



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2004/224-[128V-CTSN]

Mr Ian McCarthy
Branch Secretary
NSW Telecommunications & Services Branch
CEPU - Communications Division
2nd Floor, 741 George Street
SYDNEY NSW 2000

Dear Mr McCarthy

Re: CEPU - Communications Division - New South Wales Telecommunications and Services Branch - Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 March, 2004.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 March, 2004. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 March, 2004 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

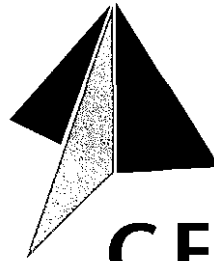
Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
2 April, 2004

CEPU Communications Division
**NSW TELECOMMUNICATIONS
& SERVICES BRANCH**

2nd Floor, 741 George Street, Sydney NSW 2000
Phone (02) 9281-2811
Fax (02) 9281-9494
ABN 69 143 175 060



CEPU

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

Ref: 04010085.doc

Deputy Industrial Registrar
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

**Re: Financial Statements – Communications, Electrical, Electronic, Energy,
Information, Postal, Plumbing & Allied Services Union. Communications Division.**

In accordance with the Workplace Relations Act 1996 please find enclosed a copy of the following:

- i. Financial Statements for the Year Ended 31 March 2004.
- ii. Summary of the Financial Statements for the Year Ended 31 March 2004.
- iii. Branch Committee of Management Meeting Minutes – 18 August, 2004 (First Meeting)
- iv. Meeting Notice September 2004 General Meeting
- v. Branch Committee of Management Minutes – 15 September, 2004 (Second Meeting)

A Summary of the Branch Financial Statements was circulated to all members in accordance with the decision of Branch Committee of Management (BCM06/08/04) on Wednesday 18 August, 2004.

The Financial Statements were presented to the Branch General Meeting, which lapsed without a quorum on 15 September, 2004. The Statements were then re-submitted to the Branch Committee of Management meeting on 15 September, 2004 where they were accepted.

Should you have any questions about this matter please contact Branch Secretary, Ian McCarthy On 9281 9142.

Yours faithfully


Ian McCarthy
Branch Secretary
29 September, 2003



**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2004

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**


COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We **IAN STUART McCARTHY**, and **LLOYD HARRIS**, being two members of the Committee of Management of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union, Communications Division, New South Wales Telecommunications and Services Branch, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

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



IAN STUART McCARTHY



LLOYD HARRIS

Date: 18 August 2004

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

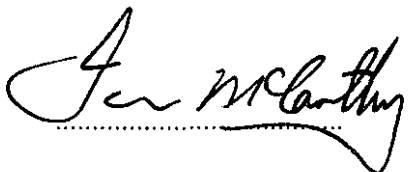
NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, **IAN STUART McCARTHY**, being the Officer responsible for keeping the accounting records of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union, Communications Division, New South Wales Telecommunications and Services Branch, certify that as at 31 March 2004, the number of members of the Union was 2,982.

In my opinion:

- [i] The attached financial report shows a true and fair view of the financial affairs of the Union as at 31 March 2004.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.



IAN STUART McCARTHY

Date: 18 August 2004

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

GENERAL ACCOUNT

	2004	2003
	\$	\$
INCOME		
Members' Dues	1,008,999	1,183,604
Director's Fees	20,367	14,542
Interest	4,747	5,147
Journal Advertising	3,000	9,161
Sundry Income	15,809	0
TOTAL INCOME	1,052,922	1,212,454
EXPENDITURE		
Depreciation	18,360	18,315
Employee Benefits Expenses		
Accrued Annual Leave – Increase (Decrease) in Provision	(7,589)	21,811
Fringe Benefits Tax	5,583	9,128
Long Service Leave – Increase in Provision	7,628	1,350
Payroll Tax	22,096	30,069
Redundancy	0	16,683
Superannuation	47,133	69,182
Salaries – Industrial	59,664	21,292
- Administration	103,567	111,731
- Office Bearers	182,898	324,965
	420,980	606,211
Other Expenses		
Advertising	2,221	455
Affiliation Fees	26,207	49,511
Bad and Doubtful Debts	1,588	2,153
Bank Charges	12,835	16,838
Building Maintenance	805	1,614
Collection Commissions	7,914	20,559
Computer Expenses	17,184	18,779
Divisional Conference Dues	256,278	300,300
Electricity	4,028	4,317
Equipment Rental and Maintenance	8,446	18,370
Insurance	10,115	9,051
Meeting, Seminar and Lecture Expenses	4,289	1,167
Motor Vehicle Running Expenses	227	101
National Council Dues – CEPU	1,657	2,834
Organising Expenses - Fares and Car Hire	22,808	33,827
Carried Forward	376,602	479,876

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 31 MARCH 2004 (Cont'd)**

GENERAL ACCOUNT

	Note	2004	2003
		\$	\$
EXPENDITURE (Cont'd)			
Brought Forward		376,602	479,876
Organising expenses - Travelling		5,653	6,505
- Meals		2,520	2,914
Postage and Freight		19,200	22,942
Printing and Stationery		90,982	102,246
Professional Services	5	18,658	22,549
Publications and Subscriptions		3,297	4,677
Rates and Levies		23,908	32,036
Sundry Expenses	6	23,515	21,259
Telephone		28,169	52,469
Training Providers		1,240	7,024
		<u>593,744</u>	<u>754,497</u>
TOTAL EXPENDITURE		<u>1,033,084</u>	<u>1,379,023</u>
SURPLUS (DEFICIT) FOR YEAR		19,838	(166,569)
SIGNIFICANT ITEM			
Gain on transfer of Land and Buildings from Divisional Council	3(a)	<u>2,034,969</u>	<u>-</u>
NET SURPLUS (DEFICIT) FOR YEAR		2,054,807	(166,569)
Accumulated Deficit at Beginning of Year		(362,629)	(196,060)
ACCUMULATED FUNDS (DEFICIT) AT END OF YEAR		<u>1,692,178</u>	<u>(362,629)</u>

[The attached Notes 1 to 9 form part of the financial report.]

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

SPECIAL FUND ACCOUNT

	2004 \$	2003 \$
INCOME		
Interest Received	<u>58</u>	<u>38</u>
TOTAL INCOME	<u>58</u>	<u>38</u>
EXPENDITURE		
Bank Charges	<u>75</u>	<u>35</u>
TOTAL EXPENDITURE	<u>75</u>	<u>35</u>
SURPLUS (DEFICIT) FOR YEAR	(17)	3
Add Accumulated Funds at Beginning of Year	<u>81,549</u>	<u>81,546</u>
ACCUMULATED FUNDS AT END OF YEAR	<u>81,532</u>	<u>81,549</u>

[The attached Notes 1 to 9 form part of the financial report.]

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2004

	Note	2004 \$	2003 \$
ACCUMULATED FUNDS (DEFICIT)			
General Account		1,692,178	(362,629)
Special Fund Account		81,532	81,549
		<u>1,773,710</u>	<u>(281,080)</u>
Represented by Net Assets (Liabilities) as follows:			
FIXED ASSETS			
Land and buildings	3(a)	2,034,969	0
Office Furniture and Equipment	3(b)	52,208	70,567
		<u>2,087,177</u>	<u>70,567</u>
CURRENT ASSETS			
Accrued Interest		696	268
Cash at Bank		179,075	105,136
Cash on Hand		1,100	1,100
Prepayments		11,409	13,930
Sundry Debtors	4	63,824	59,621
		<u>256,104</u>	<u>180,055</u>
LONG SERVICE LEAVE FUND			
Commercial Bills		74,669	106,077
SPECIAL FUND			
Cash at Bank		23,218	23,235
Loan to General Account		58,314	58,314
		<u>81,532</u>	<u>81,549</u>
TOTAL ASSETS		<u>2,499,482</u>	<u>438,248</u>
LESS LIABILITIES			
CURRENT LIABILITIES			
Loan from Special Fund		58,314	58,314
Provision for Annual Leave		40,915	72,845
Provision for Long Service Leave		67,703	120,292
Sundry Creditors	9	558,840	467,877
		<u>725,772</u>	<u>719,328</u>
NET ASSETS (LIABILITIES)		<u>1,773,710</u>	<u>(281,080)</u>

[The attached Notes 1 to 9 form part of the financial report.]

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members		1,008,999	1,183,604
Payments to Suppliers and Employees		(1,004,247)	(1,195,970)
Interest Received		4,377	4,984
Other		33,385	18,203
NET CASH PROVIDED BY OPERATING ACTIVITIES	8	42,514	10,821
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from Commercial Bills		35,000	0
Payment for Commercial Bills		(3,592)	(4,077)
Payment for Plant and Equipment		0	(7,532)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		31,408	(11,609)
NET INCREASE/(DECREASE) IN CASH HELD		73,922	(788)
Cash at Beginning of Year		129,471	130,259
CASH AT END OF YEAR	7	203,393	129,471

[The attached Notes 1 to 9 form part of the financial report.]

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

1. STATEMENT OF ACCOUNTING POLICIES

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

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

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

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

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

- a] Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the union.
- b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

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

- c] Members' Dues are accounted for on a cash receipts basis.
- d] No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2004 [Cont'd]**

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

	2004	2003
	\$	\$
3.(a) LAND AND BUILDINGS		
Cost	2,341,992	0
Less Accumulated Depreciation	(307,023)	0
	<u>2,034,969</u>	<u>0</u>

As at 31 March 2004 Land and Buildings controlled by the Branch were transferred to the Branch from Divisional Council. This was done in accordance with the decision of the Union's Divisional Conference to allow branches to show in their financial records the properties for which they have the right of custody, control or management.

The transfer was made at the book value of the relevant land and buildings recorded in the financial records of Divisional Council as at 31 March 2004.

The Branch's Gain on transfer of \$2,034,969 has been disclosed as a significant item in the statement of financial performance.

3.(b) OFFICE FURNITURE AND EQUIPMENT

Cost	478,305	478,305
Less Accumulated Depreciation	(426,097)	(407,738)
	<u>52,208</u>	<u>70,567</u>

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2004 [Cont'd]**

	2004 \$	2003 \$
4. SUNDRY DEBTORS		
CEPU Divisional Conference	4,473	4,473
CEPU P & T Branch NSW	3,907	3,907
Other	55,444	51,241
	<u>63,824</u>	<u>59,621</u>
5. PROFESSIONAL SERVICES		
Audit Fees	16,325	13,350
Legal Fees	2,333	9,199
	<u>18,658</u>	<u>22,549</u>
6. SUNDRY EXPENSES		
Cleaning	17,541	16,374
Donations	0	2,660
Staff Amenities	1,494	1,930
Other Sundry Items	4,480	295
	<u>23,515</u>	<u>21,259</u>
7. RECONCILIATION OF CASH		
For the purposes of the Statement of Cash Flows, cash includes cash on hand and in short term deposits with banks and other financial institutions.		
Cash at the end of the year is shown in the Statement of Financial Position as follows:		
Cash at Bank		
General Fund	179,075	105,136
Special Fund	23,218	23,235
Cash on Hand	1,100	1,100
	<u>203,393</u>	<u>129,471</u>

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2004 [Cont'd]**

	2004 \$	2003 \$
8. CASH FLOW INFORMATION		
Reconciliation of Cash Flow used in Operations with Net Surplus/(Deficit)		
Net Surplus/(Deficit)		
General Fund	2,054,807	(166,569)
Special Fund	(17)	3
Total Net Surplus/(Deficit)	2,054,790	(166,566)
Cash Flows in Operations but not in Net Surplus/(Deficit)		
Payment from Employee provisions	(84,558)	(14,168)
Non-Cash Flows in Net Surplus/(Deficit)		
Gain on transfer of Land and Buildings from Divisional Council	(2,034,969)	0
Depreciation	18,360	18,315
Increase in Provisions for Employee Entitlements	39	23,161
Changes in Assets and Liabilities		
Increase in Accrued Interest	(428)	(201)
[Increase]Decrease in Sundry Debtors	(4,203)	57,169
Decrease in Prepayments	2,521	536
Increase in Sundry Creditors	90,962	92,575
CASH FLOWS FROM OPERATIONS	42,514	10,821
9. SUNDRY CREDITORS		
CEPU Divisional Conference	377,514	281,381
CEPU National Council	4,413	7,609
Other Creditors	176,913	178,887
	558,840	467,877

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch.

Scope

We have audited the financial report of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch for the year ended 31 March 2004 as set out on pages 1 to 11. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, 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 financial report is presented fairly in accordance with accounting standards, other mandatory professional reporting requirements in Australia and other statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations and its cash flows. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

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

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



A.J. WILLIAMS & CO.
Chartered Accountants.



D.S. MCLEAN
Registered Company Auditor.

SYDNEY NSW 2000
18 August 2004

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

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

A copy of the Auditor's Report and financial report will be supplied free of charge to members on request.

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

Information to be Provided to Members or Registrar

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under Sub-Section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2004

	Note	2004 \$	2003 \$
GENERAL ACCOUNT			
INCOME			
Members' Dues		1,008,999	1,183,604
Other Income		<u>43,923</u>	<u>28,850</u>
TOTAL INCOME		1,052,922	1,212,454
LESS TOTAL EXPENDITURE		<u>1,033,084</u>	<u>1,379,023</u>
SURPLUS (DEFICIT) FOR THE YEAR		19,838	(166,569)
SIGNIFICANT ITEM			
Gain on transfer of Land and Buildings from Divisional Council	2	<u>2,034,969</u>	<u>0</u>
NET SURPLUS (DEFICIT) FOR THE YEAR		2,054,807	(166,569)
ACCUMULATED DEFICIT AT BEGINNING OF YEAR		<u>(362,629)</u>	<u>(196,060)</u>
ACCUMULATED FUNDS (DEFICIT) AT END OF YEAR		<u>1,692,178</u>	<u>(362,629)</u>
SPECIAL FUND ACCOUNT			
INCOME			
Interest Received		58	38
LESS TOTAL EXPENDITURE		<u>75</u>	<u>35</u>
NET SURPLUS (DEFICIT) FOR THE YEAR		(17)	3
ACCUMULATED FUNDS AT BEGINNING OF YEAR		<u>81,549</u>	<u>81,546</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>81,532</u>	<u>81,549</u>

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2004

	2004 \$	2003 \$
ACCUMULATED SURPLUS (DEFICIT)		
General Account	1,692,178	(362,629)
Special Fund Account	<u>81,532</u>	<u>81,549</u>
	<u>1,773,710</u>	<u>(281,080)</u>
<u>Represented By:</u>		
Current Assets	256,104	180,055
Fixed Assets	2,087,177	70,567
Long Service Leave Fund	74,669	106,077
Special Fund	<u>81,532</u>	<u>81,549</u>
TOTAL ASSETS	2,499,482	438,248
LESS TOTAL LIABILITIES	<u>725,772</u>	<u>719,328</u>
NET ASSETS (LIABILITIES)	<u>1,773,710</u>	<u>(281,080)</u>

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

NOTE 1. GOING CONCERN:

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

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

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

NOTE 2. SIGNIFICANT ITEM:

As at 31 March 2004 Land and Buildings controlled by the Branch were transferred to the Branch from Divisional Council. This was done in accordance with the decision of the Union's Divisional Conference to allow branches to show in their financial records the properties for which they have the right of custody, control or management.

The transfer was made at the book value of the relevant land and buildings recorded in the financial records of Divisional Council as at 31 March 2004.

The Branch's Gain on transfer of \$2,034,969 has been disclosed as a significant item in the statement of financial performance.

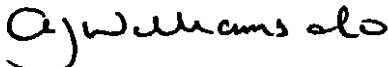
**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

AUDITOR'S CERTIFICATE

We certify that the above summary is a fair and accurate summary of the Financial Report of the Communications Electrical Electronic Energy Information Postal Plumbing & Allied Services Union of Australia, Communications Division New South Wales Telecommunications and Services Branch. Our Auditors' Report dated 18th August 2004 on the Financial Report, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.



A J WILLIAMS & CO
Chartered Accountants



D S MCLEAN
Partner
Registered Company Auditor

Sydney NSW
18th August 2004

**Minutes of CEPU, Communications Division, Telecommunications and
Services Divisional Group NSW Branch Committee of Management Meeting
held Wednesday, 18 August, 2004 at
741 George Street, Haymarket (Sydney)**

Opening

Branch President Lloyd Harris declared the meeting open at 5.40 pm.

1. Apologies

Chris Koot, Bob Weir, Michelle Southwell, Brian Williams, Peter Hayes.

BCM 01/08/04

Moved & Seconded

“That the apologies be accepted and leave granted.”

Carried

2. Previous Minutes

BCM 02/08/04

Moved & Seconded

“That the minutes of the Branch Committee of Management for 14 July 2004 be accepted as a true and accurate record.”

Carried

3. Correspondence

BCM 03/08/04

Moved & Seconded

“That the correspondence for the month of July 2004 as circulated be approved.”

Carried

4. Finances

Branch Secretary Ian McCarthy reported briefly on surplus, the branch budget and branch finances. There was no profit and loss account report for this month as the Auditors have not signed off on the accounts.

BCM 04/08/04

Moved & Seconded

“That the New Members for the month of July 2004 be accepted.”

Carried

BCM 05/08/04

Moved & Seconded

“That the Vendor Payments for the month of July 2004 be accepted as presented for payment.”

Carried

Branch Financial Statements

Branch Secretary Ian McCarthy reported on Financial Statements for end of year, with a small surplus. The previous year was a loss of \$166,000 and this year a \$20,000 surplus. The Auditors requested a letter of comfort from Divisional Executive because of new accounting standards. Discussion ensued. The transfer of 1st, 2nd and 3rd Floors of 741 George Street Sydney was going ahead as discussed at previous BCoM Meetings.

It was noted that the Commercial Bills set aside for Long Service Leave liabilities were reduced, when Mark Brownlow and Guy Robins left last year, by \$30,000 and was transferred to the general fund. Balance in Commercial Bills Account is still enough to cover liabilities for remaining employees of the Branch.

A question was asked by Jeremy Wheeler about any outstanding long service leave payments. Branch Secretary Ian McCarthy confirmed that all monies had been paid and that there were no outstanding amounts.

Lee Walkington asked a question about the Title Deeds for the property.

A question was asked about Sundry Debtors. Jeremy Wheeler requested a copy of Sundry Debtors for March 2004.

BCM 06/08/04

Moved & Seconded

“That the Branch Secretary Ian McCarthy and Branch President Lloyd Harris be authorised to sign the accounts for the year ending March 2004 and that a summary of the accounts be circulated to members in time for September 2004 General Meeting.”

Carried

5. Reports

Dodd Charges Against Horrex/McCarthy

Branch Secretary Ian McCarthy briefly reported on outcome of the Divisional Executive hearing where Horrex/McCarthy were found not guilty of all charges laid. A report and thank you letter to BCoM provides details. Discussion ensued and a question was asked about the legal bill. A question was also asked about the charges

and process. BCoM raised concerns about way the matter was handled and charges were processed. Discussion ensued.

Federal Election

Alice Salomon, Branch Organiser, reported on Federal Election. There is speculation that the proposed date is for 16 October 2004. She requested BCoM return Surveys as soon as possible and pledge assistance. The office has contacted Ed Husic who is standing in the seat of Greenway and when the Branch Secretary is back off ARL a meeting will be arranged.

Bullying Seminar

Assistant Branch Secretary Vivette Horrex reported on upcoming NSW Labor Council Bullying Seminar which is open to BCoM and members to attend. She also asked BCoM to return the Bullying questionnaire.

6. General Business

AWA's

Tony Day reported on Managers pushing AWA contracts. ALP-Telstra using salary packaging options as a strategy. Discussion ensued on issue and concerns associated. Vivette Horrex said concerns were raised from Vic T&S Branch. She will raise the matter at the T&S hook-up meeting tomorrow. Branch Secretary reported on issue also. The Branch will put out information trying to get people off EBA's and request information from BCoM.

Australia Post EBA

Vivette Horrex briefly reported on Australia Post EBA6 negotiations.

Contractors

Randall Bye raised concern about the use of contractors.

Lloyd Harris thanked Alice Salomon and Vivette Horrex for their assistance whilst the Branch Secretary is on ARL.

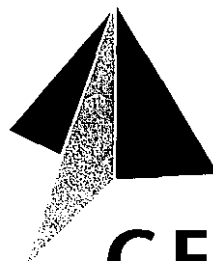
There being no further business the Branch President declared the meeting closed at 6.35 pm.

**LLOYD HARRIS
PRESIDENT**

**IAN MCCARTHY
SECRETARY**

CEPU Communications Division
**NSW TELECOMMUNICATIONS
& SERVICES BRANCH**

2nd Floor, 741 George Street, Sydney NSW 2000
Phone (02) 9281-2811
Fax (02) 9281-9494



CEPU

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

**PLEASE NOTE CHANGE OF DATE TO 3RD WEDNESDAY IN SEPTEMBER
FOR THIS MONTH ONLY**

Ref:SEPTAGENDA

SEPTEMBER GENERAL MEETING

**WILL BE HELD AT 6.00 PM ON WEDNESDAY 15 SEPTEMBER, 2004 AT
1st FLOOR, 741 GEORGE STREET SYDNEY.**

AGENDA

1. APOLOGIES
2. MINUTES
3. CORRESPONDENCE
4. MOTIONS
5. GENERAL BUSINESS

4. Notice of Motion

"That the NSW Telecommunications & Services Branch Financial Statements for the year ended 31 March 2004 as presented be accepted."

Note: A copy of a summary of the Financial Statements as provided for in the Workplace Relations Act are attached. Any financial member will be supplied with a full version of the Accounts free of charge by calling the Branch Office.

Ian McCarthy
BRANCH SECRETARY
26 August 2004

**Minutes of CEPU, Communications Division, Telecommunications and
Services Divisional Group NSW Branch Committee of Management Meeting
held Wednesday, 15 September, 2004 at
741 George Street, Haymarket (Sydney)**

Opening

Branch President Lloyd Harris declared the meeting open at 6.40 pm.

1. Apologies

Bob Weir, Jeremy Wheeler, Michelle Southwell, Aileen Hayden, John Beard.

BCM 01/09/04

Moved & Seconded

“That the apologies be accepted and leave granted.”

Carried

2. Previous Minutes

BCM 02/09/04

Moved & Seconded

“That the minutes of the Branch Committee of Management for 18 August 2004 be accepted as a true and accurate record.”

Carried

3. Correspondence

BCM 03/09/04

Moved & Seconded

“That the correspondence for the month of August 2004 as circulated be approved.”

Carried

4. Finances

Branch Secretary Ian McCarthy reported that the Financial Accounts for the year ending 31 March 2004 were circulated to members as per previous BCoM decision and in accordance with the Rules. The Branch Auditors signed off on the final accounts. The Branch Secretary reported that the Title Deeds were now in CEPU NSW T&S Branch accounts. The Divisional Conference Dues and a letter of comfort from the Divisional Office have been provided to the auditors. The finances and accounts were on track with a small surplus of just under \$20,000.

The Branch Secretary Ian McCarthy also gave a brief report on the next 12 months projections.

The Branch President sought questions from BCoM. Peter Clarke, an observer, asked about assets in relation to Branch finances. Other questions were asked about bank charges and interest. A brief discussion ensued.

BCM 04/09/04

Moved & Seconded

“That the NSW Telecommunications & Services Branch Financial Statements for the year ended 31 March 2004 as presented be accepted.”

Carried

BCM 05/09/04

Moved & Seconded

“That the New Members for the month of August 2004 be accepted.”

Carried

BCM 06/09/04

Moved & Seconded

“That the Vendor Payments for the month of August 2004 be accepted and presented for payment.”

Carried

BCM 07/09/04

Moved & Seconded

“That the waiver as requested by member Steve Love due to financial hardship as per his letter of request totalling \$870.35 be approved.”

Carried

5. Reports

Jim Fraser

Branch Secretary Ian McCarthy reported on the passing of BCoM member Jim Fraser recently. It was a sad and sudden loss. BCoM should give consideration to setting up a fund to receive donations for Jim's favourite charity 'Bobby Goldsmith Foundation' in Jim's name. Other BCoM representatives made tributes. The President called for a minute's silence. Discussion ensued on a Meritorious Service Award.

AWA's

Branch Secretary Ian McCarthy reported on AWA's in Telstra and comments made from some managers and campaign in regard to ALP policy on AWA's if elected.

Material has been produced by the Branch in form of Fact Sheets that should assist members. Discussion ensued with BCoM on the issue of AWA's.

James Hardie Products

Branch Secretary Ian McCarthy reported briefly on James Hardie fund for asbestos victims and the scandal. BCoM were provided with flyers from the Plumbers Branch for information on products, which we could reproduce for our members. Discussion ensued and asked BCoM to check around to see what 'James Hardie' products are used by Telstra. We will follow up on article for next On the Line Magazine.

6. General Business

Federal Elections

Branch Secretary Ian McCarthy reported on elections. The final 2 weeks are critical to the success of campaign. There are large numbers undecided – many make up their mind on polling day. Branch Organiser Alice Salomon is coordinating the CEPU contribution, especially in the last 4 days. We need people on polling day. A question was asked whether we can put out a "Don't Sell Telstra – Vote Labor" leaflet/poster. Branch Secretary Ian McCarthy to follow up with the National Office.

Integration Model

Assistant Branch Secretary Vivette Horrex briefly reported on Divisional Executive meeting re 8 Branch Model.

Bullying Conference

Assistant Secretary Vivette Horrex reported on the successful conference held in the Opera House on 8 September 2004.

Damovo Sale

Telstra sold its PABX business to Damovo and recently bought it back from \$64 million.

There being no further business the Branch President declared the meeting closed at 7.55 pm.

**LLOYD HARRIS
PRESIDENT**

**IAN MCCARTHY
SECRETARY**



Australian Government

Australian Industrial Registry

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

Mr Ian McCarthy
Divisional Branch Secretary
NSW Telecommunications & Services Branch
CEPU Communications Division
2nd Floor, 741 George Street
SYDNEY NSW 2000

Dear Mr McCarthy

**Re: Lodgement of Financial Statements and Accounts for the CEPU Communications
Division NSW Telecommunications & Services Branch for the year ending 31 March 2004
(FR2004/224)**

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 6 October 2004.

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

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

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

13 October 2004