

Section 268 Fair Work (Registered Organisations) Act 2009

**DECLARATION – CORRECTING REPORT TO CEPU ELECTRICAL, ENERGY AND
SERVICES DIVISION – DIVISIONAL COUNCIL OPERATING REPORTS**

I Allen Hicks of Suite 408, Level 4, 30-40 Harcourt Parade, Rosebery, in the state of New South Wales, declare:

1. I am the Divisional Secretary of the Communications, Electrical, Electronic, Energy Information Postal Plumbing and Allied Services Union of Australia, Electrical, Energy and Services Division (CEPU, Electrical Division), an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (the Act).
2. Pursuant to s.268 of the Act, for the periods ended 31 December 2010, 31 December 2011, 31 December 2012, 31 December 2013, 31 December 2014, 31 December 2015 and 31 December 2016 the full financial reports, including the operating report of the CEPU Electrical, Energy and Services Divisional Council, were lodged with the Fair Work Commission in the following matters:

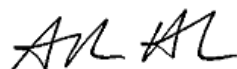
R2010/2828	31 December 2010
R2011/2834	31 December 2011
R2012/526	31 December 2012
R2013/425	31 December 2013
R2014/390	31 December 2014
R2015/368	31 December 2015
R2016/341	31 December 2016

3. Independent audits into the membership figures reported in the committee of management operating reports for these reporting periods found the following variances with the reported membership figures:

YE 31 Dec	2010	2011	2012	2013	2014	2015	2016
Reported membership	65,000	65,000	70,078	71,707	71,220	66,083	64,418
Audited membership	67,167	69,573	70,992	71,830	70,941	66,477	64,493

4. On 7 February 2018, in response to the audit findings, the CEPU Electrical Division, Divisional Council authorised the further amendment of the committee of management operating reports for the above reporting periods to reflect the membership figures resulting from the audits.
5. This has been published on the CEPU website for the information of members.

Signed:



Name: Mr Allen Hicks
Date: 8 March 2018



FAIR WORK
COMMISSION

15 May 2013

Mr Peter Tighe
Divisional Secretary, Electrical, Energy and Services Division
CEPU
PO Box 380
ROSEBERY NSW 2018

Dear Mr Tighe,

Re: Lodgment of Financial Statements and Accounts - CEPU, Electrical, Energy and Services Division - for year ended 31 December 2011 - (FR2011/2834)

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission on 19 March 2013.

I have written to the Auditor in relation to various legislative requirements which I wished to clarify for future reports, in the interests of achieving greater transparency and consistency in reporting. I attach a copy of that letter for your reference and draw your attention particularly to the requirement for various balances to be clearly and separately disclosed in the audited statements.

The report was lodged out of time, but I have noted the circumstances which contributed to the delay in lodgement.

The documents have been filed. Please do not hesitate to contact me on (02) 6723 7237 if you wish to discuss any aspect of the financial reporting requirements.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch



FAIR WORK
COMMISSION

15 May 2013

Mr Richard Pinker
Partner, Pinker Arnold & McLoughlin
420 Forest Road
HURSTVILLE NSW 2220

Dear Mr Pinker,

Re: Lodgment of Financial Statements and Accounts - CEPU, Electrical, Energy and Services Division - for year ended 31 December 2011 - (FR2011/2834)

I refer to the above financial statements and accounts which were lodged by the Divisional office with the Fair Work Commission on 19 March 2013.

The documents have been filed. However in the interests of achieving greater transparency and consistency in reporting I wish to clarify several legislative requirements of the *Fair Work (Registered Organisations) Act 2009* with which future reports for the Divisional office should comply.

Auditor's Report - legislative framework

The correct legislative and financial reporting framework for reports for the Divisional office is the *Fair Work (Registered Organisations) Act 2009*. For the purposes of its obligations as a reporting unit within a federally-registered industrial organisation, its committee of management is responsible for the preparation of a financial report that is consistent with that Act (the 'RO' Act').¹ References to the *Corporations Act 2001* in the Audit report, within that context, are therefore incorrect.

Auditor's Report - wording of opinion

Sub-section 257(8) of the RO Act provides that the "form and content of the auditor's report must be in accordance with the Australian Auditing Standards". Australian Auditing Standard (ASA) 700 requires that the auditor's opinion should be in accordance with the applicable financial reporting framework.² Sub-section 257(5) of the RO Act provides that "an auditor must, in his or her report, state whether.....the general purpose financial report *is presented fairly in accordance with....* (a) the Australian Accounting Standards; (b) any other requirements imposed by this Part".³

For the avoidance of doubt, the Audit opinion wording should in future reflect the form "is presented (or presents) fairly" etc.

¹ See in particular sections 242, 252, 253 *Fair Work (Registered Organisations) Act 2009*. These provisions were formerly contained in identical form in Schedule 1 of the previous *Workplace Relations Act 1996* known up until June 2009 as the 'RAO Schedule'.

² See paragraphs 35, A28, ASA 700 cf. Auditing and Assurance Handbook 2012 (ICAA) pp. 700, 706.

³ The "other requirements imposed by this Part" refer of course to all relevant provisions of Part 3 of Chapter 8 of the RO Act, including those set out in the Reporting guidelines issued pursuant to section 255.

Auditor qualifications

Section 256 of the RO Act provides for the appointment of approved auditors, as defined in regulation (4) of the Fair Work (Registered Organisations) Regulations 2009.⁴ Paragraph A37 of ASA 700 explains that *"in certain jurisdictions the auditor may be required to declare....the fact that the auditor or firm, as appropriate, has been recognised by the appropriate licensing authority."*

The RO Act does not explicitly require such a declaration but the Fair Work Commission considers it a reasonable implication of the combined reading of section 256 and regulation 4 that it must be satisfied that all auditors meet the definition of "approved" and the inclusion of the relevant details under the signatures of auditors would appear to be a suitable means to be so satisfied from year to year.

Prescribed items - individual disclosures

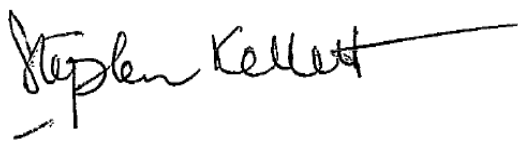
Paragraphs 10 and 11 of the Reporting Guidelines issued by the General Manager set out various items for disclosure in the Notes or Profit and Loss Statement, and it has been brought to my attention that these items must not be separately provided under a Disclaimer, which has been the practice for reports for the Division in recent years. These items include some of those that appear as additional financial data on page 21, such as "donations"⁵ and "meetings & conferences"⁶.

Other items that do not appear to have been disclosed if they applied as in previous years⁷ include "legal costs and other expenses"⁸, "employee benefits paid to holders of office"⁹, "employee benefits paid to employees (other than holders of office)"¹⁰.

Moreover, the income item "Sustentation fees", appearing in the additional data and at Note 7, should also identify the "amount and the name in respect of each...reporting unit" from which it receives the contribution.¹¹

I thank you for your attention to these matters in future reports. The Fair Work Commission is currently preparing an updated version of the Reporting Guidelines, first issued in 2003, which will be consistent with the requirements I have explained above. Please do not hesitate to contact me on (02) 6723 7237 if you wish to discuss any aspect of the financial reporting requirements.

Yours sincerely



Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

⁴ "...an approved auditor means (a) a person who (i) is a member of CPA Australia, the Institute of Chartered Accountants in Australia or the National Institute of Accountants; and (ii) holds a current Public Practice Certificate"

⁵ RG Paragraph 11(f)

⁶ RG Paragraph 11(k)

⁷ For the financial year commencing 1 January 2012, fees paid to auditor for audit and, separately, other services, will also have to be disclosed in accordance with AASB 1054. [Cf. ICAA *Handbook* cited above p.1500]

⁸ RG Paragraph 11(j)

⁹ RG Paragraph 11(g)

¹⁰ RG paragraph 11(h)

¹¹ RG paragraph 10(b)

18th March 2013

Mr Stephen Kellett
Fair Work Australia
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011



CEPU

**COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION**

**Lodgement of Financial Statements and Accounts of the
Communications, Electrical, Electronic, Energy, Information, Postal,
Plumbing and Allied Services Union (CEPU) – Electrical, Energy and
Services Division, Year Ending: 31 December 2011**

NATIONAL OFFICE

Dear Stephen,

Please find attached the required financial reports and statements for the
CEPU – Electrical, Energy and Services Division for the year ending 31
December 2011.

Please note that this was emailed to your office today. If you have any
queries in relation to the documents remitted please contact the
undersigned.

Yours Faithfully

Peter Tighe
National Secretary

Peter Tighe
National Secretary

Dan Dwyer
National President

Suite 701, Level 7
5-13 Rosebery Avenue
PO Box 380
Rosebery NSW 2018

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

Email:
admin@nat.cepu.asn.au

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

Section 268 Fair Work (Registered Organisations) Act 2009 (RO Act)

CERTIFICATE BY Divisional Secretary or Prescribed Designated Officer

I Peter Tighe being the Divisional Secretary of the Communications, Electrical, Electronic, Energy Information Postal Plumbing and Allied Services Union of Australia, (CEPU) – Electrical, Energy & Services Division declare:

- that the documents lodged herewith are copies of the full report referred to in s.268 of the RO Act for the Communications, Electrical, Electronic, Energy Information Postal Plumbing and Allied Services Union of Australia, (CEPU) - Electrical, Energy & Services Division for the period ended 31 December 2011; and
- that a draft report was provided to members of the reporting unit on the 5th of July 2012; and
- that the full report was provided to members of the reporting unit on the 6th day of March 2013 in accordance with s.265 of the RO Act; and
- that the full report was presented to the committee of management of the reporting unit on the 5th of March 2013 in accordance with s.266 of the RO Act.

Signed:



Name: Mr Peter Tighe

Date: 7th March 2013

Office Held: National Secretary, CEPU

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

ABN: 60 429 406 804

Financial Statements

For the Year Ended 31 December 2011

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

ABN: 60 429 406 804

Contents

For the Year Ended 31 December 2011

	Page
Financial Statements	
Operating Report	1
Auditor's Independence Declaration under Section 307C of the Corporations Act 2001	4
Statement of Comprehensive Income	5
Statement of Financial Position	6
Statement of Changes in Equity	7
Statement of Cash Flows	8
Notes to the Financial Statements	9
Committee's Declaration	17
Independent Audit Report	18
Additional Information	20

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

ABN: 60 429 406 804

Operating Report

31 December 2011

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 2011, 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. Co-ordination of National Enterprises negotiations on behalf of branches.
- 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 National.
- Developing national policies and representing the division nationally 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, e.g. 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 Fair Work Act); namely, by providing written notice addressed and delivered to the Secretary of the relevant Branch.

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 C+Bus Superannuation Fund.

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

ABN: 60 429 406 804

Operating Report

31 December 2011

5. Membership of the Union

There were 65,000 members of the union as at 31 December 2011

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 2011 the Electrical, Energy and Services Division employed 11 full time employees, with a total number of 11 employees on a fulltime equivalent basis.

7. Divisional Executive

The following persons were members of the Divisional Executive, during the year ending 31 December 2011

Nicole Wells	Divisional President
Robert Donnelly	Divisional Vice President
Peter Simpson	Divisional Vice President
Peter Tighe	Divisional Secretary
Bernard Riordan	NSW Branch Secretary
Dean Mighell	VIC Branch Secretary
James MacFadyen	NSW Branch President
Gordon Abbot	QLD Branch President (until 01/09/2011)
Les McLaughlan	WA Branch Secretary
Troy Gray	VIC Branch Assistant Secretary
Neville Betts	NSW Branch Assistant Secretary (until 01/09/2011)
Wesley Hayes	VIC Branch Assistant Secretary (from 01/09/2011)
Christopher Mc Gaw	QLD Branch President (from 01/09/2011)

8. Divisional Council

The following persons were members of the Divisional Council, during the year ending 31 December 2011.

Nicole Wells	Divisional President
Robert Donnelly	Divisional Vice President
Peter Simpson	Divisional Vice President
Peter Tighe	Divisional Secretary
Bernard Riordan	NSW Branch Secretary
Dean Mighell	VIC Branch Secretary
James MacFadyen	NSW Branch President
Gordon Abbot	QLD Branch President (until 01/09/2011)
Les McLaughlan	WA Branch Secretary
Troy Gray	VIC Branch Assistant Secretary
Neville Betts	NSW Branch Assistant Secretary
Wesley Hayes	VIC Branch Assistant Secretary (from 01/09/2011)
Christopher Mc Gaw	QLD Branch President (from 01/09/2011)
Michael Brien	NSW Branch Member
Gary Carruthers	VIC Branch President
Howard Worthing	VIC Branch Assistant Secretary (until 01/09/2011)
Stephen List	QLD Branch (until 01/09/2011)
Joe Fiteni	QLD Branch Member
Douglas Buchanan	SA Branch Organiser
Jason Harrison	SA Branch President
Joe Fiala	WA Branch Organiser (until 01/09/2011)
Robert Manhood	WA Branch President

Operating Report

31 December 2011

Kevin Harkins
Ken Batge
Shane King
Terence Hayes

TAS Branch Member
TAS Branch Member
QLD Branch Member
WA Branch Member



PETER TIGHE, DIVISIONAL SECRETARY

Dated this 11th day of Feb' 2012.

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

ABN: 60 429 406 804

**Auditor's Independence Declaration under Section 307C of the
Corporations Act 2001 To the committee Communication Electrical
Electronic Energy Information Postal Plumbing and Allied Services Union
of Australia - Electrical, Energy and Services Division**

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2011 there has been:

- i) no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit and;
- ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Pinker Arnold & McLoughlin
Chartered Accountants



Richard Charles Pinker
Partner

Dated at Hurstville

Dated this 19th day of Feb 2012³

**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 Comprehensive Income

For the Year Ended 31 December 2011

		2011	2010
	Note	\$	\$
Revenue	7	2,797,935	2,642,910
Employee benefits expense		(1,540,312)	(1,194,413)
Depreciation and amortisation expense		(19,975)	(28,107)
Other operating expenses		(1,593,167)	(1,099,018)
Finance costs		(545)	(450)
Profit/(Loss) before income tax		(356,064)	320,922
Income tax expense		-	-
Profit/(Loss) for the year		(356,064)	320,922
Other comprehensive income:			
Total comprehensive income attributable to members of the Union		(356,064)	320,922

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 2011

	Note	2011 \$	2010 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	2,628,286	2,450,940
Trade and other receivables	3	1,355,279	2,045,108
Current tax receivable		42,357	16,739
TOTAL CURRENT ASSETS		4,025,922	4,512,787
NON-CURRENT ASSETS			
Property, plant and equipment	4	82,646	92,495
TOTAL NON-CURRENT ASSETS		82,646	92,495
TOTAL ASSETS		4,108,568	4,605,282
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	31,956	30,933
Current tax liabilities		34,619	37,345
TOTAL CURRENT LIABILITIES		66,575	68,278
NON-CURRENT LIABILITIES			
Trade and other payables		-	107,913
Long-term provisions		544,576	575,610
TOTAL NON-CURRENT LIABILITIES		544,576	683,523
TOTAL LIABILITIES		611,151	751,801
NET ASSETS		3,497,417	3,853,481
EQUITY			
Reserves		53,825	53,825
Retained Earnings		3,443,592	3,799,656
TOTAL EQUITY		3,497,417	3,853,481

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 Changes in Equity

For the Year Ended 31 December 2011

2011

	Note	Retained Earnings \$	Asset Revaluation Reserve \$	Total \$
Balance at 1 January 2011		3,799,656	53,825	3,853,481
Profit/(Loss) attributable to members of the Union		(356,064)	-	(356,064)
Sub-total		(356,064)	-	(356,064)
Balance at 31 December 2011		3,443,592	53,825	3,497,417

2010

	Note	Retained Earnings \$	Asset Revaluation Reserve \$	Total \$
Balance at 1 January 2010		3,478,734	53,825	3,532,559
Profit/(Loss) attributable to members of the Union		320,922	-	320,922
Sub-total		320,922	-	320,922
Balance at 31 December 2010		3,799,656	53,825	3,853,481

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 2011

	Note	2011 \$	2010 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		2,666,711	2,015,647
Payments to suppliers and employees		(2,590,296)	(2,166,210)
Interest received		131,225	107,202
Net cash provided by (used in) operating activities	8	<u>207,640</u>	<u>(43,361)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Proceeds from sale of plant and equipment		9,091	20,803
Purchase of property, plant and equipment		(39,385)	(53,427)
Net cash used by investing activities		<u>(30,294)</u>	<u>(32,624)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:			
Net increase (decrease) in cash and cash equivalents held		177,346	(75,985)
Cash and cash equivalents at beginning of year		2,450,940	2,526,925
Cash and cash equivalents at end of financial year	2	<u><u>2,628,286</u></u>	<u><u>2,450,940</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 2011

The financial statements cover Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical, Energy and Services 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 registered trade union domiciled in Australia.

1 Summary of Significant Accounting Policies

(a) Basis of preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Australian Accounting Interpretations and the Fair Work (registered organisation) Act 2009.

Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

(b) Comparative figures

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

Where the Union has retrospectively applied an accounting policy, made a retrospective restatement or reclassified items in its financial statements, an additional statement of financial position as at the beginning of the earliest comparative period will be disclosed.

(c) Property, plant and equipment

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

Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses. Cost includes expenditure that is directly attributable to the asset.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

Class of Fixed Asset	Depreciation Rate (%)
Motor Vehicles	12.5
Office Equipment	27-40

The assets' residual values, depreciation methods and useful lives are reviewed, and adjusted if appropriate, at

Notes to the Financial Statements

For the Year Ended 31 December 2011

1 Summary of Significant Accounting Policies continued

(c) Property, plant and equipment continued

the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income.

(d) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less which are convertible to a known amount of cash and subject to an insignificant risk of change in value, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(e) Provisions

Provisions are recognised when the Union has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(f) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Union during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(g) Income tax

The Union is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(h) Revenue and other income

The Union recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical, Energy and Services Division's activities as discussed below.

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision of finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue.

Interest revenue

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Notes to the Financial Statements

For the Year Ended 31 December 2011

1 Summary of Significant Accounting Policies continued

(h) Revenue and other income continued

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

(i) Goods and services tax (GST)

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

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

2 Cash and Cash Equivalents

	2011	2010
Note	\$	\$
Cash at bank and in hand	2,659,814	2,450,661
Other cash and cash equivalents	(31,528)	279
	<u>2,628,286</u>	<u>2,450,940</u>

3 Trade and Other Receivables

	2011	2010
Note	\$	\$
CURRENT		
Other receivables	1,355,279	2,045,108
Total current trade and other receivables	<u>1,355,279</u>	<u>2,045,108</u>

4 Property, Plant and Equipment

Furniture, fixture and fittings		
At cost	15,790	145,983
Accumulated depreciation	(7,969)	(137,673)
Total furniture, fixture and fittings	<u>7,821</u>	<u>8,310</u>
Motor vehicles		
At fair value	74,034	79,533
Accumulated depreciation	(10,893)	(11,475)
Total motor vehicles	<u>63,141</u>	<u>68,058</u>
Improvements		
At cost	77,727	77,727
Accumulated depreciation	(77,727)	(77,727)

Notes to the Financial Statements

For the Year Ended 31 December 2011

4 Property, Plant and Equipment continued

Other property, plant and
 equipment

At fair value

Accumulated depreciation

Total other property, plant and
 equipment

Total plant and equipment

**Total property, plant and
 equipment**

117,311	117,311
(105,627)	(101,184)
11,684	16,127
82,646	92,495
82,646	92,495

(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:

	Furniture, Fixtures and Fittings	Motor Vehicles	Other Property, Plant and Equipment	Total
	\$	\$	\$	\$
Balance at the beginning of year	8,310	68,058	16,127	92,495
Additions	3,976	35,409	-	39,385
Disposals - written down value	-	(29,259)	-	(29,259)
Depreciation	(5,447)	(10,085)	(4,443)	(19,975)
Balance at 31 December 2011	6,839	64,123	11,684	82,646

5 Trade and Other Payables

CURRENT

Secured Liabilities

Other payables

	2011	2010
Note	\$	\$
	31,956	30,933
	31,956	30,933
	31,956	30,933

(a) Financial liabilities at amortised cost classified as trade and other payables

	2011	2010
Note	\$	\$

Notes to the Financial Statements

For the Year Ended 31 December 2011

5 Trade and Other Payables continued

(a) Financial liabilities at amortised cost classified as trade and other payables continued

	Note	2011 \$	2010 \$
Trade and other payables:			
- total current		31,956	30,933
- total non-current		-	107,913
		<u>31,956</u>	<u>138,846</u>
Less:			
Financial liabilities as trade and other payables	6	<u>31,956</u>	<u>138,846</u>

6 Financial Risk Management

The Union's financial instruments consist mainly of deposits with banks, accounts receivable and payable.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2011 \$	2010 \$
Financial Assets			
Cash and cash equivalents		2,628,286	2,450,940
Total financial assets		<u>2,628,286</u>	<u>2,450,940</u>
Financial Liabilities			
Financial liabilities at amortised cost			
- Trade and other payables		31,956	138,846
Total financial liabilities		<u>31,956</u>	<u>138,846</u>

Net fair values

Fair value estimation

The fair values of financial assets and financial liabilities are presented in the above table and can be compared to their carrying values as presented in the statement of financial position. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair values derived may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Where possible, valuation information used to calculate fair value is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Notes to the Financial Statements

For the Year Ended 31 December 2011

7 Revenue and Other Income

Revenue from continuing operations

	Note	2011	2010
		\$	\$
Sales revenue			
- sustentation fees		<u>2,614,567</u>	<u>2,327,243</u>
		<u>2,614,567</u>	<u>2,327,243</u>
Other revenue			
- interest received		131,225	107,202
- other revenue		<u>52,143</u>	<u>208,465</u>
		<u>183,368</u>	<u>315,667</u>
Total Revenue		<u>2,797,935</u>	<u>2,642,910</u>

8 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2011	2010
	\$	\$
Profit for the year	(356,064)	320,922
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
- depreciation	19,975	28,107
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries:		
- (increase)/decrease in trade and other receivables	689,829	(289,025)
- (increase)/decrease in other assets	(39,210)	(231,034)
- increase/(decrease) in trade and other payables	(106,890)	50,254
- increase/(decrease) in provisions	-	77,415
Cashflow from operations	<u>207,640</u>	<u>(43,361)</u>

9 Events after the end of the Reporting Period

The financial report was authorised for issue on 13 June 2012 by the Committee of Management.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Union, the results of those operations or the state of affairs of the Union in future financial years.

Notes to the Financial Statements

For the Year Ended 31 December 2011

10 Union Details

The registered office of the Union is:

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

Suite 701, Level 7

5-13 Rosebery Ave

Rosebery NSW 2018

11 Information to be Provided to Members or Registrar

- (a) In accordance with the requirements of the Fair Work (registered organisation) Act 2009, attention is drawn to the provisions of sub-sections (i), (ii) and (iii) of section 272 below:
 - (i) 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
 - (ii) 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
 - (iii) A reporting unit must comply with the application made under subsection (i).

Notes to the Financial Statements

For the Year Ended 31 December 2011

12 Related Party Transactions

The following were members of the Divisional Executive during the year ended 31 December 2011:

Nicole Wells	Divisional President
Robert Donnelly	Divisional Vice President
Peter Simpson	Divisional Vice President
Peter Tighe	Divisional Secretary
Bernard Riordan	NSW Branch Secretary
Dean Mighell	VIC Branch Secretary
James MacFadyen	NSW Branch President
Gordon Abbot	QLD Branch President (until 01/09/2011)
Les McLaughlan	WA Branch Secretary
Troy Gray	VIC Branch Assistant Secretary
Neville Betts	NSW Branch Assistant Secretary (until 01/09/2011)
Wesley Hayes	VIC Branch Assistant Secretary (from 01/09/2011)
Christopher Mc Gaw	QLD Branch President (from 01/09/2011)

The following were members of the Divisional Council during the year ended 31 December 2011:

Nicole Wells	Divisional President
Robert Donnelly	Divisional Vice President
Peter Simpson	Divisional Vice President
Peter Tighe	Divisional Secretary
Bernard Riordan	NSW Branch Secretary
Dean Mighell	VIC Branch Secretary
James MacFadyen	NSW Branch President
Gordon Abbot	QLD Branch President (until 01/09/2011)
Les McLaughlan	WA Branch Secretary
Troy Gray	VIC Branch Assistant Secretary
Neville Betts	NSW Branch Assistant Secretary
Wesley Hayes	VIC Branch Assistant Secretary (from 01/09/2011)
Christopher Mc Gaw	QLD Branch President (from 01/09/2011)
Michael Brien	NSW Branch Member
Gary Carruthers	VIC Branch President
Howard Worthing	VIC Branch Assistant Secretary (until 01/09/2011)
Stephen List	QLD Branch (until 01/09/2011)
Joe Fiteni	QLD Branch Member
Douglas Buchanan	SA Branch Organiser
Jason Harrison	SA Branch President
Joe Fiala	WA Branch Organiser (until 01/09/2011)
Robert Manhood	WA Branch President
Kevin Harkins	TAS Branch Member
Ken Batge	TAS Branch Member
Shane King	QLD Branch Member
Terence Hayes	WA Branch Member

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

ABN: 60 429 406 804

Committee's Declaration

On 5TH day of FEBRUARY 2012⁸ 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 2011

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 Fair Work (registered organisation) Act 2009; 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 Fair Work (registered organisation) Act 2009; and
 - (vi) no order has been made by the Industrial Registrar under section 273 Fair Work (registered organisation) Act 2009 .

For the National Executive



Peter Tighe

Dated this 11 day of FEB 2012⁸

**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**

Report on the Financial Report

We have audited the accompanying financial report of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical, Energy and Services Division, which comprises the statement of financial position as at 31 December 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the committee's declaration.

Committees' Responsibility for the Financial Report

The committees of the Union are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Corporations Act 2001* and for such internal control as the committees determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In Note 1, the committees also state, in accordance with Accounting Standard AASB 101 *Presentation of Financial Statements*, that the financial statements comply with *International Financial Reporting Standards*.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Union's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Union's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committees, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the *Corporations Act 2001*. We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the committees of Communication Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia - Electrical, Energy and Services Division, would be in the same terms if given to the committees as at the time of this auditor's report.

**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**

Opinion

In our opinion:

- (a) 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 the Fair Work (registered organisation) Act 2009, including:
 - (i) giving a true and fair view of the Union's financial position as at 31 December 2011 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards and the *Corporations Regulations 2001*; and
- (b) the financial report also complies with *International Financial Reporting Standards* as disclosed in Note 1.



Richard Charles Pinker
Partner, Pinker Arnold & McLoughlin

Hurstville NSW

Dated this 19th day of Feb 2012 ¹²

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

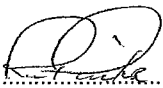
ABN: 60 429 406 804

For the Year Ended 31 December 2011

Disclaimer

The additional financial data presented on pages 20 - 21 is in accordance with the books and records of the Union which have been subjected to the auditing procedures applied in our statutory audit of the Union for the year ended 31 December 2011. 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



Richard Charles Pinker, Partner

Dated this 19th day of Feb 2012³ RD

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

ABN: 60 429 406 804

For the Year Ended 31 December 2011

Profit and Loss Account

	2011 \$	2010 \$
Income		
Interest income	131,225	107,202
Sustentation fees	2,614,567	2,327,243
Other revenue	52,143	208,465
Total income	2,797,935	2,642,910
Less: Expenses		
Accounting fees	25,100	17,940
Advertising & promotion	217,086	32,939
Bank charges	2,760	2,403
Computer expenses	43,969	20,206
Consulting and professional fees	242,394	9,866
Depreciation	19,975	28,107
Donations	44,909	283,065
Entertainment	1,662	1,554
Fees and permits	192,128	205,333
Finance costs - external	545	450
Freight and cartage	2,632	830
Insurance	16,533	15,789
Lease rentals on operating lease	7,008	7,008
Meetings & conferences	34,841	16,025
Motor vehicle expenses	31,855	10,228
Other employee costs	123,372	69,002
Postage	5,741	5,916
Printing and stationery	20,686	14,210
Rates and taxes	124,985	130,632
Repairs and maintenance	2,280	4,636
Salaries	1,241,860	987,103
Staff amenities	9,512	6,082
Subscriptions	48,464	36,827
Sundry expenses	228,726	54,092
Superannuation contributions	175,080	138,307
Telephone and fax	38,340	31,592
Travel - domestic	251,556	191,846
Total Expenses	3,153,999	2,321,988
	(356,064)	320,922
Other items:		
Profit before income tax	(356,064)	320,922

From: HALL, James
Sent: Wednesday, 3 October 2012 4:13 PM
To: KELLETT, Stephen
Subject: CEPU Divisional Council

Stephen

See attached a decision and order issued on 29 June 2012 restraining the CEPU from convening or holding a meeting of Divisional Council.

See also attached the latest order in the matter dated 25 September 2012. The matter is listed for directions on 26 November 2012.

JAMES HALL

Advisor
Regulatory Compliance Branch - NSW
Fair Work Australia

Level 8
Terrace Tower
80 William Street
East Sydney NSW 2011

Tel: 02 8374 6690
Fax: 02 9380 6990
Email: james.hall@fwa.gov.au



31 July 2012

Mr Peter Tighe
Divisional Secretary, Electrical, Energy and Services Division
CEPU
Suite 701, Level 7, 5-13 Rosebery Avenue
ROSEBERY NSW 2218

Dear Mr Tighe

**Lodgement of Financial Documents for year ended 31 December 2011 - Fair Work
(Registered Organisations) Act 2009 ['FW(RO) Act'] - Electrical, Energy and Services
Division (FR2011/2834)**

I refer to your letter dated 24 July 2012 in response to my letter dated 16 July 2012.

I note your explanation as to why the above financial statements and accounts have not yet been lodged and your advice as to the steps so far completed in relation to various legislative requirements. I note that the rules of the Division provide for the presentation of the financial report to the annual meeting of the Divisional Council which you have advised has been delayed due to an unresolved court injunction and that until this is resolved you cannot advise when presentation at Divisional Conference and lodgement will occur.

I note your advice that "the members have been provided with a *draft* report including the committee of management statement, the auditor's report and the operating report". I am not sure whether this means that the members have been provided with signed or with unsigned copies of these documents. If the former, then it would appear that the only action remaining to complete is presentation to the Divisional Conference in accordance with section 266. If the latter, then arrangements will still have to be made to provide and otherwise make available to the membership the signed version of the financial report documents. Confirmation of this will have to be provided on the Certificate under section 268 that accompanies the financial documents when they are lodged.

I do not require you to provide an unsigned copy of the documents at this stage but I would ask you to advise me of any progress in the situation by 31 August 2012 if lodgement of the financial report has not occurred during the intervening period.

Yours sincerely,

Stephen Kellett
Organisations, Research & Advice Branch
Fair Work Australia

24 July 2012

Mr Stephen Kellett
Fair Work Australia
Terrace Towers
80 William Street
East Sydney NSW 2011



ETU

Electrical Trades Union

Dear Stephen

Re: Lodgement of Financial Documents for the year ending 31 December 2011

I write in response to your letter of 16 July 2012 requesting the lodgement of the Electrical, Energy and Services Division financial accounts and statements for the year ending 31 December 2011.

The reason the accounts have not yet been lodged with Fair Work Australia (FWA) is due to a court injunction which has resulted in the postponement of the Electrical Divisional Conference. During this conference it is customary for the financial accounts to be endorsed by Divisional Council, after which they are deemed finalised and lodged with FWA. However, due to the delay in Divisional Conference, the financial accounts have yet to be finalised.

Further, in answer to your questions in your letter of 16 July 2012:

- i) A committee of management statement and operating report has been prepared;
- ii) The auditor has audited the financial report and signed the audit report;
- iii) Members have been provided with a *draft* report including the committee of management statement, the auditor's report and the operating report;
- iv) The full report has **not** been presented to a second meeting;
- v) We cannot predict when a copy of the full report will be lodged with FWA until the court injunction has been resolved and a new date for Divisional Conference has been set.

Please advise if you are happy for us to delay lodgement of the financial accounts until the Divisional Conference has ensued, or whether an unsigned copy of the financial accounts would be sufficient for the time being.

Yours faithfully

Peter Tighe
Divisional Secretary

The Electrical Division

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

Peter Tighe
Divisional Secretary

Allen Hicks
Assistant Secretary

Suite 701, Level 7
5-13 Rosebery Avenue
PO Box 380
Rosebery NSW 2018

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

Email: admin@nat.cepu.asn.au



16 July 2012

Mr Peter Tighe
Divisional Secretary, Electrical, Energy and Services Division
CEPU
Suite 701, Level 7, 5-13 Rosebery Avenue
ROSEBERY NSW 2218

Dear Mr Tighe

**Lodgement of Financial Documents for year ended 31 December 2011 - Fair Work
(Registered Organisations) Act 2009 ['FW(RO) Act'] - Electrical, Energy and Services
Division (FR2011/2834)**

The FW(RO) Act requires audited financial accounts and statements to be lodged with Fair Work Australia within 6 months and 14 days of the end of its financial year. However this office has no record of lodgement of the Electrical, Energy and Services Division's financial documents for year ended 31 December 2011 which should have been lodged by 14 July 2012.

In order to avoid exposure to a civil (pecuniary) penalty, you must lodge the following documents without further delay: (1) A **general purpose financial report** (see section 253(2)(a)); (2) A **committee of management statement** (see the Financial Reporting Guidelines); (3) An **operating report** (see section 254(2)); (4) An **auditor's report** (see sections 257(5) to 257(11)); and (5) A **certificate** of the **secretary or other authorised officer** (see section 268).

If the outstanding documents cannot be lodged in the next 21 days, please advise in writing by 7 August 2012 an explanation why not and whether: (i) a committee of management statement and operating report have been prepared; (ii) the auditor has audited the financial report and, if so, when the auditor signed the audit report; (iii) members have been provided with the full report including the committee of management statement, the auditor's report and the operating report; (iv) the full report has also been presented to a second meeting and (v) when you expect a copy of the full report will be lodged in this office.

I draw your attention to the civil penalty provisions of the FW(RO) Act [see section 305(2)(ze)] which allow the Federal Court to impose a pecuniary penalty upon a person or organisation where accounts are not lodged in accordance with section 268. You should also be aware of the provisions of Part 1 of Chapter 9 of the FW(RO) Act which set out general duties of officers and employees of organisations and their branches in relation to financial management.

You may lodge documents electronically by sending an email with the documents attached to sydney@fwa.gov.au or you may send the documents by fax to (02) 9380 6990.

Yours sincerely,

Stephen Kellett
Organisations, Research & Advice Branch
Fair Work Australia



FAIR WORK
AUSTRALIA

13 January 2012

Mr Peter Tighe
Divisional Secretary, Electrical Division
Communications, Electrical, Electronic, Energy, Information,
Postal, Plumbing and Allied Services Union of Australia
Suite 701, Level 7, 1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe,

Re: Lodgement of Financial Statements and Accounts – Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division – for year ending 31 December 2011 (FR2011/2834)

The financial year of the Electrical Division ended on 31 December 2011. This is a courtesy letter for your file to remind you of the obligation to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame, that is, by 14 July 2012, unless a 1 month extension is applied for and granted.

The documents you must lodge include:

(i) A general purpose financial report; (ii) A Committee of Management statement (iii) An operating report; (iv) An auditor's report; and (v) A certificate in accordance with section 268.

I draw your particular attention to

(a) s237 which requires you to prepare and lodge a separate statement providing the prescribed particulars of any loan, grant or donation made during the year which exceeds \$1,000;

(b) s265(5) which requires you to publish or otherwise provide the Division's members with completed/signed copies of the audited accounts, report and statements before final presentation and lodgment; and

(c) s266 which requires you to present the completed documents to a second meeting.

Relevant references may be found at

<http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and

<http://www.fwa.gov.au/index.cfm?pagename=legislationfwroact>.

Yours sincerely,

Stephen Kellett

Organisations, Research and Advice Branch