



## AUSTRALIAN INDUSTRIAL REGISTRY

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

**Ref: FR2002/645 -[128V-CTSV]**

Mr Len Cooper  
Branch Secretary  
Victorian Telecommunications & Services Branch  
Communications Division  
CEPU  
71 Cromwell Street  
COLLINGWOOD VIC 3066

Dear Mr Cooper

**Re: CEPU - Communicatious Division - Victorian Telecommunications & Services Branch  
Outstanding Financial Documents - *Workplace Relations Act 1996***

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

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

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

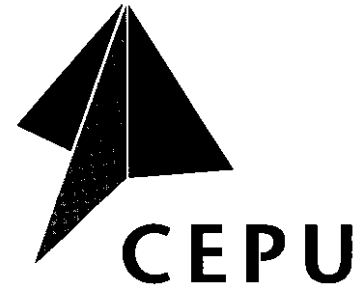
If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2002/645.**

Yours sincerely

*Belinda Penna*

Belinda Penna  
E-mail: belinda.penna@air.gov.au  
28 January, 2003

Ref: VB 03/28  
30<sup>th</sup> January 2003



Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011

**COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION**

Attention: Belinda Penna

Dear MS Penna

**FINANCIAL DOCUMENTS (Your Ref: FR2002/645)**

Please find enclosed, signed, audited copies of the Financial Report of the Branch to the 31<sup>st</sup> March 2002, and an abridged report which was circulated to members.

The Annual General Meeting of members held on 31<sup>st</sup> July 2002 carried the following motion:

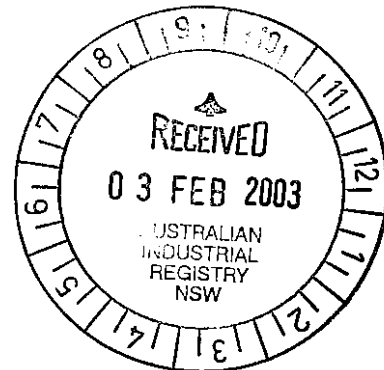
"That after reception and careful consideration of the documents put forward, we believe that this is a fair and accurate summary of the report, accounts and statements of the Communications Electrical and Plumbing Union, Communications Division, Telecommunications and Services Branch, Victoria, for the year ended 31<sup>st</sup> March, 2002."

We apologise for the delay.

Yours faithfully,

**LEN COOPER**  
Branch Secretary

Enquiries:  
**BURT BLACKBURNE**  
Assistant Secretary



**COMMUNICATIONS**  
Telecommunications & Services Branch (Vic)

**Len Cooper**  
Branch Secretary

71 Cromwell St  
Collingwood  
Victoria 3066  
Australia

Phone: 03 9419 0000  
Fax: 03 9416 1303  
E-mail: cdtsvic@cepu.asn.au

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

60

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CEPU (T&S) VIC BRANCH  
HELD ON WEDNESDAY 31<sup>st</sup> JULY 2002 AT 71 CROMWELL ST, COLLINGWOOD.**

Acting President Darren Evans advised those present that the meeting had lapsed for want of a quorum. There being a quorum of Committee Of Management and Executive, the business that has been notified will be dealt with.

**PRESENT:** June Packwood, Noelene Brassington, Helen Semmler, Margaret Williamson, Val Butler, Barbara Nelson Atkin, Doreen McDonald, Arthur Scragg, Kelvin Welbourn, Neil Johnson, Stefan Nowak, John Ellery, Ian Richards, John Hart, Peter Abrehart, Roger Bland, Ross White, Jim Kane, Burt Blackburne, Ian Eichfuss, Len Cooper, Daren Evans, John Gardner.

Brian Boyd, VTHC, addressed those present at the meeting of the history and importance of fighting the political attack on the unions and what is happening with the Abbot Royal Commission, and the importance at the rally to be held on Monday 12<sup>th</sup> August 2002 at 9.00 am. to march on the Royal Commission with the construction unions.

Apologies: Helen Patterson, Brian Crook, Dawn Richards, Mark Nicol, Paul McCaw.

**MOTION : APOLOGIES**

Moved : LEN COOPER

Seconded : KELVIN WELBOURN

“ That the apologies be accepted.”

The motion was put and ..... CARRIED

The Minutes of the Annual General Meeting 7<sup>th</sup> August, 2001 were circulated.

**MOTION : AGM MINUTES 2001**

Moved : LEN COOPER

Seconded : IAN EICHFUSS

“ That the minutes of the Annual General Meeting 7/8/01 be received.”

The motion was put and ..... CARRIED

Moved : LEN COOPER

Seconded : IAN EICHFUSS

“ That the minutes of the Annual General Meeting 7/8/01 be confirmed.”

The motion was put and ..... CARRIED

**MATTERS ARISING**

**VICTORIAN BRANCH PRESIDENT’S POSITION.** Conversion from fulltime to honorary position is in hand with the Industrial Registrar.

finance. Defer until after the Secretary’s report.

**SECRETARY’S REPORT**

In depth discussion and questions took place

**MOTION : SECRETARY'S REPORT**

Moved : JOHN HART

Seconded : ROSS WHITE

“ That the Secretary's Report be received.”

The motion was put and ..... CARRIED

**FINANCE**

**MOTION : FINANCE REPORT**

Moved : KELVIN WELBOURN

Seconded : VAL BUTLER

“ That after reception and careful consideration of the documents put forward, we believe that this is a affair and accurate summary of the report, accounts and statements of the Communications Electrical and Plumbing Union, Communications Division, Telecommunications and Services Branch, Victoria for the year ended 31<sup>st</sup> March 2002.”

The motion was put and ..... CARRIED

**AUDITOR**

**MOTION : AUDITOR**

Moved : LEN COOPER

Seconded : BURT BLACKBURNE

“ That Ragg, Weir and Company be the Auditors for the year 2002/2003”

The motion was put and ..... CARRIED

**RETURNING OFFICER AND POLL CLERKS**

**MOTION : RETURNING OFFICER**

Moved : LEN COOPER

Seconded : JOHN HART

“That the returning Officer be Arthur Scragg.”

The motion was put and ..... CARRIED

**MOTION : POLL CLERKS**

Moved : LEN COOPER

Seconded : JOHN HART

“That the Poll Clerks be Alan Trelour, Aldo Attard and Brett Graham”

The motion was put and ..... CARRIED

**MOTION : METHOD OF COUNT**

Moved : LEN COOPER

Seconded : JOHN HART

“That the method of count be first past the post.”

The motion was put and ..... CARRIED

2.

## **REPORTS**

**REDUNDANCY AGREEMENT.** Burt Blackburne gave a report supplemented by Doreen McDonald and others.

Discussion on the NSW vote problems.

The meeting closed at 9.20 PM.

**DOREEN McDONALD**  
**Minute Secretary**

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY,  
INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA,  
COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
SUMMARY OF FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002**

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,  
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA,  
COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31ST MARCH, 2002**

|                                | 2002<br>\$          | 2001<br>\$          |
|--------------------------------|---------------------|---------------------|
| <b>RECEIPTS</b>                |                     |                     |
| Members' contributions         | 1,286,477           | 1,487,577           |
| Interest received              | 4,806               | 9,238               |
| Sundry income                  | <u>27,894</u>       | <u>21,221</u>       |
| <b>TOTAL INCOME</b>            | <u>1,319,177</u>    | <u>1,518,036</u>    |
| <b>LESS EXPENDITURE</b>        |                     |                     |
| Administrative expenses        | 353,919             | 497,266             |
| Affiliation & capitation fees  | 349,965             | 378,365             |
| Commission paid                | 1,050               | 4,721               |
| Meeting expenses               | 3,481               | 8,422               |
| Salaries & employment benefits | <u>757,241</u>      | <u>793,748</u>      |
| <b>TOTAL EXPENDITURE</b>       | <u>1,465,656</u>    | <u>1,682,522</u>    |
| <b>DEFICIT FOR THE YEAR</b>    | <u>\$ (146,479)</u> | <u>\$ (164,486)</u> |

**STATEMENT OF FINANCIAL POSITION  
AS AT 31ST MARCH, 2002**

|   |                     |                   |
|---|---------------------|-------------------|
| Balance general fund as at 1st April, 2001      | (63,437)            | 71,049            |
| Add transfer from Special Fund                  | -                   | 30,000            |
| Less deficit for the year                       | <u>(146,479)</u>    | <u>(164,486)</u>  |
|   | (209,916)           | (63,437)          |
| Add special fund balance as at 31st March, 2002 | <u>58,107</u>       | <u>56,154</u>     |
| <b>TOTAL ACCUMULATED FUNDS/(LOSSES)</b>         | <u>\$ (151,809)</u> | <u>\$ (7,283)</u> |

Represented by:

|                                     |                     |                   |
|-------------------------------------|---------------------|-------------------|
| <b>CURRENT ASSETS</b>               |                     |                   |
| Cash assets                         | 172,547             | 262,358           |
| Prepayments                         | 5,755               | 10,604            |
| Receivables                         | <u>122,864</u>      | <u>145,522</u>    |
| <b>TOTAL CURRENT ASSETS</b>         | <u>301,166</u>      | <u>418,484</u>    |
| <b>OTHER ASSETS</b>                 |                     |                   |
| Other financial assets              | 1,366               | 1,366             |
| Office equipment & motor cars @ WDV | <u>62,191</u>       | <u>83,024</u>     |
| <b>TOTAL OTHER ASSETS</b>           | <u>63,557</u>       | <u>84,390</u>     |
| <b>TOTAL ASSETS</b>                 | <u>364,723</u>      | <u>502,874</u>    |
| <b>LESS LIABILITIES</b>             |                     |                   |
| Creditors                           | 319,347             | 257,886           |
| Employee provisions                 | <u>197,185</u>      | <u>252,271</u>    |
| <b>TOTAL LIABILITIES</b>            | <u>516,532</u>      | <u>510,157</u>    |
| <b>NET ASSETS</b>                   | <u>\$ (151,809)</u> | <u>\$ (7,283)</u> |

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,  
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA,  
COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559

INFORMATION TO BE PROVIDED TO MEMBER OR REGISTRAR

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

(1) *Application of Information*

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

(2) *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.

(3) *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.

Penalty : \$1,000

FINANCIAL STATEMENTS

The Union will provide a copy of the report, accounts and statements free of charge to any member who requests them.

AUDITOR'S REPORT TO THE MEMBERS OF THE COMMUNICATIONS, ELECTRICAL, ELECTRONIC,  
ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA,  
COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)

We certify that the above summary is a fair and accurate summary of the report, accounts and statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Telecommunications and Services Branch (Victoria) for the year ended 31st March, 2002. Our Auditor's Report on the financial statements dated 2nd July, 2002, on the accounts did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.



MSI RAGG WEIR  
CHARTERED ACCOUNTANTS



TREVOR M. WEIR  
PARTNER  
REGISTERED COMPANY AUDITOR

Melbourne: 3rd July, 2002.



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY,  
INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES  
UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
FINANCIAL REPORT  
FOR THE YEAR ENDED 31ST MARCH, 2002**

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31ST MARCH, 2002**

|   | NOTE | 2002<br>\$          | 2001<br>\$          |
|---|------|---------------------|---------------------|
| <b>Revenues from ordinary activities</b>                        | 3    | 1,319,177           | 1,518,036           |
| Employee benefits expense                                       |      | (797,599)           | (837,166)           |
| Depreciation expenses   | 4    | (17,804)            | (18,082)            |
| Other expenses from ordinary activities                         |      | <u>(650,253)</u>    | <u>(827,274)</u>    |
| <b>Loss from ordinary activities before income tax expenses</b> | 4    | (146,479)           | (164,486)           |
| Income tax expense  | 1(a) | <u>-</u>            | <u>-</u>            |
| <b>Net loss</b>   |      | <u>(146,479)</u>    | <u>(164,486)</u>    |
| Total changes in equity   | 13   | \$ <u>(146,479)</u> | \$ <u>(164,486)</u> |

The accompanying notes form part of this financial report.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**STATEMENT OF FINANCIAL POSITION**

**AS AT 31ST MARCH, 2002**

|                                  | NOTE | 2002<br>\$          | 2001<br>\$        |
|----------------------------------|------|---------------------|-------------------|
| <b>CURRENT ASSETS</b>            |      |                     |                   |
| Cash asset                       | 5    | 172,547             | 262,358           |
| Receivables                      | 6    | 122,864             | 145,522           |
| Other                            | 7    | <u>5,755</u>        | <u>10,604</u>     |
| <b>TOTAL CURRENT ASSETS</b>      |      | <u>301,166</u>      | <u>418,484</u>    |
| <b>NON CURRENT ASSETS</b>        |      |                     |                   |
| Property, plant & equipment      | 8    | 62,191              | 83,024            |
| Other financial assets           | 9    | <u>1,366</u>        | <u>1,366</u>      |
| <b>TOTAL NON CURRENT ASSETS</b>  |      | <u>63,557</u>       | <u>84,390</u>     |
| <b>TOTAL ASSETS</b>              |      | <u>364,723</u>      | <u>502,874</u>    |
| <b>CURRENT LIABILITIES</b>       |      |                     |                   |
| Payables                         | 10   | 319,347             | 257,886           |
| Provisions                       | 11   | <u>197,185</u>      | <u>252,271</u>    |
| <b>TOTAL CURRENT LIABILITIES</b> |      | <u>516,532</u>      | <u>510,157</u>    |
| <b>TOTAL LIABILITIES</b>         |      | <u>516,532</u>      | <u>510,157</u>    |
| <b>NET ASSETS/(LIABILITIES)</b>  |      | <u>\$ (151,809)</u> | <u>\$ (7,283)</u> |
| <b>EQUITY</b>                    |      |                     |                   |
| Accumulated losses               | 13   | <u>(151,809)</u>    | <u>(7,283)</u>    |
| <b>TOTAL EQUITY</b>              |      | <u>\$ (151,809)</u> | <u>\$ (7,283)</u> |

The accompanying notes form part of this financial report.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31ST MARCH, 2002**

|   | NOTE  | INFLOW<br>(OUTFLOW)<br>2002<br>\$ | INFLOW<br>(OUTFLOW)<br>2001<br>\$ |
|---|-------|-----------------------------------|-----------------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                   |       |                                   |                                   |
| <b>General Fund</b>   |       |                                   |                                   |
| Other receipts  |       | 15,557                            | 22,990                            |
| Members' dues   |       | 1,337,187                         | 1,384,102                         |
| Interest received   |       | 3,833                             | 12,556                            |
| Payments to suppliers & employees                             |       | (1,529,897)                       | (1,548,978)                       |
| Transfer from Special Fund                                    |       | <u>-</u>                          | <u>30,000</u>                     |
|   |       | <u>(173,320)</u>                  | <u>(99,330)</u>                   |
| <b>Special Fund</b>   |       |                                   |                                   |
| Interest received   |       | 1,537                             | 4,060                             |
| Payments to suppliers and employees                           |       | (28)                              | (48)                              |
| Transfer to General Fund                                      |       | <u>-</u>                          | <u>(30,000)</u>                   |
|   |       | <u>1,509</u>                      | <u>(25,988)</u>                   |
| <b>CASH FLOWS PROVIDED/(USED) BY OPERATING<br/>ACTIVITIES</b> | 15(b) | <u>(171,811)</u>                  | <u>(125,318)</u>                  |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                   |       |                                   |                                   |
| Proceeds on sale of fixed assets                              |       | 2,000                             | 14,200                            |
| Purchase of fixed assets                                      |       | -                                 | (17,787)                          |
| Repayment of loan – OPP                                       |       | <u>-</u>                          | <u>20,301</u>                     |
| <b>CASH FLOWS PROVIDED/(USED) BY INVESTING<br/>ACTIVITIES</b> |       | <u>2,000</u>                      | <u>16,714</u>                     |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                   |       |                                   |                                   |
| Proceeds from borrowings                                      |       | <u>80,000</u>                     | <u>-</u>                          |
| <b>CASH FLOWS PROVIDED BY FINANCING ACTIVITIES</b>            |       | <u>80,000</u>                     | <u>-</u>                          |
| <b>NET INCREASE/(DECREASE) IN CASH HELD</b>                   |       | (89,811)                          | (108,604)                         |
| Cash at beginning of reporting period                         |       | <u>262,358</u>                    | <u>370,962</u>                    |
| <b>CASH AT END OF REPORTING PERIOD</b>                        | 15(a) | <u>\$ 172,547</u>                 | <u>\$ 262,358</u>                 |

The accompanying notes form part of this financial report.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002**

**Note 1 – Statement of Significant Accounting Policies**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirement of the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historical cost and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

As a result of applying the revised Accounting Standard AASB 1018 Statement of Financial Performance, revised AASB 1034 Financial Report Presentation and Disclosures and AASB 1040 Statement of Financial Position for the first time, a number of comparative amounts were represented or reclassified to ensure comparability with the current reporting period.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) *Income Tax*

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

(b) *Property, Plant and Equipment*

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Union to ensure it is not excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

*Depreciation*

The depreciable amount of all fixed assets are depreciated on a straight line or a reducing balance basis over the useful lives of the assets to the Union commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002**

**Note 1 – Summary of Significant Accounting Policies (cont.)**

(b) *Property, Plant and Equipment (cont.)*

The depreciation rates used for each class of depreciable assets are:

| <b>Class of Fixed Assets</b>   | <b>Depreciation Rate</b> |
|--------------------------------|--------------------------|
| Office furniture and equipment | 5% - 35%                 |
| Motor vehicles                 | 22.5%                    |
| Employee amenities             | 7.5%                     |

(c) *Leases*

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(d) *Employee Entitlements*

Provision is made for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave which will be settled after one year, have been measured at their nominal amount.

Annual leave has been calculated for all employees and officials on the basis of their terms of employment.

(e) *Cash*

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(f) *Revenue*

Revenue from membership subscriptions is recognised on an accrual basis.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

All revenue is stated net of the amount of goods and services tax (GST).

(g) *Going Concern*

The committee of management of the Union believe that the Union is a going concern as at the date of this financial report. The committee of management believe that as a result of the continual support of their members, union officials and staff, the union will be able to meet its liabilities when they fall due. The committee of management have also undertaken an extensive cost-cutting program.

**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 provisions of sub-sections (1), (2) and (3) of Section 274, which read as follows:-

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)**

**Note 2 – Information To Be Provided To Members Or Registrar (cont.)**

(1) *Application for Information*

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

(2) *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.

(3) *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.

**Penalty : \$1,000**

|   | 2002<br>\$          | 2001<br>\$          |
|---|---------------------|---------------------|
| <b>Note 3 – Revenue</b>                               |                     |                     |
| <b>Revenues from operating activities</b>             |                     |                     |
| Members' dues   | 1,286,477           | 1,487,577           |
| Interest received                                     | 4,806               | 9,238               |
| Other   | <u>27,894</u>       | <u>18,170</u>       |
|   | <u>1,319,177</u>    | <u>1,514,985</u>    |
| <b>Revenues from outside the operating activities</b> |                     |                     |
| Profit on sale of fixed assets                        | -                   | <u>3,051</u>        |
| Revenue from ordinary activities                      | <u>\$ 1,319,177</u> | <u>\$ 1,518,036</u> |

**Note 4 – Loss from ordinary activities**

**Net gain and expenses**

Loss from ordinary activities before income tax expense includes the following specific net gains and expenses:

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)**

|   | NOTE | 2002<br>\$        | 2001<br>\$        |
|---|------|-------------------|-------------------|
| <b>Note 4 – Loss from ordinary activities (cont.)</b> |      |                   |                   |
| <b>Expenses</b>                                       |      |                   |                   |
| Depreciation of property, plant and equipment         |      | 17,804            | 18,082            |
| Remuneration of auditor:                              |      |                   |                   |
| – audit services                                      |      | 12,545            | 10,500            |
| – other services                                      |      | 10,755            | 4,353             |
| <br>  |      |                   |                   |
| <b>Note 5 – Current Assets - Cash Assets</b>          |      |                   |                   |
| <b>General Fund</b>                                   |      |                   |                   |
| Cash on hand  |      | 1,250             | 1,250             |
| Cash at bank  |      |                   |                   |
| - General account                                     |      | 44,591            | 116,040           |
| - Joint fund  |      | 11,493            | 4,106             |
| - Union dues account                                  |      | 1,537             | 745               |
| Cash on deposit                                       |      |                   |                   |
| - Employee entitlements                               |      | 11,696            | 11,682            |
| - General account                                     |      | <u>46,022</u>     | <u>74,086</u>     |
|   |      | <u>116,589</u>    | <u>207,909</u>    |
| <br>  |      |                   |                   |
| <b>Special Fund</b>                                   | 12   |                   |                   |
| Cash at bank  |      | 7,795             | 7,810             |
| Deposits on call                                      |      | 997               | 994               |
| Term deposit  |      | <u>47,166</u>     | <u>45,645</u>     |
|   |      | <u>55,958</u>     | <u>54,449</u>     |
|   |      | <u>\$ 172,547</u> | <u>\$ 262,358</u> |
| <br>  |      |                   |                   |
| <b>Note 6 – Current Assets - Receivables</b>          |      |                   |                   |
| <b>General Fund</b>                                   |      |                   |                   |
| Members' dues in arrears                              |      | 106,388           | 167,358           |
| Less doubtful debt provision                          |      | (42,555)          | (62,010)          |
| Sundry debtors  |      | 47,183            | 28,770            |
| Organised Personnel Placements Pty Ltd                |      | <u>9,699</u>      | <u>9,699</u>      |
|   |      | <u>120,715</u>    | <u>143,817</u>    |
| <br>  |      |                   |                   |
| <b>Special Fund</b>                                   | 12   |                   |                   |
| Accrued Income  |      | <u>2,149</u>      | <u>1,705</u>      |
|   |      | <u>\$ 122,864</u> | <u>\$ 145,522</u> |



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

ABN 13 511 341 559

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002**

|  | 2002<br>\$      | 2001<br>\$       |
|--|-----------------|------------------|
| <b>Note 7 – Current Assets – Other</b> |                 |                  |
| Prepayments                            | \$ <u>5,755</u> | \$ <u>10,604</u> |

**Note 8 – Non-current Assets – Property, Plant and Equipment**

|  |                         |                         |
|--|-------------------------|-------------------------|
| Employee amenities – at cost               | 3,558                   | 3,558                   |
| Less accumulated depreciation              | <u>(3,491)</u>          | <u>(3,479)</u>          |
| Employee amenities at W.D.V.               | <u>67</u>               | <u>79</u>               |
| Motor vehicles – at cost                   | 77,564                  | 101,834                 |
| Less accumulated depreciation              | <u>(67,601)</u>         | <u>(85,503)</u>         |
| Motor vehicles at W.D.V.                   | <u>9,963</u>            | <u>16,331</u>           |
| Office furniture and equipment – at cost   | 340,779                 | 340,779                 |
| Less accumulated depreciation              | <u>(288,618)</u>        | <u>(274,165)</u>        |
| Office furniture and equipment at W.D.V.   | <u>52,161</u>           | <u>66,614</u>           |
| <b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b> | <b>\$ <u>62,191</u></b> | <b>\$ <u>83,024</u></b> |

***Movements in carrying amounts***

|   | Employee amenities<br>\$ | Motor vehicles<br>\$   | Office furniture and equipment<br>\$ | Total<br>\$             |
|---|--------------------------|------------------------|--------------------------------------|-------------------------|
| Balance at the beginning of year                    | 79                       | 16,331                 | 66,614                               | 83,024                  |
| Additions   | -                        | -                      | -                                    | -                       |
| Disposal  | -                        | (3,030)                | -                                    | (3,030)                 |
| Depreciation expense                                | <u>(12)</u>              | <u>(3,338)</u>         | <u>(14,453)</u>                      | <u>(17,803)</u>         |
| <b>Carrying amount at the end of financial year</b> | <b>\$ <u>67</u></b>      | <b>\$ <u>9,963</u></b> | <b>\$ <u>52,161</u></b>              | <b>\$ <u>62,191</u></b> |

**Note 9 – Non-Current Assets –  
Other Financial Assets**

|  |                        |                        |
|--|------------------------|------------------------|
| Units in unit trust                    | 500                    | 500                    |
| Shares in Credit Union                 | 20                     | 20                     |
| Shares in New International Bookshop   | 100                    | 100                    |
| Shares in Telstra                      | <u>746</u>             | <u>746</u>             |
|  | <b>\$ <u>1,366</u></b> | <b>\$ <u>1,366</u></b> |
| Amounts realisable within one year     | -                      | -                      |
| Amounts not realisable within one year | <u>1,366</u>           | <u>1,366</u>           |
|  | <b>\$ <u>1,366</u></b> | <b>\$ <u>1,366</u></b> |

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)**

|   | 2002<br>\$        | 2001<br>\$        |
|---|-------------------|-------------------|
| <b>Note 10 – Current Liabilities – Payables</b> |                   |                   |
| Loan – National Office                          | 80,000            | -                 |
| Members' dues paid in advance                   | 33,664            | 32,250            |
| Sundry creditors                                | <u>205,683</u>    | <u>225,636</u>    |
|   | <u>\$ 319,347</u> | <u>\$ 257,886</u> |

**Note 11 – Current Liabilities – Provisions**

|                                    |                   |                   |
|------------------------------------|-------------------|-------------------|
| Employee entitlements              |                   |                   |
| - Provision for annual leave       | 79,392            | 99,023            |
| - Provision for long service leave | 104,153           | 131,027           |
| - Provision for deferred salaries  | <u>13,640</u>     | <u>22,221</u>     |
|                                    | <u>\$ 197,185</u> | <u>\$ 252,271</u> |

**Note 12 – Special Fund Balance**

|                            |                  |                  |
|----------------------------|------------------|------------------|
| Opening balance            | 56,154           | 81,862           |
| Add receipts:              |                  |                  |
| - interest                 | 1,981            | 4,340            |
| Less expenses:             |                  |                  |
| - bank charges             | (28)             | (48)             |
| - transfer to General Fund | <u>-</u>         | <u>(30,000)</u>  |
| Closing balance            | <u>\$ 58,107</u> | <u>\$ 56,154</u> |
| Accrued income             | 2,149            | 1,705            |
| Cash at bank               | 7,795            | 7,810            |
| Deposits at call           | 997              | 994              |
| Term deposit               | <u>47,166</u>    | <u>45,645</u>    |
|                            | <u>\$ 58,107</u> | <u>\$ 56,154</u> |

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)**

|  | 2002<br>\$          | 2001<br>\$        |
|--|---------------------|-------------------|
| <b>Note 13 – Equity</b>  |                     |                   |
| Total equity at the beginning of the financial year                          | (7,283)             | 71,049            |
| Add transfer from Special Fund   | -                   | 30,000            |
| Total changes in equity recognised in the statement of financial performance | (146,479)           | (164,486)         |
| Movement in Special Fund   | <u>1,953</u>        | <u>56,154</u>     |
| Total equity at the end of the financial year                                | \$ <u>(151,809)</u> | \$ <u>(7,283)</u> |

**Note 14 – Segment Reporting**

The Union operates predominantly in one industry, being the Communications sector. The business operates predominantly in one geographical area being Victoria, Australia.

**Note 15 – Cash Flow Information**

*(a) Reconciliation of Cash*

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the financial statements as follows:

|                     |                   |                   |
|---------------------|-------------------|-------------------|
| <b>General fund</b> |                   |                   |
| Cash on hand        | 1,250             | 1,250             |
| Cash at bank        | 56,084            | 120,146           |
| Deposits at call    | 13,233            | 12,427            |
| Term deposits       | <u>46,022</u>     | <u>74,086</u>     |
|                     | <u>116,589</u>    | <u>207,909</u>    |
| <b>Special Fund</b> |                   |                   |
| Cash at bank        | 7,795             | 7,810             |
| Deposits at call    | 997               | 994               |
| Term deposit        | <u>47,166</u>     | <u>45,645</u>     |
|                     | <u>55,958</u>     | <u>54,449</u>     |
| Total Cash          | \$ <u>172,547</u> | \$ <u>262,358</u> |

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)

|   | 2002                | 2001                |
|---|---------------------|---------------------|
|   | \$                  | \$                  |
| <b>Note 15 – Cash Flow Information (cont.)</b>  |                     |                     |
| <i>(b) Reconciliation of Net Cash Provided by Operating Activities to Net Deficit</i> |                     |                     |
| Net deficit - general fund  | (146,479)           | (164,486)           |
| Net surplus - special fund  | 1,953               | 4,292               |
| Depreciation  | 17,804              | 18,082              |
| Loss on sale of motor vehicle   | 1,029               | -                   |
| Profit on sale of motor vehicles  | -                   | (3,051)             |
| Provision for deferred salaries   | (8,581)             | 22,221              |
| Provision for doubtful debts  | (19,455)            | 49,761              |
| Movement in assets and liabilities:   |                     |                     |
| - (increase)/decrease in members' dues in arrears                                     | 60,970              | (135,369)           |
| - (increase) in sundry debtors  | (18,413)            | (2,784)             |
| - (increase) in accrued income  | (444)               | (280)               |
| - decrease in prepayments   | 4,849               | 11,894              |
| - increase in members' dues in advance  | 1,414               | 14,111              |
| - increase/(decrease) in creditors  | (19,953)            | 55,438              |
| - increase/(decrease) in employee benefits  | <u>(46,505)</u>     | <u>4,853</u>        |
| Net cash provided/(used by) by operating activities                                   | <u>\$ (171,811)</u> | <u>\$ (125,318)</u> |

*(c) The Union has no credit stand-by or financing facilities in place.*

*(d) There were no non-cash financing or investing activities during the period*

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)**

**Note 16 – Financial Instruments**

**(a) Interest Rate Risk Exposures**

The Union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

| 2002                                      | Note | Weighted<br>Average<br>Effective<br>Interest<br>Rate | Floating<br>Interest<br>Rate | Fixed Interest Rate |                        | Maturing<br>Non-interest<br>bearing | TOTAL           |
|---|------|--|------------------------------|---------------------|------------------------|-------------------------------------|-----------------|
|   |      |  |                              | Within 1<br>Year    | Within 1<br>to 5 Years |                                     |                 |
|   |      | 2002<br>%  | 2002<br>\$                   | 2002<br>\$          | 2002<br>\$             | 2002<br>\$                          | 2002<br>\$      |
| <b>Financial Assets</b>                   |      |  |                              |                     |                        |                                     |                 |
| Cash                                      | 5    | 5.0  | 78,109                       | 47,166              | 46,022                 | 1,250                               | 172,547         |
| Receivables                               | 6    | -  | -                            | -                   | -                      | 122,864                             | 122,864         |
| Other financial assets                    | 9    | -  | -                            | -                   | -                      | 1,366                               | 1,366           |
| <b>Total Financial Assets</b>             |      | -  | <b>78,109</b>                | <b>47,166</b>       | <b>46,022</b>          | <b>125,480</b>                      | <b>296,777</b>  |
| <b>Financial Liabilities</b>              |      |  |                              |                     |                        |                                     |                 |
| Payables                                  | 10   | -  | -                            | -                   | -                      | 319,347                             | 319,347         |
| <b>Total Financial Liabilities</b>        |      | -  | <b>-</b>                     | <b>-</b>            | <b>-</b>               | <b>319,347</b>                      | <b>319,347</b>  |
| <b>Net Financial Assets/(Liabilities)</b> |      | -  | <b>78,109</b>                | <b>47,166</b>       | <b>46,022</b>          | <b>(193,867)</b>                    | <b>(22,570)</b> |

| 2001                                      | Note | Weighted<br>Average<br>Effective<br>Interest<br>Rate | Floating<br>Interest<br>Rate | Fixed Interest Rate |                        | Maturing<br>Non-interest<br>bearing | TOTAL          |
|---|------|--|------------------------------|---------------------|------------------------|-------------------------------------|----------------|
|   |      |  |                              | Within 1<br>Year    | Within 1<br>to 5 Years |                                     |                |
|   |      | 2001<br>%  | 2001<br>\$                   | 2001<br>\$          | 2001<br>\$             | 2001<br>\$                          | 2001<br>\$     |
| <b>Financial Assets</b>                   |      |  |                              |                     |                        |                                     |                |
| Cash                                      | 5    | 5.5  | 141,377                      | 45,645              | 74,086                 | 1,250                               | 262,358        |
| Receivables                               | 6    | -  | -                            | -                   | -                      | 145,522                             | 145,522        |
| Other financial assets                    | 9    | -  | -                            | -                   | -                      | 1,366                               | 1,366          |
| <b>Total Financial Assets</b>             |      | -  | <b>141,377</b>               | <b>45,645</b>       | <b>74,086</b>          | <b>148,138</b>                      | <b>409,246</b> |
| <b>Financial Liabilities</b>              |      |  |                              |                     |                        |                                     |                |
| Payables                                  | 10   | -  | -                            | -                   | -                      | 257,886                             | 257,886        |
| <b>Total Financial Liabilities</b>        |      | -  | <b>-</b>                     | <b>-</b>            | <b>-</b>               | <b>257,886</b>                      | <b>257,886</b> |
| <b>Net Financial Assets/(Liabilities)</b> |      | -  | <b>141,377</b>               | <b>45,645</b>       | <b>74,086</b>          | <b>(109,748)</b>                    | <b>151,360</b> |

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH, 2002 (Cont.)

|   | 2002                | 2001              |
|---|---------------------|-------------------|
|   | \$                  | \$                |
| <b>Note 16 – Financial Instruments (cont.)</b>              |                     |                   |
| <b>Reconciliation of Net Financial Assets to Net Assets</b> |                     |                   |
| Net Financial assets as above                               | (22,570)            | 151,360           |
| Non-Financial assets and liabilities:                       |                     |                   |
| Prepayments   | 7            5,755  | 10,604            |
| Plant and equipment   | 8            62,191 | 83,024            |
| Employee entitlements                                       | 11 <u>(197,185)</u> | <u>(252,271)</u>  |
| Net liabilities per statement of financial position         | \$ <u>(151,809)</u> | \$ <u>(7,283)</u> |

(b) **Credit Risk Exposures**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Union.

(c) **Net Fair Values of Financial Assets and Liabilities**

For all financial assets and liabilities listed in Note 16(a) above, the net fair value approximates their carrying amounts. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to financial statements.

**Note 17 – Welfare Fund**

This fund has not been included in the accounts of the C.E.P.U. Telecommunications and Services Branch (Victoria). This fund has not been audited.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
ACCOUNTING OFFICER'S CERTIFICATE**

I, Leonard Cooper, being the officer responsible for keeping the accounting records of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) certify that as at 31st March, 2002, the number of members of the organisation was 4541.

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st March, 2002;
- (ii) a record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the general fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the organisation; and
- (vi) the register of members of the organisation was maintained in accordance with the Act.

  
.....  
LEONARD COOPER - BRANCH SECRETARY

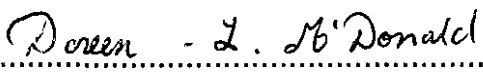
Melbourne: 2nd July, 2002

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
COMMITTEE OF MANAGEMENT CERTIFICATE**

We, Burt MacKenzie Blackburne and Doreen Lesley McDonald being two members of the Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria), do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:-

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st March, 2002;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31st March, 2002, in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub section 274 (2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub sections 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31st March 2001, and the Auditor's Report thereon.

  
.....  
BURT MACKENZIE BLACKBURNE

  
.....  
DOREEN LESLEY McDONALD

Melbourne: 2nd July, 2002



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
INDEPENDENT AUDITOR'S REPORT**

*To The Members Of The Communications, Electrical, Electronic, Energy, Information, Postal,  
Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications  
and Services Branch (Victoria):*

**Scope**

We have audited the financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) for the year ended 31st March, 2002, as set out on pages 1 to 15. The Union's Committee of Management and Accounting Officer is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly, in accordance with Accounting Standards, Workplace Relations Act 1996, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), and statutory requirements, so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and its cash flows.

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

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**INDEPENDENT AUDITOR'S REPORT (cont.)**

**Audit Opinion**

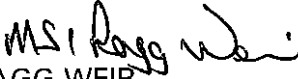
In our opinion:-


- (a) There were kept by the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria), in respect of the year ended 31st March, 2002, satisfactory accounting records, including:
- (i) record of the sources and nature of the income of the organisation (including income from members); and
  - (ii) records of the nature and purpose of the expenditure of the organisation.
- (b) The attached accounts and statements are prepared in accordance with Section 273 of the Workplace Relations Act 1996, and are properly drawn up so as to give a true and fair view of:
- (i) the financial position of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) as at 31st March, 2002; and
  - (ii) the financial performance and deficit of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) for the year ended on that date.
- (c) We have received all the information and explanation we requested for the purposes of our audit.
- (d) The financial report is drawn up in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

**Inherent Uncertainty Regarding Going Concern**

With qualification to the opinion expressed above, attention is drawn to the following matter.

Note 1 to the financial statements indicates the basis on which the Union will be able to continue as a going concern. As a result of the matters described in Note 1, there is an inherent uncertainty as to whether the Union can continue as a going concern. Notwithstanding this uncertainty, in our opinion it is still appropriate for the financial statements to be prepared on the going concern basis.

  
MSI RAGG WEIR  
CHARTERED ACCOUNTANTS

  
TREVOR M. WEIR  
PARTNER  
REGISTERED COMPANY AUDITOR

Melbourne: 2nd July, 2002

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
COMPILATION REPORT  
FOR THE YEAR ENDED 31ST MARCH, 2002**

*To Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied  
Services Union Of Australia, Communications Division, Telecommunications and Services Branch  
(Victoria)*

**Scope**

On the basis of the information provided by the Committee of Management of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) we have complied, in accordance with APS 9: Statement of Compilation of Financial Reports the special purpose financial report of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union Of Australia, Communications Division, Telecommunications and Services Branch (Victoria) for the period ended 31st March 2002 comprising the attached Statement of Income and Expenditure.

The specific purpose for which the special purpose financial report has been prepared is to provide financial information to the members. Accounting Standards and other mandatory professional reporting requirements have not been adopted in the preparation of the special purpose financial report.

The Committee of Management is solely responsible for the information contained in the special purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Union's Constitution and are appropriate to meet the needs of the Committee of Management for the purpose of complying with the Union's Constitution.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Committee of Management provided into a financial report. Our procedures do not include verification of validation of procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Union, may suffer arising from any negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Union and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.



MSI RAGG WEIR  
CHARTERED ACCOUNTANTS

Melbourne: 2nd July, 2002

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)**

**ABN 13 511 341 559**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 31ST MARCH, 2002**

|   | 2002                       | 2001                       |
|---|----------------------------|----------------------------|
|   | \$                         | \$                         |
| <b>OPERATING INCOME</b>                 |                            |                            |
| Members' dues                           | 1,286,477                  | 1,487,577                  |
| Interest received                       | 4,806                      | 9,238                      |
| Reimbursement of motor vehicle expenses | 7,620                      | 9,360                      |
| Sundry income                           | <u>20,274</u>              | <u>8,810</u>               |
| <b>TOTAL OPERATING INCOME</b>           | <b><u>\$ 1,319,177</u></b> | <b><u>\$ 1,514,985</u></b> |
| <b>LESS OPERATING EXPENDITURE</b>       |                            |                            |
| Advertising                             | -                          | 380                        |
| Affiliation fees:                       |                            |                            |
| - Australian Labour Party               | 7,242                      | 9,773                      |
| - Ballarat Trades Hall Council          | 375                        | 500                        |
| - Bendigo Trades Hall Council           | 90                         | 90                         |
| - Geelong Trades Hall Council           | 284                        | 323                        |
| - Miscellaneous                         | 225                        | 328                        |
| - Victorian Trades Hall Council         | 3,264                      | 15,358                     |
| Bank charges and interest               | 22,974                     | 19,297                     |
| Books, periodicals, etc                 | 233                        | 1,112                      |
| Branch council                          | -                          | 1,999                      |
| Car hire and fares                      | 4,534                      | 5,351                      |
| Commission paid                         | 1,050                      | 4,721                      |
| Compulsory levy                         | 2,509                      | 3,008                      |
| Computer charges                        | 943                        | 5,509                      |
| Conferences                             | -                          | 600                        |
| Debt collection expenses                | 11,420                     | -                          |
| Depreciation                            | 17,804                     | 18,082                     |
| Fringe benefits tax                     | 2,821                      | -                          |
| General expenses                        | 4,559                      | 4,465                      |
| Insurance                               | 4,331                      | 4,588                      |
| Light, power and cleaning               | 24,701                     | 22,724                     |
| Long service leave paid                 | 48,081                     | 22,398                     |
| Meals, travel and accommodation         | 5,093                      | 11,011                     |
| Members and organisers                  | 3,481                      | 5,823                      |
| Motor vehicle expenses                  | 44,495                     | 55,257                     |
| Newspapers                              | 215                        | 1,029                      |
| Office assistance                       | 4,785                      | 17,619                     |
| Payroll tax                             | 40,358                     | 43,418                     |
| Postage and delivery charges            | 19,481                     | 23,242                     |
| Printing and stationery                 | 33,722                     | 63,624                     |
| Professional services:                  |                            |                            |
| - Accountancy and audit fees            | 23,300                     | 14,853                     |
| - Computer consultant                   | 2,610                      | 3,268                      |
| - Legal fees                            | 2,784                      | 4,567                      |

This statement should be read in conjunction with the attached compilation report on page 18.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING  
AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION,  
TELECOMMUNICATIONS AND SERVICES BRANCH (VICTORIA)  
ABN 13 511 341 559  
STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 31ST MARCH, 2002 (cont.)**

|   | 2002<br>\$          | 2001<br>\$          |
|---|---------------------|---------------------|
| OPERATING EXPENDITURE (cont.)   |                     |                     |
| Provision for annual leave  | (19,631)            | (2,968)             |
| Provision for deferred salaries   | (8,581)             | 22,221              |
| Provision for doubtful debts  | (19,455)            | 49,761              |
| Provision for long service leave  | (26,874)            | 7,820               |
| Rates and taxes   | 10,474              | 7,647               |
| Rental of equipment and storage   | 3,699               | 3,936               |
| Repairs and maintenance   | 10,069              | 19,844              |
| Salaries and allowances:  |                     |                     |
| - employees   | 83,472              | 85,977              |
| - officials   | 584,639             | 534,890             |
| Scholarships  | -                   | 2,300               |
| Staff amenities   | 4,873               | 5,904               |
| Superannuation contributions  | 92,151              | 115,996             |
| Telephone and facsimile   | 72,289              | 84,457              |
| Training and education  | 90                  | 1,013               |
| Transfer of members' dues to C.E.P.U. National<br>Communications Division | 338,485             | 351,993             |
| Workcover   | <u>1,163</u>        | <u>7,414</u>        |
| <b>TOTAL OPERATING EXPENDITURE</b>  | <u>1,464,627</u>    | <u>1,682,522</u>    |
| <b>OPERATING DEFICIT</b>  | (145,450)           | (167,537)           |
| <b>ADD NON OPERATING INCOME/(EXPENDITURE)</b>                             |                     |                     |
| Profit/(loss) on sale - fixed assets                                      | <u>(1,029)</u>      | <u>3,051</u>        |
| <b>DEFICIT FOR YEAR</b>   | <u>\$ (146,479)</u> | <u>\$ (164,486)</u> |



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

Mr. Len Cooper  
Branch Secretary, Telecommunications and Services Branch (Vic)  
CEPU  
71 Cromwell Street  
COLLINGWOOD VIC 3066

Dear Mr. Cooper

**Re Financial Return for CEPU - Communications Division -  
Victorian Telecommunications and Services Branch -  
for year ended 31 March 2002 (FR 2002/645)**

Receipt is acknowledged of the above financial statements lodged in the Registry on 3 February 2003.

However before the documents can be filed I draw your attention to the following matters:

1. Your covering letter states that "an abridged report..was circulated to members." However there is no indication as to when the summary was circulated. Section 279 sets out the requirements for providing copies of a summary to members.

I therefore seek your confirmation of when the summary was circulated to members.

2. I note the qualification by the Auditor on page 17 of the Auditor's Report that there is an inherent uncertainty as to whether the Union can continue as a going concern. This was contained in the previous Auditor's Report.

A Registrar is required under section 280(2) of the *Workplace Relations Act 1996* ('the Act') to investigate any deficiency, failure or shortcoming set out in the report of an auditor. However, an investigation is not required if the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following financial year. In your letter dated 4 July 2002 in relation to the previous year's financial statements, you advised that you expected to be "in the black" by late 2002.

I therefore seek your comments in relation to this qualification.

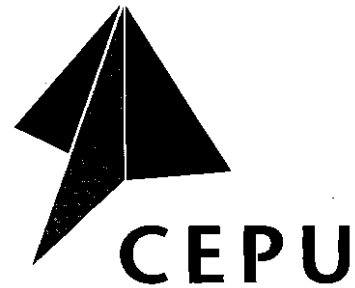
Please do not hesitate to contact me on (02) 8374 6509 should you wish to discuss any of these matters.

Yours sincerely,

Stephen Kellett  
Assistant Manager, Research, Information and Advice

07 March 2003

REF: VB 03/110  
24<sup>TH</sup> March 2003



Mr. S. Kellet  
Assistant Manager,  
Research, Information & Advice.  
Level 8 Terrace Towers  
80 William St  
East Sydney. NSW. 2011.

**COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION**

Dear Mr. Kellett,

Thank you for your letter of the 7<sup>th</sup> March 2003.

Please find attached the meeting notice containing the reference to the financial report, which was distributed to members on the 17<sup>th</sup> July 2002.

**COMMUNICATIONS**  
Telecommunications & Services Branch (Vic)

**Len Cooper**  
Branch Secretary

71 Cromwell St  
Collingwood  
Victoria 3066  
Australia

Phone: 03 9419 0000  
Fax: 03 9416 1303  
E-mail: cdtsvic@cepu.asn.au

With reference to the auditors qualification in the financial report. The union deficits are a result of the major redundancies in Telstra and other Telecommunications Companies. Major cuts in staff and other expenditure items were made in 2001/2002. The redundancies have continued and we are preparing for more major cuts in staff and other expenditure this year. As yet we haven't been able to bring the accounts back into the black. The next round of cuts should achieve this.

Yours sincerely,

LEN COOPER  
Branch Secretary.



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

**PLEASE NOTE MEETINGS:**

**PROPOSED CHANGES TO THE  
REDUNDANCY AGREEMENT**

**METRO SOUTH MONDAY 22 JULY 7 PM**

Springvale Town Hall  
Springvale Rd, Springvale

**TRL TUESDAY 23 JULY 9.30 AM**

Theatrette

**GOC TUESDAY 23 JULY 12-1 PM**

Link Room

**GOC TUESDAY 23 JULY 1-2 PM**

Link Room

**MORWELL TUESDAY 23 JULY 7 PM**

at Morwell Exchange

**MOBILES WEDNESDAY 24 JULY**

12 Noon Box Hill Depot

**MOBILES WEDNESDAY 24 JULY**

3 PM Windsor Exchange

**BAIRNSDALE WEDNESDAY 24 JULY**

7 PM Bairnsdale Tel Exchange

**METRO NORTH THURSDAY 25 JULY**

7 PM Darebin Shire Hall  
Cnr Gower & High Sts Preston



**CEPU**

COMMUNICATIONS DIVISION  
Telecommunications & Services Branch

# Annual General Meeting

**WEDNESDAY 31st JULY 2002**

**at 6.30 PM**

**Branch Office  
71 Cromwell St, Collingwood**

## Order Of Business

1. Minutes & Business Arising
2. Correspondence
3. Presentation Of Finance Report
4. Presentation Of Secretary's Report
5. Election Of Branch Auditor
6. Election Of Branch Returning Officer
7. Election Of Poll Clerks
8. Method Of Count For Election
9. Motion For Members' Decision
10. Reports
11. General Business

**LEN COOPER**  
Branch Secretary

Attached: Annual Financial Report for 2001/2002



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Training

## OPEN CABLE REGISTRATION

The next course commences  
31<sup>st</sup> July 2002 over 5 days  
(31<sup>st</sup> July, 1,2 & 7,8 August)

Cost \$530  
Limited Vacancies

If you are interested call now  
Arthur Clemann 9419 7447  
Mob. 0419 369 306 or Email  
aclemann@infocall.com.au





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Mr Len Cooper  
Branch Secretary  
Telecommunications & Services Branch (Vic)  
Communications Division  
CEPU  
71 Cromwell Street  
COLLINGWOOD VIC 3066

Dear Mr Cooper

**Re: Financial Statements CEPU - Communications Division - Victorian Telecommunications  
& Services Branch - year ending 31 March 2002 (FR2002/645)**

Receipt is acknowledged of your letter dated 24 March 2003, in reference to the above financial statements and documents. The letter was lodged in the Registry on 27 March 2003.

I note your comments that the branch is seeking to reduce its expenditure. The matter will not be investigated further. The financial documents have been filed. Thank you for your attention to this matter.

Yours sincerely,

Stephen Kellett  
Assistant Manager, Research, Information and Advice

28 March 2003