



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9360 6990

**Ref: FR2005/216-[128V-CTSW]**

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

Dear Mr Carson

**Financial Return - year ending 31 March, 2005**

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

**New legislation**

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

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

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

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

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

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

## Reporting Unit

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

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

## Industrial Registrar’s Guidelines

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

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

## Timeline Planner and Checklist

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

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

## Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

### **First Meeting (Committee of Management)**

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

### **The Auditor**

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

### **Informing Your Members**

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

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

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

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

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

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

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

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

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

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

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

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2005/216**.

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

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

### **Complying with time limits**

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

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

### **Extensions of Time**

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

## Reduced Reporting Requirements

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

## Contact the Registry

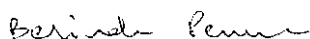
We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot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

## Information on AIRC Website

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

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

Yours sincerely



Belinda Penna  
for Deputy Industrial Registrar  
12 April, 2005



**Attachment B**

**Documents Checklist**

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

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

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

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

**Committee Of Management Statement**

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

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

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

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

Title of Office held:

Signature:

Date:

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

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



**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

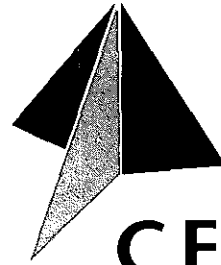
<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

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

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*



# CEPU

COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

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@inet.net.au

Ref: G20-05WA  
5.0/001  
Gary Carson

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

Dear Registrar

**Re: Documents to be lodged in accordance with  
Section 268 of the Act**

- I Gary John Carson being the Branch Secretary of CEPU Communications Division Telecommunications & Services Branch Western Australia certify that the documents lodged herewith are copies of the full financial report, and the concise financial report, referred to in S268 of the RAO Schedule; and
- that the concise report was provided to members on 24 June 2005 and;
- that the full report was presented to our Annual General Meeting held on 13 July 2005. Due to a lack of quorum the business of the Annual General Meeting was conducted by the Branch Committee of Management under rule 92(m) of our organisation.

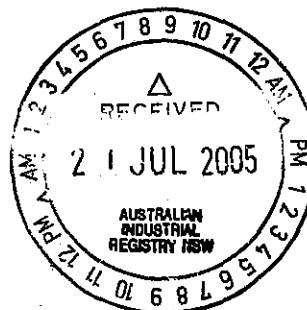
Also enclosed Notice of our Annual General Meeting.

Yours faithfully

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

19 July 2005

Encs



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



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**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services Branch**

**Financial Report  
31 March 2005**

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**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Contents Page**

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	Page
Independent audit report	2 - 3
Accounting Officer's Certificate	4
Branch Council Certificate	5
Statement of Financial Performance	6
Statement of Financial Position	7
Statement of Cash Flows	8
Notes to the Financial Statements	9 - 15
Disclaimer	16
Income and Expenditure Statement	
<i>General fund</i>	17
<i>Special fund</i>	18



# Horwath

**Independent Audit Report to members of  
Communications Electrical Plumbing Union,  
Communications Division,  
Telecommunications and Services Branch.**

**Horwath Audit (WA) Pty Ltd**

ABN 79 112 284 787

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

### *The financial report and committee members' responsibility*

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes to the financial statements, and branch council certificate for Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch ("the union"), for the year ended 31 March 2005.

The union's committee of management and the accounting officer of the union are responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### *Audit approach*

We conducted an independent audit in order to express an opinion to the members of the union. Our audit was conducted in accordance with Australian Auditing Standards and the Workplace Relations Act 1996, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the union's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee members.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.



### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

### **Audit Opinion**

In our opinion the financial report presents fairly, in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other mandatory financial reporting requirements in Australia, the financial position of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch as at 31 March 2005 and the results of its operations and its cash flows for the year then ended.

Dated at Perth the 9<sup>th</sup> day of June 2005

**HORWATH**  
Audit (WA) Pty Ltd

*Horwath Audit*

**A G BEVAN**  
Director

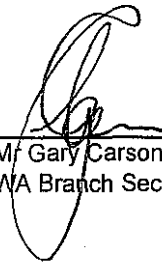
**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Accounting Officer's Certificate  
Workplace Relations Act 1996**

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We, Gary Carson and Colleen Noonan 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 2005 the number of financial members of the organisation was 763 (2004: 744).

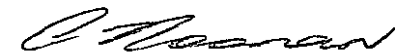
In our opinion :

- 1 The attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2005 and the result of operations for the period then ended;
- 2 A register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the Workplace Relations Act
- 3 A copy of the records required to be kept under sections of 230(1)(b), (c) and (d) of the Workplace relations Act 1996, have been provided to the Industrial Registry as required by section 233 of the Workplace Relations Act 1996.



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Mr Gary Carson  
WA Branch Secretary



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Ms Colleen Noonan  
Committee of Management (Operator)

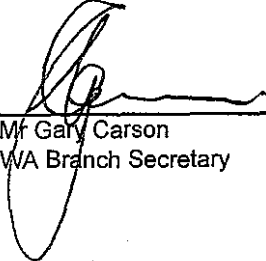
Dated at Perth on this 9 day of JUNE 2005.


**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Branch Council Certificate  
Workplace Relations Act 1996**

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We, Gary Carson and Colleen Noonan 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:

- 1 The accompanying financial statements and notes comply with the Australian Accounting Standards;
- 2 The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- 3 The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year to which they relate;
- 4 There are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- 5 During the financial year to which the general purpose financial report relates and since the end of that year:
  - (a) Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the branch concerned; and,
  - (b) The financial affairs of the branch have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and,
  - (c) The financial records of the branch have been kept and maintained in accordance with Schedule 1B of the workplace Relations Act 1986 (The RAO Schedule) and the Workplace Relations Regulation 2003 (The RAO Regulations); and,
  - (d) The information sought in any request of a member of the branch or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and,
  - (e) There has been compliance with any order for inspections of financial records made by the commission under section 273 of the RAO schedule.

  
\_\_\_\_\_  
Mr Gary Carson  
WA Branch Secretary

  
\_\_\_\_\_  
Ms Colleen Noonan  
Committee of Management (Operator)

Dated at Perth on this 9 day of JUNE 2005.



**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Statement of Financial Performance  
For the year ended 31 March 2005**

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	Notes	2005 \$	2004 \$
Revenue from ordinary activities	3	288,156	284,766
Employee expenses		(183,132)	(189,747)
Depreciation and amortisation expense	4	(3,084)	(4,324)
National Office portion of contributions	14	(57,957)	(63,596)
Other expenses from ordinary activities		<u>(70,901)</u>	<u>(52,366)</u>
<b>Profit/(loss) from ordinary activities</b>		<b><u>(26,918)</u></b>	<b><u>(25,267)</u></b>
<b>Attributable to:</b>			
General fund		(45,398)	(39,468)
Special fund		<u>18,480</u>	<u>14,201</u>
		<b><u>(26,918)</u></b>	<b><u>(25,267)</u></b>

*The accompanying notes form part of these financial statements.*

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Statement of Financial Position  
As at 31 March 2005**

	Notes	2005 \$	2004 \$
<b>Current assets</b>			
Cash assets	5	368,761	392,987
Receivables	6	6,461	5,271
Prepayments	7	663	656
<b>Total current assets</b>		<u>375,885</u>	<u>398,914</u>
<b>Non-current assets</b>			
Property, plant and equipment	8	4,506	7,590
<b>Total non-current assets</b>		<u>4,506</u>	<u>7,590</u>
<b>Total assets</b>		380,391	406,504
<b>Current liabilities</b>			
Payables	9	25,279	18,752
Provisions	10	40,273	47,291
<b>Total current liabilities</b>		<u>65,552</u>	<u>66,043</u>
<b>Non-current liabilities</b>			
Provisions	10	15,908	14,612
<b>Total non-current liabilities</b>		<u>15,908</u>	<u>14,612</u>
<b>Total liabilities</b>		81,460	80,655
<b>Net assets</b>		<u>298,931</u>	<u>325,849</u>
<b>Accumulated funds</b>			
Opening accumulated funds		325,849	351,116
Net profit/(loss) for the year		(26,918)	(25,267)
<b>Total accumulated funds</b>	11	<u>298,931</u>	<u>325,849</u>

*The accompanying notes form part of these financial statements.*

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Statement of Cash Flows  
For the year ended 31 March 2005**

	Notes	2005 \$	2004 \$
<b>Cash flows from operating activities</b>			
Receipts from members		292,563	292,928
Payments to suppliers and employees		(338,640)	(328,290)
Interest received		19,461	17,578
Other receipts		2,390	203
<b>Net cash provided by/(used in) operating activities</b>	<b>12(b)</b>	<u>(24,226)</u>	<u>(17,581)</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		-	(604)
<b>Net cash provided by/(used in) investing activities</b>		<u>-</u>	<u>(604)</u>
<b>Net increase/(decrease) in cash held</b>		(24,226)	(18,185)
<b>Cash at the beginning of the financial year</b>		392,987	411,172
<b>Cash at the end of the financial year</b>	<b>12(a)</b>	<u>368,761</u>	<u>392,987</u>

*The accompanying notes form part of these financial statements.*

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

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**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 in accordance with the Workplace Relations Act 1996.

The financial report covers Communications Electrical Plumbing Union Communications Division Telecommunications and Services as an individual entity. The organisation is a member of a federally registered union domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money valuations. 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 organisation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**a) Members dues and subscriptions**

Members dues and subscriptions are accounted for on an accruals basis.

**b) Revenue**

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

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

**c) 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*.

**d) Cash**

For the purposes of the statement of cash flows, the organisation considers cash to include cash on hand, at banks or financial institutions and on deposit, net of any outstanding overdrafts.

**e) 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**

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the organisation to ensure it is not in excess of the recoverable amount of 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 their present values in determining recoverable amount.

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

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**Note 1: Statement of significant accounting policies (continued)**

Depreciation

The depreciation amount of all fixed assets is calculated using the straight line basis over the estimated useful lives of the assets to the organisation commencing from the time the asset is ready for use.

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

<u>Class of asset</u>	<u>Depreciation rate</u>
Plant and equipment	15 - 30%

**f) Employee entitlements**

A provision is made for the organisation'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 and annual leave which will be settled after one year have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the organisation to an employee superannuation fund and are charged as expense when incurred.

**g) Interest rate risk**

The organisation's exposure to interest rate risk, which is the risk that financial instruments value will fluctuate as a result of changes in market interest rates, is considered negligible.

**h) Credit risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognise 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 organisation does not have any material credit risk exposure to any single debtor or group of debtors under the financial instruments entered into by the organisation.

**i) Net fair values**

The net fair values of assets and liabilities approximate their carrying values. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The aggregate net fair value and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

**j) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current year.

**k) International Financial Reporting Standards**

The Communication Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch is currently in the process of transitioning its accounting policies and financial report from the current Australian Accounting Standards (AGAAP) to the Australian equivalents of the International Financial Reporting Standards (AIFRS) which will be applicable for the financial year ended 31 March 2006.

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

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**Note 1: Statement of significant accounting policies (continued)**

**k) International Financial Reporting Standards (continued)**

The Union's transition date will be the 1 April 2005, therefore the Committee of Management is currently considering and quantifying the impact of the changes and any adjustments that will need to be made to the opening balance sheet.

The Committee is currently of the opinion that under the new AIFRS's that the Union will be required to adopt, there will not be a material effect on the opening balance sheet and no adjustments will be required to be made.

**Note 2: Information to be provided to Members or Registrar**

In accordance with the requirements of Sections 272(5) of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sections 272(1) to Section 272 (2) of the Act, which reads as, follows:

- (1) A member of the branch, or a Registrar, may apply to the branch for specified prescribed information in relation to the branch to be made available to the person making the application.
- (2) The application must be in writing and must specify the periods within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the branch.
- (3) The branch must comply with an application made under subsection (1).

	2005 \$	2004 \$
<b>Note 3: Revenue</b>		
<b>Operating activities</b>		
Membership subscriptions	266,424	268,608
Other income	2,390	203
<b>Total revenue from operating activities</b>	268,814	268,811
<b>Non-operating activities</b>		
Interest received	19,343	15,955
<b>Total revenue from non-operating activities</b>	19,343	15,955
<b>Total revenue</b>	288,157	284,766

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

	2005	2004
	\$	\$
<b>Note 4: Profit from ordinary activities</b>		
Profit from ordinary activities has been determined after the following expenses:		
Depreciation of property, plant and equipment	3,084	4,324
Bad and doubtful debts	105	(956)
Remuneration of auditor	6,784	6,523
<b>Note 5: Cash assets</b>		
Cash at bank	368,561	392,787
Cash on hand	200	200
	<u>368,761</u>	<u>392,987</u>
<b>Cash at bank is made up of the following:</b>		
Commonwealth Bank general fund	8,501	6,985
Statewest advantagesaver account	15,657	39,992
Statewest S1 timesaver account	3,566	3,430
Statewest negotiable term deposit account	304,818	288,423
Statewest S3 timesaver account	22,968	41,601
Statewest 3 month deposit account	13,051	12,357
	<u>368,561</u>	<u>392,787</u>
<b>Note 6: Receivables</b>		
Membership contributions in arrears	4,986	3,573
Accrued interest	1,475	1,593
Other	-	105
	<u>6,461</u>	<u>5,271</u>
<b>Note 7: Other current assets</b>		
Prepayments	<u>663</u>	<u>656</u>
<b>Note 8: Property, plant and equipment</b>		
Property, plant and equipment at cost	39,293	39,293
Less accumulated depreciation	<u>(34,787)</u>	<u>(31,703)</u>
	<u>4,506</u>	<u>7,590</u>

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

	2005	2004
	\$	\$
<b>Note 8: Property, plant and equipment (Continued)</b>		
<b>a) Movement in carrying amounts</b>		
Balance at the beginning of the year	7,590	11,310
Additions	-	604
Disposals	-	-
Depreciation expense	(3,084)	(4,324)
Carrying amount at the end of the year	<u>4,506</u>	<u>7,590</u>
<b>Note 9: Payables</b>		
<b>Current</b>		
Trade creditors	1,853	516
Audit fee	6,000	5,900
Employee entitlements	3,071	-
GST liability	1,440	512
Membership in advance	9,490	8,202
PAYG liability	3,425	3,623
	<u>25,279</u>	<u>18,752</u>
<b>Note 10: Provisions</b>		
<b>Current</b>		
Employee entitlements	<u>40,273</u>	<u>47,291</u>
<b>Non-current</b>		
Employee entitlements	<u>15,908</u>	<u>14,612</u>
Number of employees at year end	2	3
<b>Note 11: Accumulated funds</b>		
<b>General fund</b>		
Accumulated funds at the beginning of the financial year	16,138	55,607
Net profit/(loss) attributable to the general fund	<u>(45,398)</u>	<u>(39,469)</u>
Accumulated funds at the end of the financial year	<u>(29,260)</u>	<u>16,138</u>
<b>Special fund</b>		
Accumulated funds at the beginning of the financial year	309,711	295,510
Net profit/(loss) attributable to the general fund	<u>18,480</u>	<u>14,201</u>
Accumulated funds at the end of the financial year	<u>328,191</u>	<u>309,711</u>



**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

	2005	2004
	\$	\$
<b>Note 12: Cash flow information</b>		
<b>a) Reconciliation of cash</b>		
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:		
Cash at bank	368,561	392,787
Cash on hand	200	200
	<u>368,761</u>	<u>392,987</u>
<b>b) Reconciliation of cash flows from operating activities to profit/(loss)</b>		
Operating profit/(loss) - general fund	(45,398)	(39,469)
Operating profit/(loss) - special fund	18,480	14,201
	<u>(26,918)</u>	<u>(25,268)</u>
<i>Non-cash flows in operating profit/(loss)</i>		
Depreciation	3,084	4,324
Loss on sale of plant and equipment	-	-
<i>Changes in assets and liabilities</i>		
(Increase)/decrease in receivables	(1,190)	(509)
(Increase)/decrease in prepayments	(7)	(227)
Increase/(decrease) in creditors and accruals	1,437	(77)
Increase/(decrease) in payables	5,090	(672)
Increase/(decrease) in provisions	(5,722)	4,848
Net cash provided by/(used in) operating activities	<u>(24,226)</u>	<u>(17,581)</u>
<b>Note 13: Remuneration and retirements benefits</b>		
<b>Remuneration of officers</b>		
Remuneration received or receivable by all officers of the committee of management:		
From the organisation or any related party in connection with the management of the organisation	<u>68,092</u>	<u>69,813</u>
<b>Note 14: Related party disclosure</b>		
<b>Transactions with National Office</b>		
During the year the Branch paid 22.5% (2004: 25%) of gross member contributions received to National Office	<u>57,957</u>	<u>63,596</u>

**Note 15: Segment information**

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

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

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**Note 16: Subsequent events**

At the date of the Statement by the Committee, 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 17: Capital Commitments**

At the date of signing this report there are no known outstanding capital commitments.

**Note 18: Contingent Liabilities**

At the date of signing this report there are no known contingent liabilities that would have a

**Note 19: Geographical Locations**

The Union operates from 196 Lord Street, Perth in the State of Western Australia.



# Horwath

## **Horwath Audit (WA) Pty Ltd**

ABN 79 112 284 787

Chartered Accountants

A member of Horwath International

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### **Communications Electrical Plumbing Union Communications Division Telecommunications and Services Disclaimer**

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The additional financial report data presented on pages 17 - 18 is in accordance with the books and records which have been subjected to the auditing procedures applied in our statutory audit for the year ended 31 March 2005. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy of reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Communications Electrical Plumbing Union Communications Division Telecommunications and Services), in respect of such data, including any errors or omissions therein however caused.

Dated this 9th day of June 2005.

**HORWATH**  
Audit (WA) Pty Ltd

*Horwath Audit*

**A G BEVAN**  
Director

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Income and Expenditure Statement  
For the year ended 31 March 2005**

	2005 \$	2004 \$
<b>GENERAL FUND</b>		
<b>Income</b>		
Members contributions	266,424	268,608
Less:		
National Office portion of contributions	<u>(57,957)</u>	<u>(63,596)</u>
Members' contributions attributable to WA Branch	208,467	205,012
Interest	863	1,753
Other income	<u>2,390</u>	<u>203</u>
<b>Total income</b>	<u>211,720</u>	<u>206,968</u>
<b>Expenditure</b>		
Affiliation fees	6,872	6,820
Annual leave	11,886	14,094
Audit fees	6,784	6,523
Bank charges	4,036	4,348
Depreciation	3,084	4,324
Donations	5,100	100
Doubtful debts	105	(956)
Fringe benefits tax	551	846
General	15,857	5,962
General insurance	4,963	5,089
Long service leave	1,989	5,797
Loss on disposal of assets	-	-
Motor vehicle	1,142	2,114
Office accommodation	6,638	8,456
Payroll tax	10,030	9,962
Payroll commissions	218	275
Postage and delivery	2,856	3,108
Printing and stationery	2,185	4,033
Repairs and maintenance	-	465
Salaries - officials	68,092	69,813
Salaries - administration	67,310	58,281
Staff amenities	58	135
Staff training	273	-
Superannuation	23,278	23,024
Telephone and fax	<u>13,811</u>	<u>13,826</u>
	<u>257,118</u>	<u>246,438</u>
<b>Net profit/(loss)</b>	<u>(45,398)</u>	<u>(39,470)</u>

**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Income and Expenditure Statement  
For the year ended 31 March 2005**

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	2005 \$	2004 \$
<b>SPECIAL FUND</b>		
<b>Income</b>		
Interest	<u>18,480</u>	<u>14,201</u>
<b>Total income</b>	<u>18,480</u>	<u>14,201</u>
<b>Expenditure</b>		
Bank charges	<u>-</u>	<u>-</u>
<b>Total expenditure</b>	<u>-</u>	<u>-</u>
<b>Net profit/(loss)</b>	<u>18,480</u>	<u>14,201</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED  
31 MARCH 2005

The financial accounts of the Union have been audited in accordance with the provisions of the Workplace Relations Act, 1996 and the following concise financial report is provided for members in accordance with Section 272 (5) of the Workplace Relations Act, 1996 and prepared in accordance with Section 265 of the Workplace Relations Act, 1996.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members on request.

Certificates required to be given under the Acts by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Acts and contain no qualifications.

**Information to be provided to Members or Registrar**

In accordance with the requirements of Section 272(5) of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sections 272(1) to Section 272(3) of the Act, which reads as, follows:

- (1) A member of the branch, or a Registrar, may apply to the branch for specified prescribed information in relation to the branch to be made available to the person making the application.
- (2) The application must be writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the branch.
- (3) The branch must comply with an application made under subsection (1).

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

DISCUSSION AND ANALYSIS  
OF THE FINANCIAL STATEMENTS

INFORMATION ON COMMUNICATIONS ELECTRICAL PLUMBING UNION,  
COMMUNICATIONS DIVISION, TELECOMMUNICATIONS AND SERVICES BRANCH  
CONCISE FINANCIAL REPORT

The financial statements and disclosures in the concise financial report have been derived from the year ended 31 March 2005 Financial Report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch.

A copy of the full financial report and auditors report will be sent to any member, free of charge, upon request.

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch's financial statements and the information contained in the concise financial report has been derived from the full 2005 Financial Report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch.

**STATEMENT OF FINANCIAL PERFORMANCE:**

Key points to note are:

- Membership numbers have decreased slightly over the year, causing membership contribution income to fall slightly notwithstanding an increase in membership fees.
- Overall the Branch made a net loss of \$26,918 for the year, which is consistent with the previous year and as a consequence of this, it was necessary to make an employee position redundant.
- The union has continued to operate in the state of Western Australia throughout the whole of the 2004/05 financial year.

**STATEMENT OF FINANCIAL POSITION:**

**Assets**

- The most prominent asset balance that has moved relative to the prior year is the cash at bank, the figure has decreased as a result of the loss in the current financial year.

**Liabilities**

- Most liabilities have remained consistent compared to the prior year, the current provisions figure decreased slightly, related to the redundancy.

**Equity**

- No significant movement in equity has occurred in the financial year ended 31 March 2005.

**STATEMENT OF CASH FLOWS:**

**Cash flows from operating activities:**

- The net cash flow from operating activities has remained relatively consistent with the prior year, cash outflows increased slightly, which is also consistent with current year loss.

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED  
31 MARCH 2005

	Notes	2005 \$	2004 \$
Revenue from ordinary activities	2	288,156	284,766
Employee expenses		(183,132)	(189,747)
Depreciation and amortisation expense		(3,084)	(4,324)
National Office portion of contributions		(57,957)	(63,596)
Other expenses from ordinary activities		<u>(70,901)</u>	<u>(52,386)</u>
Profit/(loss) from ordinary activities		(26,918)	(25,267)
Attributable to:			
General fund		(45,398)	(39,468)
Special fund		<u>18,480</u>	<u>14,201</u>
		<u>(26,918)</u>	<u>(25,267)</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2005

	2005 \$	2004 \$
<b>Current assets</b>		
Cash assets	368,761	392,987
Receivables	6,461	5,271
Prepayments	<u>663</u>	<u>656</u>
<b>Total current assets</b>	<u>375,885</u>	<u>398,914</u>
<b>Non-current assets</b>		
Property, plant and equipment	<u>4,506</u>	<u>7,590</u>
<b>Total non-current assets</b>	<u>4,506</u>	<u>7,590</u>
<b>Total assets</b>	380,391	406,504
<b>Current liabilities</b>		
Payables	25,279	18,752
Provisions	<u>40,273</u>	<u>47,291</u>
<b>Total current liabilities</b>	<u>65,552</u>	<u>66,043</u>
<b>Non-current liabilities</b>		
Provisions	<u>15,908</u>	<u>14,612</u>
<b>Total non-current liabilities</b>	<u>15,908</u>	<u>14,612</u>
<b>Total liabilities</b>	81,460	80,655
<b>Net assets</b>	<u>298,931</u>	<u>325,849</u>
<b>Accumulated funds</b>		
Opening accumulated funds	325,849	351,116
Net profit/(loss) for the year	<u>(26,918)</u>	<u>(25,267)</u>
<b>Total accumulated funds</b>	<u>298,931</u>	<u>325,849</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED  
31 MARCH 2005

	2005	2004
	\$	\$
<b>Cash flows from operating activities</b>		
Receipts from members	292,563	292,928
Payments to suppliers and employees	(338,640)	(328,290)
Interest received	19,461	17,578
Other receipts	<u>2,390</u>	<u>203</u>
Net cash provided by/(used in) operating activities	<u>(24,226)</u>	<u>(17,581)</u>
<b>Cash flows from investing activities</b>		
Payments for property, plant and equipment	<u>-</u>	<u>(604)</u>
Net cash provided by/(used in) investing activities	<u>-</u>	<u>(604)</u>
Net increase/(decrease) in cash held	(24,226)	(18,185)
Cash at the beginning of the financial year	392,967	411,172
Cash at the end of the financial year	<u>368,761</u>	<u>392,987</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

NOTES TO THE CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED  
31 MARCH 2005

**NOTE 1. BASIS OF PREPARATION OF THE CONCISE FINANCIAL REPORT**

The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full financial report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch for the year ended 31 March 2005. The concise financial report cannot be expected to provide as detailed understanding of the financial performance, financial position and financing and investing activities of Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch as the full financial report.

The accounting policies have been consistently applied by the branch and are consistent with those of the previous financial year.

**International Financial Reporting Standards**

The Communication Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch is currently in the process of transitioning its accounting policies and financial report from the current Australian Accounting Standards (AGAAP) to the Australian equivalents of the International Financial Reporting Standards (AIFRS) which will be applicable for the financial year ended 31 March 2006. The Union's transition date will be the 1 April 2005, therefore the Committee of Management is currently considering and quantifying the impact of the changes and any adjustments that will need to be made to the opening balance sheet.

The Committee is currently of the opinion that under the new AIFRS's that the Union will be required to adopt, there will not be a material effect on the opening balance sheet and no adjustments will be required to be made.

**NOTE 2. REVENUE**

The main source of revenue of the branch is attributable to members contributions.

	2005	2004
	\$	\$
<b>Operating activities</b>		
Membership subscriptions	268,424	268,608
Other income	<u>2,390</u>	<u>203</u>
Total revenue from operating activities	<u>268,814</u>	<u>268,811</u>
<b>Non-operating activities</b>		
Interest received	<u>19,343</u>	<u>15,955</u>
Total revenue from non-operating activities	<u>19,343</u>	<u>15,955</u>
Total revenue	<u>288,157</u>	<u>284,766</u>



COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

NOTES TO THE CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED  
31 MARCH 2005  
(Continued)

**NOTE 3. SEGMENT REPORTING**

The Union operates predominantly in one business and geographical segment, in its capacity to provide services to members of the Union throughout Western Australia.

**NOTE 4. CAPITAL COMMITMENTS**

At the date of signing this report there are no known outstanding capital commitments.

**NOTE 5. CONTINGENT LIABILITIES**

At the date of signing this report there are no known contingent liabilities that would have a material effect on the presentation of the annual financial statements.

**NOTE 6. GEOGRAPHICAL LOCATIONS**

The Union operates from 196 Lord Street, Perth in the State of Western Australia.

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF THE COMMITTEE OF MANAGEMENT


The committee of management declare that in their opinion the concise financial report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch for the year ended 31 March 2005 as set out on pages 2 to 9 complies with Australian Accounting Standard AASB 1039: *Concise Financial Reports* and the requirements of the Workplace Relations Act 1996.

The financial statements and specific disclosures included in this concise financial report have been derived from the full financial report for the year ended 31 March 2005.

The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and cash flows of the branch as the full financial report, which as indicated on page 1 is available on request.

Signed on behalf of the Committee of Management

Signed At PERTH this 9 day of JUNE 2005.

  
GARY CARSON

  
COLLEEN NOONAN

# Horwath

## Horwath Audit (WA) Pty Ltd

ABN 79 112 284 787  
Chartered Accountants  
A member of Horwath International  
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### Independent Audit Report to the members of Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch

#### Scope

We have audited the concise financial report of Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch, for the year ended 31 March 2005 as set out on pages 3 to 7 in order to express an opinion on it to the members of Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch. The union's committee of management and accounting officer are responsible for the concise financial report.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the concise financial report is free of material misstatement. We have also performed an independent audit of the full financial report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch for the year ended 31 March 2005. Our audit report was signed on the 9 June 2005 and was not subject to any qualification.

Our procedures in respect of the audit of the concise financial report included testing that information in the concise financial report is consistent with the full financial report, and examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report presented fairly in accordance with Accounting Standard AASB 1019: Concise Financial Reports and the requirements of the Workplace Relations Act 1996.

#### Audit Opinion

In our opinion the concise financial report of the Communications Electrical Plumbing Union, Communications Division, Telecommunications and Services Branch complies with Accounting Standard AASB 1019: Concise Financial Reports and the requirements of the Workplace Relations Act 1996.

Signed at Subiaco this 9<sup>th</sup> day of June 2005.

HORWATH  
Audit (WA) Pty Ltd

*Horwath Audit*

*A G Bevan*  
A G BEVAN  
Director

## COMMUNICATIONS ELECTRICAL PLUMBING UNION COMMUNICATIONS DIVISION

### TELECOMMUNICATIONS AND SERVICES BRANCH WESTERN AUSTRALIA

#### OPERATING REPORT FOR THE YEAR ENDED 31 MARCH 2005

The principal activity of the CEPU Communications Division Telecommunications & Services Branch Western Australia, remains that of a Trade Union.

Overall the Branch made a net loss of \$26,918 for the year, which is consistent with the previous year and as a consequence of this, an employee position was deemed redundant.

Membership numbers have decreased slightly over the year causing membership contribution income to fall.

#### Assets

- As a result of the loss incurred this financial year ending 31 March 2005 cash at bank has decreased.

#### Liabilities

- Liabilities have remained consistent, the current provisions figure decreased slightly, due to the redundant position.

#### Equity

- No significant movement in equity has occurred in the financial year ended 31 March 2005.

Resignation of Membership

- As per section 174 of the Workplace Relations Act 1996 a member of the union may resign from membership by written notice or by electronic message to the Branch to which the member is attached. Resignation from membership of the union takes effect:
    - on the day on which the notice is received by the union
    - on the day specified in the notice
    - at the end of two (2) weeks after the notice is received by the union
- whichever is later.

The Executive of the union is also the committee of management. As at the 31<sup>st</sup> March 2005 the members of the committee of management were:

Technical Divisional Section


- Alistair Paul McGrath (Branch President)
- Allen Raymond Brown (Branch Vice President)
- Gary John Carson (Branch Secretary)
- Ronald Charles Bettsworth
- Peter Raymond Collins
- Wayne Oscar Hamilton
- John Edward Kus
- Leo Peter McNamara
- Peter John Noble
- Craig Randolph Rowbottom
- James Williamson
- Owen Wilson


Operator Divisional Section

- Peter John Doherty
- Mavis Irene McLean
- Colleen Mary Noonan

Signed on behalf of the Committee of Management

Signed at PERTH this 9 day of JUNE 2005

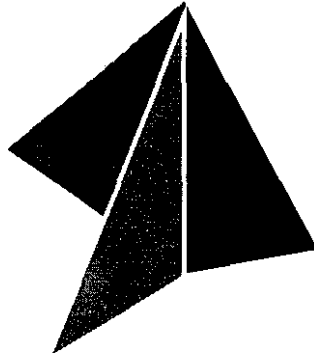
  
 \_\_\_\_\_  
 A.P. McGrath

  
 \_\_\_\_\_  
 C.M. Noonan

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
 COMMUNICATIONS DIVISION  
 TELECOMMUNICATIONS AND SERVICES BRANCH

CONCISE FINANCIAL REPORT  
 FOR THE YEAR ENDED  
 31 MARCH 2005





**CEPU Communications Division**  
Telecommunications & Services Branch WA

## **Annual General Meeting Notice**

**Annual General Meeting will be held on: Wednesday 13 July 2005**

**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**

Paul McGrath  
Branch President



Gary Carson  
Branch Secretary



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: sydney@air.gov.au

Mr Gary Carson  
Branch Secretary  
CEPU Communications Division  
WA Telecommunications & Services Branch  
PO Box 8354  
PERTH BUSINESS CENTRE WA 6849

Dear Mr Carson

**Financial Return - year ending 31 March 2005 (FR2005/216)**

I refer to the Branch financial documents lodged in the Registry on 21 July 2005.

It appears the documents omit information needed under the RAO Schedule<sup>1</sup> financial reporting provisions for the following reasons:

Committee of Management Statement

The Branch Committee does not appear to have given this Statement which is required by the reporting Guidelines of the Industrial Registrar – see s253(2)(c) and paragraphs 16 – 18 of the Guidelines. A copy of the text of the Statement was also attached to the Registry's letter of 12 April 2005.

If the Committee has not already done so, it should arrange to meet and resolve on the matters in the Statement. The Statement should specify the date of the resolutions and be dated and signed by the Branch Secretary.

Please lodge a copy of the Statement in the Registry when completed.

Please also note that certificates of the Accounting Officer and Committee of Management are no longer required under the RAO Schedule.

Operating Report

A copy was included in the copy of the concise report lodged in the Registry. Please note the following:

*Details of members right to resign (s254(2)(d))*

- reference to "section 174 of the Workplace Relations Act" – the correct reference is "section 174 of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*)". The RAO Schedule has its own number sequence separate from the main body of the Act.
- paraphrasing s174 risks giving members incorrect information about the effect of this section. For example, s174 contemplates different dates of the taking effect of a notice, depending on whether a member "ceases to be eligible" (s174(2)(a)) to become a member and "any other case" (s174(2)(b)). It is not therefore completely accurate to suggest that a notice can take effect on either of the times specified in the three bullet points in the operating report without specifying the circumstances attaching to the resignation.

<sup>1</sup> The Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) ("the RAO Schedule") – references are to the RAO Schedule unless otherwise stated

To avoid doubt or the risk of giving incorrect information, it would be preferable to either set out s174 in full or to use a form of words such as "Rule xx of the rules of the Communications Division of the CEPU sets out members' right to resign from the Branch" This is acceptable as long as the correct rule number is cited and the correct Division's rulebook cited.

#### *Names of members of committee of management of Branch*

The names listed are stated as correct "as at 31 March 2005". Under regulation 159 of the RAO Regulations<sup>2</sup> the names of each person who has been a member at any time during the reporting period (that is during the Branch's financial year) must be listed and the period each held that position. Please note this for next year's operating report.

#### Notice under s272(5) of the RAO Schedule

The reference to s272(5) of the Act should be to s272(5) of the RAO Schedule.

#### Disclaimer by Auditor

The auditor has, on page 16 of the financial documents, given a disclaimer over the financial data presented on pages 17 and 18 and indicated the audit did not cover all details of the data and that no opinion is given on its accuracy. The financial data on pages 17 and 18 includes amounts which, under the reporting Guidelines of the Industrial Registrar must be disclosed either in the notes to the financial statements or on the face of the profit and loss statement (see paragraphs 10 and 11 of the Guidelines for the purposes of s253(2)(b)(ii)). These items include:

- affiliation fees (paragraph 11(d))
- employee benefits to employees (other than holders of offices) (paragraph 11(h)) – described as "salaries – administration" on page 17

From their description, it would appear that under the legislation, these items should appear on the face of the profit and loss statement or in the notes and be subject to audit as part of the general purpose financial report.

I invite your comments and any the auditor may wish to make on whether the absence of this information in the audited financial statements is consistent with the legislation.

#### Interval between provision of concise report to members and general meeting

Your certificate indicates that the concise report was provided to members on 24 June 2005 and presented to a general meeting on 13 July 2005. Please note that there must be at least 21 days between the date the report is provided to members and its presentation to a general meeting. I note that on this occasion, for the reason you have outlined, the report was presented to a committee of management meeting for which the 21 day minimum interval does not apply. However, if the Branch does present to a general meeting, the interval must be observed.

#### Donations

The income and expenditure statement lists an amount for "donations". If any donation exceeded \$1,000, the Branch must lodge under s237 a statement in the Registry giving particulars of each donation over that amount. I enclose a copy of s237 for your information which details the relevant particulars. A statement lodged can only be viewed in the Registry by a member of the Branch.

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<sup>2</sup> Workplace Relations (Registration and Accountability of Organisations) Regulations ("RAO Regulations")

If you have any questions, please contact me on (02) 8374 666. Copies of the legislation and Guidelines can be viewed or downloaded on our website: [www.airc.gov.au](http://www.airc.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal stroke extending to the right.

Peter McKerrow  
for Deputy Industrial Registrar

15 August 2005

### **237 Organisations to notify particulars of loans, grants and donations**

(1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

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

(2) A statement lodged in the Industrial Registry under subsection (1) must be signed by an officer of the organisation.

(3) An organisation must not, in a statement under subsection (1), make a statement if the person knows, or is reckless as to whether, the statement is false or misleading.

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

(4) A statement lodged in the Industrial Registry under subsection (1) may be inspected at any registry, during office hours, by a member of the organisation concerned.

(5) The relevant particulars, in relation to a loan made by an organisation, are:

(a) the amount of the loan; and

(b) the purpose for which the loan was required; and

(c) the security given in relation to the loan; and

(d) except where the loan was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the loan was made and the arrangements made for the repayment of the loan.

(6) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation; and

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.

(7) Where an organisation is divided into branches:

(a) this section applies in relation to the organisation as if loans, grants or donations made by a branch of the organisation were not made by the organisation; and

(b) this section applies in relation to each of the branches as if the branch were itself an organisation.

(8) For the purposes of the application of this section in accordance with subsection (7) in relation to a branch of an organisation, the members of the organisation constituting the branch are taken to be members of the branch.





# Horwath

CEPU03/AUDIT 2005/AIRRESPONSE/RAP

26 August 2005

## Horwath Audit (WA) Pty Ltd

ABN 79 112 284 787

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

Australian Government  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
EAST SYDNEY WA 2011

Attention: Peter McKerrow

Dear Mr McKerrow,

We write to you in response to a letter that you have written to the Branch Secretary of the CEPU Communications Division, WA Telecommunications & Services Branch in relation to their Financial Return for the year ending 31 March 2005.

We would like to comment in relation to your note on the auditor's disclaimer. You are quite correct in that the disclosure requires for affiliation fees and total employee costs, broken down into holders of office and employees, should have been made in Note 4 of the notes to the financial statements. We are prepared to reissue this note with the additional disclosure should you so require. Please note that we will ensure that the required disclosures are included in the 2006 financial statements.

Should you have any queries in relation to the above, please do not hesitate to contact me.

Yours faithfully

**HORWATH**

Audit (WA) Pty Ltd

**A G BEVAN**  
Director





Australian Government

Australian Industrial Registry

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: sydney@air.gov.au

Mr Gary Carson  
Branch Secretary  
CEPU Communications Division  
WA Telecommunications & Services Branch  
PO Box 8354  
PERTH BUSINESS CENTRE WA 6849

**Financial Return - year ending 31 March 2005 (FR2005/216)**

Dear Mr Carson

The Registry has received the attached letter from the Branch auditor.

It would be consistent with the Branch's financial reporting obligations to provide all required disclosures and the auditor's proposal to reissue the Note would satisfy this requirement.

Committee of Management Statement

In discussion with your office, it was pointed out that the Branch had indeed prepared this Statement which was included in the full report. I apologise for my mistake.

The Statement was however, missing from the concise report. If the Branch prepares a concise report next year, please include this Statement (see RAO Regulation 161(1)(d)).

I have copied this letter to the Branch auditor.

Thank you for your prompt attention to this matter. As soon as the reissued Note is lodged, the documents will be filed and we will advise you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal flourish extending to the right.

Peter McKerrow  
for Deputy Industrial Registrar

30 August 2005

c.c. Horwarth – attn Mr A G Bevan



# Horwath

CEPU03/AUDIT 2005/AIRREISSUENOTE/RAP

7 September 2005

**Horwath Audit (WA) Pty Ltd**

ABN 79 112 284 787

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

Australian Government  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
EAST SYDNEY WA 2011

Attention: Peter McKerrow

Dear Mr McKerrow,

We write to you in response to a letter that you have written to the Branch Secretary of the CEPU Communications Division, WA Telecommunications & Services Branch in relation to their Financial Return for the year ending 31 March 2005.

Please find attached a reissued Page 12 of the financial statements of CEPU Communications Division, WA Telecommunications & Services Branch, in particular we have added the required additional disclosure to Note 4. We note that these disclosures were provided to members in the detailed profit and loss attached to the financial statements.

A copy of this letter and amended page has been forwarded to the Union so they may update their financials.

Should you have any queries in relation to the above, please do not hesitate to contact me.

Yours faithfully

**HORWATH**

Audit (WA) Pty Ltd

**A G BEVAN**  
Director

CC: Mr Gary Carson  
CEPU Communications Division  
WA Telecommunications & Services Branch



**Communications Electrical Plumbing Union  
Communications Division  
Telecommunications and Services  
Notes to the Financial Statements  
For the year ended 31 March 2005**

	2005 \$	2004 \$
<b>Note 4: Profit from ordinary activities</b>		
Profit from ordinary activities has been determined after the following expenses:		
Affiliation fees	6,872	6,820
Bad and doubtful debts	105	(956)
Depreciation of property, plant and equipment	3,084	4,324
Donations	5,100	100
Employee benefits to employees (other than holders of office)	67,310	58,281
Employee benefits to holders of office	68,092	69,813
Remuneration of auditor	6,784	6,523
<b>Note 5: Cash assets</b>		
Cash at bank	368,561	392,787
Cash on hand	200	200
	368,761	392,987
<b>Cash at bank is made up of the following:</b>		
Commonwealth Bank general fund	8,501	6,985
Statewest advantagesaver account	15,657	39,992
Statewest S1 timesaver account	3,566	3,430
Statewest negotiable term deposit account	304,818	288,423
Statewest S3 timesaver account	22,968	41,601
Statewest 3 month deposit account	13,051	12,357
	368,561	392,787
<b>Note 6: Receivables</b>		
Membership contributions in arrears	4,986	3,573
Accrued interest	1,475	1,593
Other	-	105
	6,461	5,271
<b>Note 7: Other current assets</b>		
Prepayments	663	656
<b>Note 8: Property, plant and equipment</b>		
Property, plant and equipment at cost	39,293	39,293
Less accumulated depreciation	(34,787)	(31,703)
	4,506	7,590



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**Australian Industrial Registry**

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Email: [sydney@air.gov.au](mailto:sydney@air.gov.au)

Mr Gary Carson  
Branch Secretary  
CEPU Communications Division  
WA Telecommunications & Services Branch  
PO Box 8354  
PERTH WA 6000

Dear Mr Carson

**Re: Financial Return for the WA Telecommunications & Services Branch for the year ending  
31 March 2005 (FR2005/216)**

I am in receipt of a letter dated 7 September 2005 from Mr A Bevan of Horwath Audit (WA), in response to our letter dated 30 August 2005. The letter from the auditor provides the reissued page 12 of the financial statements, including disclosure of affiliation fees and benefits to employees and officeholders of the branch.

Following the receipt of this additional information, the documents have now been filed, and may be viewed on the internet at [www.e-airc.gov.au/128vctsw/financial](http://www.e-airc.gov.au/128vctsw/financial).

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna  
for Deputy Industrial Registrar

12 September 2005

Cc Mr A G Bevan  
Horwaths Audit (WA)