

Gary Carson

Industrial Registrar Australian Industrial Registry Level 8 Terrace Towers 80 William Street **EAST SYDNEY NSW 2011**



COMMUNICATIONS **ELECTRICAL** PLUMBING UNION

CEPU

COMMUNICATIONS DIVISION Western Australia Telecommunications and Services Branch

ABN 41 035 284 629

196 Lord Street PERTH 6000

PO Box 8354 Perth Business Centre **PERTH 6849**

PHONE: 08 9227 9911 FAX: 08 9328 8323 EMAIL: cepuwa@iinet.net.au

Dear Registrar

Re: Documents to be lodged in accordance with Section 280 of the Act

I certify that the enclosed document is a copy of the document presented to and accepted at the Annual General Meeting of this Branch held on 9 July 2003.

The document contains the Financial Statements relating to this Branch for the financial year 1 April 2002 to 31 March 2003.

Also enclosed summary of the Financial Statements relating to this Branch that was mailed to our membership on 25 June 2003.

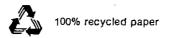
Yours faithfully

Gary Carson **Branch Secretary** CEPU - Communications Division Telecomm. & Services Branch WA

11 July 2003

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



COMMUNICATIONS ELECTRICAL PLUMBING UNION

COMMUNICATIONS DIVISION

TELECOMMUNICATIONS AND SERVICES BRANCH

WESTERN AUSTRALIA

△ RECEIVED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA

WORKPLACE RELATIONS ACT 1996

ACCOUNTING OFFICERS CERTIFICATE

We, Gary Carson and Peter Doherty being the officers responsible for keeping the accounting records of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch, Western Australia, certify that as at 31 March 2003 the number of financial members of the organisation was 816.

In our opinion:

- The attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2003.
- 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.
- 3 All expenditure incurred by the organisation was either approved or ratified in accordance with the rules of the organisation.
- 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 contributions from members, the rules, no payments were made out of such funds for purposes other than those for which the funds were intended.
- All loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules.

eter Doherty

resident

WA Branch Vice

The register of members of the organisation was maintained in accordance with the Act.

Mr Gay Carson

WA Branch Secretary

Dated at Perth on this | day of June 2003.

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA

WORKPLACE RELATIONS ACT 1996

BRANCH COUNCIL CERTIFICATE

We, Gary Carson and Peter Doherty being two members of the Branch Committee of Management of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch, Western Australia, do state on behalf of the Branch Committee of Management and in accordance with a resolution passed by the Branch Committee of Management, that:

- In the opinion of the Branch Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2003.
- In the opinion of the Branch Committee of Management, meetings of the Branch Committee of Management were held during the year ended 31 March 2003 in accordance with the rules of the organisation.
- To the knowledge of any member of the Branch Committee of Management, there have been no instances where records of the organisation or other documents, (not being documents containing information made to a member of the organisation under 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.
- The organisation has complied with Sections 279 and 327 of the Act in relation to the financial accounts in respect of the year ended 31 March 2003 and the auditors report thereon.

Mr Peter Doherty

WA Branch Vice President

Mr Gary Garson

WA Branch Secretary

Date at Perth on this Lday of June 2003.

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COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2003

	Notes	200 3 \$	2002 \$
CURRENT ASSETS		•	-
Cash assets	4	411,172	412,539
Prepayments		429	435
Receivables	5	4,685	4,581
TOTAL CURRENT ASSETS		416,287	417,555
NON-CURRENT ASSETS			
Plant & Equipment	6	11,310	15,227
TOTAL NON-CURRENT ASSETS		11,310	15,227
TOTAL ASSETS		427,597	432,782
CURRENT LIABILITIES			
Payables		19,425	20,146
Provisions	7	36,243	34,826
TOTAL CURRENT LIABILITIES		55,669	54,972
NON-CURRENT LIABILITIES			
Provisions	7	20,811	17,581
TOTAL NON-CURRENT LIABILITIES		20,811	17,581
TOTAL LIABILITIES		76,480	72,553
NET ASSETS		351,116	360,229
ACCUMULATED FUNDS			
Opening accumulated funds		360,223	373,910
Net profit/(loss) for the year		(9,107)	(13,681)
TOTAL ACCUMULATED FUNDS		351,116	360,229

COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2003

GENERAL FUND	2003	2002
	\$	\$
INCOME		
Members' contributions	293,999	322,675
Less:		
National Office proportion of contributions	<u>(71,544)</u>	(80,175)
Members' contributions attributable to WA Branch	222,454	242,500
Interest - general	1,929	1,612
Other income	1,215	910
	3,144	2,522
TOTAL INCOME	225,599	245,022
EXPENDITURE		
Affiliation fees	8,748	10,447
Annual leave	12,171	19,262
Bank charges	4,442	4,978
Depreciation	5,004	4,593
Donations	300	4,529
Doubtful debt	-	(2,125)
Fringe benefits tax	965	521
General	11,048	16,670
General insurance	4,860	4,405
Life insurance	-	3,406
Long service leave	3,230	4,707
Loss on disposal of assets	368	(125)
Motor vehicle	2,727	5,293
Office accommodation	9,001	6,655
Payroll tax	10,242	9,127
Payroll commissions	288	281
Postage & deliveries	2,938	4,184
Printing & stationery	4,932	7,978
Repairs & maintenance Salaries - officials	175 73,692	(331) 78,164
Salaries - officials Salaries - administration	59,668	54,991
Staff amenities	106	320
Staff training	400	2,236
Sundry	-	40
Superannuation	21,503	18,779
Telephone & fax	12,606	13,266
TOTAL EXPENDITURE	249,416	272,251
SURPLUS/(DEFICIT) FOR THE YEAR	(23,817)	(27,229)
ACCUMULATED FUNDS AS AT 1 APRIL 2002	79,424	106,653
ACCUMULATED FUNDS AS AT 31 MARCH 2003	\$ 55,607 \$	79,424

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2003

SPECIAL FUND	2003		2002
	\$		\$
INCOME			
Interest - special	14,705		13,558
TOTAL INCOME	14,705		13,558
EXPENDITURE			
Bank charges			11
TOTAL EXPENDITURE	-		11
SURPLUS FOR THE YEAR	14,705	_	13,547
ACCUMULATED FUNDS AS AT 1 APRIL 2002	280,805		267,258
		-	
ACCUMULATED FUNDS AS AT 31 MARCH 2003	\$ 295,510	\$ <u></u>	280,805

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2003

		2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES	Notes		
Receipts from members		324,020	325,220
Other receipts		15,494	910
Interest received		726	16,962
Payments to suppliers and employees		(340,152)	(334,226)
Net cash inflows from operating activities	8	88	8,866
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(1,455)	(12,720)
Net cash outflows from investing activities		(1,455)	(12,720)
NET INCREASE/(DECREASE) IN CASH HELD		(1,367)	(3,854)
Cash at beginning of the financial year		412,539	416,393
CASH AT END OF THE FINANCIAL YEAR	4	411,172	412,539

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The financial statements are a general purpose financial report that have been prepared in accordance with generally accepted accounting principles for union organisations. The accounts are prepared under the historical cost convention and in accordance with the Accounting Standards issued by the Australian Professional Accounting Bodies. The accounting policies adopted are consistent with those of the previous year unless otherwise stated. Comparative information is reclassified where appropriate to enhance comparability.

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on a straight line basis in order to write the assets off over their estimated useful lives.
- (c) Employee entitlements
 - (i) Wages, salaries and annual leave: liabilities for wages, salaries and annual leave are recognised, and are measured as the amounts unpaid at the reporting date at current pay rates in respect of employees service up to that date.
 - (ii) Long service leave: a liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and future salary levels, experience of employee departures and periods of service. Expected payments are discounted using interest rates on national government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash flows.
- (d) 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.
- (e) The Union operates within Western Australia as a trade union and as such comprises one reportable industry and geographical segment.
- (f) The recoverable amount of an asset is the net amount expected to be recovered through the cash inflows arising from its continued use and subsequent disposal. Where the carrying amount of a non-current asset is greater than its recoverable amount the asset is revalued to its recoverable amount. The expected net cash flows included in determining recoverable amounts of non-current assets have not been discounted to their present values as permitted by AAS 10.
- (g) The cost method of accounting is used for all acquisitions of assets. Cost is determined as the fair value of the assets given up at the date of acquisition plus incidental costs to the acquisition.

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:

- "274(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."
- "274(2) [Provision of information] An organisation shall, on application made under subsection (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."
- "274(3) [Function of Registrar] A registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member, information received because of an application made at the request of the member."

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

FOR THE YEAR ENDED 31 MARCH 2003		
	2003	2002
	\$	\$
NOTE 3. REVENUE		
Members' contributions	293,999	322,675
Other income - Interest	1,929	15,171
- Other	1,215	910
	297,143	338,756
	277,173	330,730
NOTE 4. CASH ASSETS		
NOTE 4. CASILASSETS		
Cash at bank and on hand	411,172	412,539
NOTE 5. RECEIVABLES		
Membership contributions in arrears	1,874	2,568
Less: provision for doubtful debts		
	1,874	2,568
Accrued interest	3,216	2,013
Other	(404)	2,013
Oute.		
	4,685	4,581
NOTE 6. PROPERTY, PLANT AND EQUIPMENT		
Office plant and equipment - at cost	100,796	100,649
Less: accumulated depreciation	(89,486)	(85,422)
		15 227
	11,310	15,227
Reconciliation of plant and equipment	45.00	=
Carrying amount at beginning of year	15,227	7,100
Additions	1,455	12,720
Disposals	(1,308)	*
Depreciation	(5,004)	(4,593)
Writeback of depreciation through disposal	940	
Carrying amount at end of year	11,310	15,227
out, mg unount at one of your	11,510	13,227
NOTE 7. PROVISIONS		
Current		
Provision for annual leave	31,106	29,688
Provision for long service leave	5,138	5,138
	36,243	34,826
Non-current		
Provision for long service leave	20,811	17,581
Number of employees during the financial year	4	5
Number of employees during the financial year	7	3
NOTE 8. STATEMENT OF CASH FLOWS		
TO TE OF CALLED TO		
(i) Reconciliation of net cash flows from operating activities		
to operating surplus		
Operating surplus/(deficit) - general fund	(23,817)	(27,229)
Operating surplus - special fund	14,705	13,547
Adjusted for:		
·	5 004	4 503
Depreciation of plant and equipment	5,004	4,593
Loss on sale of plant and equipment	368	1 470
(Increase)/Decrease in prepayments	(426)	1,468
(Increase)/Decrease in receivables	(426)	1,351
Increase/(Decrease) in creditors and accruals	321	2,644
Increase/(Decrease) in payables	(720)	-
Increase/(Decrease) in provisions	4,648	12,492
Net cash inflows / (outflows) from operating activities	88	8,866
		· · ·
Page 9		

COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

2003	2002
•	\$

NOTE 8. STATEMENT OF CASH FLOWS (continued)

(ii) Non-cash financing and investing activities

During the financial year there were no non-cash financing and investing activities.

(iii) Credit stand-by arrangements and loan facilities

The entity, during the financial year, did not have a bank overdraft facility or commercial bill facility.

NOTE 9. RELATED PARTY INFORMATION

Transactions with National Office

During the year the Branch paid 25% of gross member contributions received to National Office

71,544 80,175

Amounts owed by National Office at year end

NOTE 10. SEGMENT REPORTING

The Branch provides union membership services throughout the region of Western Australia to all its members.

NOTE 11. SUBSEQUENT EVENTS

At the date of the Committee of Management Statement, no matter or circumstance not otherwise dealt with in the financial statements has significantly or may significantly affect the operations of the Branch, the results of those operations or the state of affairs of the Branch in subsequent financial years.

NOTE 12. SUPERANNUATION

Contributions are made to the Branch's superannuation fund and are charged as expenses when incurred. The Branch has no legal obligation to meet any shortfall in the fund's obligation to provide benefits to employees or officials on retirement.

NOTE 13. FINANCIAL INSTRUMENTS NOTE

(a) Interest Rate Risk

The Union's exposure to interest rate risk is not considered significant. Investment accounts gain interest at the prevailing bank interest rates.

(b) Credit Rate Risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed in the balance sheet and in the notes to and forming part of 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) The Net Fair Values

The net fair values of the financial assets and financial liabilities approximate their carrying values. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.



INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Plumbing Union Communications Division
Telecommunications and Services Branch
Western Australia

Horwath Perth

(formerly Duesburys)
ABN 12 184 485 646
Chartered Accountants
A member of Horwath International
128 Hay Street Subiaco WA 6008
PO Box 700 West Perth WA 6872
Email horwath@perth.horwath.com.au
Telephone (08) 9380 8400
Facsimile (08) 9380 8499

Scope

We have audited the financial report of Communications Electrical Plumbing Union for the financial year ended 31 March 2003. The branch's Committee of Management are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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 whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements, section 273 of the Workplace Relations Act and statutory requirements so as to present a view which is consistent with our understanding of the branch'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.

Audit Opinion

In our opinion;

- (i) there were kept by the Branch in respect of the year ended 31 March 2003, satisfactory accounting records detailing the sources and nature of receipts of the Branch and the nature and purposes of payments, and
- (ii) the accompanying financial statements, prepared in accordance with Section 273 of the Workplace Relations Act 1996 are properly drawn up so as to present fairly:
 - (a) the state of affairs of the Branch as at 31 March 2003; and
 - (b) the income and expenditure and cash flows of the Branch for the year ended 31 March 2003; and
- (iii) the accompanying financial statements have been made out in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements.
- (iv) we have received all the information amd explainations required by us for the purposes of our audit.

Dated at Perth on this (9 day of June 2003.

HORWATH PERTH

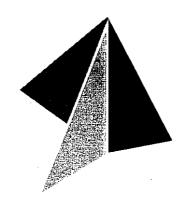
Chartered Accountants

TÖNY BEVAN Principal

> QUALITY SYSTEM CERTIFIED TO AS/NZS ISO 9001:1994 REGN NO. 454

Partners: Russell Garvey FCPA Peter Moltoni CA Glyn O'Brien CA David Stevens FCA





CEPU Communications Division Telecommunications & Services Branch WA

Annual General Meeting Notice

Annual General Meeting will be held on:

Wednesday 9 July 2003

Commencing at:

8.00 pm

Venue:

CEPU Communications Division Office

196 Lord Street PERTH WA 6000

Business:

- 1 Apologies
- 2 Minutes
- 3 Presentation of Branch Secretary's Report
- 4 Presentation of Balance Sheets CEPU WA (T&S) Branch
- 5 Election of Auditor
- 6 Election of Returning Officer
- 7 Election of Branch Delegates and Proxies to TLC and ALP

Branch Committee of Management Meeting will be held at 6.30 pm

* Refreshments will be provided. Please ring the Branch Office to confirm your attendance.

Paul McGrath Branch President Gary Carson Branch Secretary



INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Plumbing Union Communications Division Telecommunications and Services Branch Western Australia

Scope

We have audited the financial report of Communications Electrical Plumbing Union for the financial year ended 31 March 2003. The branch's Committee of Management are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the branch.

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 - (a) the state of affairs of the Branch as at 31 March 2003; and
 - (b) the income and expenditure and cash flows of the Branch for the year ended 31 March 2003; and
- (iii) the accompanying financial statements have been made out in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements.
- (iv) we have received all the information amd explainations required by us for the purposes of our audit.

Dated at Perth on this (91 day of June 2003.

HORWATH PERTH

Chartered Accountants

ONY BEVAN



Horwath Perth

(formerly Duesburys)
ABN 12 184 485 646
Chartered Accountants
A member of Horwath International
128 Hay Street Subiaco WA 6008
PO Box 700 West Perth WA 6872
Email horwath@perth.horwath.com.au
Telephone (08) 9380 8400
Facsimile (08) 9380 8409

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

COMMUNICATIONS ELECTRICAL PLUMBING UNION

TELECOMMUNICATIONS AND SERVICES BRANCH

SUMMARY OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2003

COMMUNICATIONS DIVISION

WESTERN AUSTRALIA

Section 279(2) of the Act.

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:

The financial accounts of the Branch have been audited in accordance with the provisions of the Workplace

A copy of the report, accounts and statements will be supplied free of charge to any members who request.

Relations Act No 86 of 1996, as amended, and the following summary is provided for members in accordance with

"274(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.

274(2) [Provision of information] An organisation shall, on application made under subsection (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.

[Function of Registrar] A registrar may only make an application under subsection (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."

Signed on behalf of the Branch Committee of Management

day of June 2003.

Mr Saw Sarson WA Branch/Secretary

WA Franch/Secretary

igned phis ||

Mr Peter Doherty

WA Branch Vice President



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COMMUNICATIONS ELECTRICAL PLUMBING UNION
COMMUNICATIONS DIVISION
TELECOMMUNICATIONS AND SERVICES BRANCH
WESTERN AUSTRALIA
SUMMARY OF THE FINANCIAL STATEMENTS - STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2003

	2003	2002
	\$	\$
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Cash assets	411,172	412,539
Prepayments	429	435
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COMMUNICATIONS DIVISION
TELECOMMUNICATIONS AND SERVICES BRANCH
WESTERN AUSTRALIA
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FOR THE YEAR ENDED 31 MARCH 2003

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ACCUMULATED FUNDS AS AT 31 MARCH 2003	295,510	280,805



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

Mr Gary Carson Branch Secretary WA Telecommunications & Services Branch CEPU Communications Division PO Box 8354 Perth Business Centre PERTH WA 6849

Dear Mr Carson

Re: Lodgement of Financial Statements and Accounts for the Western Australian Telecommunications & Services Branch for the year ending 31 March 2003 (FR2003/45)

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 15 July 2003.

The documents have been filed. There is one matter I would like to draw to your attention for your reference:

Branch Council Certificate

Paragraph (4) of the Branch Council Certificate, also known as the Committee of Management Certificate makes reference to "the financial accounts in respect of the year ended 31 March 2003". The intention of the above statement as set out in regulation 109(1)(b)(iv) of the Workplace Relations Regulations is to certify that the organisation has complied with the Act in relation to the previous year's accounts.

Accordingly, the references should have been to "the financial accounts in respect of the year ending 31 March 2002". Many organisations make their Committee of Management certificates refer to "the financial accounts in respect of the preceding year" to simplify the preparation of this certificate.

If I can be of further assistance to you please contact me on 02 8374 6618.

Yours sincerely,

Berinde Penne

Belinda Penna for Deputy Industrial Registrar

23 July 2003