



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: FR2006/210 [128V-CPTT]

Mr Peter Miller
Branch Secretary
CEPU Communications Division
Tasmanian Postal and Telecommunications Branch
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Miller

Financial Return - year ending 31 March 2006

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).

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

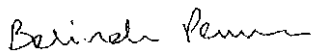
We encourage you to contact the Registry on (02) 8374 6666 as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

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



For Deputy Industrial Registrar
4 April 2006

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:

¹RAO 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.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

Communications Electrical and Plumbing Union

Communications Division

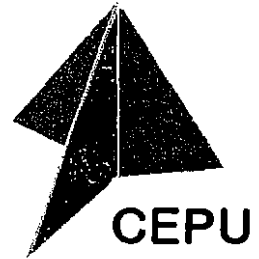
Tasmania Branch

105 New Town Road, New Town 7008

E-mail: cdtas@cepu.asn.au

Phone: (03) 62280098

Fax: (03) 62287557



17th August 2006

Deputy Industrial Registrar
Australian Industrial Registry
GPO Box 1232M 80 William St
HOBART 7001 E/Sydney 2011

Re: Lodgement of financial returns for year ended 31 March 2006

Please find enclosed copy of financial returns for 2005/2006, lodged in accordance with the Workplace Relations Act.

Due to no quorum at our Annual General Meeting the financial reports were endorsed at a Branch Committee of Management meeting on 8th August 2006

Should you have any inquiries regarding the enclosed please contact our Admin Officer, Denise McNeice.

Yours sincerely

A handwritten signature in black ink, appearing to read "Peter Miller".

Peter Miller
Branch Secretary

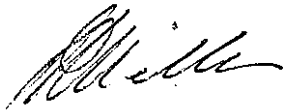


Communications, Electrical and Plumbing Union (CEPU)
Communications Division - Postal and Telecommunications Branch - Tasmania
Year Ended 31st March 2006

Financial Accounts for the year ended 31st March 2006

I Peter McCambridge Miller being the Branch Secretary of the CEPU
Communications Division (Postal & Telecom) Tasmanian Branch certify that;

- the attached accounts are a true audited copy of the accounts, referred to in s268 of the RAO Schedule; and provide to members;
- the full report was provided to members on 17th July 2006; and
- the full report was presented to the second meeting held on 8th August 2006 of the committee of management in accordance with section 266 of the RAO Schedule.



Peter Miller
Branch Secretary

Date: 9th August 2006

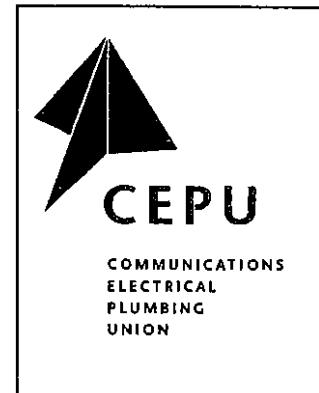


**Tasmanian
Communications Division**

105 New Town Road, NEW TOWN 7008

Ph: 62280098 Fax: 62287557

E-mail cdtas@cepu.asn.au



To: ALL P&T Branch Members

Date: 13th July 2006

***COMMUNICATIONS ELECTRICAL PLUMBING UNION
COMMUNICATIONS DIVISION
POSTAL AND TELECOMMUNICATIONS GROUP -
TASMANIAN BRANCH***

***FINANCIAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2006***

**Attached is a complete copy of the Annual Report and
financial statement to be put to members at the
Annual General Meeting on 8th August 2006.**



**Peter Miller
Branch Secretary**

Communications, Electrical and Plumbing Union **(CEPU)**

Communications Division - Postal and Telecommunications Branch - Tasmania
Year Ended 31st March 2006

Branch Secretary - Annual report
Branch Financial and Membership Overview

MEMBERSHIP

Membership decline in the 2005/2006 year by 3% from that of 800 (31/3/2005) to 776 (31/3/2006).

Telecommunications Group - 182 members 179 Full-time 3 Part time

DDP 159 or 87.4%	Accounts 22 or 12%	PRD 1 or .6%	
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Postal Group - 594 members 414 Full-time 180 Part time (27 Chandler)

DDP 243 or 40.9%	Accounts 43 or 7.2%	PRD 297 or 50%	LWOP 11 or .1.9%
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Total Membership - 776 members 593 Full-time 183 part time

DDP 402 or 51.8%	Accounts 65 or 8.4%	PRD 298 or 38.4%	LWOP - 11 or 1.4%
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FINANCES

Income for 2005/2006 year was \$225,373 an increase of 3.84% on the 2004/2005 years income of \$217,027.

Income – Membership contributions were lower due to small decrease in membership numbers, the addition of interest (not yet received in 2005) has now been accounted for in the income for this year and therefore overall an increase.

Expenses for year 2005/2006 increased to that \$295,832 compared to \$ 264,434 for 2004/2005 year.

Operating Expenses – Depreciation costs were up due to the purchase of a new vehicle end of previous year; Donations also up due to IR Campaign and State Election; Admin Officer took sick leave therefore Provisions were up to cover this, however the major expense was the undertaking of Union Training during the last financial year, Travel Expenses were also up.



Peter Miller
BRANCH SECRETARY

Communications, Electrical and Plumbing Union (CEPU)
Communications Division - Postal and Telecommunications Branch - Tasmania
Year Ended 31st March 2006

OPERATING REPORT

This Operating Report covers the activities of the Communications, Electrical and Plumbing Union (CEPU) Communications Division - Postal and Telecommunications Branch – Tasmania for the financial year ended 31st March 2006, the result of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Tasmanian Branch

Principle activities of the CEPU Communications Division P&T Group Tasmanian Branch during the past year fell into the following categories:

Implementation of the decisions of National Council, Divisional Conference and Divisional Executive together with decisions of the Tasmanian Branch Committee of Management.

Implementation of the union's organising agenda, visitation of work sites and meetings outside work with individual members as and when required.

Representation of individual members grievances, advice on legal and legislative matters, workers compensation matters etc.

Training and provide assistance to Authorised Union Representative and Occupational Health and Safety Representatives as and when required.

Represent the Tasmanian membership at a National level on all matters such as EBA's, Awards, conditions of employment and changes within the Communications industry.

Represent Tasmanian members on local issues with relevant employer representatives.

Provide ongoing office base contact for members, administration of membership records, finances and correspondence.

2. Financial Affairs

No major asset purchases were made during the year.

Administration officer took some extended Sick Leave which required the employment of a relief Admin Officer and the additional amount in super payments made. The Sick Leave account has been adjusted and recorded on the leave records.

3. Rights of Members to Resign

All members of the union have the right to resign from the Union in accordance with Rule 32 of the Union Rules, (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the relevant Branch.

4. Superannuation

Officers and staff chose to elect (3) representatives to the CEPU Customs Super Policy Committee which is administered via our Divisional Office. The three member representatives are Sharon Benson (Vic T&S), Dave Callaghan (Qld P&T) and Len Gregory (Div Office).

CEPU Super is administered by AMP in accordance with CEPU Policy.

The Admin Relief superannuation has been paid to the nominated plan – TASPLAN.

5. Membership of the Branch

As at the 31st March 2006 the Tasmanian Branch membership was 776.

6. Employees of the Branch

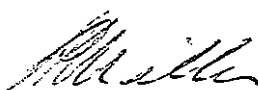
As at 31st March 2006 the Tasmanian Branch employed 1 full time employee (elected Branch Secretary) and 1 part-time (30hours) Administrative/Industrial employee. The Administration position is currently being job shared between the permanent part-timer and the relief part-timer, each doing 15 hours per week.

All employees entitlements have been provisioned for within our accounts.

7. Tasmanian Branch Committee of Management

The following persons were members of the Tasmanian Branch Committee of Management During the year ending 31st March 2006.

<u>Position</u>	<u>Name</u>	<u>Period of appointment</u>
President	Malcolm Sumner	1/4/2005-31/3/2006
Vice-President	Paul Minehan	1/4/2005-31/3/2006
Vice-President	Ian Kerslake	1/4/2005-31/3/2006
Branch Secretary	Peter Miller	1/4/2005-31/3/2006
Assist Secretary	David Moore	1/4/2005-31/3/2006
Lines & General Rep	Norm Conway	1/4/2005-31/3/2006
Lines & General Rep	Greg Colbeck	1/4/2005-31/3/2006
Lines & General Rep	Michael Graham	1/4/2005-31/3/2006
Postal Group Rep	Brett Porthouse	1/4/2005-31/7/2005
Postal Group Rep	Belinda Gordon	1/8/2005-31/3/2006
Postal Group Rep	Gerard Nagy	1/4/2005-11/10/2005
Postal Group Rep	Tim Hutt	1/4/2005-31/3/2006
Postal Group Rep	Paul Bugg	1/4/2005-31/3/2006
Postal Group Rep	Karen Bonnett	29/11/2005-31/3/2006


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Peter Miller, Branch Secretary

9th May 2006

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
 PROFIT AND LOSS STATEMENT
 FOR THE YEAR ENDED 31ST MARCH 2006**

	NOTE	\$	\$	2005 \$
Operating Loss				
Before Income Tax		19,833		342
Income Tax Expense		<u>-</u>		<u>-</u>
OPERATING LOSS AND EXTRAORDINARY ITEMS			19,833	342
Retained Profits at April 1			<u>362,597</u>	<u>362,939</u>
PROFIT AVAILABLE FOR APPROPRIATION			<u>342,764</u>	<u>362,597</u>
RETAINED PROFITS			<u>342,764</u>	<u>362,597</u>

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
 BALANCE SHEET AS AT 31ST MARCH 2006**

	NOTE	\$	\$	2005 \$
CURRENT ASSETS				
Cash	2	490		14,742
Receivables	3	4,314		4,314
Other	6	<u>1,445</u>		<u>-</u>
TOTAL CURRENT ASSETS			<u>6,249</u>	<u>19,056</u>
NON-CURRENT ASSETS				
Investments	4	410,249		391,166
Property, Plant and Equipment	5	<u>59,713</u>		<u>69,645</u>
TOTAL NON-CURRENT ASSETS			<u>469,962</u>	<u>460,811</u>
TOTAL ASSETS			<u>476,211</u>	<u>479,867</u>
CURRENT LIABILITIES				
Creditors & Borrowings	7	1,717		1,310
Provisions	9	129,643		115,960
Other	8	<u>2,087</u>		<u>-</u>
TOTAL CURRENT LIABILITIES			<u>133,447</u>	<u>117,270</u>
TOTAL LIABILITIES			<u>133,447</u>	<u>117,270</u>
NET ASSETS			<u>342,764</u>	<u>362,597</u>
EQUITY				
Accumulated Profit			<u>342,764</u>	<u>362,597</u>

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and the Workplace Relations Act 1966. The accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. The accounting policies have been consistently applied, unless otherwise stated.

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

Income Tax

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

Information to be provided to Members or Registrar

In accordance with the requirements of Workplace Relations Act 1966, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which reads as follows:

A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

An organisation shall, on application made under Subsection (1) by a member or 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.

A Registrar may only make an application under Subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member of the organisation concerned information received because of an application made at the request of the member.

Penalty \$1000.

Property, Plant & Equipment

Property, plant and equipment are included at cost or at independent or directors' valuation. The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their useful lives commencing from the time the asset is held ready for use.

Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Employee Benefits

Provision is made in respect of the Association's liability for annual leave and long service leave at balance date.

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

	\$	\$	2005 \$
2. Cash			
Petty Cash on Hand	490		400
Commonwealth Bank - Cheque Account	-		<u>14,342</u>
		<u>490</u>	<u>14,742</u>

3. RECEIVABLES

Receivables			
Sundry Debtors		<u>4,314</u>	<u>4,314</u>
Island State Credit Union		<u>410,249</u>	<u>391,166</u>

5. PROPERTY PLANT AND EQUIPMENT

Motor Vehicles at WDV	28,600		36,904
Less Prov'n for Depreciation	<u>1,634</u>		<u>-</u>
		26,966	36,904
Office Equipment at WDV		13,463	12,962
Leasehold Improvements at WDV		<u>19,284</u>	<u>19,779</u>
		<u>59,713</u>	<u>69,645</u>

6. OTHER ASSETS

Other			
GST on acquisitions		<u>1,444</u>	<u>-</u>

7. CREDITORS AND BORROWINGS

Creditors & Borrowings			
Bank Overdraft	407		-
GST Payable	911		912
Contributions in Advance	7		7
Sundry Creditors & Accruals	<u>392</u>		<u>391</u>
		<u>1,717</u>	<u>1,310</u>

8. OTHER LIABILITIES

Other			
GST on supplies		<u>2,087</u>	<u>-</u>

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

	\$	\$	2005 \$
9. PROVISIONS			
Provisions			
Provisions for Employee Entitlements		129,643	115,960

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
STATEMENT OF CASH FLOWS AS AT 31ST MARCH 2006**

	NOTE	\$	\$
INCOME			
Sundry Income		1,715	
Members Contributions		204,471	
Bank Interest Received		19,187	
Refund of Sustentation Fees		<u>50,626</u>	
TOTAL INCOME			275,999
EXPENSES			
Affiliation Fees		5,700	
Allowances - Committee & Delegates		3,190	
Auditors Remuneration - Fees		3,600	
Bank Charges		453	
Commission Paid		3,914	
Discounts allowed		623	
Donations		3,280	
Electricity & Gas		458	
Federal Office - Sustentation Fees		50,633	
Fringe Benefits Tax		1,942	
Insurance		3,569	
Legal Costs		1,037	
Motor Vehicle Expenses		4,100	
Payroll Tax		7,474	
Petty Cash		247	
Postage		2,645	
Printing & Stationery		2,884	
Rental of Facilities		2,198	
Repairs & Maintenance		283	
Salaries		125,319	
Staff Amenities		614	
Sundry Expenses		3,685	
Superannuation		12,106	
Telephone		3,025	
Training Costs		14,058	
Travelling Expenses		<u>14,680</u>	
TOTAL EXPENSES			<u>271,717</u>
RETAINED PROFITS			4,282
PROPERTY PLANT AND EQUIPMENT			
	5		500
INVESTMENTS			
Island State Credit Union			19,083
CURRENT ASSETS			
Petty Cash on Hand		90	
GST on acquisitions		<u>1,444</u>	
			1,534

COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
NOTES TO THE STATEMENT OF CASH FLOWS
NOTE \$ \$

CURRENT LIABILITIES

Bank Overdraft	14,748	
GST on supplies	<u>2,087</u>	
		<u>16,835</u>

TOTAL -

1. RECONCILIATION OF CASH

Petty Cash on Hand	490	
Bank Overdraft	<u>(407)</u>	

CASH AT THE END OF THE YEAR 83

2. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES

Operating profit after income tax		(19,833)
Amortisation		494
Depreciation		9,938
Provision for diminution in investments		19,113
Increase(decrease) in other expenses payable		(5,430)
Increase(decrease) in income tax payable		-
Decrease(increase) in inventories		-
Decrease(increase) in other receivables		<u> -</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		<u>4,282</u>

COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH
 PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2006

	NOTE	\$	\$	2005
				\$
INCOME				
Sundry Income		1,715		137
Members Contributions		204,471		209,774
Bank Interest Received		19,187		7,116
Refund of Sustentation Fees		50,626		47,818
				<u> </u>
TOTAL INCOME			275,999	264,845
EXPENSES				
Affiliation Fees		5,700		6,364
Allowances - Committee & Delegates		3,190		4,019
Amortisation - Leasehold Improvements		494		508
Auditors Remuneration - Fees		3,600		3,000
Bank Charges		453		523
Commission Paid		3,914		3,752
Depreciation		9,938		5,024
Discounts allowed		623		836
Donations		3,280		1,200
Electricity & Gas		458		619
Federal Office - Sustentation Fees		50,633		47,819
Fringe Benefits Tax		1,942		1,874
Insurance		3,569		4,029
Legal Costs		1,036		-
Motor Vehicle Expenses		4,101		3,455
Payroll Tax		7,474		8,224
Petty Cash		247		122
Postage		2,645		2,887
Printing & Stationery		2,884		3,818
Provisions		19,114		10,369
Rental of Facilities		2,198		1,889
Repairs & Maintenance		282		982
Salaries		119,889		119,191
Staff Amenities		613		-
Sundry Expenses		3,686		2,150
Superannuation		12,106		15,806
Telephone		3,025		3,169
Training Costs		14,058		700
Travelling Expenses		14,680		12,105
				<u> </u>
TOTAL EXPENSES			295,832	264,434
OPERATING LOSS			19,833	(411)
NON-OPERATING INCOME AND EXPENSES				
Non Operating Expenses				
Loss on Sale of Fixed Assets			-	753
				<u> </u>
OPERATING LOSS AND EXTRAORDINARY ITEMS			19,833	342
RETAINED PROFITS				
				2005
				\$
Retained Profits at April 1			362,597	362,939
			<u> </u>	<u> </u>
PROFIT AVAILABLE FOR APPROPRIATION			342,764	362,597
			<u> </u>	<u> </u>
RETAINED PROFITS			342,764	362,597
			<u> </u>	<u> </u>

Anthony Darko CA
PO Box 281
Moonah TAS 7009

Dear Sir,

Pursuant to your request and in connection with your examination of the financial statements for Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Group - Tasmanian Branch for the year ended 31st March 2006 we submit the following representations, after making appropriate inquiries and according to the best of our knowledge and belief.

General

- We acknowledge our responsibility for the fair presentation of the financial statements in accordance with the Australian Accounting Standards and the appropriate disclosures of all information required by Section 273 of the Workplace Relations Act 1996.
- All financial records and related data have been made available for inspection. All material transactions have been properly recorded in the accounting records underlying the financial reports.
- Membership records have been properly and accurately maintained by the Union. We confirm member subscriptions as shown by the Union books and records totalled \$204,472 for the year ended 31 March 2006.
- There have been no irregularities involving any member of management or other members of the Union that could have a material effect on the financial statements.
- There have been no:
 - violations or possible violations of law or regulations, the effects of which should be considered for disclosure in the financial statements or as a basis for recording a contingent loss; or
 - Communications from regulatory authorities concerning non-compliance with, or deficiencies in, financial reporting practices.

Assets

- Adequate provision has been made in the financial report for any permanent diminution in the value to the Union of any non-current assets.

Liabilities

- All liabilities which have arisen or which will arise out of the activities of the Union to the end of the year have been included in the financial report.
- There were no contractual commitments for capital expenditure at balance date not included in the financial report or the notes thereto.
- There were no contingent liabilities, including guarantees, at balance date which are not disclosed in the financial report or the notes thereto.

Other

- No events have occurred subsequent to balance date which would require adjustment to or disclosure in the financial report other than those reflected in the financial statements.
- The Union has no plans or intentions that may materially affect the book value or classification of assets and liabilities at balance date.
- The Union has an established procedure whereby the adequacy of insurance cover on all assets and insurable risks is reviewed. This review has been performed, and where it is considered appropriate, assets and insurable risks of the Union are adequately covered by insurance.
- The minutes of committee meetings made available to you are a complete and authentic record of all meetings since 1 April 2005 to the date of this letter. All statutory records were properly kept during the period.
- Records maintained during the period were in accordance with the Australian Tax Office requirements
- We have responded fully to all inquiries made to us during the course of your examination.
- Nothing has come to our attention that would indicate that the financial report is inaccurate, incomplete or otherwise misleading.

David Moore
.....
Committee Member

M. Smith
.....
Committee Member

Dated.....9/5.....2006

Communications, Electrical and Plumbing Union (CEPU)
Communications Division - Postal and Telecommunications Branch - Tasmania
Year Ended 31st March 2006

Committee of Management Statement

On 9th May 2006 the Committee of Management of the Communications, Electrical and Plumbing Union (CEPU) Communications Division - Postal and Telecommunications Branch - Tasmania passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 31st March 2006.

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

1. the financial statements and notes comply with the Australian Accounting Standards;
2. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
3. 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;
4. 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;
5. during the financial year to which the GPFR relates and since the end of that year:
 - a. meetings of the committee of management were held in accordance with the rules of the organisation; and
 - b. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - c. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - d. all 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
 - e. No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management:
Title of Office held:

David Moore
Assistant Secretary

Malcolm Sumner
Branch President

Date:

David Moore
.....
9/5/2006

M Sumner
.....
9/5/2006

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH**

Scope

We have audited the accounts, being the Statement by Management, Profit and Loss Account, Balance Sheet, Statement of Cash Flows and notes to and forming part of the accounts of COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH for the year ended 31st March 2006. The Board of Management 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 association.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of 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 other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations and its cash flows.

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

Audit Opinion

In our opinion the accounts of COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH are properly drawn up:

- (a) so as to give a true and fair view of:
 - (i) the financial position of the Association as at 31st March 2006 and of the results of its operations and its cash flows for the year ended.
 - (ii) in accordance with applicable Accounting Standards and other professional reporting requirements in Australia.
- (b) in accordance with the provisions of the Corporations Law; and
- (c) are in accordance the reporting requirements of the RAO Schedule.



Spencer Darko
Chartered Accountants
by Anthony Darko

237 Main Road Moonah Tas 7009
28th June 2006



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 Peter Miller
Branch Secretary, Postal & Telecommunications Tasmania Branch
CEPU
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Miller

**Re: Lodgement of Financial Statements and Accounts –
CEPU Communications Division, Tasmanian Postal & Telecommunications Branch –
for year ending 31 March 2006 (FR2006/210)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 21 August 2006.

The legislative requirements appear to have been substantially met and accordingly the documents have been filed. I must draw the following however to your attention.

Donations over \$1,000

The amount for Donations in the Profit and Loss Statement shows as \$3,280. If this total amount included any single donation exceeding \$1,000, a separate statement providing relevant particulars is required to be lodged under s237 of the RAO Schedule. I attach an extract of s237 which sets out the information required if you need to lodge such a statement.

Notice under s272

The "Information to be provided to Members or Registrar" included under Note 1 is incorrect as it sets out the paragraphs of the repealed s274 of the pre-RAO Act. Please set out the required wording of s272(1), (2) and (3) in next year's financial return. I attach the relevant extract of s272.

Yours sincerely,

A handwritten signature in black ink that reads "Stephen Kellett".

Stephen Kellett
Statutory Services Branch

5 September 2006

EXTRACT FROM RAO SCHEDULE

S237 Organisations to notify particulars of loans, grants and donations

- (1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.
- (2) A statement lodged.....must be signed by an officer of the organisation.
- (6) The relevant particulars, in relation to a donation are:
 - (a) the amount of the...donation;
 - (b) the purpose for which the.....donation was made, and
 - (c) except where the....donation was made to relieve a member...or a dependant of a member....from severe financial hardship – the name and address of the person to whom the....donation was made

272 Information to be provided to members or Registrar

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).
.....
- (5) A general purpose financial report prepared under section 253, a concise report prepared under section 265 and a report prepared under subsection 270(4) **must include a notice drawing attention to subsections (1), (2) and (3) of this section and setting out those subsections.**

Note: This subsection is a civil penalty provision (see section 305).