER PAYABLES		
Current		
Accounts Payable	91,937	58,336
Sundry Creditors	<u>25,704</u>	<u>182,601</u>
	<u>117,641</u>	<u>240,937</u>
6. CURRENT TAX LIABILITIES		
Goods & Services Tax and PAYG	<u>63,418</u>	<u>91,393</u>
	<u>63,418</u>	<u>91,393</u>
7. PROVISIONS		
Current		
Provision for Annual Leave	26,780	18,350
Provision for Long Service Leave	39,079	22,285
Provision - Diesel Fuel Campaign	17,272	17,272
Provision for Industry Action	<u>108,543</u>	<u>108,543</u>
	<u>191,674</u>	<u>166,450</u>
8. CAPITAL AND LEASING COMMITMENTS		
Leasing Commitments		
Operating Leases Payable (Rent):		
Not later than one year	46,548	46,548
Later than one year and not later than two years	<u>-</u>	<u>46,548</u>
Total Lease Commitments	<u>46,548</u>	<u>93,096</u>

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

9(a) RECONCILIATION OF CASH	2009	2008
	\$	\$
Cash at Bank and On Hand	<u>1,145,961</u>	<u>1,109,435</u>
9(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO SURPLUS FROM ORDINARY ACTIVITIES AFTER INCOME TAX		
Surplus from Ordinary Activities after Income Tax	63,619	190,596
Non Cash Flows in Surplus From Ordinary Activities:		
Depreciation	8,401	6,244
Changes in Assets & Liabilities:		
(Increase) / Decrease in Receivables	(144,313)	(7,510)
Increase / (Decrease) in Provisions	25,224	7,338
Increase / (Decrease) in Creditors, Accruals & Other Liabilities	94,121	218,414
Net Cash Provided by Operating Activities	<u>47,052</u>	<u>415,082</u>

10. SEGMENT REPORTING

The CCFNO operates predominantly in the one business and geographical segment, being in the private and public sector providing services to its members in respect of education, legal, employment and general industrial matters.

11. ADDITIONAL FINANCIAL DISCLOSURES

a) Financial Risk Management

The CCFNO's financial instruments consist mainly of deposits with banks, short term investments, accounts receivable and payable, loans to and from related entities and trade payables.

The main purpose of non derivative financial instruments is to raise finance for operations.

i. Treasury Risk Management

The board analyses currency and interest rate exposure and evaluates treasury management strategies in the context of the most recent economic conditions and forecasts.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

ii. Financial Risks

The main risks the CCFNO is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

Liquidity Risk

The CCFNO manages liquidity risk by monitoring forecast cash flows.

Credit risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets, is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements.

Interest Rate Risk

The CCFNO's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:-

	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	Fixed Interest Rate Maturities			Non Interest Bearing \$	Total \$
			1 year or less \$	1 to 5 years \$	over 5 years \$		
30 June 2009							
Assets:							
Cash	4.02	1,145,861	-	-	-	100	1,145,961
Trade and Sundry Debtors		-	-	-	-	444,578	444,578
		1,145,861	-	-	-	444,678	1,590,539
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	929,038	929,038
		-	-	-	-	929,038	929,038
Net financial assets		1,145,861	-	-	-	(484,360)	661,501
30 June 2008							
Total financial assets		1,109,385	-	-	-	300,315	1,409,700
Total financial liabilities		-	-	-	-	809,693	809,963
Net financial assets		1,109,385	-	-	-	(509,378)	600,007

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2009

b) Net Fair Values of Financial Assets and Liabilities

The net fair values of:–

- Term receivables, government and fixed interest securities and bonds are determined by discounting the cash flows, at the market interest rates of similar securities, to their present values
- Other asset and liabilities approximate their carrying values

	Carrying Amount 2008 \$	Fair Value 2008 \$
Financial assets		
Cash	1,109,435	1,109,435
Receivables	300,265	300,265
Financial liabilities		
Payables	809,693	809,693

	Carrying Amount 2009 \$	Fair Value 2009 \$
Financial assets		
Cash	1,145,961	1,145,961
Receivables	444,578	444,578
Financial liabilities		
Payables	929,038	929,038

c) Sensitivity

A 2% change in interest rates would change operating surplus and net equity by \$22,919.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Committee of Management Statement

For the Year ended 30 June 2009

On 11 August 2009, the Committee of Management (Board) of the 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 2009:

The Committee of Management (Board) 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;
 - (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;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with *Fair Work (Registered Organisations Act 2009)*, and the RO Regulations;
 - (iv) 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;
 - (v) no requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RO Regulations;
 - (vi) no orders have been made by the Commission under section 273 of the RO Regulations; and
 - (vii) in relation to recovery of wage activity, there has been no recovery of wage activities during the year.

For Committee of Management (Board):

Phillip Marsh

National President



Date: 11 August 2009

**Independent Auditors' Report
To The Members of The Civil Contractors Federation –
National Office**

SCOPE

The Financial report and Committee of Management's responsibility

The financial report comprises the income statement, balance sheet, statement of changes in equity, statement of cash flows, and accompanying notes to the financial statements for the year ended 30 June 2009.

The Committee of Management's is responsible for the preparation and true and fair presentation of the financial report in accordance with the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We have audited the financial statements of the Civil Contractors Federation – National Office (CCFNO) for the financial year ended 30 June, 2009.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the Workplace Relations Act 1996 and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the CCFNO's financial position and the results of its operations.

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

INDEPENDENCE

In accordance with the Corporations Act, we declare that to the best of our knowledge and belief, that the auditor's independence declaration set out in this the financial report, has not been changed as at the date of providing our audit opinion.



**Independent Auditors' Report
To The Members of The Civil Contractors Federation –
National Office (Cont'd)**

AUDIT OPINION

In our opinion:–

- i) there were kept by the CCFNO and the Group in respect of the year satisfactory accounting records detailing the sources and nature of the income (including income from members) and the nature and purposes of the expenditure of the CCFNO;
- ii) the general purpose financial report is prepared under the historical cost convention and is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996. The financial report is properly drawn up so as to give a true and fair view of:
 - a) the financial affairs of the CCFNO and the Group as at 30 June, 2009;
 - b) the income and expenditure and net result of the CCFNO and the Group for the period ended on that date; and
- iii) in relation to recovery of wages activity, there has been no recovery of wages activity during the year .

S. King

M Shulman
Partner (CA)
Holder of Current Public Practice Certificate
Company Auditor 163388

Dated: 11/5/09

Melbourne, Victoria