



AUSTRALIAN INDUSTRIAL REGISTRY

Level 3, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2002/642 -[128V-CTOA]

Ms Pam Noonan
Branch Secretary
Telecommunications Officers Association Branch
Communications Division
CEPU
P.O. Box 838
EPPING NSW 1710

Dear Ms Noonan

**Re: CEPU - Communications Division - Telecommunications Officer Association Divisional
Branch -Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 March, 2002.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now. Therefore, I request your written advice **by 18 February, 2003** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2002/642.**

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

28 January, 2003



**TELECOMMUNICATIONS OFFICERS
ASSOCIATION BRANCH**

P/O Box 882
Marlston SA 5033
Phone: 0407 536 257
Facsimile: 08 8297 4094
Email: toa@primus.com.au

Secretary: N.J.CRABB

Australian Industrial Registry
80 William Street,
Sydney 2011

RE: Your Ref.FR2002/642-(128V-CTOA)

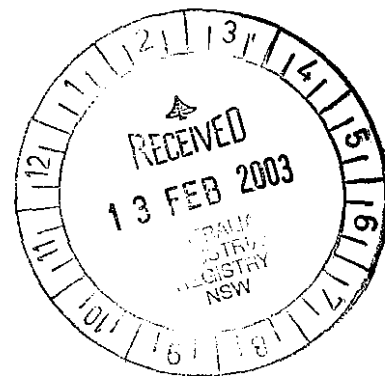
Attn. Belinda Penna

We regret the late lodgement of our return.
We have passed the accounts for 2001-2002 at a recent meeting.
The accounts have been audited and the AGM has been set for 21 March 2003.
We will file the required documents to you as soon as possible after that date.
Again sorry for the delay.

Yours Faithfully,

N.J.Crabb
Secretary.

TELECOMMUNICATION OFFICERS ASSOCIATION





**TELECOMMUNICATIONS OFFICERS
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Australian Industrial Registry
80 William Street,
Sydney 2011

RESIGNATION OF BRANCH SECRETARY

Dear Sir/Madam,

Ms. Pam Noonan has resigned as secretary of our association with effect from 13 December 2002.

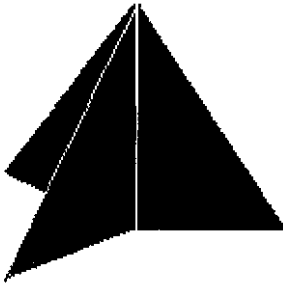
Neil Crabb has been appointed to fill the position to cover the balance of the term.

The new address of the association is as above.

Yours Faithfully,

N.J.Crabb
Secretary.

TELECOMMUNICATION OFFICERS ASSOCIATION



Telecommunications Officers Association

ABN 50 866 313 928

PO Box 882, MARLSTON, SA5033

Phone 0407 535 257 Fax 08 82974094

Secretary Neil Crabb toa@primus.com.au

A Branch of the Communications Electrical Plumbing Union

N J Crabb
08 April 2003

Industrial Registrar
AIRC
80 William St
Sydney 2000



Dear Sir,

Re: Annual Returns - Financial Reports – 2001-2002

We refer to the above matter and file the annual accounts.

1. I enclose a certificate for the 2000-2001 year.
2. I have enclosed a copy of the accounts together with the Auditor's certificate.

Yours faithfully,
TELECOMMUNICATIONS OFFICERS BRANCH of CEPU

per: 

encl:

Workplace Relations Act 1996
REPORT BY GENERAL SECRETARY TO THE MEMBERS
FOR THE YEAR ENDED 31ST MARCH 2002

I, Niel Crabb, being the person in charge of keeping the accounts of the TELECOMMUNICATIONS OFFICERS' ASSOCIATION BRANCH OF THE C.E.P.U., hereby state, in relation to the affairs of the Association at 31st March 2002 and for the year then ended:

The number of persons who are members of the association at 31st March 2002 is approximately 190.

To my knowledge and belief, the accounts attached to this report show a true and fair view of the state of the affairs of the Association at 31st March 2002. Contributions from members were properly recorded and banked in accordance with the rules of the Association. Before any expenditure was incurred, approval for such was obtained in accordance with the rules. Special funds and levies were used for the particular purpose for which they were made, and payments in respect of these special funds have been approved in accordance with the rules. Financial benefits to officers of the Association were authorised under the rules. The Register of Members is maintained in accordance with the requirements of the Workplace Relations Act.

Dated this 7th day of February 2003



N Crabb Branch Secretary.

s280 Workplace Relations Act

CERTIFICATE OF BRANCH SECRETARY – 2001/02 ACCOUNTS

1. Attached is a copy of the annual accounts and statements of the TOA Branch of CEPU for the year ending 31st March 2002.
2. The accounts were published in a notice of the Association and were posted to every member on 28th February 2003.
3. These accounts were to be presented to a general meeting of members on 21st March 2003, but the meeting failed to achieve a quorum.
4. These accounts were to be presented to a Committee of Management meeting on 21st March 2003.



N Crabb
Branch Secretary

April 08, 2003

TELECOMMUNICATIONS OFFICERS ASSOCIATION**Income & Expenditure Statement****For the year ended 31 March, 2002**

	2002 \$	2001 \$
Income		
Dividends - franked	456.00	432.00
Interest received	3,220.04	9,334.39
Members Contribution	58,793.99	117,734.48
Prepayments		(8,163.00)
Other Income		656.20
Provision for GST		(816.00)
Profit on sale of property, plant, equip	(3,612.00)	
Total income	58,858.03	119,178.07
Expenses		
Affiliation Fees	1,292.29	978.80
Airfares/Vehicle Costs	9,837.67	18,311.12
Audit fees	2,420.00	1,850.00
Bank Fees And Charges	2,278.41	2,327.13
Conference/seminar costs	3,795.79	3,910.34
Depreciation - plant	7,054.00	10,501.00
Donations		75.00
Fringe benefits tax	1,862.00	6,724.41
Goods & Services Tax	2,146.84	3,658.75
Recreational pay	(10,065.00)	(3,165.00)
Insurance	1,456.21	1,870.79
Internet Expenses		468.96
Journals & periodicals		1,667.65
Long service leave	(33,702.00)	3,126.00
Petty Cash		990.00
Printing & stationery	810.37	2,126.82
Salaries - Officials	83,319.70	76,005.20
Salaries - Others	13,111.15	10,754.80
Staff training		736.00
Sundry expenses	742.68	317.00
Superannuation	6,146.20	9,073.77
Telephone	2,935.80	6,158.09
Travelling Allowance	6,928.00	3,080.73
Total expenses	102,370.11	161,547.36
Profit (loss) from ordinary activities before income tax	(43,512.08)	(42,369.29)
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	(43,512.08)	(42,369.29)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

TELECOMMUNICATIONS OFFICERS ASSOCIATION
Income & Expenditure Statement
For the year ended 31 March, 2002

	2002 \$	2001 \$
Total changes in equity of the association	<u>(43,512.08)</u>	<u>(42,369.29)</u>
Opening retained profits	121,963.87	164,333.16
Net profit (loss) attributable to the association	<u>(43,512.08)</u>	<u>(42,369.29)</u>
Closing retained profits	<u>78,451.79</u>	<u>121,963.87</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

TELECOMMUNICATIONS OFFICERS ASSOCIATION
Balance Sheet As At 31 March, 2002

	Note	2002	2001
Current Assets			
Cash assets		2,542.71	34,451.86
Other financial assets		9,560.00	9,560.00
Current tax assets		124.00	(816.00)
Other		60,253.08	100,241.56
Total Current Assets		<u>72,479.79</u>	<u>143,437.42</u>
Non-Current Assets			
Property, plant and equipment		6,192.00	33,303.00
Total Non-Current Assets		<u>6,192.00</u>	<u>33,303.00</u>
Total Assets		<u>78,671.79</u>	<u>176,740.42</u>
Current Liabilities			
Payables		220.00	2,846.55
Provisions			43,767.00
Other			8,163.00
Total Current Liabilities		<u>220.00</u>	<u>54,776.55</u>
Total Liabilities		<u>220.00</u>	<u>54,776.55</u>
Net Assets		<u>78,451.79</u>	<u>121,963.87</u>
Members' Funds			
Retained profits		78,451.79	121,963.87
Total Members' Funds		<u>78,451.79</u>	<u>121,963.87</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Workplace Relations Act 1996

TELECOMMUNICATIONS OFFICERS ASSOCIATION BRANCH
COMMUNICATIONS ELECTRICAL & PLUMBING UNION

COMMITTEE OF MANAGEMENT CERTIFICATE
FOR THE PERIOD ENDED 31ST MARCH 2002

We, the Branch President and the Branch Vice-President of the Association, being duly appointed officers of the Committee of Management of the TELECOMMUNICATIONS OFFICERS' ASSOCIATION BRANCH OF THE C.E.P.U., hereby state on behalf of the Committee of Management of the TELECOMMUNICATIONS OFFICERS ASSOCIATION BRANCH OF THE C.E.P.U. and in accordance with a resolution passed by the Committee, that:

In the opinion of the Committee of Management

(i) the accounts to which this report is attached show a true and fair view of the financial affairs of the organisation as at the end of the financial period.

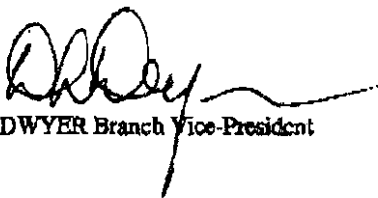
(ii) the Meetings of the Committee were held in accordance with the rules of the organisation.

(iii) there have not been any instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 274 of the Act), or copies of these records or other documents, or copies of the rules of the organisation, have not

been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act, the Regulations thereto or the rules of the Organisation, as the case may be.

(iv) copies of the accounts and auditor's report for the preceding year were supplied to members in accordance with the section 279 of the said Act

Dated this *7th* day of February 2003.



D DWYER Branch Vice-President



R ARMOUR Branch President

4. APR. 2003 10:02

WILLIAM_BUCK

NO. 140

P. 2/2

TELECOMMUNICATION OFFICERS' ASSOCIATION BRANCH
COMMUNICATION ELECTRICAL AND PLUMBING UNION
AUDITOR'S REPORT TO THE MEMBERS
FOR THE YEAR ENDED 31ST MARCH, 2002

We report having inspected the accounting records of the TELECOMMUNICATION OFFICERS' ASSOCIATION BRANCH OF THE CEPU for the year ended 31st March, 2002 and having received all the information and explanations we have required report as follows:

In our opinion and in accordance with Section 276(4) of the Workplace Relations Act:

1. Satisfactory accounting records were kept during the period by the Association including:
 - (a) records of the sources and nature of the income of the Association (including income from members); and
 - (b) records of the nature and purposes of the expenditure of the Association
2. The attached accounts and statements, prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Association as at 31st March 2002; and
 - (b) the income and expenditure and deficit of the Association for the year ended on that date.

Signed at Sydney, this 8th February 2003.



STEVEN ANTHONY FORNASARO - PARTNER
WILLIAM BUCK
Chartered Accountants
Level 24, 201 Elizabeth Street
Sydney, NSW 2000



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Level 6, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Niel Crabb
Branch Secretary, Telecommunications Officers' Association Branch
CEPU
PO Box 882
MARLSTON SA 5033

Dear Mr Crabb

Re: Financial Return for the CEPU, Telecommunications Officer Association Divisional Branch for the year ending 31 March 2002 (FR2002/642)

Receipt is acknowledged of the above financial documents, lodged in the Registry on 11 April 2003.

The documents have been filed. No further action is requested in respect of the financial documents for the year ended 31 March 2002. I would however, draw your attention to the following matter for future reference:

- **The financial return documents lodged for the year ending 31 March 2002 did not contain the notice required by s274(4) of the *Workplace Relations Act 1996*. ('the Act')**

s274(4) of the Act states:

"Notes to the Accounts

In accordance with the requirements of the Act, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274 which reads as follows:

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

(2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

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

(4) Accounts prepared under section 273 shall include a notice drawing attention to subsections (1), (2) and (3) and setting out those subsections."

Please do not hesitate to contact me on (02) 8374 6506 if you have any queries regarding the above matters.

Yours sincerely,

Penny Curtis
Statutory Services Branch, NSW

23 April 2003