



**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: FR2007/207-[128V-CPTT]**

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

Dear Mr Miller

**Financial Return - year ending 31 March, 2007**

Our records show the 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*.

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.

**Information on AIRC Website**

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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](http://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.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at [belinda.penna@air.gov.au](mailto: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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



Belinda Penna  
For Deputy Industrial Registrar  
2 April, 2007



**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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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 Officer<sup>1</sup>**

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]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]<sup>3</sup>*, 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]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

**Communications Electrical  
and Plumbing Union**

**Communications Division**

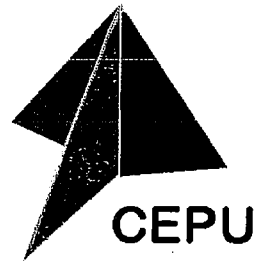
Tasmania Branch

105 New Town Road, New Town 7008

**E-mail:** cdtas@cepu.asn.au

**Phone:** (03) 62280098

**Fax:** (03) 62287557



10 September, 2007

Deputy Industrial Registrar  
Australian Industrial Registry  
GPO Box 1232M  
HOBART 7001

**RE: Lodgement of financial returns for year ended 31 March 2007**

Please find enclosed copy of financial returns for 2006/2007, lodged in accordance with the Workplace Relations Act.

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 2007**

Financial Accounts for the year ended 31st March 2007

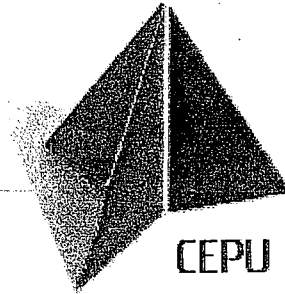
I Peter McCambridge Miller being the Branch Secretary of the CEPU  
Communications Division (Postal & Telecom) Tasmanian Branch certify that;

- 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 14 August 2007; and
- the full report was presented to the second meeting held on 5<sup>th</sup> September 2007 of the committee of management in accordance with section 266 of the RAO Schedule.



Peter Miller  
Branch Secretary

Date: 10 August 2007



CEPU

**Tasmanian  
Communications Division**

105 New Town Road, NEW TOWN 7008

Ph: 62280098 Fax: 62287557

E-mail [cdtas@cepu.asn.au](mailto:cdtas@cepu.asn.au)

COMMUNICATIONS

ELECTRICAL

PLUMBING

UNION

To: ALL P&T Branch Members

Date: 10<sup>th</sup> August 2007

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

***FINANCIAL REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2007***

**Attached is a complete copy of the Annual Report and  
financial statement to be put to members at the  
General Meeting on 5th September 2007.**

**Peter Miller  
Branch Secretary**

**COMMUNICATIONS, ELECTRICAL AND PLUMBING  
UNION  
(CEPU)**

**Communications Division – Postal and Telecommunications  
Branch – Tasmania**

**Branch Secretary – Annual Report**

**Branch Financial and Membership Overview  
Branch Financial Year 1 April 2006 to 31 March 2007**

This report is intended to provide a brief and simplified "overview" of the Tasmanian Branch business operations for the 2006/2007 Branch Financial Year.

**BRANCH MEMBERSHIP**

- There has again been a membership decline in the Branch over the year with total membership falling from 776 at the commencement of the Financial Year (1 April 2006) to 721 as at 31 March 2007.
- That represents a fall of approximately 7.1%

**Telecommunications Group**

- In the Telecommunications Group we have ended the year with 148 members, all of whom are full time employees
- 131 of these members are now paying the union subscription through a DDP system (88.5%) and 17 members pay subscriptions by direct account.
- There are no Telecommunication Group members on LWOP

**Postal Group**

- In the Postal Group we have ended the year with 573 members, 401 of whom are full time employees and 172 are part time (10 Chandler)
- 276 of these members are now paying their union subscription through a DDP system (48.2%) and 63 members pay subscriptions by direct account (11%) while 228 Postal members remain on PRD (40%).
- There are 6 Postal members on LWOP (0.8%)

**GENERAL FINANCIAL**

It would be an understatement to say that the Tasmania Branch has scarce resources, both in terms of funding and other "hands on" contingencies. That is obviously due to our relatively small size, coupled up with the diversity of tasks which have to be performed.

There has been a modest increase in income through membership contributions, despite the decrease in membership numbers. This has obviously been due to adjustments in contribution rates.

2005/2006 Income \$ 225,373 compared with 2006/2007 Income \$ 236,830.

Very careful budgeting and a program of expenditure constraints have resulted in a reduction from \$ 295,832 in the 2005/2006 year to \$ 263,067 in the 2006/2007 year.


That is not to say that we have been over funded, but rather that we have sought to minimize all expenditures so that we can have some confidence that we will have a buffer "put aside" to assist in meeting the needs of the extremely tough industrial agendas of our employers and to enable us to be adequately resourced to protect members' interests. Sustentation Fees, paid to our Divisional Office have also been reduced from 25% to 22.5%.

A quick perusal of the financial reports will indicate that there have been some increases in several expenditure headings, including Printing and Stationery costs ( up due to Postal EBA activity) for example and Superannuation cost rose due to additional administrative staffing for leave relief purposes. Similarly Travelling Costs have risen somewhat due to increased industrial activity arising out of both Postal EBA and general organizing.

## CONCLUSION

This is the last Annual Report from the Tasmanian P&T Branch of CEPU. From 1 April 2007, we will be part of the fully "Integrated" Tasmanian Communications Branch of the CEPU Communications Division and we look forward to moving together with the members of the T&S Branch with whom we will be integrating and have confidence that the union will go further in unity, stronger and better organized to use our valuable resources in the interests of our members.

May I take this opportunity of firstly thanking all members for their continued loyal support of the union, despite an anti worker government, and employers who seek to maximize their situation under the harsh industrial laws under which we are obliged to operate. On your behalf, I would like to thank all elected officials of the Branch, including workplace representatives and Officers, BCOM members and Administrative staff for the diligent conduct of their duties within the union. Without all you people there simply would not be a union!



Peter Miller  
BRANCH SECRETARY

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH**

**FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED  
31ST MARCH 2007**

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Profit & Loss Account  
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Auditors Report

# Communications, Electrical and Plumbing Union (CEPU)

Communications Division - Postal and Telecommunications Branch - Tasmania  
Year Ended 31st March 2007

## 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 2007, 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 these 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 based contact for members, administration of membership records, finances and correspondence.

### **2. Financial Affairs**

No major asset purchases were made during the year.

### **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 31<sup>st</sup> March 2007 the Tasmanian Branch membership was 721.

#### 6. Employees of the Branch

As at 31<sup>st</sup> March 2007 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 31<sup>st</sup> March 2007.

<u>Position</u>	<u>Name</u>	<u>Period of appointment</u>
President	Malcolm Sumner	1/4/2006-31/3/2007
Vice-President	Paul Minehan	1/4/2006-31/3/2007
Vice-President	Ian Kerslake	1/4/2006-31/3/2007
Branch Secretary	Peter Miller	1/4/2006-31/3/2007
Assist Secretary	David Moore	1/4/2006-31/3/2007
Lines & General Rep	Norm Conway	1/4/2006-31/3/2007
Lines & General Rep	Greg Colbeck	1/4/2006-31/3/2007
Lines & General Rep	Michael Graham	1/4/2006-31/3/2007
Postal Group Rep	Belinda Gordon	1/4/2006-31/3/2007
Postal Group Rep	Tim Hutt	1/4/2006-31/3/2007
Postal Group Rep	Paul Bugg	1/4/2006-31/3/2007
Postal Group Rep	Karen Bonnett	1/4/2006-31/3/2007



Peter Miller, Branch Secretary  
8th May 2007

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH**  
**PROFIT AND LOSS STATEMENT**  
**FOR THE YEAR ENDED 31ST MARCH 2007**

	NOTE	\$	\$	2006
				\$
Operating Profit				
Before Income Tax		11,350		(19,833)
Income Tax Expense		<u>          </u>		<u>          </u>
<hr/>				
OPERATING PROFIT AND EXTRAORDINARY ITEMS		11,350		(19,833)
Retained Profits at April 1		<u>341,577</u>		<u>362,597</u>
PROFIT AVAILABLE FOR APPROPRIATION		<u>352,927</u>		<u>342,764</u>
RETAINED PROFITS		<u>352,927</u>		<u>342,764</u>

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH**  
**BALANCE SHEET AS AT 31ST MARCH 2007**

	NOTE	\$	\$	2006
				\$
<b>CURRENT ASSETS</b>				
Cash	2	6,776		490
Receivables	3	4,614		4,314
Other	6	<u>2,669</u>		<u>1,445</u>
<b>TOTAL CURRENT ASSETS</b>			<u>14,059</u>	<u>6,249</u>
<b>NON-CURRENT ASSETS</b>				
Investments	4	430,272		410,249
Property, Plant and Equipment	5	<u>52,321</u>		<u>59,713</u>
<b>TOTAL NON-CURRENT ASSETS</b>			<u>482,593</u>	<u>469,962</u>
<b>TOTAL ASSETS</b>			<u>496,652</u>	<u>476,211</u>
<b>CURRENT LIABILITIES</b>				
Creditors & Borrowings	7	4,897		1,717
Provisions	9	136,719		129,643
Other	8	<u>2,109</u>		<u>2,087</u>
<b>TOTAL CURRENT LIABILITIES</b>			<u>143,725</u>	<u>133,447</u>
<b>TOTAL LIABILITIES</b>			<u>143,725</u>	<u>133,447</u>
<b>NET ASSETS</b>			<u>352,927</u>	<u>342,764</u>
<b>EQUITY</b>				
Accumulated Profit			<u>352,927</u>	<u>342,764</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**

	\$	\$	2006 \$
<b>2. Cash</b>			
Petty Cash on Hand	578		490
Commonwealth Bank - Cheque Account	<u>6,198</u>		<u>-</u>
		<u>6,776</u>	<u>490</u>
<b>3. RECEIVABLES</b>			
<b>Receivables</b>			
Trade Debtors	299		-
Sundry Debtors	<u>4,315</u>		<u>4,314</u>
		<u>4,614</u>	<u>4,314</u>
Island State Credit Union		<u>430,272</u>	<u>410,249</u>
<b>5. PROPERTY PLANT AND EQUIPMENT</b>			
Motor Vehicles at WDV		21,492	26,966
Office Equipment at WDV		12,027	13,463
Leasehold Improvements at WDV		<u>18,802</u>	<u>19,284</u>
		<u>52,321</u>	<u>59,713</u>
<b>6. OTHER ASSETS</b>			
<b>Other</b>			
GST on acquisitions		<u>2,669</u>	<u>1,444</u>
<b>7. CREDITORS AND BORROWINGS</b>			
<b>Creditors &amp; Borrowings</b>			
Bank Overdraft	-		407
GST Payable	912		911
Contributions in Advance	7		7
Sundry Creditors & Accruals	<u>3,979</u>		<u>392</u>
		<u>4,898</u>	<u>1,717</u>
<b>8. OTHER LIABILITIES</b>			
<b>Other</b>			
GST on supplies		<u>2,109</u>	<u>2,087</u>

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

2006

\$ \$ \$

9. PROVISIONS

Provisions

Provisions for

Employee Entitlements

136,718

129,643

COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH  
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST MARCH 2007

\$ \$

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers

Members Contributions	213,848	
YRAW Income	2,511	
ETU Rental	394	
Refund of Sustentation Fees	<u>37,287</u>	
		254,040

Other receipts

Bank Interest Received		20,078
------------------------	--	--------

Payments to suppliers and employees

Affiliation Fees	(5,621)	
Allowances - Committee & Delegates	(3,459)	
Auditors Remuneration - Fees	(3,500)	
Bank Charges	(840)	
Commission Paid	(3,358)	
Discounts allowed	(596)	
Donations	(500)	
Electricity & Gas	(687)	
Federal Office - Sustentation Fees	(48,856)	
Fringe Benefits Tax	(2,077)	
Insurance	(2,218)	
Motor Vehicle Expenses	(4,762)	
Payroll Tax	(8,043)	
Petty Cash	(91)	
Postage	(2,827)	
Printing & Stationery	(1,533)	
Rental of Facilities	(1,964)	
Salaries	(121,348)	
Staff Amenities	(307)	
Sundry Expenses	(102)	
Superannuation	(13,575)	
Telephone	(2,761)	
Travelling Expenses	(8,267)	
YRAW Campaign	<u>(5,915)</u>	
		<u>(243,207)</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES

30,911

COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH  
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST MARCH 2007

\$ \$

CASH FLOWS FROM INVESTING ACTIVITIES

Payments

Office Equipment at WDV	(2,992)
Island State Credit Union	(20,024)
GST on acquisitions	<u>(1,224)</u>

NET CASH PROVIDED BY INVESTING  
ACTIVITIES

(24,240)

CASH FLOWS FROM FINANCING ACTIVITIES

Proceeds

GST on supplies	<u>22</u>
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NET CASH PROVIDED BY FINANCING  
ACTIVITIES

22

NET INCREASE (DECREASE) IN

CASH HELD 6,693

CASH AT THE BEGINNING OF THE YEAR 83

CASH AT THE END OF THE YEAR

6,776



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

	NOTE	\$	\$	2006 \$
<b>1. RECONCILIATION OF CASH</b>				
Petty Cash on Hand		578		490
Commonwealth Bank - Cheque Account		6,198		-
Bank Overdraft		-		<u>(407)</u>
 CASH AT THE END OF THE YEAR			<u>6,776</u>	<u>83</u>
 <b>2. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES</b>				
Operating profit after income tax			11,350	(19,833)
Amortisation			482	494
Depreciation			9,873	9,938
Provision for diminution in investments			7,076	19,113
Increase(decrease) in other expenses payable			2,429	(5,430)
Increase(decrease) in income tax payable			-	-
Decrease(increase) in inventories			-	-
Decrease(increase) in trade debtors			(300)	-
Decrease(increase) in other receivables			-	-
 NET CASH PROVIDED BY OPERATING ACTIVITIES			<u>30,910</u>	<u>4,282</u>

**COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH  
 PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2007**

	NOTE	\$	\$	2006 \$
<b>INCOME</b>				
Sundry Income		-		1,715
Members Contributions		213,848		204,471
YRAW Income		2,511		-
ETU Rental		394		-
Bank Interest Received		20,077		19,187
Refund of Sustentation Fees		37,587		50,626
<b>TOTAL INCOME</b>			<b>274,417</b>	<b>275,999</b>
<b>EXPENSES</b>				
Affiliation Fees		5,621		5,700
Allowances - Committee & Delegates		3,459		3,190
Amortisation - Leasehold Improvements		482		494
Auditors Remuneration - Fees		3,500		3,600
Bank Charges		840		453
Commission Paid		3,358		3,914
Depreciation		9,873		9,938
Discounts allowed		596		623
Donations		500		3,280
Electricity & Gas		687		458
Federal Office - Sustentation Fees		48,856		50,633
Fringe Benefits Tax		2,077		1,942
Insurance		4,647		3,569
Legal Costs		-		1,036
Motor Vehicle Expenses		4,763		4,101
Payroll Tax		8,043		7,474
Petty Cash		91		247
Postage		2,826		2,645
Printing & Stationery		1,534		2,884
Provisions		7,075		19,114
Rental of Facilities		1,964		2,198
Repairs & Maintenance		-		282
Salaries		121,348		119,889
Staff Amenities		307		613
Sundry Expenses		102		3,686
Superannuation		13,575		12,106
Telephone		2,762		3,025
Training Costs		-		14,058
Travelling Expenses		8,266		14,680
YRAW Campaign		5,915		-
<b>TOTAL EXPENSES</b>			<b>263,067</b>	<b>295,832</b>
<b>OPERATING PROFIT AND EXTRAORDINARY ITEMS</b>			<b>11,350</b>	<b>(19,833)</b>

COMMUNICATIONS ELECTRICAL AND PLUMBING UNION P&T TAS BRANCH  
PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2007

	NOTE	\$	\$	2006
				\$
Retained Profits at April 1			<u>341,577</u>	<u>362,597</u>
PROFIT AVAILABLE FOR APPROPRIATION			<u>352,927</u>	<u>342,764</u>
RETAINED PROFITS			<u>352,927</u>	<u>342,764</u>

**Communications, Electrical and Plumbing Union (CEPU)**  
**Communications Division - Postal and Telecommunications Branch - Tasmania**  
**Year Ended 31st March 2007**

**Committee of Management Statement**

On 9<sup>th</sup> May 2007 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 31<sup>st</sup> March 2007.

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*  
8/5/2007

*M Sumner*  
8/5/2007

**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 2007. 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.

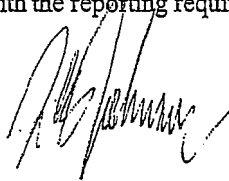
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and 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 2007 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 with the reporting requirements of the RAO Schedule.



L A Johnson & Co.  
Chartered Accountants  
by Lou Johnson

10 Cameron Street, Launceston, Tas, 7250

Date:

13/3/07



**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 2007 (FR2007/207)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 12 September 2007.

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.

**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, appearing to read 'Stephen Kellett'.

Stephen Kellett  
Statutory Services Branch

8 October 2007

**EXTRACT FROM RAO SCHEDULE**

**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).*