



Australian Government
Australian Industrial Registry

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

Ref: FR2005/206-[128V-CPTS]

Mr Noel R Paul
Branch Secretary
CEPU Communications Division
SA/NT Postal & Telecommunications Branch
30-40 Hurtle Street
ADELAIDE SA 5000

Dear Mr Paul

Financial Return - year ending 31 March, 2005

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/206**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Belinda Penna
for Deputy Industrial Registrar
11 April, 2005

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

30th September 2005

Australian Industrial Registrar
South Australian Registry
PO Box 8255
Hindley Street
Adelaide SA 5000



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

COMMUNICATIONS DIVISION
Postal & Telecommunications
SANT Branch

ABN: 47 901 289 504

30 - 40 Hurtle Square
Adelaide
South Australia 5000
Australia

Ph: (08) 8232 5166
Fax: (08) 8232 5590
Email: cdsant@cepu.asn.au

Communications Electrical
Electronic Energy Information
Postal Plumbing and Allied
Services Union of Australia

Dear Sir/ Madam,

In accordance with subsection 279(6) and 280(1) of the Workplace Relations Act 1996, please find attached a copy of the:-

2004-2005 FINANCIAL STATEMENTS AND AUDITORS REPORT

FOR THE YEAR ENDED 31st MARCH 2005

For the CEPU Communications Division, Postal and Telecommunications. SA/NT Branch.

This was presented to the Branch Committee of Management Meeting on Wednesday the 17th of August 2005.

Please also find attached the Associated Meeting Notice and the Concise Financial Statement and Auditors Report (summary) circulated to Members and Work Locations throughout South Australia and the Northern Territory via post and e-mail on the 19th August 2005.

Both the complete and concise Financial Statement and Auditors Reports were also posted on the Union Website.

www.cepu.asn.au/comms/section_brances/sant-pt.pdf

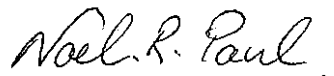
Refer to bottom line on the Meeting Notice.

As we did not get a quorum at the general Meeting on Wednesday the 28th September 2005, advice was provided by the Industrial Registrar that a special meeting of the Branch Committee could be held to adopt the Financial Report.

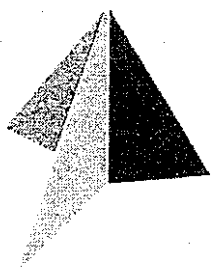
This Telephonic Meeting as per rule 85a was undertaken on the 30th September 2005 and that Meeting adopted the 2004/2005 Financial Report.

Please do not hesitate to contact the undersigned for any further information.

Yours Sincerely

A handwritten signature in cursive script that reads "Noel R. Paul".

Noel Paul
Branch Secretary



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

C.E.P.U. - COMMUNICATIONS DIVISION

POSTAL AND TELECOMMUNICATIONS BRANCH (S.A. / N.T.)

2004 / 2005

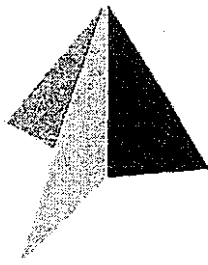
CONSICE FINANCIAL
STATEMENT

AND

AUDITORS' REPORT

Noel Paul
BRANCH SECRETARY.

17th August, 2005.



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

C.E.P.U. - COMMUNICATIONS DIVISION

POSTAL AND TELECOMMUNICATIONS BRANCH (S.A. / N.T.)

2004 / 2005

FINANCIAL STATEMENTS

AND AUDITORS' REPORT

Noel Paul
BRANCH SECRETARY.

17th August, 2005.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA. (CEPU).

**CEPU - COMMUNICATIONS DIVISION,
POSTAL AND TELECOMMUNICATIONS BRANCH (SA / NT)**

ABN: 47 901 289 504

**- BRANCH COMMITTEE OF MANAGEMENT
- OPERATING REPORT -**

This Operating Report records the activities of the SOUTH AUSTRALIAN / NORTHERN TERRITORY POSTAL AND TELECOMMUNICATIONS BRANCH of the CEPU Communications Division, Branch Committee of Management, for the financial year ended 31st March, 2005, and the results of those activities, together with any significant changes in the nature of those activities during the year.

1. PRINCIPAL ACTIVITIES OF THE BRANCH COMMITTEE OF MANAGEMENT :

The principal activities of the Branch Committee of Management during the preceding year fell into the following categories :-

- Implementation of National, Divisional and Branch decisions;
- Industrial support, including representation of individual members grievances, advice on legal and legislative matters, initiating Union elections as provided for in the Rules of the Union, and responding to the needs of members as provided for within the Rules of the Union, within the scope of any statutory or legal obligations;
- The administration of Awards, the certification of Industrial Agreements, and the variation of Awards;
- The administration of the Branch's financial affairs;
- The administration of the Branch Membership;
- Monthly Newsletters and other communications to members, the media, and the broader community.

2. RIGHT OF MEMBERS TO RESIGN :

All Branch members have the right to resign from the Union in accordance with Rule 32 of the Communications Division Rules (*and Section 174 of the Workplace Relations Act*), namely by providing written notice addressed and delivered to the Branch Secretary via Post, Facsimile, e-Mail or in person.

3. DIRECTORSHIPS OF SUPERANNUATION FUNDS :

Except for Mr. Gerry Kandelaars, who holds a position of Board Member on the Telstra Superannuation Scheme, to the best of our knowledge and belief no other Officer or Employee of the Branch is, by virtue of their Office on the Branch Committee of Management of the Postal and Telecommunications Branch (SA /NT) :-

- (i) a Trustee of a superannuation entity or exempt public sector superannuation scheme;
- (ii) a Director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the office of a Trustee or Director is that the Office is an Officer of a registered organization.

4. MEMBERSHIP OF THE BRANCH :

As at the 31st March, 2005, the membership of the Postal and Telecommunications Branch (SA / NT) was **2448**

5. EMPLOYEES OF THE BRANCH :

As at the 31st March, 2005, the Telecommunications and Services Branch (SA / NT) employed :-

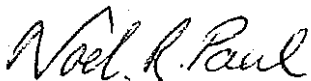
Three (3) Full Time employees,
One (1) Part Time employee.

6. BRANCH COMMITTEE OF MANAGEMENT :

As at the 31st March, 2005, the following persons were members of the Postal and Telecommunications Branch (SA / NT), Branch Committee of Management :-

Noel PAUL	Branch Secretary	01/04/2004 – 31/3/2005
Graham LORRAIN	Branch President	01/04/2004 – 31/03/2005
Tony LANG	Branch Vice President	01/04/2004 – 31/03/2005
Bianca DOBSON	Branch Vice President	01/04/2004 – 31/03/2005
Tod MULLINS	Committee of Management Member	01/04/2004 – 31/03/2005
Steve BUTTERWORTH	Committee of Management Member	01/04/2004 – 31/03/2005
Andrew RAMSAY	Committee of Management Member	01/04/2004 – 31/03/2005
Peter McDONALD	Committee of Management Member	01/04/2004 – 31/03/2005
Nick TOWNSEND	Committee of Management Member	01/04/2004 – 31/03/2005
Richard MILLAR	Committee of Management Member	01/04/2004 – 31/03/2005
Denis CAREY	Committee of Management Member	01/04/2004 – 31/03/2005
Bob FOSTER	Committee of Management Member	01/04/2004 – 31/03/2005

Signed in accordance with the resolution of the Postal and Telecommunications Branch (SA / NT).



Noel Paul
BRANCH SECRETARY.

18/8/2005.
DATED.

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.

ABN: 47 901 289 504

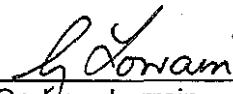
BRANCH COMMITTEE CERTIFICATE


We, Graham Lorrain and Bianca Dobson, being two Members of the Branch Committee of management of the Communications, Electrical Postal Union of Australia, Communications Division, Postal & Telecommunications Branch, of South Australia and Northern Territory, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (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 Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Committee were held in accordance with the rules of the organisation including the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signed In Accordance with a resolution passed by the Committee Dated: 17/8/05

SIGNED:


Graham Lorrain
Member of Branch Committee


Bianca Dobson
Member of Branch Committee

DATED:

18/8/05

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS
For The Year Ended 31/3/05

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following concise financial accounts is provided for Members.

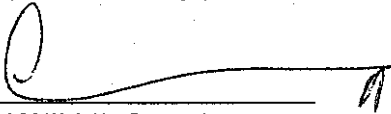
The concise report has been derived from the full report and cannot be expected to provide as full an understanding as the full report.

A Copy of the full audited Accounts will be supplied free of charge to Members who request them.

STATEMENT BY THE AUDITOR

- The Concise financial report, pages 4 to 8, has been audited by us;
- In our opinion, the concise report is consistent with the full financial report; and
- The Full Audit Report on the General Purpose Accounts stated that in the opinion of the Auditor the accounts were presented fairly in accordance with Australian Accounting Standards and the requirements of the Workplace Relations Act 1996.

J.H. DOYLE & CO



C. WELLINGTON
REGISTERED AUDITOR

DATED: 18/8/05

COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL POSITION
As at 31 March 2005

	31 Mar 2005	31 Mar 2004
CURRENT ASSETS		
Cash	165,417	131,093
Receivables	0	3,871
Other	5,025	5,812
TOTAL CURRENT ASSETS	170,442	140,776
NON-CURRENT ASSETS		
Investments	1,100,682	1,039,234
Property, Plant & Equipment	784,680	630,504
TOTAL NON-CURRENT ASSETS	1,885,362	1,669,738
TOTAL ASSETS	2,055,803	1,810,514
CURRENT LIABILITIES		
Creditors and Borrowings	31,119	23,148
Provisions	360,600	356,731
TOTAL CURRENT LIABILITIES	391,719	379,879
TOTAL LIABILITIES	391,719	379,879
NET ASSETS	1,664,084	1,430,635
ACCUMULATED FUNDS		
Reserves	216,290	46,835
Retained Profits	1,447,794	1,383,799
TOTAL ACCUMULATED FUNDS	1,664,084	1,430,634

COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 31 March, 2005

	Year Ended 31/3/05 \$	Year Ended 31/3/04 \$
Revenues from Ordinary Activities	745,591	720,037
Affiliation Fees	18,843	12,041
Audit Fees	6,290	6,735
Commission & Debt Collection	11,513	11,966
Depreciation Expenses	27,943	15,120
Employee Benefits Expenses	306,283	326,726
Fringe Benefits Tax	12,284	9,747
Insurance	10,231	15,710
Motor Vehicle Expenses	10,306	13,563
National Office Capitation Fees	145,261	159,170
Reimbursement Account Staff	29,003	0
Telephone	11,794	11,510
Travel	16,458	18,675
Other Expenses From Ordinary Activities	73,375	65,136
Profit From Ordinary Activities attributable to members	66,007	53,938
Building Revaluation Increase	167,443	--
Building Cost Adjustment	--	42,557
<u>TOTAL CHANGE IN FUNDS</u>	<u>\$233,450</u>	<u>\$96,495</u>

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF CASH FLOWS
For The Year Ended 31 March 2005

	Year Ended 31/3/04	Year Ended 31/3/05
CASH FLOWS FROM OPERATING ACTIVITIES	\$	\$
Receipts from members	642,667	642,318
Operating Receipts	44,081	31,776
Payments to suppliers and employees	(638,933)	(624,611)
Interest received	62,633	52,896
NET CASH PROVIDED BY OPERATING ACTIVITIES	110,448	102,379
CASH FLOWS FROM INVESTING ACTIVITIES		
Transfer to Investment Activities	(61,448)	(129,138)
Fixed asset purchases	(14,676)	(111,318)
Proceeds on sale of fixed assets	--	60,418
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	(76,124)	(180,038)
CASH FLOWS FROM FINANCING ACTIVITIES		
PAYMENTS FOR LEAVE	--	38,550
NET CASH USED IN FINANCING ACTIVITIES	--	38,550
NET INCREASE (DECREASE) IN CASH HELD	34,324	39109
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	131,093	170,202
CASH AT THE END OF THE FINANCIAL YEAR	165,417	131,093

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA. (CEPU).

**CEPU - COMMUNICATIONS DIVISION,
POSTAL AND TELECOMMUNICATIONS BRANCH (SA / NT)**

ABN: 47 901 289 504

**- BRANCH COMMITTEE OF MANAGEMENT
- OPERATING REPORT -**

This Operating Report records the activities of the SOUTH AUSTRALIAN / NORTHERN TERRITORY POSTAL AND TELECOMMUNICATIONS BRANCH of the CEPU Communications Division, Branch Committee of Management, for the financial year ended 31st March, 2005, and the results of those activities, together with any significant changes in the nature of those activities during the year.

1. PRINCIPAL ACTIVITIES OF THE BRANCH COMMITTEE OF MANAGEMENT :

The principal activities of the Branch Committee of Management during the preceding year fell into the following categories :-

- Implementation of National, Divisional and Branch decisions;
- Industrial support, including representation of individual members grievances, advice on legal and legislative matters, initiating Union elections as provided for in the Rules of the Union, and responding to the needs of members as provided for within the Rules of the Union, within the scope of any statutory or legal obligations;
- The administration of Awards, the certification of Industrial Agreements, and the variation of Awards;
- The administration of the Branch's financial affairs;
- The administration of the Branch Membership;
- Monthly Newsletters and other communications to members, the media, and the broader community.

2. RIGHT OF MEMBERS TO RESIGN :

All Branch members have the right to resign from the Union in accordance with Rule 32 of the Communications Division Rules (*and Section 174 of the Workplace Relations Act*), namely by providing written notice addressed and delivered to the Branch Secretary via Post, Facsimile, e-Mail or in person.

3. DIRECTORSHIPS OF SUPERANNUATION FUNDS :

Except for Mr. Gerry Kandelaars, who holds a position of Board Member on the Telstra Superannuation Scheme, to the best of our knowledge and belief no other Officer or Employee of the Branch is, by virtue of their Office on the Branch Committee of Management of the Postal and Telecommunications Branch (SA/NT) :-

- (iv) a Trustee of a superannuation entity or exempt public sector superannuation scheme;
- (v) a Director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (vi) where a criterion for the office of a Trustee or Director is that the Office is an Officer of a registered organization.

4. MEMBERSHIP OF THE BRANCH :

As at the 31st March, 2005, the membership of the Postal and Telecommunications Branch (SA / NT) was **2448**

5. EMPLOYEES OF THE BRANCH :

As at the 31st March, 2005, the Telecommunications and Services Branch (SA / NT) employed :-

Three (3) Full Time employees,
One (1) Part Time employee.


6. BRANCH COMMITTEE OF MANAGEMENT :

As at the 31st March, 2005, the following persons were members of the Postal and Telecommunications Branch (SA / NT), Branch Committee of Management :-

Noel PAUL	Branch Secretary	01/04/2004 – 31/3/2005
Graham LORRAIN	Branch President	01/04/2004 – 31/03/2005
Tony LANG	Branch Vice President	01/04/2004 – 31/03/2005
Bianca DOBSON	Branch Vice President	01/04/2004 – 31/03/2005
Tod MULLINS	Committee of Management Member	01/04/2004 – 31/03/2005
Steve BUTTERWORTH	Committee of Management Member	01/04/2004 – 31/03/2005
Andrew RAMSAY	Committee of Management Member	01/04/2004 – 31/03/2005
Peter McDONALD	Committee of Management Member	01/04/2004 – 31/03/2005
Nick TOWNSEND	Committee of Management Member	01/04/2004 – 31/03/2005
Richard MILLAR	Committee of Management Member	01/04/2004 – 31/03/2005
Denis CAREY	Committee of Management Member	01/04/2004 – 31/03/2005
Bob FOSTER	Committee of Management Member	01/04/2004 – 31/03/2005

Signed in accordance with the resolution of the Postal and Telecommunications Branch (SA / NT).


Noel Paul
BRANCH SECRETARY.


DATED.

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

COMMITTEE OF MANagements CERTIFICATE

We, Graham Lorrain and Bianca Dobson, being two Members of the Branch Committee of management of the Communications, Electrical Postal Union of Australia, Communications Division, Postal & Telecommunications Branch, of South Australia and Northern Territory, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (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 Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Committee were held in accordance with the rules of the organisation including the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signed In Accordance with a resolution passed by the Committee Dated: 17/8/05

SIGNED: Graham Lorrain
Graham Lorrain
Member of Branch Committee

Bianca Dobson
Bianca Dobson
Member of Branch Committee

DATED: 18/8/05

COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

STATEMENT OF FINANCIAL POSITION
As at 31 March 2005

		31 Mar 2005	31 Mar 2004
CURRENT ASSETS	NOTE		
Cash	3	165,417	131,093
Receivables	4	0	3,871
Other	5	5,025	5,812
TOTAL CURRENT ASSETS		<u><u>170,442</u></u>	<u><u>140,776</u></u>
NON-CURRENT ASSETS			
Investments	6	1,100,682	1,039,234
Property, Plant & Equipment	7	784,680	630,504
TOTAL NON-CURRENT ASSETS		<u><u>1,885,362</u></u>	<u><u>1,669,738</u></u>
TOTAL ASSETS		<u><u>2,055,803</u></u>	<u><u>1,810,514</u></u>
CURRENT LIABILITIES			
Creditors and Borrowings	8	31,119	23,148
Provisions	9	360,600	356,731
TOTAL CURRENT LIABILITIES		<u><u>391,719</u></u>	<u><u>379,879</u></u>
TOTAL LIABILITIES		<u><u>391,719</u></u>	<u><u>379,879</u></u>
NET ASSETS		<u><u>1,664,084</u></u>	<u><u>1,430,635</u></u>
ACCUMULATED FUNDS			
Reserves	10	216,290	46,835
Retained Profits	11	1,447,794	1,383,799
TOTAL ACCUMULATED FUNDS		<u><u>1,664,084</u></u>	<u><u>1,430,634</u></u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

**COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA, COMMUNICATIONS DIVISION**

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.

ABN: 47 901 289 504

STATEMENT OF FINANCIAL PERFORMANCE

For the Year Ended 31 March 2005

	31 March 2005	31 March 2004
	\$	\$
<u>INCOME</u>		
Members Contributions	639,665	633,129
Interest Received	61,845	52,896
Reimbursement A/c Organiser	20,000	15,000
Depreciation Recouped	--	2,236
Other Income	<u>24,081</u>	<u>16,776</u>
TOTAL INCOME	745,591	720,037
<u>LESS EXPENSES INCURRED</u>		
Capitation Fees- Federal Office	145,261	159,170
CEPU National Council Funding	2,508	1,325
Affiliation Fees (NOTE 12)	18,843	12,041
Audit Fees	6,290	6,735
Bank Charges and F.I.D. etc.	3,384	3,394
Delegates Allowances & Honoria of Officials	4,372	3,086
Cleaning	415	203
Commission Paid (NOTE 13)	11,513	11,966
Computer Expenses	1,260	931
Death Benefits Paid	1,000	500
Depreciation	27,943	15,120
Donations (NOTE 14)	5,355	250
Doubtful Debts Exp	(4,072)	--
Entertainment & Public Relations	2,887	1,668
Light & Power	5,410	6,211
Insurances - General	10,231	15,710
Legal & Industrial Expenses	8,021	8,788
Office Expenses	707	679
Motor Vehicle Expenses	10,306	13,563
Fringe Benefits Tax	12,284	9,747
Postage	7,258	5,181
Printing & Stationery	5,424	5,196
Publications	941	--
Provision for Sick Leave	16,432	--
Provision for Annual Leave	(3,635)	13,103
Provisions for Long Service Leave	(8,928)	20,992
Rates & Taxes	11,426	9,816
Repairs & Maintenance	7,747	2,059
Salaries- Officials	205,956	199,983
Salaries- Other	35,775	50,173
Reimbursement A/c Staff	29,003	--
Security	182	562
Training Expenses	600	1,472
Superannuation (NOTE 15)	60,683	42,475
Sundry Expenses	2,945	8,510
Telephone & Facsimile	11,794	11,510
Travel & Accommodation	16,458	18,675
Workcover	5,607	5,305
TOTAL EXPENSES INCURRED	679,584	666,099
SURPLUS	<u><u>66,007</u></u>	<u><u>53,938</u></u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

STATEMENT OF CASH FLOWS
For The Year Ended 31 March 2005

	Year Ended 31/3/04	Year Ended 31/3/05
CASH FLOWS FROM OPERATING ACTIVITIES	\$	\$
Receipts from members	642,667	642,318
Operating Receipts	44,081	31,776
Payments to suppliers and employees	(638,933)	(624,611)
Interest received	62,633	52,896
NET CASH PROVIDED BY OPERATING ACTIVITIES	110,448	102,379
CASH FLOWS FROM INVESTING ACTIVITIES		
Transfer to Investment Activities	(61,448)	(129,138)
Fixed asset purchases	(14,676)	(111,318)
Proceeds on sale of fixed assets	--	60,418
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	(76,124)	(180,038)
CASH FLOWS FROM FINANCING ACTIVITIES		
PAYMENTS FOR LEAVE	--	38,550
NET CASH USED IN FINANCING ACTIVITIES	--	38,550
NET INCREASE (DECREASE) IN CASH HELD	34,324	39109
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	131,093	170,202
CASH AT THE END OF THE FINANCIAL YEAR	165,417	131,093

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

**COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA, COMMUNICATIONS DIVISION**

**POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504**

NOTES TO AND FORMING PART OF THE ACCOUNTS

For the Year Ended 31 March 2005

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996 as amended.

Excepting contributions in Advance, the financial report has been prepared on an accrual basis. It is based on historical costs, and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

- (a) **Income Tax**
The Branch is exempt from Income Tax under S50-15 of the Income Tax Assessment Act 1997.
- (b) **Plant and Equipment**
Motor Vehicles & plant and equipment are carried at cost less accumulated depreciation.
- Depreciation**
All fixed assets are depreciated over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.
Motor Vehicles are depreciated at 22.5%
Plant 15 - 37.5%
- (c) **Contributions**
Contributions are accounted for on a cash basis, exempting contributions paid in advance.
- (d) **Employee Benefits**
Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave etc, have been made for the nominal value of estimated accrued entitlements of all Employees on the basis of their terms of Employment.

**COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA, COMMUNICATIONS DIVISION**

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

NOTES TO AND FORMING PART OF THE ACCOUNTS(Cont'd)
For the Year Ended 31 March 2005

NOTE 2. CASH FLOW INFORMATION

(a) Reconciliation of Cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

	2005	2004
	\$	\$
Cash on Hand	500	436
Cash at Bank & on deposits	164,917	130,657
Investments	2(b) <u>\$165,417</u>	<u>131,093</u>

(b) Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax

Profit from Ordinary Activities	66,007	53,938
<i>Non-Cash flows in profit from ordinary activities:</i>		
- Depreciation	27,943	15,120
- Provision for Doubtful Debts	(4,071)	
- Net gain on disposal of plant & equipment	--	(2235)
	<u>89,879</u>	<u>66,823</u>
<i>Change in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	7,942	7,146
Decrease in Other Assets	788	187
(Decrease)/Increase in Payables	12,912	(7728)
(Decrease)/Increase in Contributions in Advance	(4940)	1856
Increase in Provisions	3,869	34,095
Cash Flows from Operations	2 (a) <u>\$110,448</u>	<u>\$102,379</u>

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 31 March 2005

	31 Mar 05	31 Mar 04
<u>NOTE 3. CASH</u>		
Commonwealth Bank Cheque Account	164,917	130,657
Petty Cash	500	436
	<hr/>	<hr/>
	165,417	131,093
	<hr/> <hr/>	<hr/> <hr/>
<u>NOTE 4. RECEIVABLES</u>		
Contribution Arrears	--	7,942
Less Prov'n for Doubtful Debts	--	(4,072)
	0	3,871
	<hr/> <hr/>	<hr/> <hr/>
<u>NOTE 5. OTHER</u>		
Interest Accrued	5,025	5,812
	<hr/>	<hr/>
	5,025	5,812
	<hr/> <hr/>	<hr/> <hr/>
<u>NOTE 6. INVESTMENTS</u>		
Shares - CPS Credit Union	2	2
Building Fund - CPS Credit Union	239,840	228,429
Leave Fund - CPS Credit Union	536,929	508,859
Car Replacement Fund - CPSCU	123,601	117,064
Welfare Fund - CPSCU	16,156	15,457
Death Benefits Fund- CPSCU	48,846	46,835
General Fund- CPSCU	135,308	122,588
	<hr/>	<hr/>
	1,100,682	1,039,234
	<hr/> <hr/>	<hr/> <hr/>
<u>NOTE 7. PROPERTY, PLANT & EQUIPMENT</u>		
Land & Building- Hurtle Square at Independent Valuation March 2005 (see below)	685,000	517,557
Office Furniture & Equipment	251,518	236,842
Deduct Accumulated Depreciation	(223,984)	(216,976)
	<hr/>	<hr/>
	27,534	19,866
	<hr/>	<hr/>
Motor Vehicles at Cost	102,709	102,709
Deduct Accumulated Depreciation	(30,564)	(9,629)
	<hr/>	<hr/>
	72,145	93,080
	<hr/> <hr/>	<hr/> <hr/>

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 31 March 2005

	31 Mar 05	31 Mar 04
TOTAL PROPERTY, PLANT & EQUIPMENT	784,680	630,504
	<u>784,680</u>	<u>630,504</u>

Land & Buildings

1. At 31/03/05 the Land and Buildings are in the name of "Australian Postal and Telecommunications Union..... of 139 Queensbury St. Carlton South VIC 3053"

The National Office Auditors confirm that for Financial reporting purposes the Postal & Telecommunications union share be shown as an asset of the S.A./N.T. Branch.

2. Valuation

The Property was valued on 6/4/05 by Fudali Water House PRP Certified Practising Valuer J. Richardson.

NOTE 8. CREDITORS & BORROWINGS

Accounts Payable	28,898	15,987
Contributions in Advance	2,221	7,161
	<u>31,119</u>	<u>23,148</u>

NOTE 9. PROVISIONS

Provisions for Annual Leave	74,900	78,535
Provisions for Sick Leave	149,000	132,568
Provisions for Long Service Leave	136,700	145,628
	<u>360,600</u>	<u>356,731</u>

NOTE 10. RESERVES

Death Benefit Reserve	48,846	46,835
Asset Revaluation Reserve	167,443	-
	<u>216,289</u>	<u>46,835</u>
Death Benefits Fund	<u>2,011</u>	<u>1,219</u>
Transfer To Reserve	46,835	45616
Balance 1/4/04	48,846	46835
Closing Balance 31/03/05	<u>48,846</u>	<u>46835</u>

NOTE 11. GENERAL FUND

Surplus Attributable to members	63,995	53,938
Balance 1/4/04	1,383,799	1,329,861
Closing Balance 31/03/05	<u>1,447,794</u>	<u>1,383,799</u>

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

NOTES TO AND FORMING PART OF THE ACCOUNTS(Cont'd)
For the Year Ended 31 March 2005

	2005
	\$
NOTE 12. AFFILIATION FEES	
ALP	10,462
UTLC	8,381
	<hr/>
	18,381
	<hr/> <hr/>
NOTE 13. COMMISSION PAID	
Employers	11,096
Members	139
Debt Collection	277
	<hr/>
	11,513
	<hr/> <hr/>
NOTE 14. DONATIONS	
ALP- Election Campaign	
Candidates	5000
Other	355
	<hr/>
	5,355
	<hr/> <hr/>
NOTE 15. SUPERANNUATION	
Officials	55,646
Other	5,037
	<hr/>
	60,683

NOTE 16. SEGMENT REPORTING

The Branch operates as a trade union & provides employee support to members.

NOTE 17. INTERNATIONAL FINANCIAL REPORTING STANDARDS

The standards are effective for the year commencing 1/4/05 Transitional adjustments will be made retrospectively against retained earnings at 1/4/05.

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

AUDITORS' REPORT

SCOPE

We have audited the Accounts being the Statement of Financial Position, Statement of financial Performance, Cash Flows Statement and Notes to and forming part of the Accounts of the Communications, Electrical & Postal services Union of Australia (CEPU), Communications Division, Postal & Telecommunications Branch S.A./N.T., for the year ended 31 March, 2005.

The Branch Committee is responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the Accounts are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations.

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

AUDIT OPINION

In our opinion the financial report:

- presents fairly in accordance with Applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Branch as at 31 March 2005 and the results of its operations and its cash flows for the year ended then; and
- is in accordance with the requirements of the Workplace Relations Act 1996

J. H. DOYLE & CO.



C. WELLINGTON
REGISTERED AUDITOR FCPA

ADELAIDE
DATED: 12/8/05



CEPU - COMMUNICATIONS DIVISION
POSTAL AND TELECOMMUNICATIONS BRANCH SA/NT
&
TELECOMMUNICATION AND SERVICES BRANCH SA/NT
30-40 HURTLE SQUARE, ADELAIDE SA 5000
PHONE: (08) 82325166 FAX: (08) 82325590

*** GENERAL MEETING NOTICE ***

CEPU COMMUNICATIONS DIVISION
MEMBERS

PLEASE BE ADVISED THAT A JOINT GENERAL MEETING
OF THE CEPU P&T and T&S BRANCHES
TO TABLE THE 2004//2005 ANNUAL FINANCIAL STATEMENTS
AND AUDITOR'S REPORT
WILL BE HELD IN THE CONFERENCE ROOM
CEPU OFFICE
30-40 HURTLE SQUARE, ADELAIDE
ON WEDNESDAY, 28TH SEPTEMBER, 2005
AT 7.30PM

**Note : The Branch Auditor Christine Wellington will be in attendance
to answer any questions from members**

Noel R. Paul

Noel Paul
P&T Branch Secretary

John Lee

John Lee
T&S Branch Secretary



C.E.P.U. - COMMUNICATIONS DIVISION

POSTAL AND TELECOMMUNICATIONS BRANCH (S.A. / N.T.)

2004 / 2005

CONSICE FINANCIAL
STATEMENT

AND

AUDITORS' REPORT

Noel Paul
BRANCH SECRETARY.

17th August, 2005.

4. MEMBERSHIP OF THE BRANCH :

As at the 31st March, 2005, the membership of the Postal and Telecommunications Branch (SA / NT) was **2448**

5. EMPLOYEES OF THE BRANCH :

As at the 31st March, 2005, the Telecommunications and Services Branch (SA / NT) employed :-

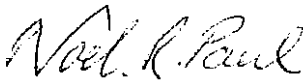
Three (3) Full Time employees,
One (1) Part Time employee.

6. BRANCH COMMITTEE OF MANAGEMENT :

As at the 31st March, 2005, the following persons were members of the Postal and Telecommunications Branch (SA / NT), Branch Committee of Management :-

Noel PAUL	Branch Secretary	01/04/2004 – 31/3/2005
Graham LORRAIN	Branch President	01/04/2004 – 31/03/2005
Tony LANG	Branch Vice President	01/04/2004 – 31/03/2005
Bianca DOBSON	Branch Vice President	01/04/2004 – 31/03/2005
Tod MULLINS	Committee of Management Member	01/04/2004 – 31/03/2005
Steve BUTTERWORTH	Committee of Management Member	01/04/2004 – 31/03/2005
Andrew RAMSAY	Committee of Management Member	01/04/2004 – 31/03/2005
Peter McDONALD	Committee of Management Member	01/04/2004 – 31/03/2005
Nick TOWNSEND	Committee of Management Member	01/04/2004 – 31/03/2005
Richard MILLAR	Committee of Management Member	01/04/2004 – 31/03/2005
Denis CAREY	Committee of Management Member	01/04/2004 – 31/03/2005
Bob FOSTER	Committee of Management Member	01/04/2004 – 31/03/2005

Signed in accordance with the resolution of the Postal and Telecommunications Branch (SA / NT).


Noel Paul
BRANCH SECRETARY.

18/8/2005.
DATED.

COMMUNICATIONS, ELECTRICAL & POSTAL UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS
For The Year Ended 31/3/05

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following concise financial accounts is provided for Members.

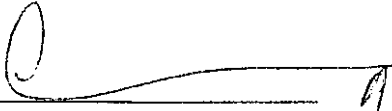
The concise report has been derived from the full report and cannot be expected to provide as full an understanding as the full report.

A Copy of the full audited Accounts will be supplied free of charge to Members who request them.

STATEMENT BY THE AUDITOR

- The Concise financial report, pages 4 to 8, has been audited by us;
- In our opinion, the concise report is consistent with the full financial report; and
- The Full Audit Report on the General Purpose Accounts stated that in the opinion of the Auditor the accounts were presented fairly in accordance with Australian Accounting Standards and the requirements of the Workplace Relations Act 1996.

J.H. DOYLE & CO



C. WELLINGTON
REGISTERED AUDITOR

DATED: _____

13/8/05

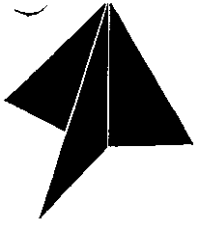
COMMUNICATIONS, ELECTRICAL & POSTAL
UNION OF AUSTRALIA
COMMUNICATIONS DIVISION

POSTAL & TELECOMMUNICATIONS BRANCH S.A./N.T.
ABN: 47 901 289 504

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 31 March, 2005

	Year Ended 31/3/05 \$	Year Ended 31/3/04 \$
Revenues from Ordinary Activities	745,591	720,037
Affiliation Fees	18,843	12,041
Audit Fees	6,290	6,735
Commission & Debt Collection	11,513	11,966
Depreciation Expenses	27,943	15,120
Employee Benefits Expenses	306,283	326,726
Fringe Benefits Tax	12,284	9,747
Insurance	10,231	15,710
Motor Vehicle Expenses	10,306	13,563
National Office Capitation Fees	145,261	159,170
Reimbursement Account Staff	29,003	0
Telephone	11,794	11,510
Travel	16,458	18,675
Other Expenses From Ordinary Activities	<u>73,375</u>	<u>65,136</u>
Profit From Ordinary Activities attributable to members	<u>66,007</u>	<u>53,938</u>
Building Revaluation Increase	167,443	--
Building Cost Adjustment	--	42,557
<u>TOTAL CHANGE IN FUNDS</u>	<u>\$233,450</u>	<u>\$96,495</u>



CEPU - COMMUNICATIONS DIVISION
POSTAL AND TELECOMMUNICATIONS SA/NT BRANCH
30-40 HURTLÉ SQUARE, ADELAIDE SA 5000
PHONE: (08) 82325166 FAX: (08) 82325590

*** SPECIAL MEETING NOTICE ***

**A SPECIAL POSTAL AND TELECOMMUNICATIONS
BRANCH COMMITTEE OF MANGEMENT MEETING**

**WILL BE HELD ON FRIDAY 30TH SEPTEMBER, 2005
AT 3 PM, AS PER RULE 85a**

**The meeting will be held by telephone to discuss the Postal and
Telecommunications 2004/205 Annual Financial Statement**

Noel R. Paul

Noel Paul
Branch Secretary.



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 Noel Paul
Branch Secretary
SA/NT Postal & Telecommunications Branch
Communications Division
CEPU
30-40 Hurtle Square
ADELAIDE SA 5000

Dear Mr Paul

Financial Return - year ending 31 March 2005 (FR2005/206)

Thank you for the above documents which were lodged in the Registry on 5 October 2005. The documents have been filed.

The Registry does, however, require clarification regarding the donations expended by the Branch in 2004/2005. It is noted in the Statement of Financial Performance and the Notes to and Forming Part of the Accounts that the Branch donated \$5,355, including \$5,000 to candidates in the ALP election campaign.

Your attention is drawn to section 237 of Schedule 1B (the RAO Schedule) of the *Workplace Relations Act 1996*. This section stipulates that Branches must lodge with the Registry a statement establishing the particulars of all donations exceeding \$1,000. Therefore, if any single donation exceeded \$1,000, the particulars of that donation including the amount, the recipient and their address and the reason for the donation must be identified in the statement. Unlike the financial documents you have recently lodged, the statement in relation to the donations would not be available for public viewing, only members of the Branch would be entitled to.

I also draw your attention to the following deficiencies which must be rectified when lodging future returns.

References to correct legislation

In your covering letter you refer to sections 279(6) and 280(1) of the *Workplace Relations Act 1996* when in fact you should have referred to section 268 of the RAO Schedule.

Contents of Operating Report

Your Operating Report did not contain any reference to details of any significant changes in the Branch's financial affairs during the year, as required by section 254(2)(b) of the RAO Schedule. If, in fact, there are no significant changes occurring during any year, it is a requirement to make an explicit statement to that effect to remove any doubt.

Resolution by Committee to provide Concise Report

Section 265(2) of the RAO Schedule only allows a concise report to be provided to members in accordance with a resolution to do so by the committee of management. No statement confirming the passing of such a resolution appears anywhere in the documents provided. (The reference to a resolution passed on 17 August 2005 which appears on the Committee of Management certificate does not, on the face of it, refer to the one required.)

An explicit statement confirming the Committee resolved to provide a concise report to members rather than the full report could be included in the Secretary's certificate in future returns.

Notice under section 272 of the RAO Schedule

None of the documents lodged included the text extract of subsections 272(1), (2) and (3) of the RAO Schedule as required by subsection 272(5). This should be included in next year's documents, whether as a standalone notice or in the Notes to and Forming Part of the Accounts.

Contents of Concise Report

Nowhere in the Concise Report does there appear a "discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members", as required by RAO regulation 161(1)(c).

There is no prescription as to how long or detailed this has to be but a statement(s) addressing this requirement should be included in any Concise Report drawn up in future.

I trust that you will address these points when lodging future returns. If you wish to discuss any aspect of the financial documents, please do not hesitate to contact me on (02) 8374 6506.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina', with a stylized flourish extending to the right.

Dean Superina
for Deputy Industrial Registrar

19 October 2005