



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

**Ref: FR2002/841-[128V-ELE]**

Mr Peter Tighe  
Divisional Secretary  
Electrical Division  
CEPU  
Suite 701, Level 7  
1 Roseberry Avenue  
ROSEBERRY NSW 2018

Dear Mr Tighe

**Re: CEPU - Electrical Division, Divisional Office  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2002.

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

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

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

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

Yours sincerely

Belinda Penna  
E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)  
18 February 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
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Our ref: FR2002/841

Mr Peter Tighe  
Divisional Secretary  
CEPU Electrical Division  
Suite 701, Level 7  
1 Rosebery Avenue  
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: CEPU - Electrical Division, Divisional Office  
Outstanding Financial Documents - *Workplace Relations Act 1996***

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

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgement of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by Monday 17 November 2003* as to when each of the following steps is expected to be completed:-

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

If you wish to discuss this letter please contact me on (02) 8374 6618.

Yours sincerely

Belinda Penna  
for Deputy Industrial Registrar

31 October 2003



## AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Tighe  
Divisional Secretary  
CEPU Electrical Division  
Suite 701, Level 7  
1 Rosebery Avenue  
ROSEBERY NSW 2018

Dear Mr Tighe

### **Financial Reporting Obligations - CEPU Electrical Division**

A number of branches of your organisation are yet to meet their reporting obligations under the Workplace Relations Act 1996 (the Act) for the financial year ending 31 December 2002. I would appreciate your assistance in ensuring that each does so without further delay.

The relevant branches and details are:

CEPU - Electrical Division, National Office - on 31 October 2003 the Registry sought by 17 November 2003 written advice from yourself, as Secretary of the Division, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, NSW Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Bernie Riordan, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged.

On 5 November 2003 an email was received from Mr Warwick Penfold of the branch, advising that the documents were waiting on approval by the Divisional Council Conference that was being held the following week.

No further information has been received since then. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Southern States Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Dean Mighell, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Western Australia Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr William Game, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

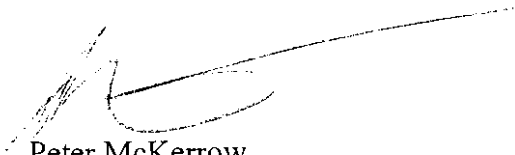
As you would appreciate, the financial reporting provisions of the Act are an important means of ensuring organisations are accountable to their members and operate effectively. The Registry is seeking to improve the level of compliance generally with these provisions. The timely lodgement of financial returns is essential.

The Registry also appreciates that unforeseen problems may arise in the preparation of financial reporting documents from time to time which may cause delay in meeting these requirements. The Workplace Relations Act therefore provides for the Registrar to grant extensions of time to complete certain steps in the financial return process including lodgement of the return.

If an organisation is experiencing difficulties of this nature, its secretary should inform the Registry of the nature of the difficulty, indicate why it will affect its capacity to lodge on time and the period of any expected delay. This contact can be initiated by phone to the Registry and preferably then confirmed by letter or email formally requesting the Registrar to grant an extension of time if necessary.

I would appreciate your response to these matters. If you would like to discuss any of them please phone me on 8374 6509.

Yours sincerely,

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

Peter McKerrow  
Assistant Manager, NSW Registry

4 February 2004

16 March 2004



**CEPU**

**COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION**

Peter McKerrow  
Assistant Manager, NSW Registry  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

**NATIONAL  
OFFICE**

**Peter Tighe**  
National Secretary

**Brian Baulk**  
National President

Suite 701, Level 7  
1 Rosebery Avenue  
Rosebery  
NSW 2018

Ph: (02) 9663 3699  
Fax: (02) 9663 5599

Email:  
edno@nat.cepu.asn.au

**RE: Outstanding Financial Statements for CEPU Electrical Division  
for the year ending 31 December 2002 and CEPU National Council  
for year ending 31 March 2003**

Dear Peter,

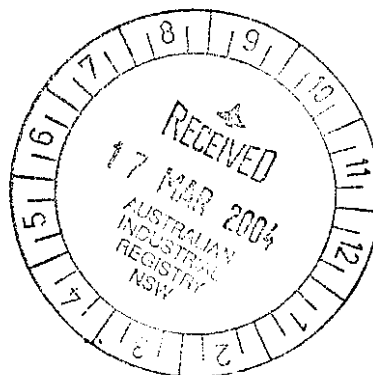
Please accept my sincere apologies for the delay in remitting the above financial returns for the CEPU Electrical Division. I have appended to this letter the statements for the CEPU National Council, Electrical Division National Office, Southern States Branch, the New South Wales Branch and the Western Australian Branch.

I have also enclosed Secretary's Certificates confirming that financial statements have been prepared, circulated and endorsed in accordance with the Act for both the Electrical Division and the CEPU National Council.

If you have any queries in relation to the documents remitted, please contact the undersigned.

Yours faithfully,

Peter Tighe  
**NATIONAL SECRETARY**



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

## SECRETARY'S CERTIFICATE

CEPU ELECTRICAL DIVISION, SOUTHERN STATES BRANCH, NEW SOUTH WALES BRANCH, SOUTH AUSTRALIAN BRANCH AND WESTERN AUSTRALIA BRANCH FINANCIAL STATEMENTS

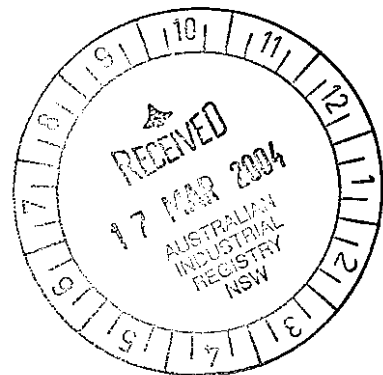
FOR YEAR ENDING 31 DECEMBER 2002

I, Peter Tighe, Divisional Secretary of the Electrical Division of the Communications, Electrical and Plumbing Union (CEPU) certify that:

- That the Divisional, Southern States Branch, New South Wales Branch and Western Australian Branch Committees of Management of the Electrical Division of the CEPU received the attached financial statements prepared pursuant to Section 273 of the Act.
- That the Electrical Division and the Divisional Branches detailed above circulated to their members the attached financial statements pursuant to Section 279 of the Act.
- That the Committees of Management of the Electrical Division and the Divisional Branches detailed above following the circulation to its members endorsed the financial statements pursuant to Section 279(6).



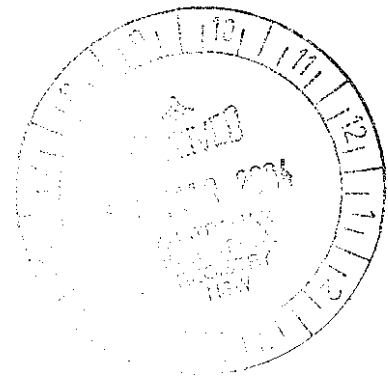
Peter Tighe  
**DIVISIONAL SECRETARY**



**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division**

**Annual Report  
for the Year Ended 31 December 2002**

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**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
COMMITTEE OF MANAGEMENT'S CERTIFICATE**

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We DEAN MIGHELL, and RICHARD WILLIAMS, being two members of the Committee of Management of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical Division do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- i. In the opinion of the Committee of Management, the attached financial statements show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- ii. In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the Union.
- iii. To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 274 (2) of the Workplace Relations Act 1999, or copies of these records or documents, or copies of the Union), have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1999, the Regulations thereto, or the rules of the Union.
- iv. The Union has complied with Sub-Sections 279 (1) and (6) of the Act in relation to the financial statements in respect of the year ended 31 December 2002, and the Auditors' report thereon.

  
DEAN MIGHELL

  
RICHARD WILLIAMS

Dated this 31<sup>st</sup> day of July 2003



**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
ACCOUNTING OFFICER'S CERTIFICATE**

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I, **PETER ANTHONY TIGHE**, being the Officer responsible for keeping the accounting records of the Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical Division, certify that as at 31 December 2002, the number of members of the Division was 61,107.

In my opinion:

- i. The attached financial statements show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- ii. A record has been kept of all moneys paid by, or collected from, members and moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- iii. Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- iv. With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the general fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- v. No loans or other financial benefits, other than remuneration in respect to their full time employments with the Union, were made to persons holding office in the Union.
- vi. The registrar of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.



**PETER ANTHONY TIGHE**

Dated this 31<sup>st</sup> day of July 2003

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Profit and Loss Statement  
For the Year ended 31 December 2002**

	2002 \$	2001 \$
<b>INCOME</b>		
Income from Branches	1,528,342	1,514,543
Branch Contributions re: Education & Training	106,077	93,749
Connect Field Officer	30,000	-
Interest Received	48,093	26,795
Sundry Income	50,817	20,777
Loss on Sale of Non-current Assets	-	(14,486)
	<u>1,763,329</u>	<u>1,641,378</u>
<b>EXPENDITURE</b>		
Accountancy & Audit Fees	15,785	11,800
Advertising	2,154	-
Affiliation Fees	151,260	155,587
Accrued annual leave - (decrease)/ increase in provision	5,359	(11,942)
Amortisation	8,485	-
Bad Debt Expense – Victorian Electrical Division Receivable	-	46,338
Bank Charges	3,037	-
Building Expenses	5,042	30,138
Computer expenses	18,890	36,363
Connect Field Officer	21,292	-
Depreciation – Buildings	-	18,695
Depreciation - Motor Vehicles	10,546	9,444
Depreciation - Furniture	14,955	9,973
Depreciation - Reference Library	4,443	4,443
ETU News	76,891	80,155
Education and Training	106,077	96,683
Fringe Benefits Tax	(21,354)	12,937
General Expenses	10,680	13,880
Hire of Plant & Equipment	4,917	-
Industrial services	-	11,658
IMF conference	-	(122,063)
Insurance	10,463	14,495
Interest Paid	28,684	73,230
Legal Costs	24,893	22,447
Long Service Leave Provision	12,214	20,515
Meeting and conference expenses	170,712	165,874
Motor Vehicle Expenses	4,541	5,212
Northern Territory branch assistance	20,000	12,021
Payroll Tax	46,469	265,369
Postage	3,418	10,285
Printing & Stationery	21,700	42,174
Rent	36,902	-

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

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Profit and Loss Statement  
For the Year ended 31 December 2002**

	2002	2001
	\$	\$
Retiring Allowance- Increase in provision	3,000	19,519
Repairs & Maintenance	18,619	5,209
Salaries & Wages	580,536	601,736
Staff Training & Welfare	19,997	-
Subscriptions	25,032	-
Superannuation Contributions	84,943	81,130
Telephone	29,783	41,896
	<u>1,580,365</u>	<u>1,785,201</u>
<b>OPERATING PROFIT BEFORE INCOME TAX</b>	<u>182,964</u>	<u>(143,823)</u>

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

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Statement of Financial Position  
As at 31 December 2002**

	Note	2002 \$	2001 \$
<b>CURRENT ASSETS</b>			
Cash	7	61,399	235,684
Receivables	8	1,072,317	735,288
Investments	9	1,425,595	349,684
Current tax assets	10	30,528	4,621
Other	12	<u>76,669</u>	<u>59,464</u>
<b>TOTAL CURRENT ASSETS</b>		<b>2,666,508</b>	<b>1,384,741</b>
<b>NON-CURRENT ASSETS</b>			
Receivables	8	63,075	63,075
Property, plant and equipment	11	<u>234,218</u>	<u>959,431</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<b><u>297,293</u></b>	<b><u>1,022,506</u></b>
<b>TOTAL ASSETS</b>		<b><u>2,963,801</u></b>	<b><u>2,407,247</u></b>
<b>CURRENT LIABILITIES</b>			
Payables	13	290,252	159,808
Interest-bearing liabilities	14	-	920,861
Provision for Retirement Leave	15	216,151	213,151
Provisions - Other	16	<u>218,318</u>	<u>211,993</u>
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>724,721</u></b>	<b><u>1,505,813</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>724,721</u></b>	<b><u>1,505,813</u></b>
<b>NET ASSETS</b>		<b><u>2,239,080</u></b>	<b><u>901,434</u></b>
<b>EQUITY</b>			
Reserves	17	53,825	53,825
Retained profits		<u>2,185,255</u>	<u>847,609</u>
<b>TOTAL EQUITY</b>		<b><u>2,239,080</u></b>	<b><u>901,434</u></b>

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

**Communications Electrical Electronic Energy Information Postal Plumbing  
and Allied Services Union of Australia - Electrical Division  
Statement of Cashflows  
For the Year Ended 31 December 2002**

	NOTE	2002 \$	2001 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>			
Income from Branches			
Sustentation fees		1,417,229	1,707,462
ETU News		76,891	80,155
Connect Field Officer		30,000	-
Sundries		140,299	94,180
Interest Received		48,093	28,016
Sundry Income		50,817	20,777
Payments to suppliers and employees		<u>(2,016,385)</u>	<u>(1,898,822)</u>
<b>Net Cash (Used In) / Provided By Operating Activities</b>	19	<u>(253,056)</u>	<u>31,768</u>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from matured investment funds		-	-
Payment for fixed assets		<u>1,154,682</u>	<u>(46,827)</u>
<b>Net Cash (Used In) / Provided By Investing Activities</b>		<u>1,154,682</u>	<u>(46,827)</u>
<b>CASHFLOW FROM FINANCING ACTIVITIES</b>			
Issue of branch loan		(311,925)	(13,075)
Repayment on branch loans - property		-	(19,334)
Loans from branches		<u>311,925</u>	<u>-</u>
<b>Net Cash Flow (Used In) Financing Activities</b>		<u>-</u>	<u>(32,409)</u>
<b>NET INCREASE / (DECREASE) IN CASH HELD</b>		901,626	(47,468)
Cash at beginning of year		585,368	632,836
<b>CASH AT END OF YEAR</b>	7, 9	<u><u>1,486,994</u></u>	<u><u>585,368</u></u>

The financial statements should be read in conjunction with the accompanying notes.

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Profit and Loss Statement  
For the Year ended 31 December 2002**

	2002	2001
	\$	\$
<b>OPERATING PROFIT BEFORE INCOME TAX</b>	182,964	(143,823)
<b>OPERATING PROFIT AFTER INCOME TAX</b>	182,964	(143,823)
Retained Profits at the beginning of the financial year	847,609	991,432
<b>OTHER APPROPRIATIONS</b>		
Extraordinary Items	6      1,154,682	-
<b>UNAPPROPRIATED PROFIT AT 31 DECEMBER 2002</b>	<b>2,185,255</b>	<b>847,609</b>

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

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

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**1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values, or except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the accounting policies adopted by the economic entity in the preparation of the accounts.

**(a) Property, Plant & Equipment**

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

**Plant and Equipment**

Plant and equipment are carried at either cost or at independent executive valuation, less any accumulated depreciation or amortisation applicable. The director's review annually the carrying amount of plant and equipment to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the expected net cash flows which will be received from the assets employment and eventual disposal. In determining the recoverable amount, the expected net cash flows have not been discounted to present values.

**Depreciation**

The depreciation rates used for each class of assets are:

Class of Fixed Assets	Depreciation Rate
Motor Vehicles	15%
Furniture & Fittings	15 - 33%

**(b) Investments**

Non-Current investments are measured on the cost basis or alternatively Executive valuation. The executive annually review the carrying amount of the investments to ensure they are not in excess of the recoverable amount of the investments. To calculate the expected net cash flows, recoverable amounts have not been discounted to their present value unless otherwise stated.

The equity method of accounting has been applied and recognised in the Financial Statements in relation to all associated entities.

**(c) Revenue**

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

Income from providing a service is recognised when the customer receives the service.

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

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**(d) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of goods and services tax, except;

- i) where the amount of GST incurred is not recoverable from the Australian Taxation Office, it is then recognised as part of the cost of acquisition of an asset or as part of an item of expenses.
- ii) Receivables and payables are stated with the amount of GST included.



**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>2. OPERATING PROFIT</b>		
Profit from ordinary activities before income tax expense as been determined after accounting for;		
<b>Charging as Expense</b>		
Cost of Borrowings	28,684	73,230
Movements in Provisions	-	-
Amortisation		
- Buildings	8,485	-
Depreciation		
- building	-	18,695
- motor vehicles	10,546	9,444
- office furniture and equipment	14,955	9,973
- library	4,443	4,443
	38,429	42,555
Other provisions:-		
- Employee entitlements	12,214	20,515
	50,643	63,070
Net expenses resulting from movement in provisions		
Net loss on disposal of non-current assets:-		
- Property, plant & equipment	-	14,486
	-	14,486
<b>Crediting as Income:</b>		
Interest from :		
Interest Received	48,093	26,795
Total interest revenue	48,093	26,795
<b>3. EXPENSES FROM ORDINARY ACTIVITIES</b>		
Employee benefits expense	580,536	601,736
Depreciation and amortisation expenses	38,429	42,555
Retiring Allowance- Increase in provision	3,000	19,519
Motor Vehicle Expenses	4,541	5,212
Repairs & Maintenance	18,619	5,209
Telephone	29,783	41,896
Other expenses	905,457	1,069,074
	1,580,365	1,785,201

*These notes should be read in conjunction with the attached Comptation Report.*

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>4. BORROWING COSTS</b>		
Interest Paid	28,684	73,230
	<u>28,684</u>	<u>73,230</u>
<b>5. REVENUE FROM ORDINARY ACTIVITIES</b>		
<b>Operating revenue</b>		
Rendering services	1,664,419	1,608,292
	<u>1,664,419</u>	<u>1,608,292</u>
<b>Non-operating revenue</b>		
Interest Received	48,093	26,795
Sundry Income	50,817	20,777
	<u>98,910</u>	<u>47,572</u>
	<u>1,763,329</u>	<u>1,655,864</u>
<b>6. OTHER APPROPRIATIONS</b>		
Sale of Fixed Asset	1,154,682	-
	<u>1,154,682</u>	<u>-</u>
<b>7. CASH</b>		
Cash Assets	61,399	235,684
	<u>61,399</u>	<u>235,684</u>
<b>8. RECEIVABLES</b>		
<b>Current</b>		
Accrued Interest	5,147	1,327
Trade Debtors	1,067,170	733,961
	<u>1,072,317</u>	<u>735,288</u>
<b>Non-Current</b>		
Loans to Branch	63,075	63,075
	<u>63,075</u>	<u>63,075</u>

*These notes should be read in conjunction with the attached Compliance Report.*

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>9. INVESTMENTS</b>		
<b>Current</b>		
Annual Leave - Interest Bearing Deposits	18,972	18,124
Long service leave and retirement allowance fund	1,406,623	331,560
	<u>1,425,595</u>	<u>349,684</u>
<b>10. CURRENT TAX ASSETS</b>		
Provision for GST	<u>30,528</u>	<u>4,621</u>
	<u>30,528</u>	<u>4,621</u>
<b>11. PROPERTY, PLANT &amp; EQUIPMENT</b>		
<b>Land &amp; Buildings</b>		
Land - at cost	-	120,000
Buildings	-	934,741
Less Accumulated Depreciation	<u>-</u>	<u>225,611</u>
	-	709,130
Total Land & Buildings	<u>-</u>	<u>829,130</u>
<b>Plant &amp; Equipment</b>		
Motor Vehicles	93,262	64,230
Less Accumulated Depreciation	<u>15,495</u>	<u>4,986</u>
	77,767	59,244
Furniture, Fittings & Equipment at Cost	107,837	114,966
Less Accumulated Depreciation	<u>67,299</u>	<u>100,023</u>
	40,538	14,943
Reference Library, at Officers Valuation 1999	65,000	65,000
Less Accumulated Depreciation	<u>13,329</u>	<u>8,886</u>
	51,671	56,114
Relocation Expenses	64,242	-
Total Plant & Equipment	<u>234,218</u>	<u>130,301</u>
<b>Total Property, Plant &amp; Equipment</b>	<u>234,218</u>	<u>959,431</u>

Land and Buildings at 52 Bay Street, Rockdale NSW were sold during the year. This resulted in a capital profit of \$1,154,682. Refer Profit & Loss Statement.

*These notes should be read in conjunction with the attached Compilation Report.*

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>12. OTHER ASSETS</b>		
<b>Current</b>		
Prepayments	18,579	9,293
Sundry Debtors	<u>58,090</u>	<u>50,171</u>
	<u><u>76,669</u></u>	<u><u>59,464</u></u>
<b>13. PAYABLES</b>		
<b>Current</b>		
Sundry Creditors & Accruals	<u>290,252</u>	<u>159,808</u>
	<u><u>290,252</u></u>	<u><u>159,808</u></u>
<b>14. INTEREST BEARING LIABILITIES</b>		
<b>Current</b>		
Victoria	-	314,974
ETU Trusts	<u>-</u>	<u>605,887</u>
	<u><u>-</u></u>	<u><u>920,861</u></u>
<b>15. CURRENT LIABILITIES</b>		
Provision for retirement leave	<u>216,151</u>	<u>213,151</u>
	<u><u>216,151</u></u>	<u><u>213,151</u></u>
<b>16. PROVISIONS</b>		
<b>Current</b>		
Provision for annual leave	65,336	62,163
Provision for long service leave	<u>152,982</u>	<u>149,830</u>
	<u><u>218,318</u></u>	<u><u>211,993</u></u>

*These notes should be read in conjunction with the attached Computation Report.*

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	<b>2002</b>	<b>2001</b>
	\$	\$
<b>17. RESERVES</b>		
Asset Revaluation Reserve	53,825	53,825
	53,825	53,825
<b>18. AUDITORS REMUNERATION</b>		
Audit & Accounting	15,785	11,800
	15,785	11,800

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

**Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>19. RECONCILIATION OF CASHFLOW FROM OPERATIONS WITH NET SURPLUS</b>		
<b>Net surplus / (Deficit)</b>	182,964	(143,823)
<b>Non-cash flows in net surplus / (Deficit)</b>		
Depreciation	38,429	42,555
Increase/(decrease) in provision for employee entitlements	6,325	(19)
Bad debt expense - Victorian Electrical division receivable	-	46,338
Profit/(loss) on sale of fixed assets	1,154,682	14,486
	<u>1,382,400</u>	<u>(40,463)</u>
<b>Changes in assets and liabilities</b>		
(Increase)/decrease in interest bearing liabilities	(920,861)	-
(Increase)/decrease in amounts due from National Council	-	4,542
Increase/(decrease) in sundry creditors	130,444	(158,057)
(Increase)/decrease in amounts due from branches	-	268,962
(Increase)/decrease in prepayments	(9,286)	757
(Increase)/decrease in accrued interest	(3,820)	1,220
(Increase)/decrease in sundry debtors	(806,026)	(45,193)
(Increase)/decrease in provision for GST	(25,907)	-
<b>CASHFLOWS FROM OPERATIONS</b>	<u>(253,056)</u>	<u>31,768</u>

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

	2002	2001
	\$	\$
<b>20. Leasing Commitments</b>		
(a) Operating lease commitments		
Non-cancelable operating leases contracted for		
But not capitalised in the accounts:		
Payable		
-not longer than 1 year	68,273	44,333
-longer than 1 year but not longer than 2 years	68,273	68,273
-longer than 2 years but not longer than 5 years	26,707	94,980
	163,253	207,586

**21. Business Details**

The principal place of business is;  
 Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union  
 of Australia - Electrical Division  
 Level 7 - I Rosebery Avenue, Rosebery NSW 2018

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Notes to the Financial Statements  
For the Year Ended 31 December 2002**

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**22. Related Party Information**

**Office Holders**

The names of the people who help positions as Executive members during the year are:

Dean Mighell	Divisional President
Bernard Riordan	Divisional Vice President
Peter Tighe	Divisional Secretary
Richard Williams	Divisional Vice President
James MacFadyen	NSW Branch President
William Wooldridge	NSW Branch Assistant Secretary
Robert Geraghty	SA Branch Secretary
William Game	WA Branch Secretary
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser

The names of the people who held positions as Council members during the year are:

Dean Mighell	Divisional President
Bernard Riordan	Divisional Vice President
Peter Tighe	Divisional Secretary
Richard Williams	Divisional Vice President
James MacFadyen	NSW Branch President
William Wooldridge	NSW Branch Assistant Secretary
Alex McCallum	Branch Assistant Secretary
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser
Gordon Abbot	QLD Branch President
Jack Camp	QLD Branch
Michael Farmer	QLD Branch
Rober Geraghty	SA Branch Secretary
Robert Donnelly	SA Branch
Tony Elkins	SA Branch
William Game	WA Branch Secretary
Robert Manhood	WA Branch
Les McLaughlin	WA Branch



**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL  
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA - ELECTRICAL  
DIVISION**

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**Scope**

We have audited the financial statements comprising the Income and Expenditure Account, Balance Sheet, Statement of Cash Flows and Notes to the financial statements of the Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical Division for the year ended 31 December 2002. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the member of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting policies. These procedures have been undertaken to form an opinion whether, in all material respects, the financial accounts are presented fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements (urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the Communications, Electrical, Electronic Energy Information, Postal Plumbing and Allied Services Union of Australia – Electrical Division which is consistent with our understanding of its financial position and the results of its operations.

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

This is the first year of our appointment.

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTA  
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA - ELECTRICAL  
DIVISION**

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**Audit Opinion**

In our opinion:

a satisfactory accounting records were kept by the Union in respect of the year ended 31 December 2002, including:

- i records of the sources and nature of the income of the Union (including income from members); and
- ii records of the nature and purposes of expenditure of the Union; and

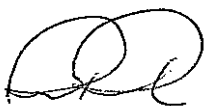
b the financial statements and other statements required to be prepared under sec 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:

- i the financial affairs of the Union as at 31 December 2002; and
- ii the income and expenditure, and surplus, of the Union for the year ended on that date; and

c the financial statements have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

We have obtained all the information and explanations we require from the officers and employees of the Union, which were necessary for the purposes of our audit, and there were no deficiencies, failures or shortcomings in relation to the matters referred to above.

Pinker Arnold McLoughlin  
Chartered Accountants



Richard Pinker  
Partner  
Registered Company Auditor

Hurstville

Dated this <sup>27<sup>th</sup></sup> day of <sup>JULY</sup> 2003

**Communication Electrical Electronic Energy Information Postal Plumbing and Allied  
Services Union of Australia - Electrical Division  
Compilation Report**

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**Scope**

On the basis of information provided by the executive, we have compiled in accordance with APS 9 "Statement on Compilation of Financial Reports" the general purpose financial report of the client for the period ended 31st December 2002 as set out in the financial statements.

The executive is solely responsible for the information contained in the general purpose financial report.

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

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

The general purpose financial report was prepared exclusively for the benefit of the union. We do not accept responsibility to any other person for the contents of the general purpose financial report.

**Pinker Arnold McLoughlin**

Chartered Accountants

Suite 2, 420 Forest Road, Hurstville, NSW 1481



Richard Pinker

Partner

Registered Company Auditor

Hurstville

Dated this 31<sup>st</sup> day of July 2003



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

Mr Peter Tighe  
National Secretary  
CEPU  
Suite 701, Level 7  
1 Rosebery Avenue  
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,  
Information, Postal and Allied Services Union - Electrical Division - for year  
ending 31 December 2002 (FR2002/841)**

I refer to the financial statements which were lodged in the Registry on 17 March 2004. I draw your attention to the following matters.

The dates when report, accounts and financial statements were supplied to members and subsequently presented to a meeting of members or committee of management

Section 279(3) of the *Workplace Relations Act 1996* (the Act) provides that:

“The copies referred to in subsection (1), or the summary referred to in subsection (2), shall be provided within 56 days (or such longer period as a Registrar allows) after the making to the organisation of the report concerned.”

Additionally, regarding the relevant meetings, section 279(6) of the the Act says:

“(6) Subject to subsection (7), an organisation shall cause the report, accounts and statements referred to in subsection (1) to be presented:

(a) within the period (in this subsection and subsection (7) called the *relevant period*) starting on the eighth day after the report, accounts and statements are, or the summary referred to in subsection (2) is, supplied to the members and ending 28 days (or such longer period as a Registrar allows) after the end of the period referred to in subsection (3) - to a general meeting of the members of the organisation or a meeting of the committee of management of the organisation; or

(b) if such a meeting is not due to be held within the relevant period - to the first meeting of the committee of management held after the relevant period.”

This means that the financial report must, within 56 days of the auditor's report, be supplied to members. After this has occurred, the organisation must hold either a general meeting or a meeting of the committee of management between 8 to 28 days after the supply of the report to members. This meeting is sometimes called "the second meeting".

The purpose of this requirement is to give members time to consider the report after it is supplied to them and, if they wish, to raise any matters at the "second meeting". Although your letter certified that the financial statements were supplied to members, it does not indicate the date/s of supply, or the date of the committee of management meeting held after the distribution of the statements. Please advise the Registry of the relevant dates.

Information regarding salaries

Pursuant to regulations 107(xiv) and (xv) of the *Workplace Relations Regulations*, an organisation is required to make a distinction between the salaries paid to office-holders and employees. The "Profit and Loss Statement" does not make this distinction.

If you have any queries regarding this letter please do not hesitate to contact me on 8374 6506.

Yours sincerely



Dean Superina  
for Deputy Industrial Registrar

25 March 2004



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

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

Mr Peter Tighe  
National Secretary  
CEPU  
Suite 701, Level 7  
1 Rosebery Avenue  
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,  
Information, Postal and Allied Services Union - Electrical Division, Divisional  
Office (FR2002/841)**

I refer to my letter of 25 March 2004 in which I sought confirmation of the date on which the financial accounts and auditor's report of this organisation were provided to members and the date on which those documents were presented to a general or committee of management meeting of the organisation.

Until the information requested is provided the financial return cannot be filed. If there is any difficulty in providing this information, please contact me on (02) 8374 6506.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina', written in a cursive style.

Dean Superina  
for Deputy Industrial Registrar

19 May 2004



**Contact Officer:** Belinda Penna  
**Telephone No:** 02 8374 6618  
**Facsimile No:** 02 9380 6990

**Your Reference:**  
**My Reference:** as below

**Outstanding Information - Financial Returns**

FR2003/31	National Office	Y/E 31 March 2003
FR2002/841	Electrical Division	Y/E 31 December 2002
FR2002/842	Ele Div, NSW Branch	Y/E 31 December 2002
FR2002/845	Ele Div, Tas (Southern States)	Y/E 31 December 2002
FR2002/846	Ele Div, Vic (Southern States)	Y/E 31 December 2002
FR2002/847	Ele Div, WA Branch	Y/E 31 December 2002

I rang Carla Croce - CEPU National Office to follow up outstanding information for these Fin returns. Carla advised she has just returned from leave, and hopes to get the letters signed and sent to us in the next couple of weeks. I responded that if it was not possible to do so, then a written progress report regarding the delay would be requested.

Belinda Penna

23 June 2004

17 August 2004

Dean Superina  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011



# ETU

Electrical Trades Union

THE ELECTRICAL DIVISION  
of the Communications, Electrical,  
Electronic, Energy, Information,  
Postal, Plumbing and Allied  
Services Union of Australia (CEPU)

**Re: Financial Statements – CEPU – Electrical Division for year ending  
31 December 2002 (FR2002/841)**

Dear Dean,

In response to your letter dated 25<sup>th</sup> March 2004 seeking further information pursuant to Section 279 of the Workplace Relations Act 1996, I wish to provide the following information:

1. The Auditors Financial Report was made available in the last week in July and endorsed by the Divisional Executive of the union in that week.
2. It was circulated to members of the union in the second week of September.
3. In the first week in October it was adopted by the Divisional Executive of the union.

With respect to information regarding salaries, I will request that the auditors make sure that in future the Officers and employees are differentiated. I hope the above information satisfies the needs of the registry.

Yours faithfully,

Peter Tighe  
**DIVISIONAL SECRETARY**

Peter Tighe  
Divisional Secretary

John Ingram  
Assistant Secretary

Suite 701, Level 7  
1 Rosebery Avenue  
Rosebery NSW 2018

Ph: (02) 9663 3699  
Fax: (02) 9663 5599

Email:  
edno@net.cepu.asn.au

Website:  
www.cepu-electrical.asn.au



17 August 2004

**FAXED**  
17.8.04

# ETU

**Electrical Trades Union**

Dean Superina  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

THE ELECTRICAL DIVISION  
of the Communications, Electrical,  
Electronic, Energy, Information,  
Postal, Plumbing and Allied  
Services Union of Australia (CEPU)

**Re: Financial Statements – CEPU – Electrical Division for year ending  
31 December 2002 (FR2002/841)**

Dear Dean,

In response to your letter dated 25<sup>th</sup> March 2004 seeking further information pursuant to Section 279 of the Workplace Relations Act 1996, I wish to provide the following information:

1. The Auditors Financial Report was made available in the last week in July and endorsed by the Divisional Executive of the union in that week.
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With respect to information regarding salaries, I will request that the auditors make sure that in future the Officers and employees are differentiated. I hope the above information satisfies the needs of the registry.

Yours faithfully,



Peter Tighe  
**DIVISIONAL SECRETARY**

**Peter Tighe**  
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Australian Government

Australian Industrial Registry

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

Mr Peter Tighe  
Divisional Secretary  
CEPU Electrical Division  
Suite 701, Level 7  
1 Rosebery Avenue  
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Lodgement of Financial Statements and Accounts for the CEPU Electrical Division,  
Divisional Office for the year ending 31 December 2002 (FR2002/841)**

Thank you for your letter dated 17 August 2004, providing further information regarding the supply of the financial documents to the members of the division, and confirmation the date of the meeting of Divisional Executive to adopt the financial documents.

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

Yours sincerely,

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

Belinda Penna  
for Deputy Industrial Registrar

8 October 2004