



AUSTRALIAN INDUSTRIAL REGISTRY

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Mr. G. Dodd
Executive Director
Civil Contractors Federation
Queensland Branch
Level 2, Oxley House
25 Donkin Street
SOUTH BRISBANE QLD 4101

Dear Mr. Dodd,

**Re: Financial documents for year ended 30 June 2003
FR2003/400**

Reference is made to the financial documents of the Queensland Branch of the Civil Contractors Federation for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 19 September 2003.

The financial documents have been filed.

Auditor's Report - "Qualification"

The qualification of the auditor's opinion that the audit was limited in relation to amounts recorded for donations, subscriptions and other fund raising activities due to the impracticability for the branch to maintain an effective system of internal control over those income sources until their initial entry in the accounting records, is noted.

I note that the same qualification appeared in the auditor's report for the year ended 30 June 2002.

Yours sincerely,

Larry Powell
Statutory Services Branch

30 September 2003

FR 2003/400



**CIVIL
CONTRACTORS
FEDERATION**

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15th September, 2003

Mr Clency Lapierre
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001




Dear Clency

Please find enclosed Statutory Declarations relating to the current Election and Annual Financial Report for the Civil Contractors Federation, Queensland Branch.

Please contact this office on phone (07) 3846 7933 should you have any further queries.

Yours sincerely


Graham Dodd
Executive Director



Registered Training Office Training Recruitment Accreditation Information Network
Registered under the Workplace Relations Act 1996



Oaths Act 1991

Statutory Declaration

QUEENSLAND
TO WIT

I, **Graham Ernest Dodd** of [REDACTED] in the State of Queensland,
Executive Director, Civil Contractors Federation (Queensland Branch) do solemnly and sincerely
declare that,

*the copies of the auditor's report, accounts and statements of the Civil Contractors
Federation (Queensland Branch) for the year ended 30th June 2003 are copies of the
financial documents that were presented to the Annual General Meeting held on 11th
September 2003 (Second Meeting).*

*I make this solemn declaration by virtue of the Statutory Declarations Act 1959 as amended and
subject to the penalties provided by that Act for the Making of false statements in statutory
declarations, conscientiously believing the statements contained in this declaration to be true in
every particular.*

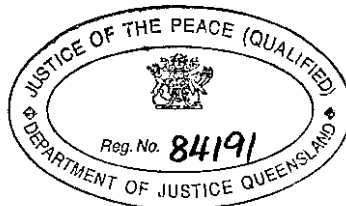
G. Dodd

Taken and Declared before me, at Brisbane }
this 15th day of September 2003 }

Lisa C Harold

JP (qual)

A Justice of the Peace



CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2003

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CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

COMMITTEE'S REPORT

Your committee members submit the financial report of the CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2003.

Committee Members

The names of committee members throughout the financial year and at the date of this report are:

John Seymour

John Hull

David Bowen

Graham Dodd

Keith McIlwain

Peter Bampton

John Clark

Terry Cogill

Ian Goodall

David Holzheimer

Terry Lynch

Alan Mallalue

Mark Panizza

Sid Strano

Dick Sudholz

Malcolm Bellerio

Principal Activities

The principal activities of the federation during the financial year were acting as an industry body representing the civil construction sector under the Workplace Relations Act 1996.

Significant Changes

No significant change in the nature of these activities occurred during the year.

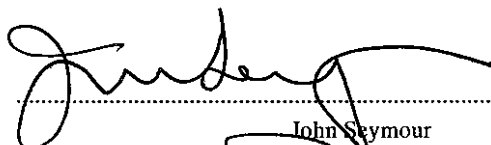
Operating Result

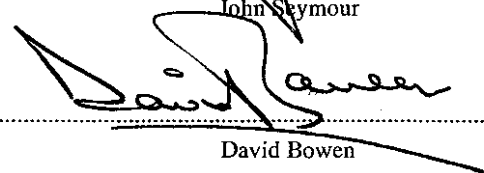
The surplus from ordinary activities after providing for income tax amounted to \$6,950.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations, or the state of affairs of the federation in future financial years.

Signed in accordance with a resolution of the Members of the Committee:


.....
John Seymour


.....
David Bowen

Dated this 25th day of August 2003

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	2003	2002 \$
Revenue from ordinary activities	13	1,768,848	1,030,941
Expenses from ordinary activities	14		
- Cost of sales		(875,165)	(242,326)
- Leasing expenses		(85,446)	(60,439)
- Employee benefits expense		(441,182)	(385,222)
- Depreciation and amortisation expenses		(38,263)	(36,842)
- Borrowing costs		(3,694)	(5,282)
Other expenses from ordinary activities		(318,148)	(242,827)
Surplus from ordinary activities		<u>6,950</u>	<u>58,003</u>

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003**

	Notes	2003	2002 \$
CURRENT ASSETS			
Cash assets	2	163,984	248,109
Inventory		4,112	-
Receivables	3	213,047	209,799
Other	4	<u>6,125</u>	<u>26,644</u>
TOTAL CURRENT ASSETS		<u>387,268</u>	<u>484,552</u>
NON-CURRENT ASSETS			
Receivables	3	9,563	15,001
Other financial assets	5	12,500	12,500
Property, plant and equipment	6	<u>123,861</u>	<u>123,443</u>
TOTAL NON-CURRENT ASSETS		<u>145,924</u>	<u>150,944</u>
TOTAL ASSETS		<u>533,192</u>	<u>635,496</u>
CURRENT LIABILITIES			
Payables	7	93,127	56,587
Provisions	8	42,013	20,089
Other	9	<u>107,590</u>	<u>247,786</u>
TOTAL CURRENT LIABILITIES		<u>242,730</u>	<u>324,462</u>
NON-CURRENT LIABILITIES			
Payables	7	12,903	31,053
Provisions	8	<u>3,493</u>	<u>12,865</u>
TOTAL NON-CURRENT LIABILITIES		<u>16,396</u>	<u>43,918</u>
TOTAL LIABILITIES		<u>259,126</u>	<u>368,380</u>
NET ASSETS		<u>274,066</u>	<u>267,116</u>
EQUITY			
Accumulated surplns		<u>274,066</u>	<u>267,116</u>
TOTAL EQUITY	10	<u>274,066</u>	<u>267,116</u>

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	2003	2002 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members and customers		1,338,834	879,869
Receipts of government project grant		317,450	248,220
Payments to suppliers and employees		(1,679,407)	(978,084)
Interest paid		(3,694)	
Interest received		<u>2,008</u>	<u>2,500</u>
Net cash provided by operating activities	11 (b)	<u>(24,809)</u>	<u>152,505</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from redemption of non-current assets		5,438	4,999
Payment for property, plant and equipment		<u>(38,682)</u>	<u>(43,533)</u>
Net cash used in investing activities		<u>(33,244)</u>	<u>(38,534)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Net proceeds from borrowings		<u>(26,072)</u>	<u>10,340</u>
Net cash provided by/(used in) financing activities		<u>(26,072)</u>	<u>10,340</u>
Net increase in cash held		(84,125)	124,311
Cash at beginning of financial year		<u>248,109</u>	<u>123,798</u>
Cash at end of financial year	11 (a)	<u>163,984</u>	<u>248,109</u>

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The 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 is for the entity CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH as an individual entity. CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH is an organization established under the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historical costs. It 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 following is a summary of the material accounting policies adopted by the Federation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the federation in the preparation of the financial report.

(a) Income Tax

No provision for income tax has been raised as the federation is exempt from income tax under section 50-115 of the Income Tax Assessment Act 1997 as an employer federation registered under an Australian Law relating to the settlement of industrial disputes and is located in Australia and incurs its expenditure and pursues its objectives principally in Australia.

(b) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

(c) 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 federation to ensure it is not in excess of the recoverable amount of those 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 their present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the federation commencing from the time the asset was held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The useful lives used for each class of depreciable assets are:

Class of fixed asset	Useful lives	Depreciation basis
Leasehold Improvements	40 years	Prime Cost
Office plant & equipment	3 3/4 - 7 1/2 years	Diminishing Value
Motor Vehicles	6 2/3 years	Diminishing Value

(d) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the federation are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. 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 reduction of the lease liability and the lease interest expense for the period.

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.

Lease incentives received under operating leases are recognized as a liability. Lease payments received reduced the liability.

(e) Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by Committee to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies or the underlying net assets for other non-listed corporations. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(f) Employee Entitlements

Provision is made for the federation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the federation to an employee superannuation fund and are charged as expenses when incurred.

(g) Trade and other receivables

Trade Receivables are recognized and carried at original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

(h) Trade and other payables

Liabilities for trade creditors and other amounts are carried at cost which is the fair value of the consideration to be paid in future for goods and services received, whether or not billed to the federation.

(i) Revenue Recognition

Revenue from sale of goods is recognized upon the delivery of goods to customers.

Interest revenue is recognized on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognized when the right to receive a dividend has been established. Other revenue is recognized when the right to receive the revenue has been established.

(j) Deferred/ Unearned Revenue

Unearned revenue shown in the accounts will be brought to account over the life of the contract based on the interest rate implicit in the contract. This represents income/ fundings received during the current year for activities to be performed and services rendered in the future year.

(k) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(l) Goods and Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognized as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(m) Information to be provided to members or Registrar

In accordance with the requirement of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of subsections 274(1), (2) and (3), which read as follows:

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization;
- (2) An organization shall, on application made under subsection (1) by a member of organization or Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed;
- (3) Register may only make an application under subsection (1) at the request of a member of the organization concerned, and the Registrar shall provide to a member information received because of an application made at request of the member.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
NOTE 2: CASH ASSETS			
Cash on hand		1,000	1,000
Cash at bank		120,307	205,628
Deposits at call		<u>42,677</u>	<u>41,481</u>
		<u><u>163,984</u></u>	<u><u>248,109</u></u>

NOTE 3: RECEIVABLES

CURRENT

Trade debtors		220,497	216,775
Less provision for doubtful debts		<u>(9,971)</u>	<u>(7,289)</u>
		<u><u>210,526</u></u>	<u><u>209,486</u></u>

Other debtors		<u>2,521</u>	<u>313</u>
		<u><u>213,047</u></u>	<u><u>209,799</u></u>

NON-CURRENT

Amounts receivable from:

- Civil Contractors Federation National Office		<u><u>9,563</u></u>	<u><u>15,001</u></u>
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Reconciliation of Non Current Receivables:

	Loans to Associate Entity \$
2003	
Balance at the beginning of the year	15,001
Repayments	<u>(5,438)</u>
Carrying amount at the end of the year	<u><u>9,563</u></u>

NOTE 4: OTHER ASSETS

CURRENT

Bond & Deposit		6,125	-
Prepayments		<u>-</u>	<u>26,644</u>
		<u><u>6,125</u></u>	<u><u>26,644</u></u>

NOTE 5: OTHER FINANCIAL ASSETS

NON-CURRENT

Shares in other corporations			
- at cost		<u>12,500</u>	<u>12,500</u>
Shares in other corporations		<u><u>12,500</u></u>	<u><u>12,500</u></u>

(a) The amount represents the federation Queensland Branch's contribution as a branch of the national federation to the cost of 50% shareholding in Beaconsfield Press Pty Ltd.

Reconciliation of Other Non Current Financial Assets:

	Share recorded at cost \$
2003	
Balance at the beginning of the year	<u>12,500</u>
Carrying amount at end of year	<u><u>12,500</u></u>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

NOTE 6: PROPERTY, PLANT AND EQUIPMENT

(a) Motor vehicles

At cost	124,919	124,919
Less accumulated depreciation	<u>(63,296)</u>	<u>(45,405)</u>
	<u>61,623</u>	<u>79,514</u>

(b) Office plant & equipment

At cost	132,739	106,744
Less accumulated depreciation	<u>(82,967)</u>	<u>(62,815)</u>
	<u>49,772</u>	<u>43,929</u>

(c) Leasehold Improvements

At cost	12,687	-
Less accumulated depreciation	<u>(221)</u>	<u>-</u>
	<u>12,466</u>	<u>-</u>

Total property, plant and equipment	<u>123,861</u>	<u>123,443</u>
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a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold Improvements	Motor Vehicles	Office Equipment	Total
	\$	\$	\$	\$
2003				
Balance at the beginning of the year	-	79,514	43,929	123,443
Additions	12,686	-	25,995	38,681
Depreciation expense	<u>(220)</u>	<u>(17,891)</u>	<u>(20,152)</u>	<u>(38,263)</u>
Carrying amount at end of year	<u>12,466</u>	<u>61,623</u>	<u>49,772</u>	<u>123,861</u>

NOTE 7: PAYABLES

CURRENT

Unsecured liabilities

Trade creditors	13,216	13,696
Sundry creditors and accruals	<u>61,761</u>	<u>16,820</u>
	<u>74,977</u>	<u>30,516</u>

Secured liabilities

Sundry creditors and accruals	<u>18,150</u>	<u>26,071</u>
	<u>93,127</u>	<u>56,587</u>

NON-CURRENT

Secured liabilities

Sundry creditors and accruals	<u>12,903</u>	<u>31,053</u>
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NOTE 8: PROVISIONS

CURRENT

Employee entitlements - Annual Leave	24,620	20,089
Employee entitlements - Long Service Leave	<u>17,393</u>	<u>-</u>
	<u>42,013</u>	<u>20,089</u>

(a)

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

NON-CURRENT

Employee entitlements - Long Service Leave	(a)	<u>3,493</u>	<u>12,865</u>
(a) Aggregate employee entitlements liability		<u>45,506</u>	<u>32,954</u>

NOTE 9: OTHER LIABILITIES

CURRENT

Deferred/ Unearned Income		<u>107,590</u>	<u>247,786</u>
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NOTE 10: EQUITY

Total equity at the beginning of the financial year		267,116	209,113
Total changes in equity recognized in the statement of financial performance		<u>6,950</u>	<u>58,003</u>
Total equity at the reporting date		<u>274,066</u>	<u>267,116</u>

NOTE 11: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash on hand		1,000	1,000
Cash at bank		120,307	205,628
At call deposits with financial institutions		<u>42,677</u>	<u>41,481</u>
		<u>163,984</u>	<u>248,109</u>

(b) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax

Surplus from ordinary activities after income tax (\$Nil)		6,950	58,003
Non-cash flows in surplus from ordinary activities			
Depreciation & Amortisation		38,263	36,842
Increase/ (Decrease) in provisions		15,234	10,925
Changes in assets and liabilities			
Decrease/ (Increase) in inventory		(4,112)	-
Decrease/ (Increase) in receivables		(5,929)	(150,591)
Decrease/ (Increase) in other assets		20,519	(7,209)
Increase/ (Decrease) in other liabilities		(140,196)	247,786
Increase / (Decrease) in payables		<u>44,462</u>	<u>(43,251)</u>
Cash flows from operations		<u>(24,809)</u>	<u>152,505</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003

NOTE 12: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The federation'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 Maturing			
					Within 1 Year		1 to 5 Years	
	2003	2002	2003	2002	2003	2002	2003	2002
	%	%	\$	\$	\$	\$	\$	\$
Financial Assets								
Cash	1	1	163,984	248,109	-	-	-	-
Receivables	-	-	9,563	15,001	-	-	-	-
Total financial assets			<u>173,547</u>	<u>263,110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financial liabilities								
Hire purchase liabilities	-	-	-	-	18,150	26,071	12,903	31,053
Total financial liabilities			<u>-</u>	<u>-</u>	<u>18,150</u>	<u>26,071</u>	<u>12,903</u>	<u>31,053</u>

	Fixed Interest Rate Maturing Over 5 Years		Non-Interest Bearing		Total	
	2003	2002	2003	2002	2003	2002
	\$	\$	\$	\$	\$	\$
Cash	-	-	-	-	163,984	248,109
Receivables	-	-	213,047	209,799	222,610	224,800
Investments	-	-	12,500	12,500	12,500	12,500
Total financial assets	<u>-</u>	<u>-</u>	<u>225,547</u>	<u>222,299</u>	<u>399,094</u>	<u>485,409</u>
Financial liabilities						
Trade and sundry creditors	-	-	74,977	30,517	106,030	87,640
Total financial liabilities	<u>-</u>	<u>-</u>	<u>74,977</u>	<u>30,517</u>	<u>106,030</u>	<u>87,640</u>

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognized financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

The federation does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the federation.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
NOTE 13: DETAILED REVENUE FROM ORDINARY ACTIVITIES		
CCF INCOME		
Advertising	-	(818)
Branch Meetings	25,722	37,109
Donations/Sponsorship/Publications	64,911	62,966
Functions	47,127	47,150
Income-Nat.Post Conference 2001	-	1,587
Membership/Subscription	224,482	217,109
Miscellaneous Income	7,941	4,619
TOTAL CCF INCOME	370,183	369,722
TRAINING INCOME		
Courses (BCITF)	320,950	304,672
I.M.S. / Other Income	4,500	7,250
Fee for Service	112,962	16,820
User Choice	363,012	232,878
C.P.P	9,968	96,941
TOTAL TRAINING INCOME	811,392	658,561
ANNUAL CONFERENCE INCOME		
Sponsorship	104,500	-
No. 1 Ticket Holder	13,500	-
Registrations – Discount	179,570	-
Registrations – Regular	28,750	-
Accommodation Deposits	117,727	-
Partners – Discount	82,628	-
Partners – Regular	17,014	-
Registration – Child	13,750	-
Gala Dinner Function – Extras	9,109	-
Functions Other – Extras	15,647	-
Friday Cocktail Function	2,909	-
TOTAL ANNUAL CONFERENCE INCOME	585,104	-
OTHER CCF INCOME		
Office Relocation	-	-
Interest Received	2,169	2,658
TOTAL OTHER CCF INCOME	2,169	2,658
TOTAL REVENUE FROM ORDINARY ACTIVITIES	1,768,848	1,030,941

NOTE 14: DETAILED EXPENSES FROM ORDINARY ACTIVITIES

COST OF SALE		
CCF – COST OF SALES		
Branch Meetings	33,643	48,557
Functions	64,699	46,922
Publications/Advertising	3,036	7,703
Sponsorship	3,434	5,876
TOTAL CCF COST OF SALES	104,812	109,058

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
TRAINING – COST OF SALES		
Courses (BCITF)	24,412	16,848
User Choice	31,986	21,055
Fee for Service	2,074	9,592
C.P.P	-	1,694
Consultants – Course (BCITF)	53,132	62,744
Consultants – User Choice	61,150	8,297
Consultant – Fee for Service	27,495	8,327
Other/I.M.S	4,590	4,711
TOTAL TRAINING COST OF SALES	204,839	133,268
CONFERENCE – COST OF SALES		
Promotions / Publicity	5,555	-
Public Relations / Newsletter	609	-
Signage	1,400	-
Conference Reg. Brochures	15,348	-
Conference Papers	3,937	-
Menus, tickets, name tags etc.	2,275	-
Venue – Room Hire	1,932	-
Venue – Audio / Visual	39,352	-
Accommodation Prepayment	105,423	-
National Board Meeting Expense	1,518	-
Facilitator / Co-ordinator	11,706	-
Postage / Courier	1,248	-
Printing / Stationery	1,628	-
Telephone / Fax	2,698	-
Travel & Accommodation	13,029	-
Bank / Credit Card Fees	10,967	-
Queensland Branch Costs	38,000	-
Speakers / Entertainment – Registration	6,194	-
Travel Costs	11,455	-
Speakers / Entertainment – Accommodation	5,868	-
Fees & Charges	12,733	-
Speakers / Entertainment – Other Costs	693	-
Social Functions	250,701	-
No. 1 Ticket Holder Costs	2,396	-
Delegate – Gifts	15,016	-
Speakers / VIPs – Gifts	1,773	-
Other Costs	2,060	-
TOTAL CONFERENCE COST OF SALES	565,514	-
TOTAL COST OF SALES	875,165	242,326
OTHER EXPENSES FROM ORDINARY ACTIVITIES		
CCF		
Advertising & Promotion	-	38
Auditor	1,613	1,291
Accounting Fees	-	1,119
Bank Fees & Charges	3,470	4,368
Bad Debt Provision	12,467	3,796
Branch Meetings Expense	-	427
Computer Equipment Expense	4,517	774
Conference & Seminars	1,660	4,809
Consultants	7,231	1,650
Depreciation Expense	8,061	6,182
Donations	400	-

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
Entertainment	2,173	2,046
Freight Paid	176	78
Insurance	1,865	2,439
Interest	207	-
Light & Power	1,400	1,790
Motor Vehicle – Car Allowance	5,145	-
Motor Vehicle – Depreciation	4,951	6,388
Motor Vehicle running	10,026	3,798
National Office Expense	5,512	7,624
Office Equipment – Maintenance	810	2,591
Office Rental	27,969	17,369
Office Services/Equipment	4,386	4,090
Office Relocation	645	-
Office Equipment Lease	13,154	12,404
Employment Expenses	1,979	-
Postage/Courier	3,115	2,435
Printing & Stationary	11,885	7,045
Publications	543	431
Representation/Other Org.	10,180	20,223
Wages & Salaries – Employees	55,872	32,248
Wages & Salaries – Office Holders	80,000	76,000
Superannuation – Office Holder	13,285	-
Annual Leave Expenses	1,027	5,136
Long service Leave Provision	8,021	4,287
Subscriptions/Contributions	1,699	182
Sundry Expenses	7,651	11
Superannuation	15,208	15,680
System Support	4,910	4,286
Fringe Benefit Tax	2,973	762
FBT Expense	-	3,339
Workers Compensation	290	-
Telephone/ Fax	7,055	5,953
Travel/Accommodation	23,028	9,900
TOTAL OTHER CCF EXPENSES FROM ORDINARY ACTIVITIES	366,559	272,989

**OTHER EXPENSES FROM ORDINARY ACTIVITIES
TRAINING**

Andit	3,067	1,940
Computer Equipment	3,960	2,463
Conference/Seminars	1,496	3,235
Amortisation Expense	220	-
Depreciation Expense	12,091	9,266
Entertainment	611	741
Employment Expenses	4,141	281
Insurance	4,946	3,654
Interest Expense	3,487	5,282
Light & Power	1,538	1,790
MV Depreciation	12,940	15,006
MV Running Expenses	18,191	11,374
National office Expense	56,701	59,243
Office Equipment Maintenance	1,720	974
Office Rental	31,819	20,746
Office Services/Equipment	5,000	3,306
Office Equipment Lease	12,504	9,920
Postage Courier	2,534	1,112

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
Printing & Stationery	27,273	16,598
Publications/Advertising	789	2,138
Sundries	82	21
Telephone	16,001	13,285
Travel Accommodation	12,702	7,450
Salaries & Wages	234,400	224,368
Annual leave Expense	8,126	4,783
Office Maintenance	125	577
Office Renovations	295	-
Superannuation	22,144	17,549
Trainers	-	1,130
Training Facilities/Venues	1,994	-
Registration/other org.	1,079	242
Registration RTO Fee	1,436	397
System Support	9,603	6,382
Workers Compensation	802	1,070
Training Equipment Minor	929	1,037
Training Expenses	5,428	10,263
	<hr/>	<hr/>
TOTAL OTHER TRAINING EXPENSES FROM ORDINARY ACTIVITIES	520,174	457,623
	<hr/>	<hr/>
TOTAL OTHER EXPENSES FROM ORDINARY ACTIVITIES	886,733	730,612

NOTE 15: FEDERATION DETAILS

The principal place of business of the federation is:
CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH
 Level 2 Oxley House
 25 Donkin Street
 South Brisbane QLD 4101

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, JOHN M. SEYMOUR and DAVID J. BOWEN being two members of the Committee of Management of the Queensland Branch of the Civil Contractors Federation, do hereby state on behalf of the Committee and in accordance with a resolution passed by the Committee as its meeting on the 24th July, 2003, that:

- (i) in the opinion of the committee of management, the attached accounts show a true and fair view of the financial affairs of the organization as at the 30th day of June, 2003.
- (ii) during the financial year ending 30th day of June, 2003, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organization;
- (iii) to the knowledge of any member of the committee, there have been during the financial year ending 30th day of June, 2003, no instances where records of the organization or other documents (not being documents containing information made available to a member of the organization under subsection 274 (2) of the Workplace Relations Act 1996), or copies of these records of other documents, or copies of the rules of the organization, have not been furnished, or made available, to members of the organization in accordance with the Act, the Regulations or the rules of the organization, as the case may be:
- (iv) the organization has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts of the immediately preceding financial year, and the auditor's report thereon.

[Signature] (signed) JOHN SEYMOUR
PRESIDENT,
[Signature] (signed) DAVID J. BOWEN
TREASURER.

18th day of August, 2003

ACCOUNTING OFFICER'S CERTIFICATE

I, GRAHAM ERNEST DODD, being the officer responsible for keeping the accounting records of the Queensland Branch of the Civil Contractors Federation, certify that as at 30th day of June, 2003 the number of members of the organization was 81.

In my opinion:

- (i) the accounts show a true and fair view of the financial affairs of the organization as at 30th day of June, 2003;
- (ii) a record has been kept of all moneys paid by, or collected from, members of the organization, and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the organization;
- (iii) before any expenditure was incurred by the organization, approval of the incurring of the expenditure was obtained in accordance with the rules of the organization;
- (iv) any payment made out of funds other than the General Fund operated in accordance with the rules, for a purpose other than the purpose for which the fund was operated, was approved in accordance with the rules of the organization;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organization, were made to persons holding office in the organization; and
- (vi) the register of members of the organization was maintained in accordance with the Act


.....
ACCOUNTING OFFICER

18th day of August, 2003

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

Scope

We have audited the general purpose financial report of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2003 being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, notes to the Financial Statements, Committee of Management's Certificate and Accounting Officer's Certificate. The committee is responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to 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. 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, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia 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 its operations and its cash flows.

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

Qualification

As is common for organization of its type, it is not practicable for CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH to maintain an effective system of internal control over donations, subscriptions and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to these income sources was limited to amounts recorded. Qualified Audit Opinion.

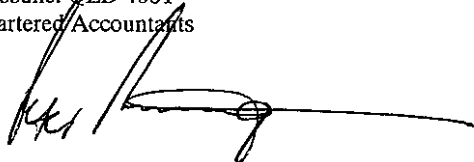
In our opinion, except for the effects of such adjustments, if any as might have been determined to be necessary had the limitation referred to in the qualification paragraph not exist, the financial report of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH prepared under the historical cost convention, and in accordance with section 273 and regulation 107 of the Workplace Relations Act 1996 in relation to the year presents fairly in accordance with applicable Accounting Standards in Australia, the Workplace Relations Act and other mandatory professional reporting requirements, the financial position of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH as at 30 June 2003 and the results of its operations and its cash flows for the financial year then ended.

There were satisfactory accounting records kept by the CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2003 including:

- (a) records of the sources and nature of the income of the organization (including income from members); and
- (b) records of the nature and purpose of the expenditure of the organization; and

All information and explanation required for the purpose of our audit were supplied.

Hayes Knight
Level 10
307 Queen Street
Brisbane, QLD 4001
Chartered Accountants



Peter Rimmington
Partner

21st August 2003
Brisbane



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/400-[267V-QLD]

Mr G. Dodd
Executive Director
Civil Contractors Federation
Queensland Branch
Level 2
Oxley House
25 Donkin Street
SOUTH BRISBANE QLD 4101

Dear Mr Dodd

**Re: Civil Contractors Federation-Queensland Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
28 July, 2003