



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. Bob Seiffert
Executive Director
Civil Contractors Federation
Victorian Branch
1st Floor
192B Burwood Rd
HAWTHORN VIC 3122

Dear Mr. Seiffert,

**Re: Financial statements for year ended 30 June 2003
FR2003/403**

I have received the financial statements of the Victorian Branch of the Civil Contractors Federation for year ended 30 June 2003. The documents were lodged in the Industrial Registry on 15 August 2004.

The documents have been filed.

Yours sincerely,

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

Clency Lapierre
Statutory Services Branch
10 August 2004



CIVIL CONTRACTORS FEDERATION

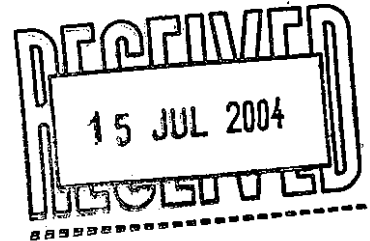
VICTORIAN BRANCH:

192B Burwood Road, Hawthorn, Victoria 3122

Telephone: (03) 9819 5170 Facsimile: (03) 9819 6098 Email: ccfvic@civilcontractors.com

ABN 97 341 352 156

14th July 2004



Attention: Mr Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
Level 36
Nauru House
80 Collins Street
Melbourne Vic 3001

Dear Mr Lapierre

Re; SECRETARY'S CERTIFICATE

I, Bob Seiffert, Executive Director of the Victorian Branch of the Civil Contractors Federation, certify that:

- The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee for the financial year ending 30th June 2003, were distributed to members free of charge on the 20th August 2003.
- The enclosed documents (previously sent), are copies of the auditor's report, the accounts and statements, the certificates of the accounting officer and of the Committee of Management, prepared for the Branch in accordance with the Act for the financial year ending 30th June 2003 and are as presented to a meeting of the members of the Branch/Committee of management on the 16th September 2003.

Signed:

A handwritten signature in black ink, appearing to be "Bob Seiffert", written over a horizontal line.

Bob Seiffert
Executive Director – Victorian Branch

Dated: _____

INDEPENDENT AUDIT REPORT

To the members of Civil Contractors Federation (Victorian Branch).

Scope

I have audited the attached special purpose financial report, as set out on pages 2 to 8, of Civil Contractors Federation (Victorian Branch) for the year ended 30th June 2003. The Branch's Committee of Management is responsible for the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Branch's constitution and are appropriate to meet the needs of the members. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of Civil Contractors Federation (Victorian Branch). No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Branch's constitution. I disclaim any assumption of responsibility for any reliance on this 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.

My audit has been conducted in accordance with Australian Auditing Standards. My 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 to the financial statements.

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

Audit Opinion

In my opinion:

- (1) The Branch maintained satisfactory accounting records detailing the sources and nature of the income of the Branch (including income from members) and the nature and purpose of payments in respect of the year;
- (2) All information and explanations that, under Section 273 subsection (2) of the Workplace Relations Act 1996, officers or employees of the organisation were required to provide, were provided; and
- (3) The attached accounts which are prepared on an accrual basis, are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Branch as at 30th June 2003; and
 - (b) The Income and Expenditure and any surplus or deficit, of the Branch for the year ended on that date.

Signed at Essendon this 12th day of August 2003 .


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

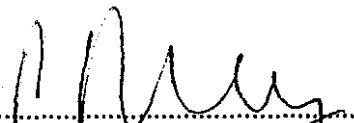


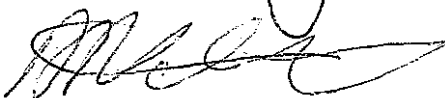
**Civil Contractors Federation.
Victorian Branch
Committee Of Management's Report
For the Year ended 30th June 2003**

We, being two members of the Committee of Management of Civil Contractors Federation (Victorian Branch), do state on behalf of the Committee and 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 2003.
- (ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 30 June 2003 in accordance with the rules of the Federation.
- (iii) to the knowledge of any member of the Committee during the financial year to which the accounts relate, there have been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Federation under Subsection 274(2) of the Workplace Relations Act 1996) or copies of those records or other documents, or copies of the rules of the Federation, have not been furnished, or made available, to members of the Federation in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations, thereto, or rules of the Federation, as the case may be.
- (iv) the Branch has complied with SubSection 279(1) and (6) of the Act in relation to the financial accounts in respect of the year 30th June 2003 and the Auditor's report thereon.

Signed at Hawthorn this 12th day of August 2003


.....
Member of Committee of Management


.....
Member of Committee of Management

**Civil Contractors Federation.
Victorian Branch**

**Annual Report
for the Year Ended 30 June 2003**

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**Civil Contractors Federation.
Victorian Branch
Financial Statements
For the Year ended 30th June 2003**

**Civil Contractors Federation.
Victorian Branch
Profit and Loss Statement
For the Year ended 30 June 2003**

	2003	2002
	\$	\$
INCOME		
Membership Contributions	522,041	553,061
EPA Project Income	-	5,800
Employee Relations	7,986	16,448
Publications	82,069	77,335
Training Fees	1,372,434	929,597
Dividends Received	-	2,250
Interest Received	7,167	8,873
Meetings & Social Functions	178,078	149,122
Incolink	30,055	66,120
Sundry Income	12,203	22,739
National Prequal Income	166,957	142,175
Additional Depreciation on disposal	(1,546)	-
	<u>2,377,444</u>	<u>1,973,520</u>
EXPENDITURE		
Affiliation - National C.C.F.	111,475	85,816
Accountancy - non auditor	3,527	3,118
Auditor's Remuneration	7,325	6,970
Bad Debts Written Off	-	37,387
Bank Charges	9,541	5,682
Conference & Social	5,882	5,946
Consultancy Fees	16,967	7,823
Computer Web Site	13,337	12,643
Depreciation	66,332	69,247
Employee Relation Expenses	8,561	10,753
Donations	2,108	-
Doubtful Debts	-	36,981
Hire Purchase Charges	14,861	14,127
Meetings, Seminars & Functions	208,160	135,553
Motor Vehicle Expenses	37,579	19,831
Payroll Tax	17,166	10,407
Other Administrative Costs	293,688	263,630
Provision For Long Service Leave	21,842	-
Provision for Annual Leave	498	23,127
Publications	35,271	31,224
National Prequal	75,463	42,259
Salaries & Benefits - Officials	99,166	104,905
Salaries & Benefits - Others	654,310	445,828
Scholarship	2,400	148
Subscriptions	4,273	4,398
Training Expenditure	637,608	560,032
Travelling & Accommodation	14,090	9,644
	<u>2,361,430</u>	<u>1,947,479</u>
OPERATING PROFIT BEFORE INCOME TAX	<u>16,014</u>	<u>26,041</u>

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

**Civil Contractors Federation.
Victorian Branch
Statement of Appropriations
For the Year ended 30 June 2003**

	2003	2002
	\$	\$
Retained Profits - Beginning of Year	418,764	392,724
Profit from ordinary activities before income tax	16,014	26,041
Income tax relating to ordinary activities	-	-
	<u>434,778</u>	<u>418,765</u>
 Unappropriated Profit at 30th June 2003	 <u><u>434,778</u></u>	 <u><u>418,765</u></u>

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

**Civil Contractors Federation.
Victorian Branch
Statement of Financial Position
As at 30 June 2003**

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	2	54,470	5,504
Receivables	3	1,260,731	1,170,801
Inventories	4	28,566	25,255
TOTAL CURRENT ASSETS		<u>1,343,767</u>	<u>1,201,560</u>
NON-CURRENT ASSETS			
Receivables	3	14,344	22,501
Investments	5	28,349	12,500
Property, plant and equipment	6	292,622	284,743
TOTAL NON-CURRENT ASSETS		<u>335,315</u>	<u>319,744</u>
TOTAL ASSETS		<u>1,679,082</u>	<u>1,521,304</u>
CURRENT LIABILITIES			
Payables	7	892,617	763,353
Borrowings	8	212,328	240,479
Current tax liabilities	9	69,500	51,186
Provisions	10	65,860	43,519
TOTAL CURRENT LIABILITIES		<u>1,240,305</u>	<u>1,098,537</u>
NON-CURRENT LIABILITIES			
Borrowings	8	2,000	2,000
TOTAL NON-CURRENT LIABILITIES		<u>2,000</u>	<u>2,000</u>
TOTAL LIABILITIES		<u>1,242,305</u>	<u>1,100,537</u>
NET ASSETS		<u>436,777</u>	<u>420,767</u>
EQUITY			
Reserves		2,000	2,000
Retained profits	11	434,778	418,765
TOTAL EQUITY		<u>436,778</u>	<u>420,765</u>

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

Civil Contractors Federation.
Victorian Branch
Notes to the Financial Statements
For the Year ended 30th June 2003

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report has been prepared for use by the councillors of the Federation and is a special purpose financial report. The councillors have determined that the Federation is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards;

AAS 5 Materiality

AAS 8 Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The report is also prepared on an accruals basis and is based on historic costs and except where stated does not take into account changing money values or 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 this report for Civil Contractors Federation, Victorian Branch ;

(a) Property, plant and equipment

Property, plant and equipment are carried at cost, independent or directors' valuation. Excluding freehold land, all assets are depreciated over their useful lives to Civil Contractors Federation, Victorian Branch.

(b) Inventories

Inventories are measured at the lower of cost or net realisable value. Costs are allocated on a first-in first-out (FIFO) basis and also includes direct labour, direct materials and an appropriate amount of fixed and variable overhead expenses.

(c) Investments

Investments are stated at cost or councillors' valuation. Dividends are brought to account in the Profit & Loss Statement when received.

(d) Contingent Liabilities

None known.

(e) Reporting entity / Information to members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of SubSections (1), (2) and (3) of 274 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 a manner, and within such time as is prescribed.*
- 3) *A Registrar may only make 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.*

Civil Contractors Federation.
Victorian Branch
Notes to the Financial Statements
For the Year ended 30th June 2003

	2003	2002
	\$	\$
2. CASH		
Deposits at Call	4,000	4,000
Commonwealth Cheque Account	49,464	-
Commonwealth Cheque Account (Training Fund)	1,006	1,504
	<u>54,470</u>	<u>5,504</u>
3. RECEIVABLES		
Current		
Industrial Commercial Bill	-	50,000
NAB Term Deposit	-	41,193
Income Tax Refundable	477	477
Sundry Debtors	-	1,119
Trade Debtors	1,310,420	1,132,036
Provision for Doubtful Debts	(54,024)	(54,024)
Prepayments	3,858	-
	<u>1,260,731</u>	<u>1,170,801</u>
Non-Current		
Unsecured Loan - CCF National	14,344	22,501
	<u>14,344</u>	<u>22,501</u>
4. INVENTORIES		
Current		
Stock Publications on Hand	8,807	15,704
Stock IMS & Codes on Hand	10,350	3,450
Stock of Cards on Hand	6,036	6,101
Stock on Hand	3,373	-
	<u>28,566</u>	<u>25,255</u>
5. INVESTMENTS		
Non-Current		
Shares in Other Companies	12,500	12,500
Unamortised GST On Cars	15,849	-
	<u>28,349</u>	<u>12,500</u>

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

**Civil Contractors Federation.
Victorian Branch
Notes to the Financial Statements
For the Year ended 30th June 2003**

	2003	2002
	\$	\$
6. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Motor Vehicles at cost	246,395	233,758
Less Accumulated Depreciation	80,212	55,451
	166,183	178,307
Office Furniture & Equipment at cost	279,288	226,748
Less Accumulated Depreciation	152,849	120,312
	126,439	106,436
Total Plant & Equipment	292,622	284,743
 7. PAYABLES		
Current		
Income Paid in Advance	703,372	567,382
Accounts Payable	153,415	132,697
Other Creditors	16,449	37,121
Payroll Liabilities	19,381	26,153
	892,617	763,353
 8. BORROWINGS		
Current		
Bank Overdraft	-	46,904
National Prequal in Trust	13,831	7,255
 <u>Hire Purchase</u>		
Hire Purchase Liability	226,429	217,646
Less: Unexpired Hire Purchase Liability	27,932	31,326
	198,497	186,320
	212,328	240,479

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

**Civil Contractors Federation.
Victorian Branch
Notes to the Financial Statements
For the Year ended 30th June 2003**

	2003	2002
	\$	\$
Non-Current		
Debentures Not Repayable Within One Year	2,000	2,000
	<u>2,000</u>	<u>2,000</u>
9. CURRENT TAX LIABILITIES		
Provision for GST	69,500	51,186
	<u>69,500</u>	<u>51,186</u>
10. PROVISIONS		
Current		
Provision For Long Service Leave	21,842	-
Provision for Annual Leave	44,018	43,519
	<u>65,860</u>	<u>43,519</u>
11. RETAINED PROFITS AT THE BEGINNING OF THE FINANCIAL YEAR		
Retained profits at the beginning of the financial year	418,764	392,724
Add		
Net profit attributable to members of the company	16,014	26,041
Retained profits at the end of the financial year	<u>434,778</u>	<u>418,765</u>
12. CAPITAL AND LEASING REQUIREMENTS		
Hire Purchase Commitments		
Payable:		
Not longer than one year	59,135	50,020
Longer than one year but not longer than two years	59,135	50,020
Longer than two years but not longer than five years	108,158	117,607
Minimum lease payments	226,428	217,647
Less: Future Finance Charges	27,932	31,326
Total Lease Liability	<u>198,496</u>	<u>186,321</u>

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

**Civil Contractors Federation.
Victorian Branch
Accounting Officers Certificate
For the Year ended 30th June 2003**

I, Rodney William Jeffrey, being the officer responsible for keeping the accounting records of the Civil Contractors Federation (Victorian Branch), certify that as at 30th June 2003 the number of members of the Federation was 436.

In my opinion,

(i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003.

(ii) A record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the account to which those monies are to be credited, in accordance with the rules of the Federation.

(iii) Before any expenditure was incurred by the Federation, approval for the incurring of the expenditure was obtained in accordance with the rules of the Federation.

(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 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, other than remuneration in respect of their full-time employment with the Federation, were made to persons holding office in the Branch.

(vi) The register of members of the Federation was maintained in accordance with the Act.

Signed at Hawthorn this 12th day of August 2003.


.....
RODNEY WILLIAM JEFFREY