



Australian Government

Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
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Mr Peter Tighe
National Secretary,
CEPU
Suite 701, Level 7, 1 Rosebery Avenue
ROSEBERY NSW 2018



Dear Mr Tighe

Re: Lodgement of Financial Statements and Accounts – Electrical Division National Office, CEPU – for year ending 31 December 2006 (FR2006/604)

I refer to the Secretary's Certificate in relation to the abovementioned financial statements and accounts which was lodged in the Registry on 19 June 2008.

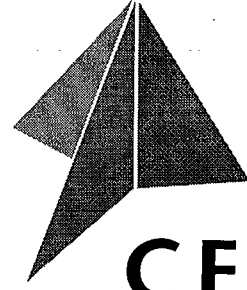
The certificate has been added to the documents previously lodged and the return has now been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Kellett'.

Stephen Kellett
Statutory Services Branch

19 June 2008



CEPU

**COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION**

**NATIONAL
OFFICE**

Peter Tighe
National Secretary

Ed Husic
National President

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CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER
(s268 SCHEDULE 1, WORKPLACE RELATIONS ACT 1996)

I, Peter Tighe a prescribed designated officer, certify that the enclosed documents lodged, consisting of the general purpose financial report of the Electrical Division of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia for the year ended 31 December 2006

are copies of the documents provided to members on 4th of June 2007

and subsequently presented to a meeting in accordance with section 266 held on the 27th of June 2007

Peter Tighe
National Secretary
CEPU

Date: 19th June 2008



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Australian Industrial Registry

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80 William Street, East Sydney, NSW 2011
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Mr Peter Tighe
National Secretary,
CEPU
Suite 701, Level 7, 1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

Re: Lodgement of Financial Statements and Accounts – Electrical Division National Office, CEPU – for year ending 31 December 2006 (FR2006/604)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 5 March 2008.

The lodged documents did not include a Certificate by Secretary or other Authorised officer in accordance with s268 of the RAO Schedule. Accordingly the documents will not be filed until one has been lodged. Please lodge a certificate as soon as possible.

I also take this opportunity to mention the following items, in case they apply.

Separate figures for Salaries and Wages

As in last year's financial statements, there is only a single figure for Salaries and Wages, of \$715,108. The Industrial Registrar's Guidelines require separate Salaries and Wages figures for office-holders and employees. Next year's financial statements should comply with this if separate amounts are paid.

Donations over \$1,000

The amount for Donations in the Profit and Loss Statement shows as \$329,130. If this total amount included any single donation exceeding \$1,000, a separate statement providing relevant particulars is required to be lodged under s237 of the RAO Schedule. If this is the case and you have not already done so, this should be lodged as soon as possible.

Yours sincerely,

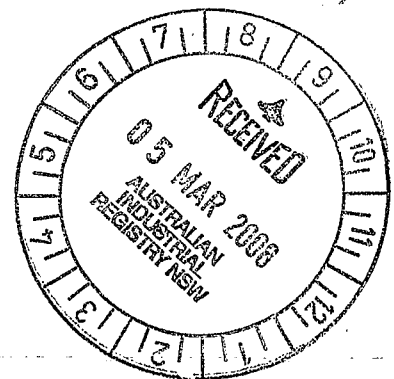


Stephen Kellett
Statutory Services Branch

10 March 2008

COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA –
ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804

FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2006



COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804

TABLE OF CONTENTS

Operating Report	1
Financial Report	
Statement of Financial Performance	3
Statement of Financial Position	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 12
Committee of Management Statement	13
Independent Audit Report	14
Additional Information	15 - 17

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

OPERATING STATEMENT

This Operating Report covers the activities of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division, for the financial year ended 31 December 2006, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principle Activities of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division

- Implementation of the decisions of the Divisional Executive and Divisional Council.
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or organising projects, the training and development of officials and assistance to branches.
- Industrial support including representation of member grievances, advice on legal and legislative matters, pursuing relevant changes to the conditions of eligibility rules of the Division, and responding to other unions' rules applications where they impact on membership of the CEPU.
- The administration of federal awards, the variation of awards and making applications to vary federal awards of the division.
- National media and communications to members and to the broader community via media releases in support of campaigns, video development, and targeted publications, including the national magazine ETU News.
- Developing national policies on skills training, licensing, education of members and industrial relations law reforms.

The Divisional office has consulted with the ACTU on the development of policy on wages, redundancy and family leave. The national office has participated in ACTU policy committees in OH&S, VET, union education and superannuation.

The Divisional office has also been involved in lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to CEPU members, eg in submission to government inquiries, skilled career paths, skill shortages, quality and accreditation and workforce issues, occupational health and safety and electrical licensing.

2. The Electrical, Energy and Services Division's Financial Affairs

There were no significant changes to the Divisional office financial affairs over the financial reporting year. The majority of income to the Divisional Fund was via 12.5% of fees paid by members. Additional income was received from interest, reimbursements and fees recovered from directorships of union officers.

3. Right of Members to Resign.

All members of the Union have the right to resign from the Union in accordance with the rules of the Union, (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the relevant Branch.

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

OPERATING STATEMENT

4. Superannuation Trustees

Peter Tighe is an officer of the Divisional Office and is a Trustee and Member of the Board of Directors of the CONNECT Superannuation Fund and the C+Bus Superannuation Fund.

5. Membership of the Union

There were 64,875 members of the union as at 31 December 2006.

6. Employees of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division

As at 31 December 2006 the Electrical, Energy and Services Division employed 8 full time employees and 3 part-time employees with a total number of 9.5 employees on a fulltime equivalent basis.

7. Divisional Executive

The following persons were members of the Divisional Executive, during the year ending 31 December 2006.

Bernard Riordan	Divisional President
Richard Williams	Divisional Vice President
Dean Mighell	Divisional Vice President
Peter Tighe	Divisional Secretary
James MacFadyen	NSW Branch President
Gordon Abbott	Qld Branch President
Robert Geraghty	SA Branch Secretary
Les McLaughlan	WA Branch Organiser
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser

8. Divisional Council

The following persons were members of the Divisional Council, during the year ending 31 December 2005.

Bernard Riordan	Divisional President
Richard Williams	Divisional Vice President
Dean Mighell	Divisional Vice President
Peter Tighe	Divisional Secretary
James MacFadyen	NSW Branch President
Neville Betts	NSW Branch Organiser
Kevin Harkins	Southern States Branch Assistant Secretary
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser
Gordon Abbot	QLD Branch President
Stephen List	QLD Branch
Scott Wilson	QLD Branch
Robert Geraghty	SA Branch Secretary
Robert Donnelly	SA Branch Organiser
Tony Elkins	SA Branch
Joe Fiala	WA Branch Organiser
Robert Manhood	WA Branch President
Les McLaughlan	WA Branch Organiser
Michael Brian	NSW Branch member



PETER TIGHE, DIVISIONAL SECRETARY

Dated this 8 day of Nov 2007

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
Revenue from ordinary activities	2	2,443,137	2,183,679
Employee benefits expense		(932,550)	(922,121)
Transport costs		(8,107)	(3,781)
Depreciation and amortisation expenses	3	(49,019)	(66,268)
Other expenses from ordinary activities		(1,670,323)	(1,402,767)
Borrowing costs expense	3	<u>(354)</u>	<u>-</u>
Profit from ordinary activities		<u>(217,216)</u>	<u>(211,258)</u>
Total changes in equity other than those resulting from transactions with owners as owners	10	<u>(217,216)</u>	<u>(211,258)</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
CURRENT ASSETS			
Cash assets	4	1,858,357	1,784,540
Receivables	5	929,138	1,116,779
Other	6	<u>52,868</u>	<u>57,072</u>
TOTAL CURRENT ASSETS		<u>2,840,363</u>	<u>2,958,391</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	<u>102,139</u>	<u>163,472</u>
TOTAL NON-CURRENT ASSETS		<u>102,139</u>	<u>163,472</u>
TOTAL ASSETS		<u>2,942,502</u>	<u>3,121,863</u>
CURRENT LIABILITIES			
Payables	8	87,333	76,567
Provisions	9	<u>555,057</u>	<u>527,968</u>
TOTAL CURRENT LIABILITIES		<u>642,390</u>	<u>604,535</u>
TOTAL LIABILITIES		<u>642,390</u>	<u>604,535</u>
NET ASSETS		<u>2,300,112</u>	<u>2,517,328</u>
EQUITY			
Reserves	11	53,825	53,825
Retained profits	12	<u>2,246,287</u>	<u>2,463,503</u>
TOTAL EQUITY	10	<u>2,300,112</u>	<u>2,517,328</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers		2,540,640	2,066,863
Donations received		-	120,000
Payments to suppliers and employees		(2,558,355)	(2,246,333)
Interest received		<u>84,678</u>	<u>81,998</u>
Net cash provided by operating activities	15(b)	<u>66,963</u>	<u>22,528</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		7,705	36,000
Payment for property, plant and equipment		<u>(851)</u>	<u>(74,686)</u>
Net cash provided by/(used in) investing activities		<u>6,854</u>	<u>(38,686)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		<u>-</u>	<u>(30,971)</u>
Net cash used in financing activities		<u>-</u>	<u>(30,971)</u>
Net increase/(decrease) in cash held		73,817	(47,129)
Cash at beginning of financial year		<u>1,784,540</u>	<u>1,831,669</u>
Cash at end of financial year	15 (a)	<u><u>1,858,357</u></u>	<u><u>1,784,540</u></u>

The accompanying notes form part of these financial statements.

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

The financial report is for the entity Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical Division as an individual entity. Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical, Energy and Services Division is a company limited by shares, incorporated and domiciled in Australia.

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

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

(a) Income Tax

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Property, Plant and Equipment

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

Plant and equipment

Plant and equipment is measured on the cost basis.

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

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their estimated useful lives to the company commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the company are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the company will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

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

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduced the liability.

COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

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

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

(f) Revenue

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

Other revenue is recognised when the right to receive the revenue has been established.

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

(g) Goods and Services Tax (GST)

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

(h) Comparative Figures

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

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Note	2006 \$	2005 \$
NOTE 2: REVENUE			
Operating activities			
- interest	2(a)	84,678	81,998
- member subscriptions		289,738	12,945
- other revenue		<u>2,068,721</u>	<u>2,088,736</u>
		<u>2,443,137</u>	<u>2,183,679</u>
(a) Interest from:			
- other persons		<u>84,678</u>	<u>81,998</u>
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES			
Profit (losses) from ordinary activities has been determined after:			
(a) Expenses			
Borrowing costs:			
- other persons		<u>354</u>	<u>-</u>
Depreciation of non-current assets			
- Motor vehicles		14,717	14,985
- Office Equipment		15,314	32,295
- Other capital assets		<u>4,443</u>	<u>4,443</u>
Total Depreciation		<u>34,474</u>	<u>51,723</u>
Amortisation of non-current assets			
- leasehold improvements		<u>14,545</u>	<u>14,545</u>
Remuneration of the auditors for			
- audit or review services		<u>11,500</u>	<u>11,500</u>
(b) Revenue and Net Gains			
Net gain on disposal of non-current assets			
- property, plant and equipment		<u>(5,460)</u>	<u>(11,780)</u>
NOTE 4: CASH ASSETS			
Cash on hand		400	400
Cash at bank		<u>1,857,957</u>	<u>1,784,140</u>
		<u>1,858,357</u>	<u>1,784,540</u>
NOTE 5: RECEIVABLES			
CURRENT			
Trade debtors		<u>897,338</u>	<u>1,080,631</u>
Other debtors		<u>31,800</u>	<u>36,148</u>
		<u>929,138</u>	<u>1,116,779</u>

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Note	2006 \$	2005 \$
NOTE 6: OTHER ASSETS			
CURRENT			
Prepayments		52,868	56,953
Other current assets		<u>-</u>	<u>119</u>
		<u><u>52,868</u></u>	<u><u>57,072</u></u>
 NOTE 7: PROPERTY, PLANT AND EQUIPMENT			
LEASEHOLD IMPROVEMENTS			
At cost		72,727	72,727
Less accumulated amortisation		<u>(66,755)</u>	<u>(52,210)</u>
		<u>5,972</u>	<u>20,517</u>
 PLANT AND EQUIPMENT			
(a) Motor vehicles			
At cost		74,686	102,800
Less accumulated depreciation		<u>(18,910)</u>	<u>(12,275)</u>
		<u>55,776</u>	<u>90,525</u>
 (b) Furniture, fixtures and fittings			
At cost		128,178	127,327
Less accumulated depreciation		<u>(121,686)</u>	<u>(113,239)</u>
		<u>6,492</u>	<u>14,088</u>
 (c) Other capital assets			
At cost		117,311	117,311
Less accumulated depreciation		<u>(83,412)</u>	<u>(78,969)</u>
		<u>33,899</u>	<u>38,342</u>
Total property, plant and equipment		<u><u>102,139</u></u>	<u><u>163,472</u></u>

(a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold improvements	Motor vehicles	Furniture, fixtures & fittings	Other capital assets
	\$	\$	\$	\$
2006				
Balance at the beginning of the year	20,517	90,525	14,088	38,342
Additions	-	-	851	-
Disposals	-	(28,114)	-	-
Depreciation expense	<u>(14,545)</u>	<u>(6,635)</u>	<u>(8,447)</u>	<u>(4,443)</u>
Carrying amount at end of year	<u><u>5,972</u></u>	<u><u>55,776</u></u>	<u><u>6,492</u></u>	<u><u>33,899</u></u>

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Total \$	
2006		
Balance at the beginning of the year	163,472	
Additions	851	
Disposals	(28,114)	
Depreciation expense	<u>(34,070)</u>	
Carrying amount at end of year	<u><u>102,139</u></u>	

NOTE 8: PAYABLES

CURRENT

Unsecured liabilities

Trade creditors	75,290	44,661
Sundry creditors and accruals	<u>12,043</u>	<u>31,906</u>
	<u><u>87,333</u></u>	<u><u>76,567</u></u>

NOTE 9: PROVISIONS

CURRENT

Employee benefits	9(a) <u>555,057</u>	<u>527,968</u>
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(a) Aggregate employee benefits liability	<u>555,057</u>	<u>527,968</u>
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NOTE 10: EQUITY

Total equity at the beginning of the financial year	2,517,328	2,728,586
Total changes in equity recognised in the statement of financial performance	<u>(217,216)</u>	<u>(211,258)</u>
Total equity at the reporting date	<u><u>2,300,112</u></u>	<u><u>2,517,328</u></u>

NOTE 11: RESERVES

Asset revaluation reserve	(a) <u>53,825</u>	<u>53,825</u>
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(a) Asset Revaluation Reserve

The asset revaluation reserve records revaluations of non-current assets

NOTE 12: RETAINED PROFITS

Retained profits at the beginning of the financial year	2,463,503	2,674,761
Net profit (loss) attributable to members of the entity	<u>(217,216)</u>	<u>(211,258)</u>
Retained profits at the end of the financial year	<u><u>2,246,287</u></u>	<u><u>2,463,503</u></u>

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

NOTE 13: CAPITAL AND LEASING COMMITMENTS

(a) Operating lease commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

Payable

- not later than one year	74,117	74,117
- later than one year and not later than five years	<u>13,599</u>	<u>87,716</u>
	<u><u>87,716</u></u>	<u><u>161,833</u></u>

NOTE 14: RELATED PARTY TRANSACTIONS

(a) (a) The names of the people who held positions as Executive members during the year are :

Bernard Riordan	Divisional President
Richard Willaims	Divisional Vice President
Peter Tighe	Divisional Secretary
Dean Mighell	Divisional Vice President
James MacFadyen	NSW Branch President
Gordon Abborts	QLD Branch President
Robert Geraghty	SA Branch Secretary
Les McLaughlan	WA Branch Organiser
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser

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

Bernard Riordan	Divisional President
Richard Williams	Divisional Vice President
Peter Tighe	Divisional Secretary
Dean Mighell	Divisional Vice President
James MacFadyen	NSW Branch President
Neville Betts	NSW Branch Assistant Secretary
Kevin Harkins	Branch Assistant Secretary
John Doran	Southern States Branch President
Howard Worthing	Southern States Branch Organiser
Gordon Abbot	QLD Branch President
Stephen List	QLD Branch
Scott Wilson	QLD Branch
Robert Geraghty	SA Branch Secretary
Robert Donnelly	SA Branch Organiser
Tony Elkins	SA Branch
Joe Fiala	WA Branch Organiser
Robert Manhood	WA Branch President
Les McLaughlan	WA Branch Organiser
Michael Brian	NSW Branch

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006**

NOTE 15: CASH FLOW INFORMATION

(a) Reconciliation of cash

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 on hand	400	400
Cash at bank	<u>1,857,957</u>	<u>1,784,140</u>
	<u>1,858,357</u>	<u>1,784,540</u>

(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax

Loss from ordinary activities after income tax	(217,216)	(211,258)
Non-cash flows in profit from ordinary activities		
Amortisation	14,545	14,545
Depreciation	34,474	51,723
Net (gain) / loss on disposal of property, plant and equipment	5,460	11,780
Changes in assets and liabilities		
Decrease in receivables	187,641	96,962
Decrease in other assets	4,204	16,262
Increase/(decrease) in payables	10,766	(11,407)
Increase in provisions	<u>27,089</u>	<u>53,921</u>
\	<u>66,963</u>	<u>22,528</u>

NOTE 16: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

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

	Weighted Average Effective Interest Rate		Floating Interest Rate		Non Interest Bearing		Total	
	2006	2005	2006	2005	2006	2005	2006	2005
	%	%	\$	\$	\$	\$	\$	\$
Financial Assets:								
Cash	3.00	3.00	1,858,357	1,784,540	-	-	1,858,357	1,784,540
Receivables	-	-	-	-	982,006	1,173,851	982,006	1,173,851
Total Financial Assets			<u>1,858,357</u>	<u>1,784,540</u>	<u>982,006</u>	<u>1,173,851</u>	<u>2,840,363</u>	<u>2,958,391</u>
Financial Liabilities:								
Trade and sundry creditors	-	-	-	-	87,333	76,567	87,333	76,567
Total Financial Liabilities			<u>-</u>	<u>-</u>	<u>87,333</u>	<u>76,567</u>	<u>87,333</u>	<u>76,567</u>

NOTE 17: COMPANY DETAILS

The registered office of the company is:

Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division

Level 7, 1 Rosebery Avenue
ROSEBERY NSW 2018

COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2006

NOTE 18: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the workplace Relations Act, 1996, the attention is drawn to the provisions of Sub-Section(1), (2), and (3) of section 272 of Schedule 1B which read as follows:

- (1) A member of the reporting unit, or a registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with the application made under subsection(1).

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

DIRECTOR'S DECLARATION

On (Date of Meeting) the committee of Management of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division (CEPU- Electrical, Energy and Services Division) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2006.

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 Register;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the CEPU- Electrical Division for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the CEPU- Electrical, Energy and Services Division 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 the financial year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organization including the rules of a branch concerned; and
 - (ii) the financial affairs of the CEPU- Electrical, Energy and Services Division have been managed in accordance with the rules of the organization including the rules of branch concerned; and
 - (iii) the financial records of the CEPU- Electrical, Energy and Services Division have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisation) Regulations 2003; and
 - (iv) the financial records of the CEPU- Electrical, Energy and Services Division have been as far as practicable, in consistent manner to each of the other branches of the organization; and
 - (v) no information has been sought in any request of a member of the CEPU- Electrical, Energy and Services Division or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - (vi) no order have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996.

For the National Executive



Peter Tighe

Dated this 8th day of Nov 2007

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND ALLIED
SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

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

Scope

We have audited the financial report of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division for the financial year ended 31 December 2006 comprising the Directors' Declaration, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements.

The company's directors are responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the company.

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

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

Audit Opinion

In our opinion, the financial report of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division is in accordance with:

- (a) the Corporations Act 2001, including:
 - (i) giving a true and fair view of the company's financial position as at 31 December 2006 and of its performance for the financial year ended on that date; and
 - (ii) complying with Accounting Standards in Australia and the Corporations Regulations 2001; and
- (b) other mandatory professional requirements in Australia.

Pinker Arnold & McLoughlin
Suite 1, Level 2
420 Forest Road
Hurstville NSW 2220



Richard Charles Pinker

Partner

8th Nov 2007

Sydney NSW 2000

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

**DISCLAIMER TO THE MEMBERS OF
COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION**

The additional financial data presented on pages 16 - 17 is in accordance with the books and records of the company which have been subjected to the auditing procedures applied in our statutory audit of the company for the financial year ended 31 December 2006. 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 or 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 Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia – Electrical, Energy and Services Division) in respect of such data, including any errors of omissions therein however caused.

Pinker Arnold & McLoughlin
Suite 1, Level 2
420 Forest Road
Hurstville NSW 2220



Richard Charles Pinker

Partner

8th Nov 2007

Sydney NSW 2000

**COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804**

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2006 FINANCIAL STATEMENTS

**DETAILED PROFIT AND LOSS
FOR THE YEAR ENDED 31 DECEMBER 2006**

	2006 \$	2005 \$
INCOME		
Interest	84,678	81,998
Sustentation Fees	1,793,054	1,758,966
ETU News	91,545	78,025
Branch Income and Reimbursements	289,738	12,945
Other income	<u>178,662</u>	<u>239,965</u>
TOTAL INCOME	2,437,677	2,171,899
LESS EXPENSES		
Affiliation costs	144,951	149,727
Amortisation	14,545	14,545
Audit fees	11,500	11,500
Bank charges	2,211	2,591
Connect Field Officer	93,453	102,642
Computer expenses	64,414	19,300
CEPU - promotional expenses	4,585	32,572
Delivery costs	8,107	3,781
Depreciation	34,474	51,723
Donations	329,130	326,560
Entertainment expenses	3,288	4,587
ETU News	91,545	78,025
Fringe benefits	3,527	12,418
General expenses	75,134	6,062
Hire of plant and equipment	4,920	4,920
Holiday pay	15,471	21,098
Insurance	23,313	16,134
Interest paid	354	-
Legal costs	55,717	61,161
Long service leave	22,722	35,192
Meeting expenses	123,581	54,137
Motor vehicle expenses	8,150	5,005
Payroll tax	54,628	68,686
Postage	7,090	4,726
Printing and stationery	106,909	40,038
Rates and taxes	-	2,062
Retirement Allowances	15,383	18,887
Rent	120,409	127,794
Repairs and maintenance	1,913	2,658
Salaries and wages	715,108	672,610
Staff training and welfare	5,515	4,070
Subscriptions	52,368	28,977
Expenses carried forward	-	-

These financial statements should be read in conjunction with the attached Disclaimer.

COMMUNICATION ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA – ELECTRICAL, ENERGY AND SERVICES DIVISION
ABN 60 429 406 804

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2006 FINANCIAL STATEMENTS

DETAILED PROFIT AND LOSS
FOR THE YEAR ENDED 31 DECEMBER 2006

	2006 \$	2005 \$
Expenses brought forward	-	-
Superannuation	115,580	108,047
Telephone	30,057	34,080
Travelling expenses	189,900	175,232
Training	<u>104,941</u>	<u>81,610</u>
TOTAL EXPENSES	<u>2,654,893</u>	<u>2,383,157</u>
OPERATING PROFIT/(LOSS)	<u>(217,216)</u>	<u>(211,258)</u>

These financial statements should be read in conjunction with the attached Disclaimer.

PENNA, Belinda

From: Carla Croce [carla@nat.cep.u.asn.au]
Sent: Monday, 17 December 2007 11:20 AM
To: PENNA, Belinda
Cc: Peter Tighe; John Ingram
Subject: RE: Attn: Mr P Tighe - Outstanding Financial Statements & Accounts - Electrical Division for the year ending 31 December 2006

Good morning Belinda,

Further to our conversation I'd like to inform you that the Electrical Division Financial Statements for the year ending 31 December 2006 have only just been endorsed by our Divisional Council.

Peter Tighe who is the authorised signatory for the financial statements is currently on leave and not back until 4 February 2008.

Once he returns we will be able to send the signed statements over to you.

My apologies on the delay.

Regards,

Carla Croce

From: Sue Kealy
Sent: Thursday, 25 October 2007 10:38 AM
To: Carla Croce; Peter Tighe
Subject: FW: Attn: Mr P Tighe - Outstanding Financial Statements & Accounts - Electrical Division for the year ending 31 December 2006

Sue Kealy

Communications, Electrical and Plumbing Union
Suite 701, Level 7
5-13 Rosebery Avenue
Rosebery NSW 2018
Australia

Ph: +61 (02) 9663-3699 Fax: +61 (02) 9663-5599

From: PENNA, Belinda [mailto:belinda.penna@air.gov.au]
Posted At: Wednesday, 24 October 2007 5:11 PM
Posted To: EDNO Mail
Conversation: Attn: Mr P Tighe - Outstanding Financial Statements & Accounts - Electrical Division for the year ending 31 December 2006
Subject: Attn: Mr P Tighe - Outstanding Financial Statements & Accounts - Electrical Division for the year ending 31 December 2006

Dear Mr Tighe,

17/12/2007

I refer to my previous correspondence dated 18 September 2007, a copy of which is attached.

<<CEPU ELE.pdf>>

To date, no response has been received to this letter. The Deputy Industrial Registrar, Mr Barry Jenkins, has asked me to contact you regarding the current position of the outstanding financial statements and accounts for the Electrical Division, Divisional Office for the year ending 31 December 2006.

These documents are now substantially overdue and your advice is sought on when it is likely that the documents will be lodged in the Registry.

If you would like to discuss this matter please contact me on either the number or email address provided below, or you may contact Barry Jenkins directly on

02 8374 6504.

Belinda Penna

NSW Registry Team

Australian Industrial Registry

ph: 02 8374 6618

email: belinda.penna@air.gov.au

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

From: PENNA, Belinda
Sent: Wednesday, 24 October 2007 5:11 PM
To: 'edno@nat.cepu.asn.au'
Subject: Attn: Mr P Tighe - Outstanding Financial Statements & Accounts - Electrical Division for the year ending 31 December 2006

Attachments: CEPU ELE.pdf

Dear Mr Tighe,

I refer to my previous correspondence dated 18 September 2007, a copy of which is attached.



CEPU ELE.pdf (119 KB)

To date, no response has been received to this letter. The Deputy Industrial Registrar, Mr Barry Jenkins, has asked me to contact you regarding the current position of the outstanding financial statements and accounts for the Electrical Division, Divisional Office for the year ending 31 December 2006.

These documents are now substantially overdue and your advice is sought on when it is likely that the documents will be lodged in the Registry.

If you would like to discuss this matter please contact me on either the number or email address provided below, or you may contact Barry Jenkins directly on 02 8374 6504.

Belinda Penna
NSW Registry Team
Australian Industrial Registry
ph: 02 8374 6618
email: belinda.penna@air.gov.au



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 Peter Tighe
Divisional Secretary
CEPU Electrical, Energy & Services Division
PO Box 390
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Outstanding Financial Statements and Accounts Documents for the CEPU
Electrical, Energy & Services Division - year ending 31 December 2006 (FR2006/604)**

I refer to the previous correspondence dated 18 July 2007 (a copy of which is attached) concerning the outstanding lodgement of the financial statements and accounts for the year ended 31 December 2006.

To date, no response has been received to this letter, and the lodgement of these documents is now substantially overdue.

Accordingly, you are requested to lodge in the Registry, under cover of a certificate by the Secretary in accordance with section 268 of the *Workplace Relations Act 1996*, the abovementioned documents.

If you are unable to lodge the documents at this time please advise the Registry **in writing by 28 September 2007** of the reasons preventing lodgement.

If you wish to discuss this matter, please contact me by email at belinda.penna@air.gov.au or by telephone on 02 8374 6618.

Yours sincerely,

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

Belinda Penna
For Deputy Industrial Registrar

18 September 2007



Ref: FR2006/604 -[128V-ELE]

Mr Peter Tighe
Divisional Secretary
CEPU Electrical Division
PO Box 380
ROSEBERY NSW 2018

COPY

Dear Mr Tighe

Re: Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Electrical Division, Divisional Office - Outstanding Financial Documents - *Workplace Relations Act 1996*

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2007.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **8 August, 2007:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report

¹ Schedule 1B of the Workplace Relations Act 1996

- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/604.**

Yours sincerely



Belinda Penna

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

20 July, 2007



Ref: FR2006/604 -[128V-ELE]

Mr Peter Tighe
Divisional Secretary
CEPU Electrical Division
PO Box 380
ROSEBERY NSW 2018

Dear Mr Tighe

Re: Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Electrical Division, Divisional Office - Outstanding Financial Documents - Workplace Relations Act 1996

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2007.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **8 August, 2007:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report


¹ Schedule 1B of the Workplace Relations Act 1996

- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/604.**

Yours sincerely



Belinda Penna

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

20 July, 2007



Australian Government
Australian Industrial Registry

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

Ref: FR2006/604-[128V-ELE]

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

Dear Mr Tighe

Financial Return - year ending 31 December, 2006

Our records show the 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*.

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.

Information on AIRC Website

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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).

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.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at 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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar
19 January 2007

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	General Purpose Financial Report	
	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	Committee of Management Statement	
	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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
3	Auditor's Report	
	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	Operating Report	
	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	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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 Officer¹

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]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, 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]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*