

CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002

JOHN OSBORNE & ASSOCIATES PTY LTD  
Certified Practising Accountants

22 MOREAU MEWS  
APPLECROSS W A 6153

TEL: (08) 9316 4344  
FAX: (08) 9364 5598

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FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2002

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# CIVIL CONTRACTORS FEDERATION

ABN 88 811 975 001

**Western Australia  
Branch**  
PO Box 375,  
Welshpool WA 6986  
133A Pilbara Street,  
Welshpool WA 6106

Tel: 08 9358 4600  
Fax: 08 9358 4611

Email:  
ccfwa@civilcontractors.com

Website:  
www.civilcontractors.com

Civil Train  
Western Australia

Contractors  
Assessment & Training  
Team C.A.T.T.

National Competency  
Management System.

FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2002


## ACCOUNTING OFFICER'S CERTIFICATE

I, Gregory Murphy, being the Officer responsible for keeping the accounting records of the WA Branch certify that as at 30<sup>th</sup> June 2002 the number of members was eighty (80) members.

In my opinion:

- (1) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30<sup>th</sup> June 2002.
- (2) A record has been kept of all monies paid by, or collected from members and all monies paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation.
- (3) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.
- (4) 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.
- (5) No loans or other financial benefits were made to persons holding office in Branch.
- (6) The register of Members of the Branch was maintained in accordance with the Workplace Relations Act 1996, as amended.

Signed



Gregory Murphy, Treasurer

4 July 2002





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FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2002

## COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Alex Wolfe and Lambros Siamos, two members of the Committee of Management of the WA Branch do state on behalf of the Committee and in accordance with a resolution passed at a meeting of the Committee on the 3 July 2002 that pursuant to the requirements of the Workplace Relations Act 1996, as amended ("the Act"):

- (1) 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 2002.
- (2) In the opinion of the Committee the meetings of the Committee held during the year were in accordance of the rules of the organisation.
- (3) To the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the Branch or other documents (not being documents containing information made available to a member of the organisation under Section 274(2) of the Act), or copies of those records or other 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 Act, the Regulations or the rules of the organisation.
- (4) The Branch being an organisation which prepares its accounts and statements in accordance with subsection 273(1) of the Act has, in relation to the Accounts and Audit Report thereon for the financial year ending 30<sup>th</sup> June 2001, complied with subsections 279(1) and (6) of the Act.

This certificate has been prepared in accordance with a resolution by the Committee of Management in regard to these matters and is signed by us on behalf of the Committee of Management.

Alex Wolfe, Committee Member

Lambros Siamos, Committee Member

4 July 2002



CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002

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**ACCOUNTING POLICIES**

The Committee of Management has determined that the CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ("the Federation") is a non reporting entity accordingly the financial statements have been prepared as a special purpose financial report which is appropriate to meet the needs of the members, the Federation's constitution and the relevant legislative requirements of The Workplace Relations Act 1996, as amended and the Workplace Relations Regulations 1996. The accounting policies have been consistently applied, unless otherwise stated. The following is a summary of the significant accounting policies adopted by the Federation in the preparation of the financial statements.

**Historical Cost**

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

**Accruals Basis**

The Federation has determined that in accordance with subsection 272 (2) of the Workplace Relations Act 1996, as amended it will prepare its accounts on an accruals basis.

**Income Tax**

The Federation is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997, as amended, accordingly the Federation does not account for income tax.

**Investments**

Investments are brought to account at cost or at valuation. The carrying amount of investments is reviewed annually to ensure it is not in excess of the recoverable amount of the investments. Dividends and interest are brought to account in the Income and Expenditure Statement when received.

**Property, Plant and Equipment**

Property, plant and equipment are included at cost or where stated at independent valuation. All fixed assets, not subject to independent valuation, including buildings but excluding freehold land, are depreciated using rates and methods estimated to write off the cost over the estimated useful life of the asset concerned and commencing from the time the asset is held ready for use.

**Leases**

Leases of fixed assets, whether for finance leases or operating leases, are charged as expenses in the periods in which they are incurred.

**Employee Entitlements**

Provision is made for the Federation's liability for annual leave and long service leave arising from services rendered by employees to the reporting date. The provision for long service leave includes the

These notes and the accompanying Auditor's Report  
form part of the Financial Statements.

CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002

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Federation's legal obligations and the expected future payments where no legal entitlement has arisen and the employee has completed at least seven years of service.

Liabilities have not been discounted to their present values.

Contributions are made to an employee superannuation fund and are charged as expenses when incurred. Other than as required by the Superannuation Guarantee Legislation, there is no legal obligation to provide benefits to employees on retirement.

NOTICE TO MEMBERS

**Information to be provided to members or Registrar**

In accordance with subsection 274(4) of the Workplace Relations Act 1996, as amended, the attention of members is drawn to subsections 274(1), (2) and (3) which provide as follows:-

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

These notes and the accompanying Auditor's Report form part of the Financial Statements.

CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2002

Last Year		This Year
	<u>INCOME</u>	
211,403	Subscriptions	264,137
-	- Expo Surplus	12,000
210,418	Functions Receipts	160,669
8,246	Interest Received	5,647
-	- Sundry Income	396
6,250	Dividends Received	-
237,541	Training Funds Received	219,881
3,750	Earth Awards Income	3,000
981	AAED Secretariat Income	674
28,531	Publications Income	22,365
	Loss on Disposal of	
-	- Non-current Assets	(8,070)
707,120		680,699
	<u>EXPENDITURE</u>	
364	AAED Secretariat Expenses	-
1,160	Accountancy	1,550
	Advertising, Marketing &	
5,470	Promotion	2,194
	Auditor's Remuneration -	
1,855	Branch Audit	2,860
5,571	Bad Debts Written Off	6,457
868	Bank Charges	476
113	Computer Software	2,965
470	Conferences & Seminars	985
657	Couriers Expenses	607
16,421	Depreciation	15,374
4,012	Doubtful Debts	(3,616)
6,749	Earth Award	5,342
609	Entertainment Expenses	60
2,893	Fringe Benefits Tax	8,747
193,054	Functions	150,570
100	Annual Leave Provision	1,198
6,538	Insurance	4,691
	Interest & Hire Purchase	
1,708	Charges Paid	1,754
975	Legal Costs	-
9,986	Long Service Leave Provision	1,385
	Motor Vehicle Allowances -	
7,378	Employees	-
5,690	Motor Vehicle Expenses	4,720
	National Office, CCF National	
29,229	Fees	51,950
5,554	Postage	4,093
13,095	Printing & Stationery	10,284
15,759	Professional Fees	19,374
35,910	Rent	37,408
7,753	Repairs & Maintenance	7,990
	Salaries & Wages - Office	
-	- Holders	-
179,128	Salaries & Wages - Employees	181,692

The accompanying notes and Auditor's Report  
form part of these financial statements.

CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2002

<u>Last Year</u>		<u>This Year</u>
1,577	Staff Amenities	1,584
1,773	Staff Training	2,558
610	Subscriptions	905
21,758	Superannuation Contributions	24,047
13,509	Telephone	12,754
101,463	Training & Videos	172,466
19,928	Travelling Expenses	28,028
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719,687		763,452
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12,567	<u>NET DEFICIENCY</u>	82,753
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The accompanying notes and Auditor's Report  
form part of these financial statements.



CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

BALANCE SHEET  
AS AT 30TH JUNE 2002

Last Year		This Year
	<u>MEMBERS' FUNDS</u>	
	Accumulated Funds (Losses)	
327,889	Brought Forward	315,322
12,567	Deficit for Year	82,753
315,322	TOTAL MEMBERS' FUNDS	232,569
	 <u>REPRESENTED BY:</u>	
	<u>CURRENT ASSETS</u>	
300	Petty Cash Imprest	500
80,250	Sundry Debtors	41,342
	Less: Provision for Doubtful	
(4,012)	Debts	(396)
154,000	Cash at Bank - General Account	95,795
105,557	Term Deposits	110,164
3,468	Prepayments & Accruals	8,724
339,563		256,129
	<u>NON-CURRENT ASSETS</u>	
37,798	Motor Vehicles - at Cost	33,490
8,594	Less: Accumulated Depreciation	4,170
29,204		29,320
	Office Furniture & Equipment -	
49,725	at Cost	57,586
28,552	Less: Accumulated Depreciation	36,804
21,173		20,782
50,377		50,102
	<u>INVESTMENTS</u>	
20,000	Loan - National Office	15,001
12,500	625 "A" Class Shares in Beaconsfield Press Pty Ltd	12,500
32,500		27,501
422,440	TOTAL ASSETS	333,732
	 <u>CURRENT LIABILITIES</u>	
	Hire Purchase Liabilities -	
6,513	Current Portions	-
	Less Current Charges Yet to	
(1,214)	Mature	-
4,803	Sundry Accruals	21,977
9,779	Sundry Creditors	5,717
7,844	GST & PAYGW Payable	6,874
15,419	Provision for Annual Leave	16,617
42,453	Unearned Income in Advance	9,000
85,597		60,185

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form part of these financial statements.

CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH  
ABN 88 811 975 001

BALANCE SHEET  
AS AT 30TH JUNE 2002

Last Year		This Year
	<u>NON-CURRENT LIABILITIES</u>	
	- Toyota Finance Ltd	29,608
12,482	Bank of Western Australia Ltd	-
(947)	Less Charges Yet to Mature	-
9,986	Provision for Long Service Leave	11,370
<u>21,521</u>		<u>40,978</u>
107,118	<b>TOTAL LIABILITIES</b>	101,163
<u>315,322</u>	<u>NET ASSETS</u>	<u>232,569</u>

The accompanying notes and Auditor's Report  
form part of these financial statements.

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF  
CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH

**Scope**

I certify that I have audited the attached special purpose financial report of CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 ("the Federation"), for the year ended 30th June 2002 as set out on the preceding pages. The Federation's Committee of Management is responsible for the financial report and has determined that the accounting policies used, described in Notes to the Financial Statements, are consistent with the financial reporting requirements of the Federation's constitution, comply with the requirements of the Workplace Relations Act 1996, as amended ("the Act"), comply with the requirements of The Workplace Relations Regulations 1996, as amended ("the Regulations") 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, WESTERN AUSTRALIAN 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 the members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Federation's constitution, the Act and the Regulations. 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 applicable to the audit of special purpose financial reports. 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 as to whether, in all material respects, the financial report is presented fairly, in accordance with the accounting policies described in the Notes to the Financial Statements. (These policies do not require the application of all Accounting Standards).

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


INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF  
CIVIL CONTRACTORS FEDERATION  
WESTERN AUSTRALIAN BRANCH

Audit Opinion

In my opinion:-

- 1 The financial report of CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 was properly drawn up, in accordance with subsection 273 of the Act and the accounting policies described in the Notes to the Financial Statements, so as to give a true and fair view of:-
  - (a) the financial position of CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH as at 30th June 2002, and
  - (b) the receipts and payments, and any surplus or deficit of the Federation for the year then ended.
- 2 The Federation kept satisfactory accounting records including:-
  - (a) records of the sources and nature of the income of the Federation (including income from members); and
  - (b) records of the nature and purposes of the expenditure of the Federation.
- 3 The officers and employees of the Federation provided all of the information and explanations that they were required to provide in relation to these matters.
- 4 There were no deficiencies, failures or shortcomings in relation to these matters.



JEEA HOLT FCPA, on behalf of  
JOHN OSBORNE & ASSOCIATES PTY LTD  
22 MOREAU MEWS  
APPLECROSS W A 6153  
18th July 2002