

CEPU PLUMBING DIVISION

ACT BRANCH

BRIAN O'REILLY
Branch Secretary

PO Box 3295
Belconnen Mail Centre 2617

Ph: 06 251 6555
Fax: 06 251 3606

6.8.02

Ms Christine Hayward
Industrial Relations Commission
GPO Box 539
CANBERRA ACT 2601



Dear Christine

Please find enclosed the financial accounts for the Canberra Branch of the CEPU Plumbing Division for the financial period of 2001/2002 together with the Secretaries Certificate and the Committee of Management Certificate.

The relevant dates of meetings held for the 2001/2002 audit are as follows:-

- 27.6.02 Committee meeting acceptance of balance sheet and audit.
- 6.7.02 Advert in Canberra Times re meeting 25.7.02 advising members of copies of audit available.
- 25.7.02 Special meeting called for accounts to be adopted by members failed through lack of quorum.
- 1.8.02 Special Committee Management held for adoption of audit/balance sheet 2001-2002
- 6.8.02 Relevant documents lodged with Australian Industrial Registrar.

Please find enclosed a copy of Canberra Times Advertisement

The Salary component of \$45580.00 is related to the one employee that of the Secretary.

Yours fraternally

Brian O'Reilly
Secretary



General Positions Vacant

SPRAY PAINTER
 Qualified tradesperson for exp time position. Grace Auto Group. Ph 6241 4533. bh. 0417 088 659. ah.

TRADES PEOPLE
 Exp and skilled req for on-going maint work in particular plumbers, tilers and general maint. Must have diff relevant trades papers/insurances. 0410 613 347, 6280 9399

TRADES ASSISTANT for bus workshop in Weston. Phone Monday 6288 0272.

TRAINEE MANAGERS REQUIRED
 Due to rapid expansion and internal promotion we are seeking enthusiastic people to join our successful team. Generous commission and bonuses offered. BMS is the marketing arm for a number of large Australian companies and we have opportunities in many areas of our organisation. Phone Todd to find out why we are so successful and why the training of our staff gets results. Phone 6253 8955.

TUTORS and Teachers
 Wanted. Casual evenings. Most suburbs. Cash rates. Phone 6294 9555.

TYRE FITTER experienced large commercial in Queanbeyan. Must have D/L and trans. Ph 6284 2222.

VIDEO 2000
 Area Supervisor. We require the services of a self-motivated hands-on person for the position of

WAITING BAR COURSE
 Nationally Accredited See OCEI Conditions Training & Tuition Section

WANTED
 Self-motivated Sales Executives living in Canberra/ACT to handle consumer security products in Government & private sector.

Affluent, motivated Sydney based Australia wide security company requires the right person, able to work unsupervised in service existing accounts & find MORE. Must be able to obtain Security Licence. Background knowledge of Government supplies areas preferred. Proven track record in Government supply helpful. Resumes can be sent to kevin.partridge@hotmail.com or mail to The Manager, P.O. Box 913, Mona Vale NSW 1660.

WANTED piano/keyboard teachers, exp and total considered, reliability and enthusiasm essential. 6th side 6231 0433, 0412 982 708.

WHEEL ALIGNER
 Undercar Specialist, experience essential. Salary plus bonus. Latest equipment. Quick File Tyres. Ph 6124 2424.

WORK WANTED

BOOKKEEPING MYOB computer reports, free pick up and delivery. Specialising in tradespersons. Ph 6295 4699.

BRICKLAYER new/avail small jobs/ extensions. Ph 0418 198 230/623 15230.

BRICKLAYER No Job Too Small. Phone 6299 3133. 0418 205 828.

CABINET MAKING and maintenance, experienced, reliable. Ph 6259 0912.

CARPENTER GANG requires work. Ph Mick 6285 021 588

Education, Training & Tuition

Australian Professional Writing Academy
FOOD WRITING & SKILLS COURSE
 Starts 29th July. AtterForest Inn. One intensive week of evening/part time class. Work students travel occupation change etc. Ph Peter Dalloway 1800 024 486. www.cpa-waiting.com

BECOME A Children's Writer
 Learn to write the professional way for kids. Study from home at your own pace and turn your words into a profitable income. Call the Australian Children's Institute for obligation free information pack. 1800 252 775.

BOOK EDITING
 SPOT THE WRITERS YOU CAN BECOME. Professional proofreader. Edit fiction and non-fiction manuscripts and get paid for it. Get the best correspondence. Ask about our Guarantee. Call the Australian College of Journalism. 1800 252 775.

COMPUTER PROGRAMMING
 Maths sec cert by former Uni lecturer. Ph 0421 1133 or 0421 201 410.

CRUISE SHIP JOBS
 Earn up to \$4500/m. FREE info 07 38912400. www.cruisejobs.com.au

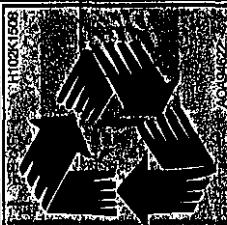
DANGEROUS GOODS Licence
 Courses and A/Ps Passports. Accredited courses conducted by TSC/ACT every month. For dates contact (02) 6287 7187.

FORKLIFT Courses. Ph (02) 6287 7187. www.tsc.com.au

Indigenous Employment Pathways
 12 week course. Ph Michelle 6255 1145.

SECURITY TRAINING
 Australia's leading Security Training Institute. Firearms and investigations training available. Please call for more information. Ph 1300 653 0076. www.securityinstitute.com.au. Master Licence 407 158942.

EXCHANGE TEACHERS
 2002-2003. UK, USA, Canada, Australia, NZ, Ireland, etc. 2002-2003. Head of Maths, Head of Science, Head of English, Maths Teachers, Science Teachers, English Teachers, Food Technology, Design, Technology. Phone 1800 252 775. Small group of jobs in Southern Hemisphere.



After you've read The Canberra Times please recycle it. We'd!

ACHIEVE WITH WAYNES
WORLD OF DRIVING
 Professional driver training. Book a test preparation. Pick up drop off. Ph 1800 625 5307A.

ACT SINGERS INC
AUDITIONS
 Day Saturday 2002. Time 2:00-4:00pm. Venue Australian Club Hear. Bruce Mawson. Singers invited to audition for forthcoming production of ACT Singers. Ph 6254 5222.

ADVERTISING CONDITIONS
 The Canberra Times are available on request by phoning 6260 21 3071.

ANYBODY wishing a motor vehicle licence on MAY 23rd 2002 at approximately 11am on Parkes Way. Held inolving. Ph 6247 3471.

BANNERS
 CUSTOM MADE. Buy 1 get 1 free. Digitally printed. Ph 1800 995 599.

BRISABELLA COACHES
 School, Holidays. Lost for Ideas? Ph 6231 3023.

Improve Your Health
 They Say Ancon CHI MACHINE is a design to impart an wavelike motion throughout the body giving a septic massage. The blood is oxygenated at the cellular level promoting healing and well-being. Regular use will aid: Blood circulation, Flexibility, Fluid drainage & constipation, Help inactive people exercise as good as a 90 min walk. Ph 0407 611 349. www.trekeepers.com.au

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DR. B.W. HORWOOD
 wishes to announce his relocation to his own dental practice at 1st floor CML Building 17-21 University Ave Canberra City 2601. Phone 6249 8551.

TENSION eased by breathing. M: Priv. \$20. 6247 6582.

LEARN TO FLY BFR. Beachside family room. Moruya Aero Club. Ph (02) 4474-2182.

LOSE WEIGHT NOW!
 6251 1020. Ind Herbalife distributors.

MATURE TREES
 Over 60 cold climate species. TREEKEEPERS NURSERY. Oxley Hill Rd. Bowral. Open Thurs & Wends 10am - 5pm or by appointment. 02-4861349 or 0407 611 349. www.trekeepers.com.au

QUEENSLAND TRAVEL CENTRE Winter Giveway competition winner is Michelle Jackson of Bungendore. Permit No. TP02/2229.

Inslie Football Club
 happening NOW!!

Coffs Harbour Beachpark Apartments

Vacancies exist for September 2002. All interested members should forward enquiries to Kerry Levy at the Club on 6248 8422 during normal business hours.

Information for members

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808



AUDITOR'S REPORT

We have audited the financial statements of the Communications, Electrical, Electronic, Energy, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division Canberra Branch for the year ended 31 March 2002. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

Our audit has been conducted in accordance with Australian Auditing Standards, Australian Accounting Standards and the Associations Act 1991 to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements.

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

In our opinion:

- (a) the financial statements present a true and fair view in accordance with applicable Accounting Standards under the (Historical Cost Convention), and in accordance with Section 273 of the Workplace Relations Act 1996, as amended, the financial position of the Organisation as at 31 March, 2002 and the results of its operations and cash flows for the year then ended.
- (b) there were kept by the organisation satisfactory accounting records detailing the source and nature of the income of the branch (including income from members) and the nature and purposes of the expenditure.
- (c) In accordance with the Workplace Relations Act 1996, as amended, Section 276 all information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were provided.

Keith Knight
Public Accountant
FNIA, FTIA, JP
1 / 7 / 2002

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808

The Secretary
Electrical, Electronic & Allied Workers Union
Of Australia – Plumbing Division, Canberra Branch
PO Box 3295
BELCONNEN ACT 2617


Dear Mr O'Reilly

We have completed the audit of your financial statements for the period 1 April 2001 to 31 March 2002.

We have calculated your affiliation fees owing at the completion of our audit as follows:

Contribution received to 31/03/2002		\$68,878.69
Less federal levy		<u>\$ 805.00</u>
		\$68,073.69
10% / per capita	=	\$ 6,807.36

Yours sincerely,



Keith Knight
Public Accountant
FNIA, FTLA, JP.
30/05/2002

K.W. KNIGHT & ASSOCIATES


T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808

The Secretary
Communication, Electrical, Electronic, Energy
Information, Postal, Plumbing & Allied
Services Union of Australia
Plumbing Division – Canberra Branch
PO Box 3295
BELCONNEN ACT 2617

Dear Mr O'Reilly

The Canberra Branch of the CEPU – Plumbing Division financial membership as at 31 March 2002
was 240 persons.

Yours sincerely,



Keith Knight
Auditor
FNIA, FTIA, JP
30/05/2002

ACCOUNTING OFFICER'S CERTIFICATE

I, BRIAN O'REILLY, being the Officer responsible for keeping records of the ELECTRICAL, ELECTRONIC PLUMBING AND ALLIED WORKERS UNION OF AUSTRALIA, PLUMBING DIVISION – CANBERRA BRANCH, certify that as at 31 March 2002 the number of members of the organisation was 240 financial persons.

In my opinion:

- (a) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2002;
- (b) a record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation;
- (c) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained within the rules of the organisation;
- (d) with regard to the funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than for which the fund operated;
- (e) no loans or other financial benefits; other than remuneration were made to full time officers, of the organisation;
- (f) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996, as amended.

..... B. O. Reilly

BRIAN O'REILLY

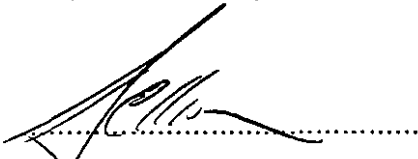
DATE.. 27-6-2002

COMMITTEE OF MANAGEMENT'S CERTIFICATE

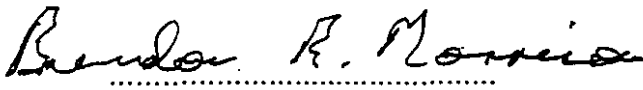
We, *JOHN DAVID ELLISON* and *BRENDON R. MORRISON* being the two members of the Committee of Management of the Electrical, Electronic and Allied Workers Union of Australia, Plumbing Division – Canberra Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (a) In the opinion of the Committee of Management, the accounts attached, show a true and fair view of the financial affairs of the Union as at 31 March 2002;
- (b) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 March 2002 in accordance with the rules of the union;
- (c) To the knowledge of any member of the Committee of Management, there have been no instances where records of the Unions or other documents, not being documents containing information made available to a member of the Union under Section 274 of the Workplace Relations Act 1996, as amended, (The Act) or copies of those records or other documents, or copies of the rules of the organisation have not been furnished or made available, to the members in accordance with the requirements of the Act, the Regulations thereto, or the rules of the Union; and
- (d) The Union has complied with the provisions of Section 279 of the Act in relation to the financial accounts in respect of the period ended 31 March 2002, and the Auditors Report thereon.

JOHN DAVID ELLISON


DATE 27.06.02

BRENDON R. MORRISON


27/06/02.

PLUMBING DIVISION CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS AS AT 31 MARCH 2002

Note 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts, applicable Accounting Standards and the Corporations Law, including the disclosure requirements of Schedule 5. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

(a) Information to be provided to Members or Registrar.

In accordance with the requirements of the Workplace Relations Act 1996, as amended, members are drawn to the following provisions:

274(1) A member of an organisation, or a registrar, may apply to the organisation for the specified prescribed information in relation to the organisation.

274(2) An organisation shall, on application made under subsection (1) at the request of a member of the organisation concerned, and the registrar shall provide to a member information received because of an application made at the request of the member.

274(3) A Registrar may, only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

(b) Property, Plant & Equipment

Property, plant and equipment are included at a cost or at independent or directors' valuation. The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their useful lives 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) Employee Benefits

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred. The Union has no legal obligation to provide benefits to employees on retirement.

(d) Superannuation – the current figure has increased from the previous year due to:

- (1) Salary sacrifice of \$200 per Week
- (2) LSL as a result of rule change 1/7/99. 104 weeks @ \$40 per week included
- (3) Normal superannuation calculated at 8% of gross income.

Further to this superannuation will increase to 9% as of 1 July 2002.

(e) Current Loss – the loss of \$30834.22 has been funded by the sale of assets as reflected in the balance sheet.

It is further recommended that the second unit be sold to ensure the financial viability of the organisation.

It is further recommended that the committee consider ways to boost membership numbers to ensure long term viability.

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized, illegible name.

CEPU
Plumbing Division Canberra Branch

UNION BODY

P.O. Box 3295
Belconnen ACT 2617

FINANCIAL ACCOUNTS

For the Period Ended 31st March 2002

Prepared by

K.W.KNIGHT & ASSOCIATES
P.O. Box 50
Higgins ACT 2615
Telephone 62549587 Fax 62547709

**CEPU
PLUMBING DIVISION CANBERRA BRANCH**

PROFIT AND LOSS STATEMENT

For the period ending 31st March 2002

	Year to Date to 31st March 2002	Last Year
<u>INCOME</u>		
Interest Received	--	343.81
Rent Received	1,750.00	11,421.00
Contributions	68,878.69	74,375.91
Debt Collection Recovered Fees	--	465.78
	-----	-----
	70,628.69	86,606.50
	-----	-----
TOTAL INCOME	70,628.69	86,606.50
<u>LESS EXPENSES INCURRED</u>		
Accountancy	640.00	374.00
Advertising	81.15	81.15
Affiliation Fees-Federal Office	6,807.36	14,875.18
Audit Fees	1,500.00	1,500.00
Affiliation Fees - TLC	321.00	278.10
Bank Charges & F.I.D. etc	578.43	608.30
Fid's	192.80	205.19
Airt Payments	3,120.00	3,180.00
Sitting Fees	1,037.00	600.28
Computer Supplies	--	1,749.77
Depreciation	265.28	2,215.00
Fringe Benefits Tax	1,575.50	1,436.81
General Expenses	--	265.74
Insurances - General	1,944.01	2,037.36
Office Expenses	218.18	19.90
Motor Vehicle Expenses	8,683.39	9,199.19
Postage	323.18	617.34
Printing and Stationery	1,025.77	221.63
Rent	3,493.20	3,218.70
Salary - Office Organisers	34,081.00	32,197.00
Group Tax re Office Staff	11,499.00	11,170.90
Superannuation	20,934.23	13,065.20
Telephone	943.96	517.59
Mobile Phone	660.00	695.31
Travel and Accommodation - Inter state	--	10.00
Unit Costs	1,405.37	2,297.82
CEPU National Fund	133.10	155.00
	-----	-----
TOTAL EXPENSES INCURRED	101,462.91	102,792.46
	-----	-----
<u>NET LOSS</u>	<u>\$ (30,834.22)</u>	<u>(16,185.96)</u>
	=====	=====

CEPU
PLUMBING DIVISION CANBERRA BRANCH
 BALANCE SHEET
 As at 31st March 2002

Year to Date to 31st March 2002 Last Year

THESE FUNDS ARE REPRESENTED BY:-

CURRENT ASSETS

Cash on Hand	(79.92)	(114.64)
Cash at Bank Account 1	25,975.89	6,593.93
	-----	-----
TOTAL CURRENT ASSETS	25,895.97	6,479.29

CURRENT LIABILITIES

Creditors - Other	6,807.36	14,875.18
Creditors - Other	14,875.18	20,591.11
	-----	-----
	21,682.54	35,466.29
	-----	-----
	21,682.54	35,466.29
	-----	-----
TOTAL CURRENT LIABILITIES	21,682.54	35,466.29

WORKING CAPITAL

4,213.43 (28,987.00)

NON-CURRENT ASSETS

Buildings	46,697.66	110,458.00
Deduct Prov'n for Depreciation	(14,577.00)	(14,577.00)
	-----	-----
	32,120.66	95,881.00
Office Equipment	30,820.00	30,820.00
Deduct Prov'n for Depreciation	(30,049.00)	(30,049.00)
	-----	-----
	771.00	771.00
	-----	-----
TOTAL NON-CURRENT ASSETS	32,891.66	96,652.00

INVESTMENTS

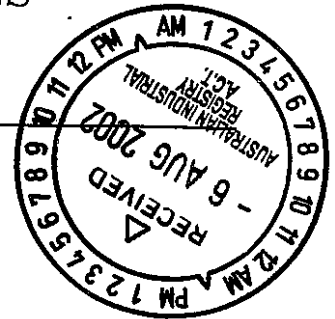
Training Funds	(850.79)	(850.79)
Gst Control Payments	2,034.56	1,101.21
GST to ATO	4,769.21	1,929.00
GST Received Control Account	(7,062.87)	(3,015.00)
	-----	-----
	(1,109.89)	(835.58)
	-----	-----

SUBTOTAL 35,995.20 66,829.42

NET ASSETS \$ 35,995.20 66,829.42

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808



AUDITOR'S REPORT

We have audited the financial statements of the Communications, Electrical, Electronic, Energy, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division Canberra Branch for the year ended 31 March 2002. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

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In our opinion:

- (a) the financial statements present a true and fair view in accordance with applicable Accounting Standards under the (Historical Cost Convention), and in accordance with Section 273 of the Workplace Relations Act 1996, as amended, the financial position of the Organisation as at 31 March, 2002 and the results of its operations and cash flows for the year then ended.
- (b) there were kept by the organisation satisfactory accounting records detailing the source and nature of the income of the branch (including income from members) and the nature and purposes of the expenditure.
- (c) In accordance with the Workplace Relations Act 1996, as amended, Section 276 all information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were provided.

A handwritten signature in black ink, appearing to be 'K. Knight'.

Keith Knight
Public Accountant
FNIA, FTIA, JP
1 / 7 / 2002

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808

The Secretary
Electrical, Electronic & Allied Workers Union
Of Australia – Plumbing Division, Canberra Branch
PO Box 3295
BELCONNEN ACT 2617

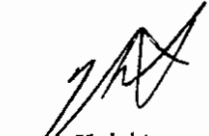
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We have calculated your affiliation fees owing at the completion of our audit as follows:

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Less federal levy	<u>\$ 805.00</u>
	\$68,073.69
10% / per capita =	\$ 6,807.36

Yours sincerely,



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Public Accountant
FNIA, FTIA, JP.
30/05/2002

K.W. KNIGHT & ASSOCIATES

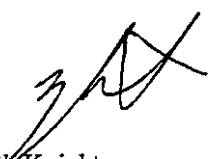
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The Secretary
Communication, Electrical, Electronic, Energy
Information, Postal, Plumbing & Allied
Services Union of Australia
Plumbing Division – Canberra Branch
PO Box 3295
BELCONNEN ACT 2617

Dear Mr O'Reilly

The Canberra Branch of the CEPU – Plumbing Division financial membership as at 31 March 2002
was 240 persons.

Yours sincerely,


Keith Knight
Auditor
FNIA, FTIA, JP
30/05/2002

ACCOUNTING OFFICER'S CERTIFICATE

I, BRIAN O'REILLY, being the Officer responsible for keeping records of the ELECTRICAL, ELECTRONIC PLUMBING AND ALLIED WORKERS UNION OF AUSTRALIA, PLUMBING DIVISION - CANBERRA BRANCH, certify that as at 31 March 2002 the number of members of the organisation was 240 financial persons.

In my opinion:

- (a) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2002;
- (b) a record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation;
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- (d) with regard to the funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than for which the fund operated;
- (e) no loans or other financial benefits; other than remuneration were made to full time officers, of the organisation;
- (f) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996, as amended.

..... B O Reilly

BRIAN O'REILLY

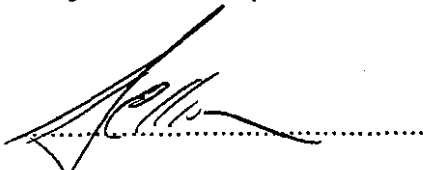
DATE 27-6-2002

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, *JOHN DAVID ELLISON* and *BRENDON R. MORRISON* being the two members of the Committee of Management of the Electrical, Electronic and Allied Workers Union of Australia, Plumbing Division – Canberra Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (a) In the opinion of the Committee of Management, the accounts attached, show a true and fair view of the financial affairs of the Union as at 31 March 2002;
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- (d) The Union has complied with the provisions of Section 279 of the Act in relation to the financial accounts in respect of the period ended 31 March 2002, and the Auditors Report thereon.

JOHN DAVID ELLISON


.....
DATE *27.06.02*

BRENDON R. MORRISON

Brendon R. Morrison
.....
27/06/02.

PLUMBING DIVISION CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS AS AT 31 MARCH 2002

Note 1. STATEMENT OF ACCOUNTING POLICIES

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274(2) An organisation shall, on application made under subsection (1) at the request of a member of the organisation concerned, and the registrar shall provide to a member information received because of an application made at the request of the member.

274(3) A Registrar may; only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

(b) Property, Plant & Equipment

Property, plant and equipment are included at a cost or at independent or directors' valuation. The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their useful lives 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) Employee Benefits

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred. The Union has no legal obligation to provide benefits to employees on retirement.

(d) Superannuation – the current figure has increased from the previous year due to:

- (1) Salary sacrifice of \$200 per Week
- (2) LSL as a result of rule change 1/7/99. 104 weeks @ \$40 per week included
- (3) Normal superannuation calculated at 8% of gross income.

Further to this superannuation will increase to 9% as of 1 July 2002.

(e) Current Loss – the loss of \$30834.22 has been funded by the sale of assets as reflected in the balance sheet.

It is further recommended that the second unit be sold to ensure the financial viability of the organisation.

It is further recommended that the committee consider ways to boost membership numbers to ensure long term viability.

A handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping stroke extending downwards and to the left.

CEPU
Plumbing Division Canberra Branch

UNION BODY

P.O. Box 3295
Belconnen ACT 2617

FINANCIAL ACCOUNTS

For the Period Ended 31st March 2002

Prepared by

K.W.KNIGHT & ASSOCIATES
P.O. Box 50
Higgins ACT 2615
Telephone 62549587 Fax 62547709

CEPU
PLUMBING DIVISION CANBERRA BRANCH
PROFIT AND LOSS STATEMENT

For the period ending 31st March 2002

	Year to Date to 31st March 2002	Last Year
<u>INCOME</u>		
Interest Received	--	343.81
Rent Received	1,750.00	11,421.00
Contributions	68,878.69	74,375.91
Debt Collection Recovered Fees	--	465.78
	-----	-----
	70,628.69	86,606.50
	-----	-----
TOTAL INCOME	70,628.69	86,606.50
 <u>LESS EXPENSES INCURRED</u>		
Accountancy	640.00	374.00
Advertising	81.15	81.15
Affiliation Fees-Federal Office	6,807.36	14,875.18
Audit Fees	1,500.00	1,500.00
Affiliation Fees - TLC	321.00	278.10
Bank Charges & F.I.D. etc	578.43	608.30
Fid's	192.80	205.19
Acirt Payments	3,120.00	3,180.00
Sitting Fees	1,037.00	600.28
Computer Supplies	--	1,749.77
Depreciation	265.28	2,215.00
Fringe Benefits Tax	1,575.50	1,436.81
General Expenses	--	265.74
Insurances - General	1,944.01	2,037.36
Office Expenses	218.18	19.90
Motor Vehicle Expenses	8,683.39	9,199.19
Postage	323.18	617.34
Printing and Stationery	1,025.77	221.63
Rent	3,493.20	3,218.70
Salary - Office Organisers	34,081.00	32,197.00
Group Tax re Office Staff	11,499.00	11,170.90
Superannuation	20,934.23	13,065.20
Telephone	943.96	517.59
Mobile Phone	660.00	695.31
Travel and Accommodation - Inter state	--	10.00
Unit Costs	1,405.37	2,297.82
CEPU National Fund	133.10	155.00
	-----	-----
TOTAL EXPENSES INCURRED	101,462.91	102,792.46
	-----	-----
<u>NET LOSS</u>	<u>\$ (30,834.22)</u>	<u>(16,185.96)</u>
	=====	=====

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808



AUDITOR'S REPORT

We have audited the financial statements of the Communications, Electrical, Electronic, Energy, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division Canberra Branch for the year ended 31 March 2002. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

Our audit has been conducted in accordance with Australian Auditing Standards, Australian Accounting Standards and the Associations Act 1991 to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements.

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

In our opinion:

- (a) the financial statements present a true and fair view in accordance with applicable Accounting Standards under the (Historical Cost Convention), and in accordance with Section 273 of the Workplace Relations Act 1996, as amended, the financial position of the Organisation as at 31 March, 2002 and the results of its operations and cash flows for the year then ended.
- (b) there were kept by the organisation satisfactory accounting records detailing the source and nature of the income of the branch (including income from members) and the nature and purposes of the expenditure.
- (c) In accordance with the Workplace Relations Act 1996, as amended, Section 276 all information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were provided.

Keith Knight
Public Accountant
FNIA, FTIA, JP
1 / 7 / 2002

K.W. KNIGHT & ASSOCIATES

T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808

The Secretary
Electrical, Electronic & Allied Workers Union
Of Australia – Plumbing Division, Canberra Branch
PO Box 3295
BELCONNEN ACT 2617

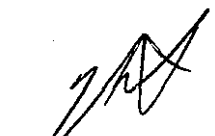
Dear Mr O'Reilly

We have completed the audit of your financial statements for the period 1 April 2001 to 31 March 2002.

We have calculated your affiliation fees owing at the completion of our audit as follows:

Contribution received to 31/03/2002	\$68,878.69	
Less federal levy	<u>\$ 805.00</u>	
	\$68,073.69	
10% / per capita	=	\$ 6,807.36

Yours sincerely,



Keith Knight
Public Accountant
FNIA, FTIA, JP.
30/05/2002

K.W. KNIGHT & ASSOCIATES

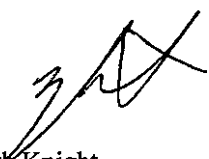
T/as Falcad Pty Ltd
ACN 008599808 ABN 44008599808

The Secretary
Communication, Electrical, Electronic, Energy
Information, Postal, Plumbing & Allied
Services Union of Australia
Plumbing Division – Canberra Branch
PO Box 3295
BELCONNEN ACT 2617

Dear Mr O'Reilly

The Canberra Branch of the CEPU – Plumbing Division financial membership as at 31 March 2002 was 240 persons.

Yours sincerely,



Keith Knight
Auditor
FNIA, FTIA, JP
30/05/2002

ACCOUNTING OFFICER'S CERTIFICATE

I, BRIAN O'REILLY, being the Officer responsible for keeping records of the ELECTRICAL, ELECTRONIC PLUMBING AND ALLIED WORKERS UNION OF AUSTRALIA, PLUMBING DIVISION – CANBERRA BRANCH, certify that as at 31 March 2002 the number of members of the organisation was 240 financial persons.

In my opinion:

- (a) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2002;
- (b) a record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation;
- (c) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained within the rules of the organisation;
- (d) with regard to the funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than for which the fund operated;
- (e) no loans or other financial benefits; other than remuneration were made to full time officers, of the organisation;
- (f) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996, as amended.

..... B O Reilly

BRIAN O'REILLY


DATE 27-6-2002

COMMITTEE OF MANAGEMENT'S CERTIFICATE

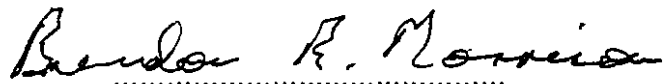
We, *JOHN DAVID ELLISON* and *BRENDON R. MORRISON* being the two members of the Committee of Management of the Electrical, Electronic and Allied Workers Union of Australia, Plumbing Division – Canberra Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (a) In the opinion of the Committee of Management, the accounts attached, show a true and fair view of the financial affairs of the Union as at 31 March 2002;
- (b) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 March 2002 in accordance with the rules of the union;
- (c) To the knowledge of any member of the Committee of Management, there have been no instances where records of the Unions or other documents, not being documents containing information made available to a member of the Union under Section 274 of the Workplace Relations Act 1996, as amended, (The Act) or copies of those records or other documents, or copies of the rules of the organisation have not been furnished or made available, to the members in accordance with the requirements of the Act, the Regulations thereto, or the rules of the Union; and
- (d) The Union has complied with the provisions of Section 279 of the Act in relation to the financial accounts in respect of the period ended 31 March 2002, and the Auditors Report thereon.

JOHN DAVID ELLISON.


.....
DATE *27.06.02*
.....

BRENDON R. MORRISON.


.....
27/06/02.

PLUMBING DIVISION CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS AS AT 31 MARCH 2002

Note 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts, applicable Accounting Standards and the Corporations Law, including the disclosure requirements of Schedule 5. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

(a) Information to be provided to Members or Registrar.

In accordance with the requirements of the Workplace Relations Act 1996, as amended, members are drawn to the following provisions:

274(1) A member of an organisation, or a registrar, may apply to the organisation for the specified prescribed information in relation to the organisation.

274(2) An organisation shall, on application made under subsection (1) at the request of a member of the organisation concerned, and the registrar shall provide to a member information received because of an application made at the request of the member.

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- (1) Salary sacrifice of \$200 per Week
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Further to this superannuation will increase to 9% as of 1 July 2002.

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It is further recommended that the committee consider ways to boost membership numbers to ensure long term viability.

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CEPU
Plumbing Division Canberra Branch

UNION BODY

P.O. Box 3295
Belconnen ACT 2617

FINANCIAL ACCOUNTS

For the Period Ended 31st March 2002

Prepared by

K.W.KNIGHT & ASSOCIATES
P.O. Box 50
Higgins ACT 2615
Telephone 62549587 Fax 62547709

**CEPU
PLUMBING DIVISION CANBERRA BRANCH**

PROFIT AND LOSS STATEMENT

For the period ending 31st March 2002

Year to Date to 31st March 2002 Last Year

<u>INCOME</u>	Year to Date to 31st March 2002	Last Year
Interest Received	--	343.81
Rent Received	1,750.00	11,421.00
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	-----	-----
	70,628.69	86,606.50
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TOTAL INCOME	70,628.69	86,606.50
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	-----	-----
TOTAL EXPENSES INCURRED	101,462.91	102,792.46
	-----	-----
<u>NET LOSS</u>	<u>\$(30,834.22)</u>	<u>(16,185.96)</u>
	=====	=====

CEPU
PLUMBING DIVISION CANBERRA BRANCH
BALANCE SHEET
As at 31st March 2002

Year to Date to 31st March 2002 Last Year

THESE FUNDS ARE REPRESENTED BY:-

CURRENT ASSETS

Cash on Hand	(79.92)	(114.64)
Cash at Bank Account 1	25,975.89	6,593.93
	25,895.97	6,479.29

TOTAL CURRENT ASSETS

CURRENT LIABILITIES

Creditors - Other	6,807.36	14,875.18
Creditors - Other	14,875.18	20,591.11
	21,682.54	35,466.29

TOTAL CURRENT LIABILITIES

WORKING CAPITAL

4,213.43 (28,987.00)

NON-CURRENT ASSETS

Buildings	46,697.66	110,458.00
Deduct Prov'n for Depreciation	(14,577.00)	(14,577.00)
	32,120.66	95,881.00
Office Equipment	30,820.00	30,820.00
Deduct Prov'n for Depreciation	(30,049.00)	(30,049.00)
	771.00	771.00

TOTAL NON-CURRENT ASSETS

32,891.66 96,652.00

INVESTMENTS

Training Funds	(850.79)	(850.79)
Gst Control Payments	2,034.56	1,101.21
GST to ATO	4,769.21	1,929.00
GST Received Control Account	(7,062.87)	(3,015.00)
	(1,109.89)	(835.58)

SUBTOTAL

35,995.20 66,829.42

NET ASSETS

\$ 35,995.20 66,829.42

**CEPU
PLUMBING DIVISION CANBERRA BRANCH**

BALANCE SHEET

For the period ending 31st March 2002

	Year to Date to 31st March 2002	Last Year
<u>CAPITAL ACCOUNT</u>		
Opening Balance	66,829.42	83,015.38
	-----	-----
	66,829.42	83,015.38
Loss	(30,834.22)	(16,185.96)
	-----	-----
	30,834.22	16,185.96
	-----	-----
<u>TOTAL PROPRIETORSHIP</u>	\$ 35,995.20	66,829.42
	=====	=====



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr. Brian O'Reilly
ACT Branch
CEPU - Plumbing Division
PO Box 3295
Belconnen Mail Centre ACT 2617

Dear Mr. O'Reilly

Re: Lodgment of Financial Statements for CEPU - Plumbing Division, Australian Capital Territory Divisional Branch for the year ended 31 March 2002 (FR2002/553)

Receipt is acknowledged of the above financial statements, which were lodged in the Registry on 6 August 2002

These documents meet the requirements of the *Workplace Relations Act 1996* ('the Act') and have now been filed.

It has been noted that the auditor in the Notes to the Accounts commented that the current loss had been funded by the sale of assets and that it was recommended that a sale of further assets and a recruitment plan would ensure future viability.

A Registrar is required under section 280(2) of the Act to investigate any deficiency, failure or shortcoming set out in the report of an auditor. However, an investigation is not required if the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following financial year. However, it appears that the comment made by the Auditor in the Notes is not a formal qualification of the accounts and therefore the Registrar is satisfied that an investigation is not required of this matter.

Should you have any enquires regarding these matters, please do not hesitate to contact me on (02) 8374 6509.

Yours sincerely,

Robin Godfrey
Deputy Industrial Registrar
NSW Registry

21 November 2002