



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/44-[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 - Communications Division - Victorian Telecommunications & Services Branch  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 March, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

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

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

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

Yours sincerely

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

1 April 2003

29<sup>th</sup> September 2003

Our Ref: TMW/JB/CWU440

Deputy Registrar  
Australian Industrial Relations Commission  
80 William Street  
**EAST SYDNEY NSW 2001**



Dear Sir,

**Application for extension to sign Financial Statements**

Please be advised that we act as auditor of the following Unions which have a 31<sup>st</sup> March balance date: -

1. CEPU Communications Division  
Telecommunications and Service Branch (Victoria)
2. CEPU Communications Division  
Divisional Conference

We wish to apply for an extension of time to sign the financial statements under registration 113(b) of the Workplace Relations Act 1996, for the abovementioned Unions as we have been unable to obtain all necessary information to complete our audit.

Due to the elections held this year there has been a change in committee of management of the Divisional Conference and as a result we are still awaiting decisions by the executive committee which will affect the results of both the abovenamed Unions.

Yours sincerely,  
**MSI RAGG WEIR**

A handwritten signature in black ink, appearing to read "Trevor M. Weir", written over a horizontal line.

**TREVOR M. WEIR**  
Partner



AUSTRALIAN INDUSTRIAL REGISTRY

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

Yr Ref: TMW/JB/CWU440

Mr Trevor Weir  
Partner  
MSI Ragg Weir Chartered Accountants  
PO Box 325  
HAWTHORN VIC 3122

Dear Mr Weir

**Re: CEPU Victorian Telecommunications and Service Branch - Audit of financial  
accounts for the year ending 31 March 2003  
FR 2003/44**

Thank you for your letter dated 29 September 2003 requesting an extension of time to complete your report in relation to the abovenamed branch for the financial year ending 31 March 2003.

I am satisfied that, for reasons outside your control, it was not practicable for you to complete within the prescribed period the report referred to in subsection 276(1) of the *Workplace Relations Act 1996*. Therefore, under regulation 113, I grant an extension of time for the completion of the auditor's report to 30 November 2003.

Yours sincerely

Deputy Industrial Registrar

8 October 2003

Ref: VB 03/325  
23 December 2003

Stephen Kellett  
Deputy Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011

Fax: 02 9380 6990

Dear Mr Kellett

### FINANCIAL REPORT

Please find attached the Branch Financial report for the 2002/2003 financial year.

The following motion was carried at the 19<sup>th</sup> of November 2003 Committee Of Management meeting.

"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 2003."

Also that a certified balance sheet in respect of the year ending the 31<sup>st</sup> March 2003, with the auditor's report thereon, shall be published, distributed and presented to members in accordance with the provisions of the Industrial Relations Act and Regulations. Further that the Secretary be authorised to circulate the abridged version of the report to all members".

The abridged Finance Report was circulated to members on the 25<sup>th</sup> November 2003 via post, email and fax. Document attached, our ref: SLD 03/209.

The General Meeting of members to consider the Financial Report was held on the 10<sup>th</sup> December 2003. The following motion was carried.

"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 2003."

Yours faithfully,



LEN COOPER  
Branch Secretary

Attach/. SLD 03/209  
Branch Financial Report



# CEPU

COMMUNICATIONS  
UNION (CEPU)

COMMUNICATIONS  
DIVISION

Telecommunications  
And Services Branch  
Victoria

Len Cooper  
Branch Secretary

Tel: 03 9419 0000  
Fax: 03 9416 1303

Email:  
cdtsvic@victs.cepu.asn.au

Rec'd  
30/12/03  
SP  
2/1/04



# General Meeting

Your Chance To Have A Say

**Wednesday 10<sup>th</sup> December 2003**  
**71 Cromwell St Collingwood**

## General Meeting

**6.30 PM**

### MINUTES & BUSINESS ARISING

To check up on previous  
decisions

### CORRESPONDENCE

For your information

### MOTION FOR MEMBERS DECISION

### REPORTS

On latest developments

### GENERAL BUSINESS

Whatever you want to raise

**NOTE:**

**BRANCH FINANCE  
REPORT ATTACHED**

### Motions For Members Decision:

#### ANNUAL BRANCH FINANCE REPORT FOR ADOPTION

##### Motion 1: From A Member

That prior to the next Federal Parliamentary general election, in addition, to any other electoral activities such as campaigning in marginal electorates, the Victorian T & S Branch of the CEPU will sponsor a major rally to be held in or near the Melbourne CBD on a Saturday or Sunday before that general election to campaign against:

- The further direct and indirect privatisation of Telstra, NDC and joint ventures;
- The outsourcing of Telstra's, NDC's and joint ventures functions;
- The continual involuntary retrenchment of the corporations permanent workforce;
- The casualisation of the workforce;
- The industrial relations programme of the Federal Government.

That other branches of the CEPU, the ACTU, the Victorian Trades Hall Council, other unions, community groups and the general public be invited to participate in this rally.

##### Motion 2: From A Member

That this General Meeting as a service to members endorses the continuance of the Special Election edition Newsletter. That future editions of this newsletter be dispatched to all members who are electors prior to the release of the ballot papers via distributors/shop stewards or at home.

##### Motion 3: From A Member

That in future, a notice of an Annual General Meeting of the Victorian T & S Branch, be dispatched to all members who are eligible to attend. If a member does not have a distributor or a shop steward, the notice must be sent to his/her home.

##### Motion 4: From A Member

That any candidate's statement submitted for inclusion in the Special Election edition Newsletter which falls within the word limit shall not be censored unless it contains racist, sexist, homophobic or xenophobic material or material defamatory at law.

**LEN COOPER**  
Branch 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, 2003**

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 31 ST MARCH, 2003

	2003	2002
	\$	\$
<b>RECEIPTS</b>		
Members contributions	1,183,662	1,286,477
Interest received	2,508	4,806
Sundry income	<u>7,379</u>	<u>27,894</u>
<b>TOTAL INCOME</b>	<u>1,193,549</u>	<u>1,319,177</u>
<b>LESS EXPENDITURE</b>		
Administrative expense	380,783	265,113
Affiliation & capitation fees	343,035	349,965
Depreciation expense	12,913	17,804
Employee benefit expense	619,194	797,599
Occupancy expense	<u>35,072</u>	<u>35,175</u>
<b>TOTAL EXPENDITURE</b>	<u>1,390,997</u>	<u>1,465,656</u>
<b>DEFICIT FOR THE YEAR</b>	\$ <u>(197,448)</u>	\$ <u>(146,479)</u>
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>AS AT 31 ST MARCH, 2003</b>		
Balance general fund as at 1 st April, 2002	(209,916)	(63,437)
Less deficit for the year	<u>(197,448)</u>	<u>(146,479)</u>
	(407,364)	(209,916)
Add special fund balance as at 31st March, 2003	<u>60,329</u>	<u>58,107</u>
<b>TOTAL ACCUMULATED LOSSES</b>	\$ <u>(347,035)</u>	\$ <u>(151,809)</u>
Represented by:		
<b>CURRENT ASSETS</b>		
Cash assets	135,396	172,547
Prepayments	6,274	5,755
Receivables	<u>53,221</u>	<u>122,864</u>
<b>TOTAL CURRENT ASSETS</b>	<u>194,891</u>	<u>301,166</u>
<b>OTHER ASSETS</b>		
Other financial assets	1,366	1,366
Office equipment & motor cars @ WDV	<u>50,151</u>	<u>62,191</u>
<b>TOTAL OTHER ASSETS</b>	<u>51,517</u>	<u>63,557</u>
<b>TOTAL ASSETS</b>	<u>246,408</u>	<u>364,723</u>
<b>LESS LIABILITIES</b>		
Creditors	371,659	319,347
Employee provisions	<u>221,784</u>	<u>197,185</u>
<b>TOTAL LIABILITIES</b>	<u>593,443</u>	<u>516,532</u>
<b>NET LIABILITIES</b>	\$ <u>(347,035)</u>	\$ <u>(151,809)</u>

**Comparative Figures**

Comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**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.

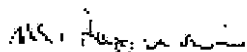
Penalty : \$1,000

**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, 2003. Our Auditors Report on the financial statements dated 19th November, 2003, 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: 25th November, 2003



**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, 2003**

**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, 2003**

	NOTE	2003 \$	2002 \$
<b>Revenues from ordinary activities</b>	3	1,193,549	1,319,177
Administration expenses		(342,990)	(237,435)
Affiliation and capitation fees		(343,035)	(349,965)
Depreciation expenses	4	(12,913)	(17,804)
Employee benefits expense		(619,194)	(797,599)
Occupancy expenses		(35,072)	(35,175)
Other expenses from ordinary activities		<u>(37,793)</u>	<u>(27,678)</u>
<b>Loss from ordinary activities before income tax expenses</b>	4	(197,448)	(146,479)
Income tax expense	1(a)	<u>-</u>	<u>-</u>
<b>Net loss</b>		<u>(197,448)</u>	<u>(146,479)</u>
Total changes in equity	13	<u>\$ (197,448)</u>	<u>\$ (146,479)</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**

**STATEMENT OF FINANCIAL POSITION**

**AS AT 31ST MARCH, 2003**

	NOTE	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash asset	5	135,396	172,547
Receivables	6	53,221	122,864
Other	7	<u>6,274</u>	<u>5,755</u>
<b>TOTAL CURRENT ASSETS</b>		<u>194,891</u>	<u>301,166</u>
<b>NON CURRENT ASSETS</b>			
Property, plant & equipment	8	50,151	62,191
Other financial assets	9	<u>1,366</u>	<u>1,366</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>51,517</u>	<u>63,557</u>
<b>TOTAL ASSETS</b>		<u>246,408</u>	<u>364,723</u>
<b>CURRENT LIABILITIES</b>			
Payables	10	371,659	319,347
Provisions	11	<u>221,784</u>	<u>197,185</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>593,443</u>	<u>516,532</u>
<b>TOTAL LIABILITIES</b>		<u>593,443</u>	<u>516,532</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u>\$ (347,035)</u>	<u>\$ (151,809)</u>
<b>EQUITY</b>			
Accumulated losses	13	<u>(347,035)</u>	<u>(151,809)</u>
<b>TOTAL EQUITY</b>		<u>\$ (347,035)</u>	<u>\$ (151,809)</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, 2003**

	NOTE	INFLOW (OUTFLOW) 2003 \$	INFLOW (OUTFLOW) 2002 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>General Fund</b>			
Other receipts		41,694	15,557
Members' dues		1,222,715	1,337,187
Interest received		4,983	3,833
Payments to suppliers & employees		<u>(1,297,146)</u>	<u>(1,529,897)</u>
		<u>(27,754)</u>	<u>(173,320)</u>
<b>Special Fund</b>			
Interest received		3,505	1,537
Payments to suppliers and employees		<u>(29)</u>	<u>(28)</u>
		<u>3,476</u>	<u>1,509</u>
CASH FLOWS PROVIDED/(USED) BY OPERATING ACTIVITIES	15(b)	<u>(24,278)</u>	<u>(171,811)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds on sale of fixed assets		-	2,000
Purchase of fixed assets		<u>(873)</u>	<u>-</u>
CASH FLOWS PROVIDED/(USED) BY INVESTING ACTIVITIES		<u>(873)</u>	<u>2,000</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	80,000
Repayment of borrowings		<u>(12,000)</u>	<u>-</u>
CASH FLOWS PROVIDED BY FINANCING ACTIVITIES		<u>(12,000)</u>	<u>80,000</u>
NET INCREASE/(DECREASE) IN CASH HELD		(37,151)	(89,811)
Cash at beginning of reporting period		<u>172,547</u>	<u>262,358</u>
<b>CASH AT END OF REPORTING PERIOD</b>	15(a)	<u>\$ 135,396</u>	<u>\$ 172,547</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, 2003**

**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.

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 in 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.

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%

**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, 2003 (Cont.)**

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

(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) *Goods and Services Tax (GST)*

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

(h) *Going Concern*

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

The Divisional Conference has confirmed that it will provide to the branch the financial assistance necessary to ensure that the branch is able to pay its debts as and when they fall due and enable the branch to continue as a going concern. The Divisional Conference agrees that they will be responsible for all past liabilities at the 31<sup>st</sup> March 2003 and future liabilities of the branch

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

**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, 2003 (Cont.)**

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

(i) **Comparative Figures**

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**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:-

(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**

	<b>2003</b>	<b>2002</b>
	\$	\$
<b>Note 3 – Revenue</b>		
<b>Revenues from operating activities</b>		
Members' dues	1,183,662	1,286,477
Interest received	2,508	4,806
Other	<u>7,379</u>	<u>27,894</u>
	<u>1,193,549</u>	<u>1,319,177</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, 2003 (Cont.)**

	NOTE	2003 \$	2002 \$
<b>Note 4 – Loss from ordinary activities (cont.)</b>			
<b>Expenses</b>			
Depreciation of property, plant and equipment		12,913	17,804
Remuneration of auditor:			
– audit services		12,950	12,545
– other services		1,850	10,755
<b>Note 5 – Current Assets - Cash Assets</b>			
<b>General Fund</b>			
Cash on hand		1,250	1,250
Cash at bank			
- General account		54,842	44,591
- Joint fund		52	11,493
- Union dues account		1,729	1,537
Cash on deposit			
- Employee entitlements		1,704	11,696
- General account		<u>16,385</u>	<u>46,022</u>
		<u>75,962</u>	<u>116,589</u>
<b>Special Fund</b>	12		
Cash at bank		7,776	7,795
Deposits on call		997	997
Term deposit		<u>50,661</u>	<u>47,166</u>
		<u>59,434</u>	<u>55,958</u>
		<u>\$ 135,396</u>	<u>\$ 172,547</u>
<b>Note 6 – Current Assets - Receivables</b>			
<b>General Fund</b>			
Members' dues in arrears		72,946	106,388
Less doubtful debt provision		(26,526)	(42,555)
Sundry debtors		5,906	47,183
Organised Personnel Placements Pty Ltd		<u>-</u>	<u>9,699</u>
		<u>52,326</u>	<u>120,715</u>
<b>Special Fund</b>	12		
Accrued Income		<u>895</u>	<u>2,149</u>
		<u>\$ 53,221</u>	<u>\$ 122,864</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, 2003 (Cont.)**

	2003 \$	2002 \$
<b>Note 7 – Current Assets – Other</b>		
Prepayments	\$ <u>6,274</u>	\$ <u>5,755</u>

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

Employee amenities – at cost	3,558	3,558
Less accumulated depreciation	<u>(3,503)</u>	<u>(3,491)</u>
Employee amenities at W.D.V.	<u>55</u>	<u>67</u>
Motor vehicles – at cost	77,564	77,564
Less accumulated depreciation	<u>(69,843)</u>	<u>(67,601)</u>
Motor vehicles at W.D.V.	<u>7,721</u>	<u>9,963</u>
Office furniture and equipment – at cost	341,652	340,779
Less accumulated depreciation	<u>(299,277)</u>	<u>(288,618)</u>
Office furniture and equipment at W.D.V.	<u>42,375</u>	<u>52,161</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>	<b>\$ <u>50,151</u></b>	<b>\$ <u>62,191</u></b>

***Movements in carrying amounts***

	Employee amenities \$	Motor vehicles \$	Office furniture and equipment \$	Total \$
Balance at the beginning of year	67	9,963	52,161	62,191
Additions	-	-	873	873
Disposal	-	-	-	-
Depreciation expense	<u>(12)</u>	<u>(2,242)</u>	<u>(10,659)</u>	<u>(12,913)</u>
<b>Carrying amount at the end of financial year</b>	<b>\$ <u>55</u></b>	<b>\$ <u>7,721</u></b>	<b>\$ <u>42,375</u></b>	<b>\$ <u>50,151</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, 2003 (Cont.)**

	2003 \$	2002 \$
<b>Note 10 – Current Liabilities – Payables</b>		
Loan – National Office	68,000	80,000
Members' dues paid in advance	39,274	33,664
Sundry creditors	<u>264,385</u>	<u>205,683</u>
	<u>\$ 371,659</u>	<u>\$ 319,347</u>

**Note 11 – Current Liabilities – Provisions**

Employee entitlements		
- Provision for annual leave	79,685	79,392
- Provision for long service leave	104,300	104,153
- Provision for deferred salaries	<u>37,799</u>	<u>13,640</u>
	<u>\$ 221,784</u>	<u>\$ 197,185</u>

**Note 12 – Special Fund Balance**

Opening balance	58,107	56,154
Add receipts:		
- interest	2,251	1,981
Less expenses:		
- bank charges	<u>(29)</u>	<u>(28)</u>
Closing balance	<u>\$ 60,329</u>	<u>\$ 58,107</u>
Accrued income	895	2,149
Cash at bank	7,776	7,795
Deposits at call	997	997
Term deposit	<u>50,661</u>	<u>47,166</u>
	<u>\$ 60,329</u>	<u>\$ 58,107</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, 2003 (Cont.)**

	2003 \$	2002 \$
<b>Note 13 – Equity</b>		
Total equity at the beginning of the financial year	(151,809)	(7,283)
Total changes in equity recognised in the statement of financial performance	(197,448)	(146,479)
Movement in Special Fund	<u>2,222</u>	<u>1,953</u>
Total equity at the end of the financial year	\$ <u>(347,035)</u>	\$ <u>(151,809)</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:

**General fund**

Cash on hand	1,250	1,250
Cash at bank	54,894	56,084
Deposits at call	3,433	13,233
Term deposits	<u>16,385</u>	<u>46,022</u>
	<u>75,962</u>	<u>116,589</u>

**Special Fund**

Cash at bank	7,776	7,795
Deposits at call	997	997
Term deposit	<u>50,661</u>	<u>47,166</u>
	<u>59,434</u>	<u>55,958</u>

Total Cash	\$ <u>135,396</u>	\$ <u>172,547</u>
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**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, 2003 (Cont.)**

	2003	2002
	\$	\$
<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	(197,448)	(146,479)
Net surplus - special fund	2,222	1,953
Depreciation	12,913	17,804
Loss on sale of motor vehicle	-	1,029
Loan written off - OPP	9,699	-
Provision for deferred salaries	24,159	(8,581)
Provision for doubtful debts	(16,029)	(19,455)
Movement in assets and liabilities:		
- (increase)/decrease in members' dues in arrears	33,442	60,970
- (increase)/decrease in sundry debtors	41,277	(18,413)
- (increase)/decrease in accrued income	1,254	(444)
- (increase)/decrease in prepayments	(519)	4,849
- increase in members' dues in advance	5,610	1,414
- increase/(decrease) in creditors	58,702	(19,953)
- increase/(decrease) in employee benefits	440	(46,505)
Net cash provided/(used by) by operating activities	<u>\$ (24,278)</u>	<u>\$ (171,811)</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, 2003 (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:

2003	Note	Weighted Average Effective Interest Rate	Floating Interest Rate	Fixed Interest Rate		Maturing Non-interest bearing	TOTAL
				Within 1 Year	Within 1 to 5 Years		
		2003 %	2003 \$	2003 \$	2003 \$	2003 \$	2003 \$
<b>Financial Assets</b>							
Cash	5	5.0	67,100	67,046	-	1,250	135,396
Receivables	6	-	-	-	-	53,221	53,221
Other financial assets	9	-	-	-	-	1,366	1,366
<b>Total Financial Assets</b>		-	<b>67,100</b>	<b>67,046</b>	<b>-</b>	<b>55,837</b>	<b>189,983</b>
<b>Financial Liabilities</b>							
Payables	10	-	-	-	-	371,659	371,659
<b>Total Financial Liabilities</b>		-	<b>-</b>	<b>-</b>	<b>-</b>	<b>371,659</b>	<b>371,659</b>
<b>Net Financial Assets/(Liabilities)</b>		-	<b>67,100</b>	<b>67,046</b>	<b>-</b>	<b>(315,822)</b>	<b>(181,676)</b>

2002	Note	Weighted Average Effective Interest Rate	Floating Interest Rate	Fixed Interest Rate		Maturing Non-interest bearing	TOTAL
				Within 1 Year	Within 1 to 5 Years		
		2002 %	2002 \$	2002 \$	2002 \$	2002 \$	2002 \$
<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>

**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, 2003 (Cont.)**

	2003	2002
	\$	\$
<b>Note 16 – Financial Instruments (cont.)</b>		
<b>Reconciliation of Net Financial Assets to Net Assets</b>		
Net Financial assets as above	(181,676)	(22,570)
Non-Financial assets and liabilities:		
Prepayments	7            6,274	5,755
Plant and equipment	8            50,151	62,191
Employee entitlements	11 <u>(221,784)</u>	<u>(197,185)</u>
Net liabilities per statement of financial position	\$ <u>(347,035)</u>	\$ <u>(151,809)</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, 2003, the number of members of the organisation was 3,978.

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st March, 2003;
- (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

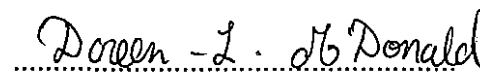
Melbourne: 19th November, 2003

**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, 2003;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31st March, 2003, 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 2002, and the Auditor's Report thereon.

  
BURT MACKENZIE BLACKBURNE

  
DOREEN LESLEY McDONALD

Melbourne: 19th November, 2003



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**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, 2003, 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.

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

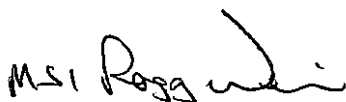
**ABN 13 511 341 559**

**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, 2003, 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, 2003; 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.



MSI RAGG WEIR  
CHARTERED ACCOUNTANTS



TREVOR M. WEIR  
PARTNER

Melbourne: 19th November, 2003

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**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, 2003**

*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 compiled, 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 2003 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 or validation 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: 19th November, 2003

**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, 2003**

	<b>2003</b>	<b>2002</b>
	\$	\$
<b>OPERATING INCOME</b>		
Members' dues	1,183,662	1,286,477
Interest received	2,508	4,806
Reimbursement of motor vehicle expenses	6,240	7,620
Sundry income	<u>1,139</u>	<u>20,274</u>
<b>TOTAL OPERATING INCOME</b>	<b><u>\$ 1,193,549</u></b>	<b><u>\$ 1,319,177</u></b>
<b>LESS OPERATING EXPENDITURE</b>		
Affiliation fees:		
- Australian Labour Party	8,253	7,242
- Ballarat Trades Hall Council	625	375
- Bendigo Trades Hall Council	90	90
- Geelong Trades Hall Council	235	284
- Miscellaneous	230	225
- Victorian Trades Hall Council	20,369	3,264
Bank charges and interest	22,854	22,974
Books, periodicals, etc	403	233
Campaigns	25,000	-
Car hire and fares	4,381	4,534
Commission paid	1,064	1,050
Compulsory levy	1,949	2,509
Computer charges	2,470	943
Debt collection expenses	5,590	11,420
Depreciation	12,913	17,804
Fringe benefits tax	1,357	2,821
General expenses	11,497	4,559
Insurance	5,334	4,331
Light, power and cleaning	24,910	24,701
Loan written off – OPP	9,699	-
Long service leave paid	2,345	48,081
Meals, travel and accommodation	3,624	5,093
Members and organisers	3,010	3,481
Motor vehicle expenses	33,662	44,495
Newspapers	-	215
Office assistance	7,701	4,785
Payroll tax	27,478	40,358
Postage and delivery charges	11,901	19,481
Printing and stationery	27,271	33,722
Professional services:		
- Accountancy and audit fees	14,600	23,300
- Computer consultant	1,349	2,610
- Legal fees	2,125	2,784

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, 2003 (cont.)**

	<b>2003</b>	<b>2002</b>
	\$	\$
OPERATING EXPENDITURE (cont.)		
Provision for annual leave	293	(19,631)
Provision for deferred salaries	24,159	(8,581)
Provision for doubtful debts	(16,029)	(19,455)
Provision for long service leave	146	(26,874)
Rates and taxes	10,161	10,474
Recruitment assistance and services	101,086	-
Recruitment consultant	27,297	-
Rental of equipment and storage	4,144	3,699
Repairs and maintenance	14,598	10,069
Salaries and allowances:		
- employees	87,239	83,472
- officials	389,759	584,639
Staff amenities	2,693	4,873
Superannuation contributions	86,736	92,151
Telephone and facsimile	51,267	72,289
Training and education	245	90
Transfer of members' dues to C.E.P.U. National Communications Division	313,233	338,485
Workcover	<u>(319)</u>	<u>1,163</u>
<b>TOTAL OPERATING EXPENDITURE</b>	<u>1,390,997</u>	<u>1,464,627</u>
OPERATING DEFICIT	(197,448)	(145,450)
ADD NON OPERATING INCOME/(EXPENDITURE)		
Profit/(loss) on sale - fixed assets	<u>-</u>	<u>(1,029)</u>
<b>DEFICIT FOR YEAR</b>	<u>\$ (197,448)</u>	<u>\$ (146,479)</u>

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



**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 2003 (FR 2003/44)**

I refer to the financial return lodged in the Registry on 30 December 2003.

Before the documents can be filed I draw your attention to the following:

Note 1 (h) contained on page 5 of the Auditor's Report states that the continuing operations of the Union and the ability to pay its debts in the normal course is dependent upon the continued financial support of the CEPU Divisional Conference

The 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 24 March 2003 in relation to the previous year's financial statements, you advised that the next round of cuts should assist to "bring the accounts back into the black".

I therefore seek your comments in relation to this ongoing concern.

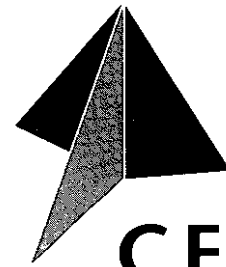
Please do not hesitate to contact me on (02) 8374 6509 should you wish to discuss any of these matters.

Yours sincerely,

Peter McKerrow  
Assistant Manager

02 February 2004

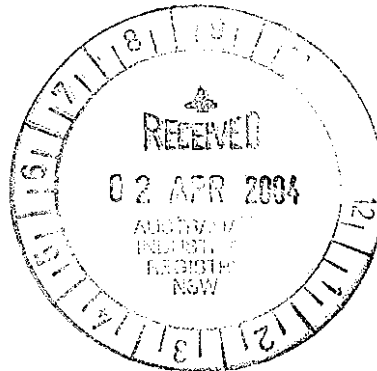
Ref: VB 04/63  
25 March 2004



# CEPU

**COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION**

Mr McKerrow  
Deputy Industrial Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011



**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@victs.cephu.asn.au](mailto:cdtsvic@victs.cephu.asn.au)

Dear Mr McKerrow,

### **Financial Return for CEPU – Communications Division, T& S Branch Victoria**

As a result of deliberations at the Divisional level of the union the Communications Division of the CEPU took a formal decision to support the Branch subject to the Branch taking certain measures to ensure viability into the future.

The measures include budget monitoring and cost supervision, monthly reports to the Divisional Executive, repayment of capitation fees outstanding in a fixed time frame and assistance to the Branch in restructuring its costs.

As a result the Branch has “downsized “ by another 3 industrial staff this financial year and along with other cost reductions should be able to resolve its financial difficulties over the next financial year.

Please find attached, decisions taken by the Divisional Executive and the Committee of Management (Vic) in respect of the above issues.

Should you require any further information please do not hesitate to contact us,

Yours faithfully,

LEN COOPER  
Branch Secretary  
M. 0438 389 302

Enc/. Decision 77 – CEPU Comm Div.(EX 04/12)

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

**DECISION 77 BUDGET PREPARED FOR THE T&S VICTORIAN BRANCH**

**"That Divisional Executive, having noted its powers and responsibilities under Rule 46 – Divisional Conference and Divisional Executive Authority Over Branches, endorses the monthly, itemised budget for the Victorian T&S Branch as tabled at this meeting less expenditure of \$25,000 against salaries and recruitment and directs the Secretary of the Branch to adhere to that budget and to report on Branch compliance with that budget to Divisional Executive by the 15<sup>th</sup> day of each calendar month henceforth.**

The monthly report to contain at least the following information:

- (a) Income and Expenditure per month for each item on the Profit and Loss report compared to the budget for the month.
- (b) Income and Expenditure for the year to date for each item on the Profit and Loss report compared to the budget for the year.
- (c) A statement from the Branch Secretary that all invoices (creditors and debtors) have been entered.

The first report will be provided to Divisional Executive by the 15<sup>th</sup> of November 2003 for the period ending 30<sup>th</sup> October.

It is recognised by the Divisional Executive that there will be a requirement for the Victorian T&S Branch to reduce its current staff and reasons if it is to meet the 2003/2004 budget and ongoing financial commitments to the Divisional Conference.

**To assist in the achievements of reduction, the Divisional Secretary and Divisional President be authorised to meet with the Victorian T&S Branch Executive to determine how the staff and resource reduction can be actioned and to report back to Divisional Executive by 17<sup>th</sup> October 2003.**

Divisional Executive notes that the budget requires the payment of \$25,000 per quarter to be paid by the 4th week of April, July, October, January each year, for repayment of outstanding Divisional contributions in addition to the payment of normal Divisional Conference contributions. The first payment is to occur prior to 30th January 2004.

Any expenditure above any line item of the budget or outside of the budget or any new expenditure for employment, consultancy or the provision of services, will require the approval of the Divisional Secretary and Divisional President prior to the expenditure being incurred.

In the case of disagreement the matter will be referred to Divisional Executive or Conference.

Failure to adhere to the budget or the above compliance measures may constitute a failure to comply under Rule 46 and invoke further Divisional Executive actions.

Further that in order that the Victorian T&S Branch Auditors can finalise their 2002/2003 accounts, the Divisional Executive authorises the Divisional Secretary to provide the Victorian T&S Branch Secretary with the letter of comfort in the following terms:

*I confirm that the Divisional Conference will provide to your Branch the financial assistance necessary to ensure that it is able to pay its debts as and when they fall due and enable the Branch to continue as a going concern. The Divisional Conference agrees that they will be responsible for all past liabilities at the 31<sup>st</sup> March 2003 and future liabilities of the Branch.*

*I confirm that the Divisional Conference has the financial capacity to provide such support.*

Subject to the Branch Secretary providing by close of business Friday, 10<sup>th</sup> October 2003 a letter of assurance to the Divisional Secretary that no outstanding liabilities other than those outlined in the Branch audited accounts of 2002/03 exist.

Further, this assurance to also state that no other outstanding abnormal liabilities have been incurred by the Branch from 1<sup>st</sup> April 2003 to 10<sup>th</sup> October 2003."





**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  
Victorian T & S Branch  
CEPU Communications Division  
71 Cromwell Street  
COLLINGWOOD VIC 3066

Dear Mr Cooper

**Re: Lodgement of Financial Statements and Accounts for the CEPU  
Communications Division, Victorian Telecommunications and Services Branch  
for the year ending 31 March 2003 (FR2003/44)**

Receipt is acknowledged of your letter dated 25 March 2004, in which you advise details of measures taken by the branch to ensure its future financial viability.

Following the receipt of this additional information the financial statements and accounts have been filed.

Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna  
for Deputy Industrial Registrar

6 April 2004