

**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH**



**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2002**

**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 30 JUNE, 2002**

**1. Accounting Method**

- (a) The accounts have been prepared on a cash basis. The reason for using this method in lieu of the accrual basis of accounting is that the volume of transactions does not warrant the introduction of accrual accounting and the additional costs involved.

Otherwise the accounts are prepared under historical cost convention and, generally in accordance with accounting standards as issued jointly by the Australian professional Accounting bodies.

- (b) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (c) No liability exists for income tax as "Trade Unions" are exempt from income tax under section 23(f) of the "Income Tax Assessment Act".
- (d) Reporting Entity

In accordance with the requirements of the Industrial Relations Act 1988, as amended, the attention of members is drawn to the provision of Section 274 which read 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 (3) 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.*

The Executive therefore do not consider the Branch to be a reporting entity and only applicable accounting standards have been adopted.

- (g) Information to be provided to Members or Registrar

In accordance with the requirements of the Industrial Relations Act 1988, as amended, the attention of members is drawn to the provisions of Section 274 which read 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.*

**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH**

(2) *An organisation shall, on application made under subsection (3) 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 a member.*

(h) **Sundry Creditors**

As at 30 June 2002 the following amounts were payable to creditors of the Branch.

None known.

(i) **Contingent Liabilities**

None known.

**2. Salaries & Benefits**

The Branch has not had any direct employees during the reporting period and has not paid any salaries or benefits.

The Branch Executive Director is engaged on a contractual basis and there is no liability for accrued benefits.

**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH**

**ACCOUNTING OFFICERS CERTIFICATE**

I, Christopher Ronald White, being the officer responsible for keeping the accounting records of the Civil Contractors Federation (Tasmanian Branch) certify that as at 30 June, 2002 the number of members of the Branch was 38 Full Members and 19 Associate Members, a total of 57 Members.

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2002.
- (ii) A record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the account to which those moneys are to be credited, in accordance with the rules of the Branch.
- (iii) Before any expenditure was incurred by the Branch, approval for the incurring of the expenditure was obtained in accordance with the rules of the Branch.
- (iv) With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) no loans or other financial benefits were made to persons holding office in the Branch.
- (vi) the register of members of the Branch was maintained in accordance with the Act.

Signed at Hobart

on the *Fifth* day of *December* 2002.

  
CHRISTOPHER RONALD WHITE  
(Branch Executive Director)


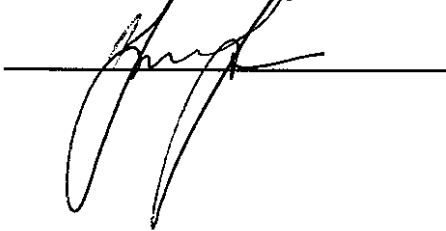
**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH  
COMMITTEE OF MANAGEMENT'S REPORT**

We, two members of the Committee of Management Civil Contractors Federation (Tasmanian Branch) do state on behalf of the Committee in accordance with a resolution passed by the Committee 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 Branch as at 30 June, 2002.
- (ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 30 June, 2002 in accordance with the rules of the Branch
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the Branch or other documents containing information made available to a member of the Branch under Section 274 of the Industrial Relations Act 1988 or copies of those records or documents, or copies of the rules of the Branch, have not been furnished or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, as amended, the Regulations thereto, or rules of the Branch.
- (iv) The Branch has complied with Section 279 of the Act in relation to the financial accounts in respect of the year 30 June, 2002 and the auditor's report thereon.

Signed at Hobart

on the *Fifth* day of *December* 2002

*Stewart Greaves* Branch Treasurer

*ADRIAN CRANFORD* EXECUTIVE MEMBER

**CIVIL CONTRACTORS FEDERATION  
TASMANIAN BRANCH**

**SECRETARY'S CERTIFICATE**

I certify that the copies of the auditor's report, accounts and statements of the Civil Contractors Federation (Tasmanian Branch) for the year ended 30 June 2002, lodged herewith are copies of the financial documents that were presented to a General Meeting of members of the Branch held in Hobart on Tuesday, 19 November, 2002.

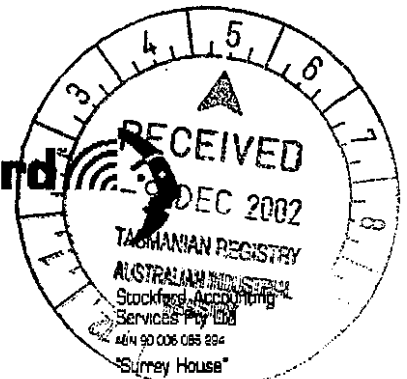
Signed at Hobart

on the *Fifth* day of *December* 2002



CHRISTOPHER RONALD WHITE  
(Branch Secretary)

**Stockford**



**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH JUNE 2002**

**CONTENTS**

- Profit and Loss Account
- Balance Sheet
- Notes to and Forming Part of the Accounts
- Independent Audit Report

**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**  
**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2002**

2001				
\$	%		\$	%
		<b><u>INCOME</u></b>		
4,273	4.0	CCF Cards	11,655	17.7
2,637	2.5	Dividends- Beaconsfield Press	-	-
4,012	3.7	Dinner & Function Monies	8,272	12.6
1,100	1.0	Entry Fees	750	1.1
2,398	2.2	Golf Day	106	0.2
285	0.3	Interest Received	81	0.1
-	-	Interest - ATO	93	0.1
41,961	39.1	Membership	30,225	45.9
11,698	10.9	Phone Income	-	-
1,020	1.0	Sales- Clothing	-	-
		Sales- Associate Subscription		
-	-	Fees	7,600	11.5
-	-	Sales - Stationery	294	0.4
-	-	Sales - Registration	400	0.6
		Sales - Intergrated Management		
-	-	Systems	2,600	3.9
754	0.7	Sponsorship	2,541	3.9
26	0.0	Sundry Income	10	0.0
3,431	3.2	Ticket Sales	-	-
1,307	1.2	Training Courses	1,277	1.9
32,332	30.2	Y2K Conference	-	-
<hr/>			<hr/>	
107,234	100.0	<b>TOTAL INCOME</b>	65,904	100.0



**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**  
**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2002**

2001				
\$	%		\$	%
		<b><u>EXPENSES</u></b>		
-	-	Accountancy	275	0.4
682	0.6	Advertising & Promotion	750	1.1
-	-	Bad Debts	6,957	10.6
238	0.2	Bank Charges	550	0.8
-	-	Books & Publications	341	0.5
10,240	9.5	Civil Contractors Federation	7,695	11.7
3,345	3.1	CCF Cards	2,915	4.4
498	0.5	Commission	-	-
-	-	Computer Software	160	0.2
-	-	Conference Expenses	2,231	3.4
2,567	2.4	Credit Card Charges	-	-
-	-	Donations & Gifts	1,000	1.5
5,220	4.9	Function & Activity Costs	3,076	4.7
2,666	2.5	Golf Day Expenses	-	-
897	0.8	Hire Facilities	57	0.1
1,046	1.0	Insurance	-	-
1,356	1.3	Postage	984	1.5
2,500	2.3	Prequalification System Costs	3,550	5.4
2,432	2.3	Printing & Stationery	858	1.3
-	-	Professional Fees	19,083	29.0
1,502	1.4	Purchases	350	0.5
51,000	47.6	Secretarial Fees	-	-
200	0.2	Sponsorships	-	-
2,177	2.0	Sundry	4,555	6.9
11,515	10.7	Telephone	599	0.9
1,167	1.1	Training Course Expenses	233	0.4
7,586	7.1	Travelling & Accommodation	9,929	15.1
91	0.1	Trophies & Awards	-	-
1,979	1.8	Web Site Development	-	-
<u>110,904</u>	103.4	<b>TOTAL EXPENSES</b>	<u>66,148</u>	100.4
3,670		<b>TOTAL OPERATING LOSS</b>	244	
		<b><u>Extraordinary Items</u></b>		
-		Prior Year Adjustment	<u>23,499</u>	
3,670		Operating Loss	(23,255)	
19,515		Retained Profits At Beginning Of Financial Year	<u>15,845</u>	
<u>15,845</u>		Profit Available For Appropriation	<u>39,100</u>	
<u>15,845</u>		<b>RETAINED PROFITS</b>	<u>39,100</u>	

**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**  
**BALANCE SHEET AS AT 30TH JUNE 2002**

2001		NOTE	\$
\$			\$
	<b><u>CURRENT ASSETS</u></b>		
8,460	Cash	2	33,743
11,463	Receivables	3	5,686
<u>19,923</u>	<b>TOTAL CURRENT ASSETS</b>		<u>39,429</u>
<u>19,923</u>	<b>TOTAL ASSETS</b>		<u>39,429</u>
	<b><u>CURRENT LIABILITIES</u></b>		
6,636	Creditors & Borrowings	4	-
(2,558)	Other	5	329
<u>4,078</u>	<b>TOTAL CURRENT LIABILITIES</b>		<u>329</u>
<u>4,078</u>	<b>TOTAL LIABILITIES</b>		<u>329</u>
<u>15,845</u>	<b>NET ASSETS</b>		<u>39,100</u>
	<b><u>MEMBERS EQUITY</u></b>		
<u>15,845</u>	Accumulated Profit		<u>39,100</u>

*The accompanying notes form part of these financial accounts*

**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2002**

**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are a special purpose financial report prepared specifically for the members of the Federation so as to enable compliance with the Industrial Relations Act (1988). The Members have determined that the Federation is not a reporting entity as defined in Statements of Accounting Concepts 1: Definition of a Reporting Entity.

As the financial report relates to a non-reporting entity as defined in Statement of Accounting Concepts 1, Accounting Standards and other professional reporting requirements issued by Australian professional accounting bodies do not have mandatory applicability.

The statements have been prepared on the basis of historical costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements.

**Income Tax**

The Federation is exempt from income tax under section 50-45 of the Income Tax Assessment Act (1997) as amended.

**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2002**

2001

\$		\$
	<b><u>NOTE 2 - Cash</u></b>	
8,460	Cash At Bank	33,474
-	CCF National Conference	269
<u>8,460</u>		<u>33,743</u>
	<b><u>NOTE 3 - Receivables</u></b>	
<u>11,463</u>	Trade Debtors	<u>5,686</u>
	<b><u>NOTE 4 - Creditors &amp; Borrowings</u></b>	
<u>6,636</u>	Trade Creditors	-
	<b><u>NOTE 5 - Current</u></b>	
<u>(2,558)</u>	GST on supplies	<u>329</u>

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
THE CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**

**Scope**

We have audited the attached financial report, being a special purpose financial report, of The Civil Contractors Federation (Tas Branch) for the year ended 30 June 2002. The Federations' members are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the Financial Report are appropriate to meet the requirements of the Industrial Relations Act (1988) and the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used and described in note 1 are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Federations requirements under the Industrial Relations Act (1988). We disclaim any assumption of responsibility for any reliance on this audit report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of 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 the accounting policies described in Note 1, 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 cashflows. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements in Australia.

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

**Audit Opinion**

In our opinion, the financial report of the Civil Contractors Federation (Tas Branch) is in accordance with:

- 1) The financial report has been prepared in accordance with section 273 of the Industrial Relations Act (1988), and drawn up so as to give a true and fair view of:
  - (a) the financial affairs of the Federation as at 30 June 2002; and
  - (b) the income and expenditure, and any surplus or deficit, of the organisation for the year ended 30 June 2002; and
  
- 1) The Federation has kept satisfactory accounting records in relation to the year, including:
  - (a) records of sources and nature of income of the Federation (including income from members); and
  - (b) records of the nature and purposes of the expenditure of the Federation; and
  
- 1) All information and explanations required under subsection (2) by officers or employees of the Federation have been provided.



STOCKFORD



J.R.L. HALLIDAY  
PARTNER  
AUDIT & ASSURANCE SERVICES

DATE: *26<sup>th</sup> October 2002.*

ADDRESS: 199 Macquarie Street  
HOBART TAS 7000