



## CIVIL CONTRACTORS FEDERATION

**Operating Report for year ended 30 June 2004 – s254**

### **Principal Activities**

The principal activities of the Federation during the financial year were to provide the civil contractor companies of Victoria with support, advice (including IR advice and development of EBA's and AWA's), advocacy, networking, training and professional development.

### **Results of principal activities**

The Federation's principal activities resulted in maintaining and enhancing the bottom line performance of Member companies as well as the lifestyle and opportunities of their owners and staff.

### **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 Association's financial affairs**

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

**Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254 (2) (d)**

No officers of the Federation held reserved positions in a trustee company of superannuation entity or exempt public sector superannuation scheme.

**Number of members RAO reg 159 (a)**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 526.

**Number of employees RAO reg 159 (b)**

The number of persons who were, at the end of the financial year, employees of the Association was 20 employees, including 4 part time employees measured on a full time equivalent basis.

**Members of Committee of Management RAO reg 159 (c)**

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

**Executive and Board Members**

**President**

Gary Gardiner

**Vice President**

John Plumridge

**Treasurer**

Peter Rahilly

**National Councillors**

Adrian Fuller

Gary McClure

**Board Members**

Glenn Johnston

John Lander

Marcus Sill

Nathan Blackledge

Oliver Vido

Rick Driscoll

Robin Hicks

Rick Schibeci

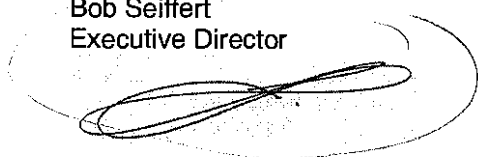
Steve Walker

Steve Traicevski

Bob Seiffert – Executive Director

Changes to the composition of the committee of management during the financial year:  
There were no changes.

Bob Seiffert  
Executive Director



Date: 06/09/04

**CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH  
A.B.N. 97 341 352 156**

**SPECIAL PURPOSE FINANCIAL REPORT**

**AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**CIVIL CONTRACTORS FEDERATION - VICTORIAN BRANCH**

**A.B.N. 97 341 352 156**

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**CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH**

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2004**

	<b>2004</b>	<b>2003</b>
	<b>\$</b>	<b>\$</b>
<b>INCOME</b>		
Membership Contributions	653,274	522,041
Employee Relations	16,675	7,986
Publications	84,233	82,069
Training Fees	1,783,113	1,372,434
	2,537,295	1,984,530
<b>OTHER INCOME</b>		
Interest Received	7,301	7,167
Meetings & Social Functions	190,763	178,078
Incolink	-	30,055
Sundry Income	24,997	12,203
National Prequal Income	160,732	166,957
Prequal Victorian Office	97,125	-
Fighting Fund	144,434	-
Provision to Establish I.R. Fighting Fund	(41,052)	-
OAMPS State End Fee	9,276	-
Loss on Sale of Non-current Assets	(8,684)	(1,546)
	584,892	392,914
	3,122,187	2,377,444

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached auditors' report.

CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH

PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2004

	2004	2003
	\$	\$
<b>EXPENDITURE</b>		
Accountancy Fees	14,465	3,527
Affiliation - National C.C.F.	86,485	111,475
Auditor's Remuneration	10,350	7,325
Bad Debts Written Off	15,083	-
Bank Charges	10,497	9,541
Conference & Social	-	5,882
Consultancy Fees	-	16,967
Computer Web Site	16,030	13,337
Depreciation	86,141	66,332
Employee Relation Expenses	6,764	8,561
Donations	200	2,108
Doubtful Debts	(24)	-
Hire Purchase Charges	23,589	14,861
Legal & Professional Costs	121,026	-
Meetings, Seminars & Functions	273,242	208,160
Motor Vehicle Expenses	44,458	37,579
Payroll Tax	43,793	17,166
Other Administrative Costs	401,963	293,688
Provision for Long Service Leave	(17,328)	21,842
Provision for Annual Leave	(2,965)	498
Publications	28,109	35,271
National Prequal	112,548	75,463
Salaries & Benefits - Office	148,840	99,166
Salaries & Benefits - Others	960,635	654,310
Scholarship	2,400	2,400
Subscriptions	5,257	4,273
Training Expenditure	679,326	637,608
Travelling & Accommodation	10,637	14,090
	3,081,521	2,361,430
<b>OPERATING PROFIT BEFORE INCOME TAX</b>	40,666	16,014
Retained Profits - Beginning of Year	434,778	418,764
	\$475,444	\$434,778
<b>UNAPPROPRIATED PROFIT AT 30TH JUNE 2004</b>	\$475,444	\$434,778

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached auditors' report.

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CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH

BALANCE SHEET - STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2004

	Note	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash		148,821	54,471
Receivables	2	1,251,687	1,287,066
Inventories	3	28,060	28,566
Other	4	53,603	3,858
<b>TOTAL CURRENT ASSETS</b>		<u>1,482,171</u>	<u>1,373,961</u>
<b>NON-CURRENT ASSETS</b>			
Investments	5	12,500	12,500
Property, plant and equipment	6	373,727	292,622
<b>TOTAL NON-CURRENT ASSETS</b>		<u>386,227</u>	<u>305,122</u>
<b>TOTAL ASSETS</b>		<u>1,868,398</u>	<u>1,679,083</u>
<b>CURRENT LIABILITIES</b>			
Creditors and borrowings	7	1,343,387	1,174,445
Provisions	8	41,053	44,018
<b>TOTAL CURRENT LIABILITIES</b>		<u>1,384,440</u>	<u>1,218,463</u>
<b>NON-CURRENT LIABILITIES</b>			
Creditors and borrowings	7	2,000	2,000
Provisions	8	4,514	21,842
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>6,514</u>	<u>23,842</u>
<b>TOTAL LIABILITIES</b>		<u>1,390,954</u>	<u>1,242,305</u>
<b>NET ASSETS (LIABILITIES)</b>		<u>477,444</u>	<u>436,778</u>
<b>EQUITY</b>			
Reserves	9	2,000	2,000
Retained profits		475,444	434,778
<b>TOTAL EQUITY</b>		<u>477,444</u>	<u>436,778</u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached auditors' report.

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**CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH**

**Notes to the Financial Statements  
For the Year ended 30<sup>th</sup> June 2004**

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**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 Due

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Boards 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 calculations 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 of 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 Sub Sections (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.*

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



CIVIL CONTRACTORS FEDERATION  
A.B.N. 97 341 352 156

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2004

	2004	2003
	\$	\$
<b>2 RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	1,275,439	1,310,420
Less: Provision for Doubtful Debts	54,000	54,024
	1,221,439	1,256,396
Unamortised GST on Cars	23,942	15,849
Unsecured Loan - CCF National	5,829	14,344
Other debtors	477	477
	1,251,687	1,287,066
<b>3 INVENTORIES</b>		
<b>CURRENT</b>		
Stock Publications on Hand	6,028	8,807
Stock IMS & Codes on Hand	4,200	10,350
Stock of Cards on Hand	9,836	6,036
Stock on Hand	7,996	3,373
	28,060	28,566
<b>4 OTHER ASSETS</b>		
<b>CURRENT</b>		
Prepayments	53,603	3,858
<b>5 INVESTMENTS</b>		
<b>NON-CURRENT</b>		
Shares in Other Companies	12,500	12,500
<b>6 PROPERTY, PLANT &amp; EQUIPMENT</b>		
Motor Vehicles	302,807	246,395
Less: Accumulated Depreciation	56,632	80,212
	246,175	166,183
Office Furniture & Equipment	314,065	279,288
Less: Accumulated Depreciation	186,513	152,849
	127,552	126,439
<b>Total property, plant &amp; equipment</b>	373,727	292,622

These notes are to be read in conjunction with the attached auditors' report.

**CIVIL CONTRACTORS FEDERATION**  
**A.B.N. 97 341 352 156**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2004**

	2004 \$	2003 \$
<b>7 CREDITORS &amp; BORROWINGS</b>		
<b>CURRENT</b>		
Bank Overdraft	18,031	
National Prequal in Trust	13,831	13,831
Hire Purchase Liability	275,445	198,497
Income Not Yet Earned	730,255	703,372
Fighting Fund Unexpended	41,052	-
Accounts Payable	179,190	153,415
Other Creditors	16,904	16,449
Payroll Liabilities	33,292	19,381
GST Payable	35,387	69,500
	<u>1,343,387</u>	<u>1,174,445</u>
<b>NON-CURRENT</b>		
Debentures Not Repayable Within One Year	<u>2,000</u>	<u>2,000</u>
<b>8 PROVISIONS</b>		
<b>CURRENT</b>		
Provision for Annual Leave	<u>41,053</u>	<u>44,018</u>
<b>NON-CURRENT</b>		
Provision for Long Service Leave	<u>4,514</u>	<u>21,842</u>
<b>9 RESERVES</b>		
General Reserves - Members' Debentures	<u>2,000</u>	<u>2,000</u>
<b>10 LEASING COMMITMENTS</b>		
<b>FINANCE LEASE AND HIRE PURCHASE COMMITMENTS</b>		
Not later than one year	84,630	59,135
Later than one year but not later than two years	115,690	59,135
Later than two years but not later than five years	113,954	108,158
	<u>314,274</u>	<u>226,428</u>
Less: Future Finance Charges	<u>38,828</u>	<u>27,932</u>
Total Finance Lease and Hire Purchase Liability	<u>275,446</u>	<u>198,496</u>

These notes are to be read in conjunction with the attached auditors' report.

## 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 3 to 9, of Civil Contractors Federation (Victorian Branch) for the year ended 30<sup>th</sup> June 2004. 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 30<sup>th</sup> June 2004; 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 4<sup>th</sup> day of August 2004

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**Alan M. Bliss**

Registered Company Auditor

CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH  
Accounting Officer's Certificate  
For the Year ended 30<sup>th</sup> June 2004

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I, Robert Gordon Sieffert, being the officer responsible for keeping the accounting records of the Civil Contractors Federation (Victoria Branch), certify that as at 30<sup>th</sup> June 2004 the number of members of the Federation was 526.

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30<sup>th</sup> June, 2004.
- (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 these 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, of 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 4<sup>th</sup> day of August 2004

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ROBERT GORDON SEIFFERT

CIVIL CONTRACTORS FEDERATION  
VICTORIAN BRANCH

Committee Of Management's Report  
For the Year ended 30<sup>th</sup> June 2004

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<sup>th</sup> June 2004.
- (ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 30<sup>th</sup> June 2004 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 document, 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 30<sup>th</sup> June 2004 and the Auditor's report thereon.

Signed at Hawthorn this 4<sup>th</sup> day of August 2004

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Member of Committee of Management

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Member of Committee of Management

**Committee of Management Statement**

On 25<sup>th</sup> August 2004, the Committee of Management of the Civil Contractors Federation passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 2004:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) no orders have been made by the Commission under Section 273 of the RAO Schedule during the period.

For Committee of Management:

Title of Office held: Executive Director, Bob Seiffert

Signature:



Date: 6<sup>th</sup> September 2004

**Attachment D****Certificate of Secretary or other Authorised Officer**

S268 of Schedule 1B Workplace Relations Act 1996

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

- that the documents lodged herewith are copies of the full report, referred to in 2268 of the RAO Schedule; and
- that the full report, was provided to members on 4<sup>th</sup> August 2004; and
- that the full report was presented to the Annual General Meeting of the reporting unit on 25<sup>th</sup> August 2004; in accordance with section 266 of the RAO Schedule.

Signature

Date: 3<sup>rd</sup> September 2004