



Australian Government
Australian Industrial Registry

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

Ref: FR2007/214-[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, 2007

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

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

Information on AIRC Website

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

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

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

(a) Financial Statements containing:

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

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity; and

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

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

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

Complying with time limits

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

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

Extensions of Time

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

Contact the Registry

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

Yours sincerely



Belinda Penna
For Deputy Industrial Registrar
2 April, 2007

Documents Checklist

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

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

No	Document	✓
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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
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.

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

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

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

For Committee of Management: _____ *[name of designated officer per section 243 of the*

RAO Schedule]

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised 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

PENNA, Belinda

From: PENNA, Belinda
Sent: Tuesday, 24 July 2007 9:49 AM
To: 'briseley@bigpond.net.au'
Subject: Information on Extension of Time - Financial Reporting

Attachments: INFO SHEET - Extension of time.doc

Dear Mr Riseley,

Thank you for your telephone call enquiring about applying for an extension of time to meet your financial reporting obligations.

Attached please find general information on applying for an extension of time.



INFO SHEET -
Extension of time...

If I can be of further assistance please contact me on the number below.

Belinda Penna
NSW Registry Team
Australian Industrial Registry
ph: 02 8374 6618
email: belinda.penna@air.gov.au

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 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 provides 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 considers it is eligible and 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.

FILE NOTE

AUSTRALIAN INDUSTRIAL REGISTRY

Mr Barry Riseley phoned and said he got stomach problem and he couldn't lodge the financial return in Hobart Registry or fax or email on 28/9/07. He will lodged on Monday 1 October 2007.

Chris

DATE 28/9/07

RATNASINGH, Chrishantha

From: WARDLAW, Sarscha
Sent: Monday, 1 October 2007 2:30 PM
To: RIA Sydney
Subject: FW: AIRC/AIR Scan

Attachments: 20071001_143506.pdf



20071001_143506.
pdf (387 KB)

-----Original Message-----

From: WARDLAW, Sarscha
Sent: Monday, 1 October 2007 2:28 PM
To: PENNA, Belinda
Subject: FW: AIRC/AIR Scan

Hi

Please find attached an financial return from the CEPU - the original is in the overnight bag.

Cheers

-----Original Message-----

From: SharpMFC
Sent: Monday, 1 October 2007 2:35 PM
To: WARDLAW, Sarscha
Subject: AIRC/AIR Scan

Reply to: sharpMFC@air.gov.au <sharpMFC@air.gov.au>
Device Name: HL1_SHARP_1
Device Model: MX-2700N
Location: Aust Industrial Registry

File Format: PDF MMR(G4)
Resolution: 300dpi x 300dpi

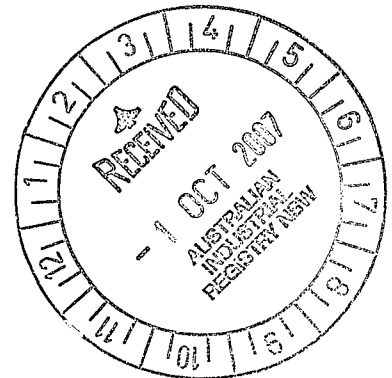
Attached file is scanned image in PDF format.

Use Acrobat(R)Reader4.0 or later version, or Adobe(R)Reader(TM) of Adobe Systems Incorporated to view the document.

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COMMUNICATIONS DIVISION

Tasmanian Communications Branch

Deputy Industrial Registrar
Australian Industrial Registry
GPO Box 1232M
Hobart

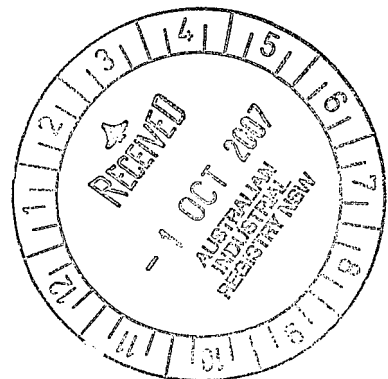
2006/2007 TASMANIAN T&S BRANCH AUDITED FINANCIAL STATEMENTS

Please find attached the 2006/2007 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,

Barry Riseley
Honorary Branch Secretary.
(for Report Period)

28 September 2007




**Communications, Electrical and Plumbing Union
(CEPU)
Communications Division – Tasmanian
Telecommunications & Services Branch
Year Ended 31st March 2006**

**Financial Accounts for the year ended 31st March
2007**

I, Barry Riseley, being the Honorary Branch Secretary of the CEPU Communications Division (Telecommunications & Services) Tasmanian Branch for the Financial Year ending 31 March 2007 hereby 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 31st August 2007; and
- the full report was presented to the second meeting held on 27th September 2007 of the Branch in accordance with section 266 of the RAO Schedule.



Barry Riseley
Honorary Branch Secretary

Date 28 September 2007

**Tasmanian
Communications Division**



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

MEETING NOTICE

To: All Members as addressed

5th September 2007

**SPECIAL GENERAL
MEETING NOTICE**

Dear Members,

This is to advise that a Special General Meeting of the CEPU Communications Tasmanian Branch will be held:

On: Thursday 27 September 2007

At: Union Offices -105 Main Road New Town - "Willow Cottage"

Time: 5.00 p.m.

Business

To consider the Audited Financial Statements of the T&S Branch for the Branch Financial Year 1 April 2006 till 31 March 2007 for adoption following circulation to members

Regards,

Peter Miller
Branch Secretary

Barry Riseley
Branch President

**DISTRIBUTED BY THE TASMANIAN BRANCH OF CEPU AS A MEMBERSHIP SERVICE
PLEASE DISTRIBUTE AS WIDELY AS POSSIBLE**



CEPU

**COMMUNICATIONS
DIVISION**

Tasmanian Telecommunications &
Services Branch

**Tasmanian T&S
Branch**

**AUDITED
FINANCIAL
REPORTS**

2006/2007

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 2007. 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.

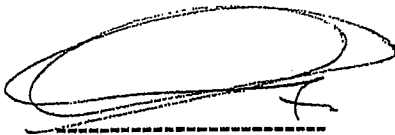
TAX AGENT

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 the Workplace Relations Act 1996, in subsection 257(5) of the RAO Schedule 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 the Workplace Relations Act 1996, in Section 272 of the RAO Schedule, 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 2007, and
 - (b) the income and expenditure of the branch for the year ended on that date.



G R SCAIFE
Registered Company Auditor

5 September 2007

**NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2007**

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 – 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 provision of sub-section (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).

CEPU - T&S Tasmania Branch

105 New Town Road
 NEW TOWN 7008

{TFN 42935270}

Profit & Loss [With Last Year]

March 2007

	This Year	Last Year
Income		
Members Contributions		
Members Contributions	\$69,319.16	\$71,050.66
Total Members Contributions	\$69,319.16	\$71,050.66
Interest Received	\$69.65	\$43.86
Sundry Collections	\$0.00	\$409.73
Total Income	\$69,388.81	\$71,504.25
Cost of Sales		
Gross Profit	\$69,388.81	\$71,504.25
Expenses		
Salaries/Honouraria	\$34,976.00	\$22,500.00
Accountancy & Audit Fees	\$2,750.00	\$2,640.00
Bank Fees & Debit Tax	\$1,850.38	\$972.57
Bookeeping Fees	\$1,250.00	\$1,500.00
Cleaning/Rubbish Removal	\$1,556.28	\$883.57
Data Processing Stat/Maint Exp	\$1,250.00	\$1,525.30
Depreciation	\$4,977.00	\$711.00
Electricity & Heating	\$755.56	\$350.00
Industrial Expenses (inc TA)	\$1,422.00	\$3,740.00
Insurances	\$1,708.50	\$1,312.15
Meeting Expenses	\$504.35	\$824.69
Affiliations & National Dues	\$4,989.61	\$668.50
Office Building Maintenance	\$684.90	\$1,362.34
Printing, Stationery & Office	\$2,757.79	\$2,699.58
Rates & Land Tax	\$310.10	\$297.50
Office Services & Maintenance	\$3,606.46	\$1,796.41
Superannuation (Staff)	\$8,920.00	\$2,475.00
Telephone/Internet	\$4,890.74	\$3,306.82
Vehicle Expenses	\$6,619.46	\$3,892.92
Total Expenses	\$85,779.13	\$53,458.35
Operating Profit	-\$16,390.32	\$18,045.90
Other Income		
Other Expenses		
Net Profit/(Loss)	-\$16,390.32	\$18,045.90

CEPU - T&S Tasmania Branch

105 New Town Road

NEW TOWN 7008

{TFN 42935270}

Balance Sheet [Last Year Analysis]

March 2007

	This Year	Last Year
Assets		
Current Assets		
Petty Cash on Hand	\$0.00	\$200.00
Cheque Account - Working a/c	\$7,228.88	\$15,652.10
ISCU		
ISCU - Contingencies account	\$287.65	\$7,149.15
Total ISCU	\$287.65	\$7,149.15
Fixed Assets		
Buildings		
Buildings (105 Newtown Rd)	\$410,000.00	\$410,000.00
Furniture & Equipment		
Furniture & Equipment (cost)	\$39,777.44	\$36,651.44
Acc Depreciation - F&E	-\$35,977.00	-\$31,000.00
Total Furniture & Equipment	\$3,800.44	\$5,651.44
Total Assets	\$421,316.97	\$438,652.69
Liabilities		
Current Liabilities		
Payroll Liabilities		
APSB'S Payable	\$0.00	\$125.40
National Office (Super BLR)	\$7,955.85	\$7,955.85
Super Payable (BTR)	\$0.00	\$820.00
Total Payroll Liabilities	\$7,955.85	\$8,901.25
Total Current Liabilities	\$7,955.85	\$8,901.25
Total Liabilities	\$7,955.85	\$8,901.25
Net Assets	\$413,361.12	\$429,751.44
Equity		
Current Year Earnings	-\$16,390.32	\$9,615.90
Retained Earnings	-\$25,848.56	-\$35,464.46
Divisional Grants (equip/veh)	\$45,600.00	\$45,600.00
Divisional Transfer (Building)	\$112,454.00	\$112,454.00
Revaluation Reserve	\$297,546.00	\$297,546.00
Total Equity	\$413,361.12	\$429,751.44

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

{TFN 42935270}

Balance Sheet [Last Year Analysis]

March 2007

	This Year	Last Year
Assets		
Current Assets		
Petty Cash on Hand	\$0.00	\$200.00
Cheque Account - Working a/c	\$7,228.88	\$15,652.10
ISCU	\$287.65	\$7,149.15
Fixed Assets		
Buildings	\$410,000.00	\$410,000.00
Furniture & Equipment	\$3,800.44	\$5,651.44
Total Assets	\$421,316.97	\$438,652.69
Liabilities		
Current Liabilities		
Payroll Liabilities	\$0.00	\$945.40
National Office (Super BLR)	\$7,955.85	\$7,955.85
Total Current Liabilities	\$7,955.85	\$8,901.25
Total Liabilities	\$7,955.85	\$8,901.25
Net Assets	\$413,361.12	\$429,751.44
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CEPU - T&S Tasmania Branch

*105 New Town Road
NEW TOWN 7008*

{TFN 42935270}

Statement of Cash Flow

April 2006 through March 2007

Cash Flow from Operating Activities

Net Income	-	\$16,390.32
Petty Cash on Hand		\$200.00
Furniture & Equipment (cost)		-\$3,126.00
Acc Depreciation - F&E		\$4,977.00
APSB'S Payable		-\$125.40
Super Payable (BTR)		-\$820.00
Net Cash Flows from Operating Activities		<u>-\$15,284.72</u>
Cash Flow from Investing Activities		
Net Cash Flows from Investing Activities		\$0.00
Cash Flow from Financing Activities		
Net Cash Flows from Financing Activities		\$0.00
Net Increase/Decrease for the period		<u>-\$15,284.72</u>
Cash at the Beginning of the period		\$22,801.25
Cash at the End of the period		<u>\$7,516.53</u>

COMMUNICATIONS, ELECTRICAL AND PLUMBING UNION

**Communications Division, Tasmanian Telecommunications and Services
Branch**

Operating Report 2007

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 2007 was a loss of \$16,390.32. No provision for tax was necessary, as the Branch is considered exempt.

Significant Changes

None

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 191;
- (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,

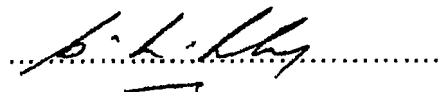
(c) The names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

Geoff Roberts, Peter Doody, Phil Dobber, Roland Alger, Shane Lidster and Barry Riseley, all of whom held office continuously in the period 1 April 2006 till 31 March 2007.

Other Relevant Information

The Tasmanian T&S Branch of CEPU ceases to be a separate entity on 1 April 2007, by virtue of an integration of the CEPU P&T and T&S Branches in Tasmania, to form the Tasmanian Communications Branch of CEPU. From that date

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



B. L. Riseley
Branch Secretary for period of report
5 September 2007

Communications, Electrical and Plumbing Union

(CEPU)

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

Year Ended 31st March 2007

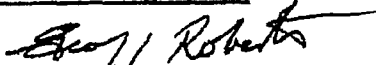
Committee of Management Statement

On 5 September 2007 the Committee of Management of the Communications, Electrical and Plumbing Union (CEPU) Communications Division, 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 2007.

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

1. the financial statements and notes comply with the Australian Accounting Standards;
2. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
4. there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
5. during the financial year to which the GPFR relates and since the end of that year:
 - a. meetings of the committee of management were held in accordance with the rules of the organisation; and
 - b. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - c. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - d. all information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - e. No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management,

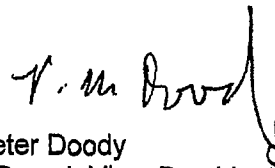


Geoff Roberts
Branch President
2006/2007

Title of Office held:

Dated:

5 September 2007



Peter Doody
Branch Vice President
2006/2007

5 September 2007



COMMUNICATIONS DIVISION

Tasmanian Communications Branch

Deputy Industrial Registrar
Australian Industrial Registry
GPO Box 1232M
Hobart

2006/2007 TASMANIAN T&S BRANCH AUDITED FINANCIAL STATEMENTS

Please find attached the 2006/2007 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.
(for Report Period)

28 September 2007

**Communications, Electrical and Plumbing Union
(CEPU)
Communications Division – Tasmanian
Telecommunications & Services Branch
Year Ended 31st March 2006**

**Financial Accounts for the year ended 31st March
2007**

I, Barry Riseley, being the Honorary Branch Secretary of the CEPU Communications Division (Telecommunications & Services) Tasmanian Branch for the Financial Year ending 31 March 2007 hereby 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 31st August 2007; and
- the full report was presented to the second meeting held on 27th September 2007 of the Branch in accordance with section 266 of the RAO Schedule.



Barry Riseley
Honorary Branch Secretary

Date 28 September 2007

**Tasmanian
Communications Division**



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

MEETING NOTICE

To: All Members as addressed

5th September 2007

SPECIAL GENERAL MEETING NOTICE

Dear Members,

This is to advise that a Special General Meeting of the CEPU Communications Tasmanian Branch will be held:

On: Thursday 27 September 2007

At: Union Offices -105 Main Road New Town - "Willow Cottage"

Time: 5.00 p.m.

Business

To consider the Audited Financial Statements of the T&S Branch for the Branch Financial Year 1 April 2006 till 31 March 2007 for adoption following circulation to members

Regards,

Peter Miller
Branch Secretary

Barry Riseley
Branch President

**DISTRIBUTED BY THE TASMANIAN BRANCH OF CEPU AS A MEMBERSHIP SERVICE
PLEASE DISTRIBUTE AS WIDELY AS POSSIBLE**

105 New Town Road, NEW TOWN Tas 7008 - Phone 62-781277 or 62280098; Fax 62 28 7557,
P&T Branch - Peter Miller Mobile 0419 365503, E-Mail cdtas@cepu.asn.au



**COMMUNICATIONS
DIVISION**

Tasmanian Telecommunications &
Services Branch

**Tasmanian T&S
Branch**

**AUDITED
FINANCIAL
REPORTS**

2006/2007

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 2007. 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.

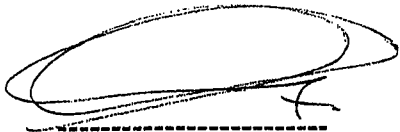
TAX AGENT

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 the Workplace Relations Act 1996, in subsection 257(5) of the RAO Schedule 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 the Workplace Relations Act 1996, in Section 272 of the RAO Schedule, 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 2007, and
 - (b) the income and expenditure of the branch for the year ended on that date.



G R SCAIFE
Registered Company Auditor

5 September 2007

**NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2007**

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 – 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 provision of sub-section (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).

CEPU - T&S Tasmania Branch

105 New Town Road

NEW TOWN 7008

{TFN 42935270}

Profit & Loss [With Last Year]

March 2007

	This Year	Last Year
Income		
Members Contributions		
Members Contributions	\$69,319.16	\$71,050.66
Total Members Contributions	\$69,319.16	\$71,050.66
Interest Received	\$69.65	\$43.86
Sundry Collections	\$0.00	\$409.73
Total Income	\$69,388.81	\$71,504.25
Cost of Sales		
Gross Profit	\$69,388.81	\$71,504.25
Expenses		
Salaries/Honouraria	\$34,976.00	\$22,500.00
Accountancy & Audit Fees	\$2,750.00	\$2,640.00
Bank Fees & Debit Tax	\$1,850.38	\$972.57
Bookeeping Fees	\$1,250.00	\$1,500.00
Cleaning/Rubbish Removal	\$1,556.28	\$883.57
Data Processing Stat/Maint Exp	\$1,250.00	\$1,525.30
Depreciation	\$4,977.00	\$711.00
Electricity & Heating	\$755.56	\$350.00
Industrial Expenses (inc TA)	\$1,422.00	\$3,740.00
Insurances	\$1,708.50	\$1,312.15
Meeting Expenses	\$504.35	\$824.69
Affiliations & National Dues	\$4,989.61	\$668.50
Office Building Maintenance	\$684.90	\$1,362.34
Printing, Stationery & Office	\$2,757.79	\$2,699.58
Rates & Land Tax	\$310.10	\$297.50
Office Services & Maintenance	\$3,606.46	\$1,796.41
Superannuation (Staff)	\$8,920.00	\$2,475.00
Telephone/Internet	\$4,890.74	\$3,306.82
Vehicle Expenses	\$6,619.46	\$3,892.92
Total Expenses	\$85,779.13	\$53,458.35
Operating Profit	-\$16,390.32	\$18,045.90
Other Income		
Other Expenses		
Net Profit/(Loss)	-\$16,390.32	\$18,045.90

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

{TFN 42935270}

Balance Sheet [Last Year Analysis]

March 2007

	This Year	Last Year
Assets		
Current Assets		
Petty Cash on Hand	\$0.00	\$200.00
Cheque Account - Working a/c	\$7,228.88	\$15,652.10
ISCU		
ISCU - Contingencies account	\$287.65	\$7,149.15
Total ISCU	\$287.65	\$7,149.15
Fixed Assets		
Buildings		
Buildings (105 Newtown Rd)	\$410,000.00	\$410,000.00
Total Buildings	\$410,000.00	\$410,000.00
Furniture & Equipment		
Furniture & Equipment (cost)	\$39,777.44	\$36,651.44
Acc Depreciation - F&E	-\$35,977.00	-\$31,000.00
Total Furniture & Equipment	\$3,800.44	\$5,651.44
Total Assets	\$421,316.97	\$438,652.69
Liabilities		
Current Liabilities		
Payroll Liabilities		
APSB Payable	\$0.00	\$125.40
National Office (Super BLR)	\$7,955.85	\$7,955.85
Super Payable (BTR)	\$0.00	\$820.00
Total Payroll Liabilities	\$7,955.85	\$8,901.25
Total Current Liabilities	\$7,955.85	\$8,901.25
Total Liabilities	\$7,955.85	\$8,901.25
Net Assets	\$413,361.12	\$429,751.44
Equity		
Current Year Earnings	-\$16,390.32	\$9,615.90
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Divisonal Grants (equip/veh)	\$45,600.00	\$45,600.00
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Revaluation Reserve	\$297,546.00	\$297,546.00
Total Equity	<u>\$413,361.12</u>	<u>\$429,751.44</u>

CEPU - T&S Tasmania Branch

105 New Town Road

NEW TOWN 7008

{TFN 42935270}

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CEPU - T&S Tasmania Branch

*105 New Town Road
NEW TOWN 7008*

{TFN 42935270}

Statement of Cash Flow

April 2006 through March 2007

Cash Flow from Operating Activities

Net Income	-	\$16,390.32
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Net Cash Flows from Operating Activities		-\$15,284.72
Cash Flow from Investing Activities		
Net Cash Flows from Investing Activities		\$0.00
Cash Flow from Financing Activities		
Net Cash Flows from Financing Activities		\$0.00
Net Increase/Decrease for the period		-\$15,284.72
Cash at the Beginning of the period		\$22,801.25
Cash at the End of the period		<u>\$7,516.53</u>

COMMUNICATIONS, ELECTRICAL AND PLUMBING UNION

Communications Division, Tasmanian Telecommunications and Services Branch

Operating Report 2007

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 2007 was a loss of \$16,390.32. No provision for tax was necessary, as the Branch is considered exempt.

Significant Changes

None

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 191;
- (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,

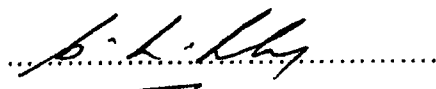
(c) The names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

Geoff Roberts, Peter Doody, Phil Dobber, Roland Alger, Shane Lidster and Barry Riseley, all of whom held office continuously in the period 1 April 2006 till 31 March 2007.

Other Relevant Information

The Tasmanian T&S Branch of CEPU ceases to be a separate entity on 1 April 2007, by virtue of an integration of the CEPU P&T and T&S Branches in Tasmania, to form the Tasmanian Communications Branch of CEPU. From that date

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



B. L. Riseley
Branch Secretary for period of report
5 September 2007

Communications, Electrical and Plumbing Union

(CEPU)

Communications Division – Telecommunications and Services Branch – Tasmania

Year Ended 31st March 2007

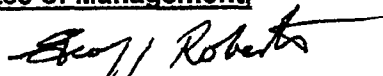
Committee of Management Statement

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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

Title of Office held: Branch President
2006/2007

Dated: 5 September 2007


Peter Doody

Branch Vice President
2006/2007

5 September 2007



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 Risely
Secretary, Tasmanian Telecommunications & Services Branch
CEPU
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Riseley

**Re: Lodgement of Financial Statements and Accounts –
CEPU Communications Division, Tasmanian Telecommunications & Services Branch –
for year ending 31 March 2007 (FR2007/214)**

Thank you for lodging the abovementioned financial statements and accounts which were received in the Registry on 1 October 2006.

The documents appear to meet the legislative requirements, and they have now been filed. No further action is required.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

15 October 2007