



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2004/217-[128V-CPTN]**

Mr Jim Metcher  
Branch Secretary  
NSW Postal & Telecommunications Branch  
CEPU Communications Division  
PO Box 250  
PARRAMATTA NSW 2124

Dear Mr Metcher

**Re: CEPU - Communications Division - New South Wales Postal and Telecommunications 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 31 March, 2004.

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 31 March, 2004. 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 31 March, 2004 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 accounting, auditing and reporting obligations 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 (02) 8374 6618 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

Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)  
2 April, 2004

23 September 2004

Ms B Penna  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street,  
East Sydney, NSW 2011


Dear Ms Penna

**RE: APPLICATION FOR AN AUDIT EXTENSION TO 8 MONTHS**  
**CLIENT: Communications, Electrical Plumbing Union of Australia**  
**Postal and Telecommunications Branch NSW**  
**YEAR ENDED: 31 March 2004**

We hereby apply for an extension under Section 276(1) Regulation 113 of the Workplace Relations Act 1996. The application is made because a Committee of Management at which the financial report may be presented cannot be held until after a meeting of the Union's Divisional Executive. We are advised that the Divisional Executive meeting is due to be held in October 2004.

Yours faithfully,

**A J Williams & Co**  
**Chartered Accountants**



David McLean  
Partner





AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

Mr David McLean  
A J Williams & Co  
Chartered Accountants  
GPO Box 3041  
SYDNEY NSW 2001

Dear Mr McLean

**CEPU Communications Division - NSW Postal and Telecommunications Branch  
Audit of financial accounts for the year ending 31 March 2004 (FR2004/217)**

Thank you for your letter dated 23 September 2004 requesting an extension of time to complete your report in relation to the abovenamed organisation for the financial year ending 31 March 2004.

I am satisfied that, for reasons outside your control, it was not practicable for you to complete within the prescribed period the report referred to in subsection 276(1) of the *Workplace Relations Act 1996*. Therefore, under regulation 113, I grant an extension of time for the completion of the auditor's report to 30 November 2004.

Yours sincerely

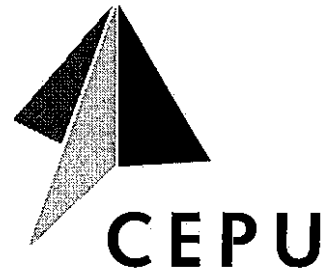
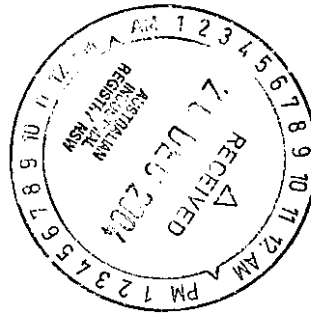
Barry Jenkins  
Deputy Industrial Registrar

5 October 2004

Our ref.: 62/2

Date: 16 December 2004

Mr Robyn Godfrey  
Statutory Services Branch  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011



COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

NSW Postal &  
Telecommunications  
Branch

ABN 81 643 762 631

Level 3, 81 George Street  
Parramatta NSW 2150

Postal address: PO Box 250  
Parramatta NSW 2124

Phone: (02) 9893 7822

Fax: (02) 9893 7396

E-mail: [admina@cepu.org](mailto:admina@cepu.org)

Website : [www.cepu.org](http://www.cepu.org)

Dear Mr Godfrey,

**Re: CEPU NSW (Postal and Telecommunications) Branch  
Financial Statements for the year ending 31 March 2004**

Please find enclosed the financial statements of the CEPU NSW (Postal and Telecommunications) Branch for the year ending 31 March 2004.

Also find enclosed a summary of the financial statements for the year ending 31 March 2004, prepared by the Branch Auditors A J Williams & Co and distributed to members on 11 November 2004.

The Branch has met the relevant Sections 273, 276, 279 (1), (2), (6) and 280 of the Workplace Relations Act 1996.

The following represents the actual details relating to the presentation of the Branch Financial Statements for the year ending 31 March 2004, to members and meetings of the Branch;

1. Branch Committee of Management receives financial statement for the year ending 31 March 2004, on 20 October 2004.
2. Summary of the financial statements for the year ending 31 March 2004, distributed to members on 11 November 2004.
3. General Meeting of members scheduled for 8 December 2004, failed to proceed due to lack of quorum under rules of the Union.
4. Branch Committee of Management adopts financial statement for the year ending 31 March 2004, on 15 December 2004.

Should you require further information, please contact Branch Secretary Mr Jim Metcher of this office on (02) 9893 7822

Yours faithfully

JIM METCHER  
BRANCH SECRETARY

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**SUMMARY OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2004**

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004**

The financial report of the Union has been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following summary is provided for members in accordance with Section 279 (2) of the Act.

A copy of the auditors' report and the financial report will be supplied free of charge to members who request same.

Certificates required to be given under the Act by the Accounting Officer and the Branch Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
<b>INCOME</b>			
Contributions		3,169,077	3,191,136
Other income		<u>120,497</u>	<u>38,290</u>
<b>TOTAL INCOME</b>		3,289,574	3,229,426
<b>LESS TOTAL EXPENDITURE</b>		<u>3,412,480</u>	<u>3,226,864</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		(122,906)	2,562
<b>SIGNIFICANT ITEMS</b>			
Adjustment to prior years' capitation fees	2	(205,571)	-
On costs in respect of provisions for employee benefits	3	<u>(64,203)</u>	<u>-</u>
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>(392,680)</u>	<u>2,562</u>

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004**

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH  
2004**

	2004 \$	2003 \$
<b>ACCUMULATED FUNDS</b>	5,494,345	5,887,025
<b>ASSET REVALUATION RESERVE</b>	<u>471,707</u>	<u>471,707</u>
	<u>5,966,052</u>	<u>6,358,732</u>
Represented by:		
Current Assets	283,245	278,146
Investments	16,123	320,005
Fixed Assets	<u>9,197,968</u>	<u>9,296,335</u>
<b>TOTAL ASSETS</b>	<u>9,497,336</u>	<u>9,894,486</u>
<b>LESS LIABILITIES</b>		
Current Liabilities	1,748,692	1,508,234
Non-Current Liabilities	<u>1,782,592</u>	<u>2,027,520</u>
<b>TOTAL LIABILITIES</b>	<u>3,531,284</u>	<u>3,535,754</u>
<b>NET ASSETS</b>	<u>5,966,052</u>	<u>6,358,732</u>

**NOTES**

**1.**

The financial report has been prepared on a going concern basis, which contemplates continuity of normal operating activities and the realisation of assets and settlement of liabilities in the normal course of the union's operations.

The continuing operations of the union and the ability to pay its debts in the normal course is dependent upon the financial support of Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, Divisional Executive, as necessary, and upon the success of future operations.

If the union is unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the normal course of business and at amounts different from those stated in the financial report.

**2.**

The adjustment to prior years capitation fees is in respect of capitation fees payable to Divisional Conference from 1 July 2000 to 31 March 2003 following the introduction of the GST. This has resulted in a corresponding increase in the amount included in Non current liabilities as owing to Divisional

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004**

Conference at 31 March 2004.

3.

On costs comprising payroll tax, workers compensation levy and where appropriate superannuation contributions have been included in the calculation of the provisions for employee benefits for the first time this year. This has had the affect of increasing the amounts provided for employee benefits by a total of \$64,203.



**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004**

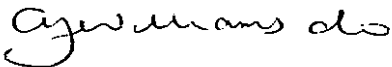
**INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274 which read as follows:

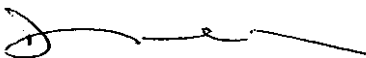
- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under Sub-Section (1) by a member of the organisation or a Registrar, make the specified information 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 Sub-Section (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.

**AUDITORS' CERTIFICATE**

We certify that the above summary is a fair and accurate summary of the Reports, Accounts and Statements of the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW, for the year ended 31 March 2004. Our Auditors' Report dated 5 November 2004, on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.



**A J WILLIAMS & CO**  
Chartered Accountants



**D S Mclean**  
Registered Company Auditor

2 Market Street  
Sydney NSW 2000

5 November 2004

DATE	10 NOV 2004
MAIL No.	2398
FILE No.	6212
Info	JV.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004**

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **JIM METCHER** and **LAURIE CHALKER**, being two members of the Branch Committee of Management of the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW, do state on behalf of the Branch Committee, and in accordance with a resolution passed by the Branch Committee that:

- (i) In the opinion of the Branch Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 31 March 2004;
- (ii) In the opinion of the Branch Committee of Management, meetings of the Branch Committee were held during the year ended 31 March 2004, in accordance with the rules of the Union;
- (iii) To the knowledge of any member of the Branch Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996), or copies of these records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- (iv) The Union has complied with Sub-Sections 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 March 2003, and the Auditors' Report thereon.



.....  
**JIM METCHER**



.....  
**LAURIE CHALKER**

20 October, 2004

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, **JIM METCHER**, being the Officer responsible for keeping the accounting records of the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW, certify that as at 31 March 2004 the number of members of the Union was 13,435.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 31 March 2004;
- (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 bank account to which those moneys are to be credited, in accordance with the rules of the Union;
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) With regard to funds of the Union 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, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union;
- (vi) The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.



.....  
**JIM METCHER**

20 October, 2004

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2004

	Note	2004 \$	2003 \$
<b>INCOME</b>			
Membership Contributions		3,169,077	3,191,136
Interest		5,132	5,113
Rent		115,262	25,530
Profit on sale of Trades Hall Shares/Sundry Income		-	7,647
Dividend		103	-
<b>TOTAL INCOME</b>		<u>3,289,574</u>	<u>3,229,426</u>
<b>EXPENDITURE</b>			
<b>Depreciation</b>		<u>112,451</u>	<u>136,348</u>
<b>Employee Benefits Expense</b>			
Salaries and Allowances – Officials		776,838	762,160
Salaries and Allowances – Staff		344,277	396,965
Payroll Tax		57,876	93,888
Provident Fund and Superannuation		141,906	134,142
Provision for Long Service Leave		44,247	10,309
Provision for Annual Leave		3,616	(3,124)
Provision for Sick Leave		66,924	25,978
		<u>1,435,684</u>	<u>1,420,318</u>
<b>Other Expenses</b>			
Affiliation Fees		80,259	50,621
Bank Charges		20,000	32,018
Interest & Bank Charges – CBA Bill Facility		140,924	134,671
Capitation Divisional Conference		792,164	737,761
Collection Costs - Membership Contributions		39,602	41,475
Computer Expenses		65,463	58,887
Delegates, Meetings and Organisers Expenses		59,595	46,254
Donations & Grants		-	15,500
Electricity, Gas and Heating		21,885	18,025
Emergency Ambulance Transport Benefit Fund	8	10,216	8,723
Fringe Benefit Tax		30,252	28,137
Finance Lease Charges		1,883	1,515
Honorarium		1,000	500
Insurance		49,171	49,185
Leasing Fee		18,642	15,739
Legal and Professional Fees	13	55,623	56,623
Motor Vehicle Expenses		91,974	71,857
Mortality Benefits Paid		3,500	3,500
National Council Fund		12,433	13,517
Other Expenditure		64,960	30,595
Postage, Printing and Stationery		120,613	114,777
Rates and Taxes		48,332	41,323
<b>Carried Forward</b>		<u>1,728,491</u>	<u>1,571,203</u>

The attached notes form part of these accounts

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2004  
(Continued)**

	Note	2004 \$	2003 \$
<b>Other Expenses (contd)</b>			
	<b>Brought Forward</b>	1,728,491	1,571,203
Repairs and Maintenance		20,713	3,645
Sub-Branch Expenses		1,831	2,009
Telephone and Telex		98,512	93,341
Training		14,798	-
		<u>1,864,345</u>	<u>1,670,198</u>
<b>TOTAL EXPENDITURE</b>		<u>3,412,480</u>	<u>3,226,864</u>

The attached notes form part of these accounts

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2004  
(Continued)

	Note	2004 \$	2003 \$
TOTAL INCOME		3,289,574	3,229,426
TOTAL EXPENDITURE		3,412,480	3,226,864
SURPLUS / (DEFICIT) FOR THE YEAR		<u>(122,906)</u>	<u>2,562</u>
<b>SIGNIFICANT ITEMS</b>			
Adjustment to prior years' Capitation Fees	14	(205,571)	-
On costs in respect of provisions for employee benefits	I(c)	<u>(64,203)</u>	<u>-</u>
NET SURPLUS / (DEFICIT) FOR THE YEAR		(392,680)	2,562
Accumulated Funds at Beginning of Year		<u>5,887,025</u>	<u>5,884,463</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>5,494,345</u>	<u>5,887,025</u>

The attached notes form part of these accounts

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2004**

	Note	2004 \$	2003 \$
<b>ACCUMULATED FUNDS</b>		5,494,345	5,887,025
<b>ASSET REVALUATION RESERVE</b>	9	471,707	471,707
		<u>5,966,052</u>	<u>6,358,732</u>
Represented by Net Assets as Follows:			
<b>CURRENT ASSETS</b>			
Accrued Interest		16	1,063
Bonds		6,795	6,795
Cash on Hand		800	800
Cash at Bank		153,884	91,410
Sundry Debtors and Prepayments		76,690	139,768
Deductions in Transit		45,060	38,310
		<u>283,245</u>	<u>278,146</u>
<b>INVESTMENTS</b>			
Cash Management Account		14,532	318,414
Shares in Listed Company		1,591	1,591
		<u>16,123</u>	<u>320,005</u>
<b>FIXED ASSETS</b>			
Freehold Land and Buildings	3	8,625,000	8,625,000
Motor Vehicles	4	159,551	205,872
Furniture, Equipment and Plant	5	357,038	389,401
Computer Hardware & Software	6	56,379	76,062
		<u>9,197,968</u>	<u>9,296,335</u>
<b>TOTAL ASSETS</b>		<u>9,497,336</u>	<u>9,894,486</u>
<b>CURRENT LIABILITIES</b>			
Branch Education Training Fund	7	7,768	7,768
Emergency Ambulance Transport Benefit Fund	8	9,867	9,867
Provision for Long Service Leave		218,061	159,549
Provision for Annual Leave		118,879	98,867
Provision for Sick Leave		414,685	314,220
Sundry Creditors and Accruals		180,865	127,545
Sundry Creditor - Divisional Conference		539,847	607,806
Sundry Creditor - Finance Lease	10	-	10,132
CBA Bill Facility - Secured		258,720	172,480
		<u>1,748,692</u>	<u>1,508,234</u>

The attached notes form part of these accounts



COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2004 (Continued)

	Note	2004 \$	2003 \$
<b>NON-CURRENT LIABILITIES</b>			
CBA Bill Facility – Secured		1,410,360	2,027,520
Sundry Creditor – Divisional Conference	14	<u>372,232</u>	<u>-</u>
		<u>1,782,592</u>	<u>2,027,520</u>
<b>TOTAL LIABILITIES</b>		<u>3,531,284</u>	<u>3,535,754</u>
<b>NET ASSETS</b>		<u>5,966,052</u>	<u>6,358,732</u>

The attached notes form part of these accounts

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF CASH FLOWS FOR THE  
YEAR ENDED 31 MARCH 2004

	Note	2004 \$	2003 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Members		3,260,944	3,227,422
Payments to Suppliers and Employees		(3,067,713)	(2,862,263)
Interest Received		5,132	8,310
Other Receipts		115,365	25,625
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	12	<u>313,728</u>	<u>399,094</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Investments		-	7,552
Payment for Property, Plant and Equipment		(14,084)	(1,566,932)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<u>(14,084)</u>	<u>(1,559,380)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Finance Leases		(10,132)	(31,549)
Bank Bill Facility		-	1,244,114
Repayment of Bank Bill Facility		(530,920)	-
<b>NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES</b>		<u>(541,052)</u>	<u>1,212,565</u>
<b>NET INCREASE (DECREASE) IN CASH</b>		<u>(241,408)</u>	<u>52,279</u>
Cash at 1 April 2003		<u>410,624</u>	<u>358,345</u>
<b>CASH AT 31 MARCH 2004</b>	11	<u>169,216</u>	<u>410,624</u>

The attached notes form part of these accounts

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2004

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements in Australia, and the Workplace Relations Act, 1996. The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The financial report has been prepared on a going concern basis, which contemplates continuity of normal operating activities and the realisation of assets and settlement of liabilities in the normal course of the branch's operations.

The continuing operations of the branch and the ability to pay its debts in the normal course is dependant upon the financial support of Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, Divisional Executive, as necessary, and upon the success of future operations.

If the branch is unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the normal course of business and at amounts different from those stated in the financial report.

The following is a summary of the significant accounting policies adopted in the preparation of the accounts.

- (a) Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. Appraisals are carried out by the Branch Committee of Management on an annual basis.
- (b) Properties held for investment purposes are not subject to depreciation. Depreciation of fixed assets is calculated on the diminishing value method.
- (c) Provision for employee benefits in the form of Long Service Leave, Annual Leave and Sick Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

On costs comprising payroll tax, workers compensation levy and where appropriate superannuation contributions have been included in the calculation of the provisions for employee benefits for the first time this year. This has had the affect of increasing the amounts provided for employee benefits by a total of \$64,203.

- (d) Contributions are accounted for on a cash receipts basis.

# COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

## POSTAL AND TELECOMMUNICATIONS BRANCH NSW

### NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2004 (Continued)

#### 1. STATEMENT OF ACCOUNTING POLICIES (Continued)

- (e) 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 Union, 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. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.
- (f) No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

#### 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) 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 Sub-Section (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 Sub-Section (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.

	2004	2003
	\$	\$
<b>3. FREEHOLD LAND AND BUILDINGS</b>		
George Street, Parramatta At Branch Committee of Management Valuation 31 March 2003	8,625,000	8,625,000
	<u>8,625,000</u>	<u>8,625,000</u>
<b>4. MOTOR VEHICLES</b>		
At Cost	389,406	389,406
Less Accumulated Depreciation	<u>229,855</u>	<u>(183,534)</u>
	159,551	205,872
<b>5. FURNITURE, PLANT AND EQUIPMENT</b>		
At Cost	458,061	450,960
Less Accumulated Depreciation	<u>101,023</u>	<u>(61,559)</u>
	357,038	389,401

## POSTAL AND TELECOMMUNICATIONS BRANCH NSW

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2004(Continued)

	2004 \$	2003 \$
<b>6. COMPUTER HARDWARE &amp; SOFTWARE</b>		
At Cost	219,883	243,264
Less Accumulated Depreciation	<u>163,504</u>	<u>(167,202)</u>
	<u>56,379</u>	<u>76,062</u>
<b>7. BRANCH EDUCATION TRAINING FUND</b>		
Balance brought forward	7,768	7,768
Add Training Fund Levies Received	-	-
Less Benefits Paid	<u>-</u>	<u>-</u>
Balance carried forward	<u>7,768</u>	<u>7,768</u>
<b>8. EMERGENCY AMBULANCE TRANSPORT BENEFIT FUND</b>		
Balance brought forward	9,867	9,867
Transfer from Statement of Financial Performance	10,216	8,723
Less Benefits Paid	<u>(10,216)</u>	<u>(8,723)</u>
Balance carried forward	<u>9,867</u>	<u>9,867</u>
<b>9. ASSET REVALUATION RESERVE</b>		
Balance brought forward	471,707	-
Revaluation Increment on Freehold Land & Buildings	<u>-</u>	<u>471,707</u>
	<u>471,707</u>	<u>471,707</u>

The Asset Revaluation Reserve records revaluations of non-current assets.

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2004 (Continued)

	2004	2003
	\$	\$
<b>10. LEASING COMMITMENTS</b>		
<b>Finance Leasing Commitments:</b>		
Finance Leases capitalised in the accounts in accordance with the Accounting Policies detailed in Note 1(e) are payable as follows:		
- Not later than one year	-	10,933
- Later than one year but not later than two years	-	-
- Later than two years but not later than five years	-	-
Minimum Lease Payments	-	10,933
Less Future Finance Charges	-	801
Total Lease Liability	-	10,132
Classified as:		
Current	-	10,132
Non-Current	-	-
	-	10,132

**11. RECONCILIATION OF CASH**

For the purpose of the statement of cash flows, cash includes cash on hand and in at call deposits with banks and financial institutions.

Cash at the end of the year is shown in the statement of financial position as :

Cash on Hand	800	800
Cash at Bank	153,884	91,410
Cash Management Account	14,532	318,414
	169,216	410,624



**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2004(Continued)**

**15. BRANCH MEMBERSHIP**

For the purposes of sub-rule 7.14 of the National Council Composition and Voting Rights, the number of financial members as at 31 March 2004 was 11,194 as disclosed in the Branch's Membership Records.

Such membership was comprised of:

a) Postal Divisional Section	8,563
b) Lines and General Division Section	2,631



# COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

## POSTAL AND TELECOMMUNICATIONS BRANCH NSW

### INDEPENDENT AUDIT REPORT

#### Scope

##### *The Financial Report and the Responsibility of the Branch Committee of Management and Accounting Officer*

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the certificates of the branch committee of management and the accounting officer for the Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW, for the year ended 31 March 2004.

The branch committee of management and the accounting officer are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### *Audit Approach*

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the branch committee of management and the accounting officer.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

#### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA**

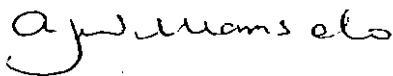
**POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**Audit Opinion**

In our opinion:

- a) There were kept by the Branch in respect of the year under review, satisfactory records detailing the sources and nature of income of the Branch (including income from members) and the nature and purposes of expenditure; and
- b) The attached financial report including the Certificates of the Branch Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report has been prepared from the accounting records of the Branch and is properly drawn up so as to give a true and fair view of:
  - (a) the financial position of the Branch as at 31 March 2004 and
  - (b) the financial performance of the Branch for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.



**A.J. WILLIAMS & CO.**  
Chartered Accountants



**D. S. MCLEAN**  
Registered Company Auditor.  
SYDNEY NSW 2000

5 November 2004



Australian Government

Australian Industrial Registry

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: sydney@air.gov.au

Mr Jim Metcher  
Branch Secretary  
CEPU Communications Division  
NSW Postal & Telecommunications Branch  
PO Box 250  
PARRAMATTA NSW 2124

Dear Mr Metcher

**Re: Lodgement of Financial Statements and Accounts for the CEPU NSW Postal & Telecommunications Branch for the year ending 31 March 2004 (FR2004/217)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 20 December 2004.

Thank you for your attention to this matter. The documents have been filed, and may be viewed on the internet at [www.e-airc.gov.au/128vcptn/financial](http://www.e-airc.gov.au/128vcptn/financial).

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at [www.airc.gov.au/fact\\_sheets/factsheets.html](http://www.airc.gov.au/fact_sheets/factsheets.html).

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna  
for Deputy Industrial Registrar

15 February 2005