



Australian Government
Australian Industrial Registry

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

Ref: FR2005/214-[128V-CTST]

Mr Barry Riseley
Branch Secretary
CEPU Communications Division
Tasmanian Telecommunications & Services Branch
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Riseley

Financial Return - year ending 31 March, 2005

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar’s Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/214**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry

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

Information on AIRC Website

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

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

Yours sincerely



Belinda Penna
for Deputy Industrial Registrar
12 April, 2005

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

From: PENNA, Belinda
Sent: Friday, 22 April 2005 12:53 PM
To: 'briseley@bigpond.net.au'
Cc: McKERROW, Peter
Subject: Re: New Financial Reporting Requirements - Operating Report

Dear Mr Riseley,

Thank you for your phone call this morning enquiring about the new financial reporting requirements, and in particular about Operating Reports.

Please find attached a scan of an Operating Report lodged by a branch of another organisation, which will provide an example of the type of information and general format of the required report.



Attached is a text extract of section 254 of the RAO Schedule and Regulation 159 of the RAO Regulations (the "prescribed information" referred to in s254(2)(f)).

Could I also suggest you reinforce with your auditor the fact that the reporting requirements have changed substantially and that he or she will need to be acquainted with the new legislation including the Industrial Registrar's Reporting Guidelines. There are also new requirements setting out what matters the auditor must address in his or her opinion on the GPFR. The legislation can be viewed on our website www.airc.gov.au or downloaded from www.comlaw.gov.au

254 Reporting unit to prepare operating report

- (1) As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year.
- (2) The operating report must:
 - (a) contain a review of the reporting unit's principal activities during the year, the results of those activities and any significant changes in the nature of those activities during the year; and
 - (b) give details of any significant changes in the reporting unit's financial affairs during the year; and
 - (c) give details of the right of members to resign from the reporting unit under section 174; and
 - (d) give details (including details of the position held) of any officer or member of the reporting unit who is:
 - (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
 - (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; andwhere a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation; and
 - (e) contain any other information that the reporting unit considers is relevant; and
 - (f) contain any prescribed information.
- (3) To avoid doubt, the operating report may be prepared by the committee of management or a designated officer.

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

Subdivision B-Reporting

Regulation 159:

159 Prescribed information contained in operating report (RAO Schedule, s 254 (2) (f))

For paragraph 254 (2) (f) of the RAO Schedule, the following information is prescribed:

- (a) the number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for section 230 of the RAO Schedule and who are taken to be members of the reporting unit under section 244 of the RAO Schedule;
- (b) the number of persons who were, at the end of the financial year to which the report relates, employees of the reporting unit, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis;
- (c) the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position

With reference to your query about the whether the rules of your organisation allow for 5% of members to demand a general meeting, thus allowing for the documents to be presented to a Branch Committee of Management, this issue is a little more complex and will require a written response on our part.

Therefore, could I please ask you to briefly put your request in writing and email either to myself at belinda.penna@air.gov.au or to Mr Peter McKerrow at peter.mckerrow@air.gov.au. We will respond to you as soon as possible.

I hope this information is of assistance to you. We would be more than happy to look at any draft reports for you.

Belinda Penna
NSW Registry RIA Team
Australian Industrial Registry
belinda.penna@air.gov.au
(02) 8374 6618

PENNA, Belinda

From: PENNA, Belinda
Sent: Tuesday, 26 July 2005 10:24 AM
To: 'briseley@bigpond.net.au'
Subject: Lodgement of Financial Documents

Dear Mr Riseley,

I refer to our phone discussion this morning regarding the lodgement of your financial documents for the year ending 31 March 2005.

As discussed, in certain circumstances a Registrar may grant an extension of time to a reporting unit to complete its financial reporting requirements.

I have set out below what power a Registrar has to extend time limits for reporting under sections 265 and 266 of the RAO Schedule.

This will depend on which of the following two reporting options a reporting unit chooses:

s265(5)(a) - presenting full report to members' meeting(s)

The reporting unit (you) provide the full report (or a concise report) to members, and, after no less than 21 days, presents the full report to a general meeting of members. If you choose this option, the general meeting must be held within 6 months of the end of a financial year.

Power to extend time

Under s265(5), a reporting unit may apply to a Registrar to extend the period during which the general meeting must be held by no more than one month, namely from 6 months to no more than 7 months from the end of a financial year.

Effect of Extending Time by one month

The general meeting must be held within 7 months of the end of the financial year; the full or concise report must still be provided to members at least 21 days before the general meeting.

s265(5)(b) - presenting full report to committee of management meeting

The reporting unit provides the full report (or a concise report) to members and presents the full report to a meeting of its committee of management. If you choose this option, you must provide the report to members within 5 months of the end of the financial year. The committee of management meeting must be held within six months of the end of the financial year - see s265(1) and (3). This option is only available if the rules of your reporting unit provide for the matters specified in s266(3).

Power to extend time

Under s265(5), a reporting unit may apply to a Registrar to extend the period to provide the full or concise report to members by no more than one month, namely from 5 months to no more than 6 months from the end of the financial year.

Effect of Extending Time by one month

The full or concise report must be provided within 6 months of the end of the financial year and the committee of management meeting must be held within 7 months of the end of the financial year.

Making an application under s265(5)

If your reporting unit wishes to apply for an extension of time, its application should state clearly:

- whether it intends to present the full report to members' meeting or a committee of management meeting; and
- the period of extension it seeks; and
- provide reasons.

The application should be signed by an officer of the reporting unit.

I understand from our conversation this morning that your preferred option is to have a general meeting of members. I hope this information is of assistance in helping you decide whether lodging an extension of time

application is necessary in your case. If you have any further queries, please contact me at this email address or by telephone on 02 8374 6618.

Regards

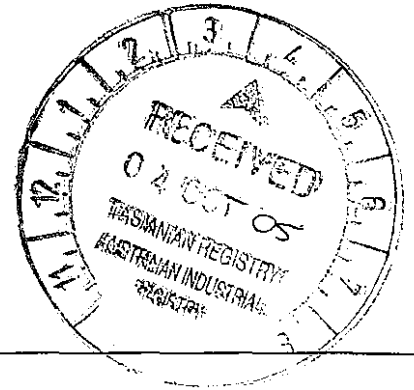
Belinda Penna

NSW Registry RIA Team

Australian Industrial Registry

belinda.penna@air.gov.au

(02) 8374 6618



COMMUNICATIONS DIVISION

Tasmanian Telecommunications & Services Branch

Deputy Industrial Registrar
Australian Industrial Registry
GPO Box 1232M
Hobart

2004/2005 TASMANIAN T&S BRANCH AUDITED FINANCIAL STATEMENTS

Please find attached the 2004/2005 audited financial statements of the Tasmanian T&S Branch of The Communications, Electrical and Plumbing Union, in accordance with our obligations under the Workplace Relations Act 1996.

Yours faithfully,

A handwritten signature in black ink, appearing to read "B. L. Riseley", with a horizontal line underneath.

Barry Riseley
Honorary Branch Secretary.

4 October 2005

**Communications, Electrical and Plumbing Union
(CEPU)
Communications Division – Tasmanian
Telecommunications & Services Branch
Year Ended 31st March 2005**

**Financial Accounts for the year ended 31st March
2005**

I, Barry Riseley, being the Honorary Branch Secretary of the CEPU Communications Division (Telecommunications & Services) 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 30th August 2005; and
- the full report was presented to the second meeting held on 28th September 2005 of the Branch in accordance with section 266 of the RAO Schedule.



Barry Riseley
Honorary Branch Secretary

Date: 4 October 2005



GENERAL MEETING NOTICE

COMMUNICATIONS DIVISION

Tasmanian Telecommunications &
Services Branch

ATTENTION: ALL T&S BRANCH MEMBERS

Attached for your information is the complete audited financial reports of the Tasmanian T&S Branch for the 2004/2005 Branch Financial Year.

This report will be put for adoption at a General Meeting at the Branch offices, 105 New Town Road, New Town, commencing at 5.15 Pm on:
Wednesday 28 September 2005

Yours faithfully,

Barry Riseley
Honorary Branch Secretary.
29 August 2005



**COMMUNICATIONS
DIVISION**

Tasmanian Telecommunications &
Services Branch

Tasmanian T&S Branch

AUDITED FINANCIAL REPORTS

2004/2005

GEOFF SCAIFE PTY LTD

ACN - 082 924 963

CERTIFIED PRACTISING ACCOUNTANT

127 BATHURST STREET
HOBART 7000
TELEPHONE: (03) 62 311 033
FACSIMILE: (03) 62 345 085
MOBILE: 0402 867 544
e-mail: gscaife@bigpond.com

INDEPENDENT AUDIT REPORT

TO THE MEMBERS

**Communications, Electrical and Plumbing Union
Communications Division
Telecommunications and Services Branch - Tasmania**

SCOPE

I have audited the financial statements of the Communications, Electrical and Plumbing Union - Communications Division, Telecommunications and Services Branch, Tasmania for the year ended 31 March 2005. The members of the Committee of Management are responsible for the financial statements. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the Union

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

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

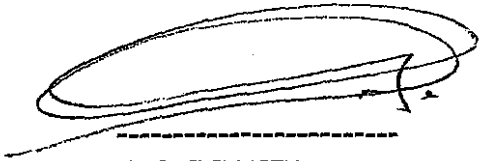
TAX AGENT

REGISTERED COMPANY AUDITOR

AUDIT OPINION

In my opinion :

- (1) The Organisation maintained satisfactory accounting records during the year, which detailed the source and nature of the income and expenditure, and
- (2) All information and explanations as required under subsection 276(2) was provided so as to enable the audit to be conducted, and
- (3) The attached accounts and statements, prepared under the historical cost convention, and in accordance with Section 274(2) of the Workplace Relations Act 1996 as amended, are properly drawn up so as to give a true and fair view of :
 - (a) The financial affairs of the branch as at 31 March 2005, and
 - (b) the income and expenditure of the branch for the year ended on that date.



G R SCAIFE
Registered Company Auditor

29 August 2005

CEPU - T&S Tasmania Branch105 New Town Road
NEW TOWN 7008

{TFN 42935270}

Profit & Loss [With Last Year]

April 2004 through March 2005

	This Year	Last Year
Income		
Members Contributions		
Members Contributions	\$69,641.05	\$64,405.17
Total Members Contributions	\$69,641.05	\$64,405.17
Interest Received	\$284.94	\$41.53
Total Income	\$69,925.99	\$64,446.70
Cost of Sales		
Gross Profit	\$69,925.99	\$64,446.70
Expenses		
Salaries/Honouraria	\$34,872.30	\$32,100.00
Accountancy & Audit Fees	\$2,750.00	\$2,600.00
Bank Fees & Debit Tax	\$1,231.20	\$2,655.82
Bookkeeping Fees	\$1,500.00	\$1,000.00
Cleaning/Rubbish Removal	\$1,097.19	\$1,620.00
Data Processing Stat/Maint Exp	\$1,250.00	\$1,000.00
Depreciation	\$855.00	\$1,011.00
Electricity & Heating	\$786.31	\$722.96
Industrial Expenses (inc TA)	\$7,212.00	\$3,430.22
Insurances	\$1,971.43	\$303.27
Meeting Expenses	\$952.00	\$420.00
National Council Dues	\$126.50	\$114.00
Office Building Maintenance	\$209.68	\$916.47
Postage & Freight	\$275.50	\$91.81
Petty Cash Reimbursement	\$0.00	\$310.00
Printing, Stationery & Office	\$3,364.08	\$1,073.88
Rates & Land Tax	\$289.00	\$372.75
Office Services & Maintenance	\$4,629.26	\$1,997.40
Superannuation (Staff)	\$480.00	\$480.00
Telephone/Internet	\$3,815.01	\$1,827.43
Vehicle Expenses	\$6,548.62	\$6,859.77
Total Expenses	\$74,215.08	\$60,906.78
Operating Profit	-\$4,289.09	\$3,539.92
Other Income		
Divisional Transfer	\$0.00	\$47,111.76
Total Other Income	\$0.00	\$47,111.76
Other Expenses		
Wages Arrears 02-03	\$0.00	\$23,912.46
Long Service Leave Owing	\$0.00	\$23,199.30
Total Other Expenses	\$0.00	\$47,111.76
Net Profit/(Loss)	-\$4,289.09	\$3,539.92

CEPU - T&S Tasmania Branch
 105 New Town Road
 NEW TOWN 7008

{TFN 42935270}

Balance Sheet [Last Year Analysis]

March 2005

	This Year	Last Year
Assets		
Current Assets		
Petty Cash on Hand	\$200.00	\$200.00
Cheque Account - Working a/c	\$12,258.93	\$67,388.61
ISCU		
ISCU - Contingencies account	\$8,005.86	\$5,567.57
Total ISCU	\$8,005.86	\$5,567.57
Various Debtors	\$4,550.00	\$0.00
Fixed Assets		
Buildings		
Buildings (105 Newtown Rd)	\$410,000.00	\$112,454.00
Total Buildings	\$410,000.00	\$112,454.00
Furniture & Equipment		
Furniture & Equipment (cost)	\$36,651.44	\$36,651.44
Acc Depreciation - F&E	-\$30,289.00	-\$29,434.00
Total Furniture & Equipment	\$6,362.44	\$7,217.44
Total Assets	\$441,377.23	\$192,827.62
Liabilities		
Current Liabilities		
Creditors & Accruals		
Union Fees Payable (BLR)	\$444.00	\$144.00
APSB'S Payable	\$125.40	\$65.60
Vehicle Payments Holding	\$0.00	\$493.57
Wages Payable - BLR	\$0.00	\$55,299.30
Super Payable (BLR)	\$5,930.85	\$7,054.59
Super Payable (BTR)	\$240.00	-\$240.00
Total Creditors & Accruals	\$6,740.25	\$62,817.06
TAX Liabilities		
GST Collected	\$0.00	\$1,052.00
GST Paid	\$0.00	-\$1,449.00
PAYE tax payable	\$14,501.44	\$3,528.93
Total TAX Liabilities	\$14,501.44	\$3,131.93
Total Current Liabilities	\$21,241.69	\$65,948.99
Total Liabilities	\$21,241.69	\$65,948.99
Net Assets	\$420,135.54	\$126,878.63
Equity		
Current Year Earnings	-\$4,289.09	\$3,539.92
Retained Earnings	-\$31,175.37	-\$34,715.29
Divisional Grants (equip/veh)	\$45,600.00	\$45,600.00
Divisional Transfer (Building)	\$112,454.00	\$112,454.00
Revaluation Reserve	\$297,546.00	\$0.00
Total Equity	\$420,135.54	\$126,878.63

CEPU - T&S Tasmania Branch

105 New Town Road
NEW TOWN 7008

{TFN 42935270}

Statement of Cash Flow

April 2004 through March 2005

Cash Flow from Operating Activities

Net Income	-	\$4,289.09
Various Debtors	-	\$4,550.00
Buildings (105 Newtown Rd)	-	\$297,546.00
Acc Depreciation - F&E		\$855.00
Union Fees Payable (BLR)		\$300.00
APSBS Payable		\$59.80
Vehicle Payments Holding	-	\$493.57
Wages Payable - BLR	-	\$55,299.30
Super Payable (BLR)	-	\$1,123.74
Super Payable (BTR)		\$480.00
GST Collected	-	\$1,052.00
GST Paid		\$1,449.00
PAYE tax payable		\$10,972.51
Revaluation Reserve		\$297,546.00
Net Cash Flows from Operating Activities		<u>-</u> \$52,691.39
Cash Flow from Investing Activities		
Net Cash Flows from Investing Activities		<u>\$0.00</u>
Cash Flow from Financing Activities		
Net Cash Flows from Financing Activities		<u>\$0.00</u>
Net Increase/Decrease for the period		<u>-</u> \$52,691.39
Cash at the Beginning of the period		\$73,156.18
Cash at the End of the period		<u>\$20,464.79</u>

COMMUNICATIONS. ELECTRICAL AND PLUMBING UNION

Communications Division, Tasmanian Telecommunications and Services Branch

Operating Report 2005

In accordance with Sec. 254 of the Workplace Relations Act 1996 ("the Act"), your Committee of Management report as follows:

Principal Activities

The principal activity of the Branch during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the Branch for the year ended 31 March 2005 was deficit of \$4209. No provision for tax was necessary, as the Branch is considered exempt.

Significant Changes

Following a formal independent valuation of the branch office premises at 105 New Town Rd, the value of the building asset has been entered on the accounts at the valuation figure.

Rights of Members

Subject to the rules of the organisation and Sec. 174 of the Act, members have the right to resign from membership of the Branch by written notice addressed to and delivered to the Secretary of the Branch.

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations -

- (a) the number of persons that were at the end of the financial year recorded in the register of members for Sec. 230 of the RAO Schedule and who are taken to be members of the Branch under Sec. 244 of the RAO Schedule was 228;

(b) the number of persons who were at the end of the financial year employees of the Branch including both full time and part time employees measured on a full-time equivalent basis was 0.5; and,

(c) The names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

Geoff Roberts, Peter Dooddy, Phil Dobber, Roland Alger, Shane Lidster and Barry Riseley, all of whom held office continuously in the period 1 April 2004 till 31 March 2005.

Other Relevant Information

Nil

**Signed for and on behalf of the Committee
of Management**



B. L. Riseley
Branch Secretary
26 August 2005

Communications, Electrical and Plumbing Union
(CEPU)

Communications Division – Telecommunications and Services Branch - Tasmania
Year Ended 31st March 2005

Committee of Management Statement

On 26th July 2005 the Committee of Management of the Communications, Electrical and Plumbing Union (CEPU) Communications Division - Postal and Telecommunications Branch – Tasmania passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 31st March 2005.


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

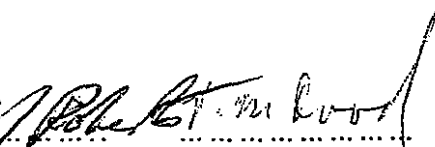
1. the financial statements and notes comply with the Australian Accounting Standards;
2. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position 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

	Geoff Roberts	Peter Doody
Title of Office held	Branch President	Branch Vice President

Date:


.....
26/8/2005


.....
26/8/2005

**NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2005**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These accounts have been prepared under the historical cost convention and in accordance with the accounting standards jointly issued by the Australian Accounting Professional Bodies. In particular:-

I. Basis of Accounting

The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.

II. Valuation of Fixed Assets

Fixed assets are valued and shown at cost less accumulated depreciation.

III. Depreciation

Depreciation is calculated on the diminishing value method in order to write the assets off over their estimated useful life.

IV. Provision for Employee Benefits

Long Service Leave is provided for non-official employees only with one or more years service. Long Service Leave for officials is provided and payable by Federal Conference. Annual Leave is provided for all employees.

V. Income Tax

Provision for income tax is not necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

NOTE 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 provision of sub-section (1), (2) and (3) of Section 274, which reads as follows:

I. APPLICATION FOR INFORMATION

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

II. PROVISION OF INFORMATION

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.

III. FUNCTION OF REGISTRAR

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.



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 Barry Riseley
Branch Secretary
CEPU Communications Division
Tasmanian T&S Branch
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Riseley

Re: Lodgement of Financial Documents for the CEPU Tasmanian Telecommunications & Services Branch for the year ending 31 March 2005 (FR2005/214)

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 4 October 2005.

I would like to point out the following for your future reference when preparing the Branch financial documents:

Committee of Management Statement

The reporting guidelines of the Industrial Registrar require the Branch Committee of Management to express its opinion on whether the "financial records of [the Branch] have been kept, as far as practicable, in a consistent manner to each of the other reporting units" of the CEPU. The Committee has not expressed its opinion on this matter in its Statement. It should ensure it does when preparing its next Statement; if it cannot express an opinion in those terms, it should say why.

For further information, see our website - paragraph 17(e)(iv) on page 5 of the Guidelines under s253 at www.airc.gov.au/organisations/rao/rao_253.pdf

Reference to Legislation - S272 Notice

Please note that the former section 274 of the Workplace Relations Act is now section 272 of the RAO Schedule.

I have attached an example for you.

References to Legislation – Audit Report

The auditor's opinion has been expressed in terms of the former financial reporting provisions of the Workplace Relations Act 1996. In particular, the auditor refers to ss276(2) of the former legislation.

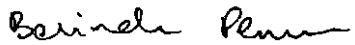
The auditor must now provide a report on a General Purpose Financial Report and give an opinion as required by s257(5) of the RAO Schedule.

Please advise your auditor accordingly before preparing any future returns.

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

If you have any enquiries about this letter please contact me on 02 8374 6618.

Yours sincerely,



Belinda Penna
for Deputy Industrial Registrar

17 October 2005

Section 272 Notice

Information to be provided to Member or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 of the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) which reads as follows: -

- (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).