



Australian Government
Australian Industrial Registry

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

Ref: FR2005/217-[128V-PACT]

Mr Peter Ruffy
Acting Branch Secretary/Organiser
CEPU Plumbing Division
Australian Capital Territory Branch
PO Box 126
MITCHELL ACT 2911

Dear Mr Ruffy

Financial Return - year ending 31 March, 2005

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/217**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry

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

Information on AIRC Website

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

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

Yours sincerely



Belinda Penna
for Deputy Industrial Registrar
12 April, 2005

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

³*Insert whichever is applicable*



Australian Government
Australian Industrial Registry

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

Mr Earl Setches
Branch Secretary
CEPU Plumbing Division
Victorian Divisional Branch
52 Victoria Street
CARLTON SOUTH VIC 3053

Attn: Ms Robyn Wilson

Dear Mr Setches

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

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

To date, the Registry has no record of lodgement of the financial reports for the following reporting units for the **financial year ended 31 March 2005**:

FR2005/217 - Plumbing Division, ACT Divisional Branch
FR2005/221 - Plumbing Division, Tasmanian Divisional Branch
FR2005/222 - Plumbing Division, Victorian Divisional Branch

For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence, dated 12 April 2005.

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

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

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

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

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **15 October, 2005**.

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

¹ Schedule 1B of the Workplace Relations Act 1996

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

In the absence of lodgement of a copy of the full report, I request you state in writing by **14 November, 2005**:

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

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

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

Yours sincerely



Belinda Penna

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

24 October 2005



CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES
Federal Secretary


Federal President

52 Victoria St
Carlton South 3053

Ph: 03 9662 1400
Fax: 03 9663 7516

15th November 2005

Belinda Penna
Australian Industrial Registry
Lvl. 8, Terrace Towers
80 William St
East Sydney NSW 2011

Dear Belinda

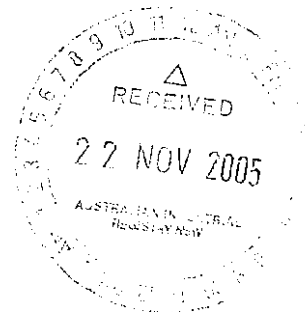
Re: FR2005/217 Plumbing Division, ACT Divisional Branch
FR2005/221 Plumbing Division, Tasmanian Divisional Branch

- The auditor has audited the general purpose financial report for the above branches and signed on 29th July 2005 (ACT) and 17th August 2005 (Tasmania)
- The Committees of Management have prepared the Operating Reports – signed on same dates as above.
- The concise reports will be provided to members in the Plumbers National Journal in November 2005.
- After 21 days after publication of the journal the report will be presented to a Committee of Management Meeting.
- The full and concise reports will then be lodged with the Australian Industrial Relations Commission.

Yours sincerely

Earl Setches

Earl Setches
Federal Secretary





Australian Government
Australian Industrial Registry

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

Mr Earl Setches
Divisional Secretary, Plumbing Division
CEPU
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Setches

**Financial Return – Plumbing Division, ACT Branch - year ending 31 March 2005
(FR2005/217)**

I refer to your letter dated 15 November 2005 in which you advised that you anticipated lodging the reports for the above Branch.

To date there is no record of lodgement of the above financial statements. I would appreciate your advice as to when lodgement is expected to occur.

I take this opportunity to remind you that, if it has not already taken place, the presentation of the report will need to be made to a general members' meeting, not to a Committee of Management meeting in order to comply with s266 of the RAO schedule.

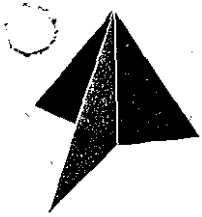
If you need to discuss the report of the ACT Branch before advising the Registry, please do not hesitate to contact me on (02) 8374 6509.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Kellett', written in a cursive style.

Stephen Kellett
Assistant Manager, Sydney Registry

12 April 2006



CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

ACT Branch

PETER RUFFY
State Secretary

BRENDON MORRISON
President

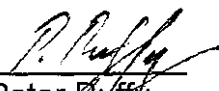
25-27 Darling St
Mitchell ACT 2911

Ph: 02 6251 6955
Fax 02 6163 6667

SECRETARY'S CERTIFICATE

I Peter Ruffy being the State Secretary of the CEPU Plumbing Division ACT Branch, certify:

- that the documents lodged herewith are copies of the full (and concise) audited reports, referred to in s268 of the RAO Schedule; and
- that the concise report was provided to members on our website on and from 16th September 2005; and
- that after two attempts where advertisements were placed in the paper for a Meeting of Members and I failed to get a quorum, that the full (and concise) reports were subsequently presented to a Committee of Management Meeting on 5th April 2006: in accordance with s266 of the RAO schedule.


Peter Ruffy
State Secretary



Date 5/5/06



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

Concise Financial Report

For The Year Ended

31 March 2005



COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

OPERATING REPORT
For the year ended 31 March 2005

Principal activities

The principal activities of the CEPU Canberra Branch during the financial year was to provide representation and support to our members. There were no significant changes to the principal activities during the year.

Review of results

The net result of operations for the year was a loss of \$54,185 (2004: Profit of \$16,610).

Significant Changes in the State of Affairs

In the opinion of the Members of the Committee of Management, there were no significant changes in the organisation's state of affairs during the financial year.

Resignation of Members

As per section 174 of the Workplace Relations Act 1996, a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Number of Members

As at 31 March 2005, the number of financial members of the organisation was 157 (2004: 230)

Number of Employees

As at 31 March 2005, the number of full time equivalent employees was 1.

Committee of Management

The Committee of Management current members are as follows:

Peter Ruffy
Brendon Morrison
Glen Nichols

Future Developments

From July 2004 the Union was administered by the Victorian Branch and it is expected that this arrangement will not materially affect the Union's operations in subsequent years.

Signed in accordance with a resolution of the Committee of Management,

Brendon R. Morrison

B Morrison

P Ruffy

P Ruffy

Dated this 4 day of Nov, 2005



COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

CERTIFICATE OF COMMITTEE OF MANAGEMENT

The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division - Canberra Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2005:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:

Brendon R. Morrison

.....
B Morrison

P. Ruff

.....
P Ruff

Dated this 7 day of Nov, 2005

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2005**

	<u>2005</u>	<u>2004</u>
	\$	\$
INCOME FROM ORDINARY ACTIVITIES		
Members Contributions Received	76,266	61,304
Entrance Fees Received	840	-
Interest Received	2,152	52
Sundry Income	(74)	236
Proceeds on Disposal of Building (Balance)	-	45,070
Federal Levy Received	1,575	1,610
State Levy Received	<u>900</u>	<u>-</u>
	<u>81,659</u>	<u>108,272</u>
EXPENSES FROM ORDINARY ACTIVITIES		
Accountancy Fees	2,736	783
Advertising & Promotion	149	80
Audit Fees	5,100	1,500
Bank Charges	549	562
Sitting Fees	-	761
Computer Services	695	-
Collection Costs	14	-
Electricity	1,989	-
Depreciation	-	506
Fringe Benefits Tax	1,297	-
General Expenses	392	777
Motor Vehicle Expenses	10,158	10,049
CEPU National Fund	-	250
Printing, Postage & Stationery	741	716
Federal Levy Payable	1,575	-
Rent	2,537	3,044
Salaries and Allowances	70,421	38,114
Superannuation Contributions	17,002	20,316
Staff Amenities	688	-
Subscriptions	126	-
Insurance	1,437	2,102
Travelling & Entertaining	580	-
Telephone Expenses	518	1,463
Work Cover	1,710	-
Redundancy ACIRT	4,480	4,380
Provision for Annual Leave	3,324	-
ETU Return Fee	<u>-</u>	<u>129</u>
	128,218	85,532
Per Capita Payable to Head Office	<u>7,626</u>	<u>6,130</u>
Total Expenses From Ordinary Activities	<u>135,844</u>	<u>91,662</u>
Net (Loss)/Profit from Ordinary Activities	<u>(54,185)</u>	<u>16,610</u>
Total Changes in Equity of the Union	<u>(54,185)</u>	<u>16,610</u>

The statement of financial performance is to be read in conjunction with the attached notes.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2005**

	<u>2005</u>	<u>2004</u>
	\$	\$
Current Assets		
Cash Assets	<u>81,833</u>	<u>59,659</u>
Total Current Assets	<u>81,833</u>	<u>59,659</u>
Non Current Assets		
Plant & Equipment	<u>-</u>	<u>-</u>
Total Non Current Assets	<u>-</u>	<u>-</u>
Total Assets	<u>81,833</u>	<u>59,659</u>
Current Liabilities		
Accounts Payable	8,494	-
Bank Overdraft	-	5
Non Interest Bearing Liabilities	101,189	36,643
Provisions	<u>3,324</u>	<u>-</u>
Total Current Liabilities	<u>113,007</u>	<u>36,648</u>
Net Assets - Surplus/(Deficiency)	<u>\$ (31,174)</u>	<u>\$ 23,011</u>
EQUITY		
(Accumulated Deficits)/Retained Earnings	<u>(31,174)</u>	<u>23,011</u>
Total Equity	<u>\$ (31,174)</u>	<u>\$ 23,011</u>

The statement of financial position is to be read in conjunction with the attached notes

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2005**

	<u>2005</u> Inflows/ (Outflows) \$	<u>2004</u> Inflows (Outflows) \$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	77,106	61,300
Interest Received	2,152	52
Federal Levies Collected	1,575	1,615
State Levy	900	-
Per Capita - Federal Office	(7,626)	(6,130)
Payments to Suppliers & Employees	<u>(117,821)</u>	<u>(85,901)</u>
Net Cash Used in Operating Activities	<u>(43,714)</u>	<u>(29,064)</u>
Cashflows from Investing Activities		
Proceeds from Sale of Fixed Assets	<u>-</u>	<u>77,191</u>
Net Cash Provided by Investing Activities	<u>-</u>	<u>77,191</u>
Cashflows from Financing Activities		
Payment from Federal Office & Other Branches	<u>65,893</u>	<u>6,130</u>
Net Cash Provided by Financing Activities	<u>65,893</u>	<u>6,130</u>
Net Decrease in Cash held	22,179	54,257
Cash at Beginning of Year	<u>59,654</u>	<u>5,397</u>
Cash at End of Year	<u>\$ 81,833</u>	<u>\$ 59,654</u>

The statement of cashflows is to be read in conjunction with the attached notes

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

Notes to the Concise Financial Report

This concise report has been derived from the full financial report for the year ended 31 March 2005 and has been prepared in accordance with Australian Accounting Standard AASB1039: Concise Financial Reports. The full financial report and auditors report will be sent to members on request, free of charge. The Auditor's opinion on the general purpose financial statements did not contain any qualification or particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996 subsection 252 and 257(2).

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion is based on the full financial report.

The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and financing and investing activities of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (Plumbing Division - Canberra Branch) as the full financial report.

Discussion and Analysis of Financial Statements

Statement of Financial Performance

Income from ordinary activities has decreased by \$26,613 to \$81,659 mainly due to the proceeds on disposal of building received in the previous year and net increase in contributions and interest revenue of \$17,114.

Expenses from ordinary activities have increased by \$42,686 to \$128,218. This is mainly due to an increase in employee salaries and retiring allowances by \$32,307 and an overall increase in expenditure. The net result is a loss of \$54,185 compared to a profit of \$16,610 in 2004.

Statement of Financial Position

Changes in the Composition of Assets

Total assets increased by \$22,174 to \$81,833. Total liabilities increased by \$76,359 due to an increase in amounts payable to the Victorian and Federal Offices of \$64,546, an increase in creditors and accruals by \$8,494 and an increase in provisions by \$3,324. This resulted in a net asset deficiency of \$31,174.

Statement of Cash Flows

The operating activities have resulted in a net cash outflow of \$43,714. Increase in cash inflows of \$15,806 from contributions revenue was offset by increase in payments to suppliers and employees of \$31,920. The branch net cash inflows from payments received from branches increased to \$65,893 from \$6,130.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
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PLUMBING DIVISION - CANBERRA BRANCH**

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B (ROA), the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (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

INDEPENDENT AUDIT REPORT

To the members of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing And Allied Services Union Of Australia - Plumbing Division - Canberra Branch

Scope

The concise financial report and Committee of Management responsibility

The concise financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, discussion and analysis of, and the committee of management declaration for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - Canberra Branch for the year ended 31 March 2005.

The Branch's Committee of Management are responsible for the preparation and presentation of the financial report in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

Audit Approach

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

We also performed an independent audit of the full financial report of the Branch for the financial year ended 30 June 2005. Our audit report was signed on 29 July 2005 and was not subject to any qualification.

In conducting our audit of the concise financial report, we performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

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

- testing that the information included in the concise financial report is consistent with the information in the full financial report, and
- examining, on a test basis, information to provide evidence supporting the amounts, discussion and analysis, and other disclosures in the concise financial report which were not directly derived from the full financial report.

When this audit report is included on a document containing the Committee of Managements' report, our procedures include reading the Committee of Management report to determine whether it contains any material inconsistencies with the financial report.

Independence

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

Audit Opinion

In our opinion, the concise financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - Canberra Branch for the year ended 31 March 2005 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.



**Haines Norton
Chartered Accountants**



**R.H. Hutton
Registered Company Auditor**

Dated this *10TH* day of *November*, 2005

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

Financial Report

**For The Year Ended
31 March 2005**

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

OPERATING REPORT
For the year ended 31 March 2005

Principal activities

The principal activities of the CEPU Canberra Branch during the financial year was to provide representation and support to our members. There were no significant changes to the principal activities during the year.

Review of results

The net result of operations for the year was a loss of \$54,185 (2004: Profit of \$16,610).

Significant Changes in the State of Affairs

In the opinion of the Members of the Committee of Management, there were no significant changes in the organisation's state of affairs during the financial year.

Resignation of Members

As per section 174 of the Workplace Relations Act 1996, a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Number of Members

As at 31 March 2005, the number of financial members of the organisation was 157 (2004: 230)

Number of Employees

As at 31 March 2005, the number of full time equivalent employees was 1.

Committee of Management

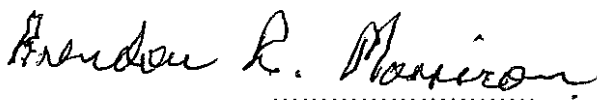
The Committee of Management current members are as follows:


Peter Ruffy
Brendon Morrison
Glen Nichols

Future Developments

From July 2004 the Union was administered by the Victorian Branch and it is expected that this arrangement will not materially affect the Union's operations in subsequent years.

Signed in accordance with a resolution of the Committee of Management,


.....
B Morrison


.....
P Ruffy

Dated this 28 day of July, 2005

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

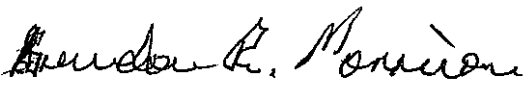
CERTIFICATE OF COMMITTEE OF MANAGEMENT

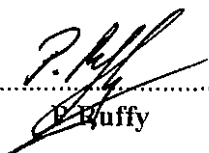
The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division – Canberra Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2005:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:


.....
B Morrison


.....
P. Duffy

Dated this 28 day of July, 2005

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2005**

	Note	<u>2005</u> \$	<u>2004</u> \$
Current Assets			
Cash Assets	3	<u>81,833</u>	<u>59,659</u>
Total Current Assets		<u>81,833</u>	<u>59,659</u>
Non Current Assets			
Plant & Equipment	4	<u>-</u>	<u>-</u>
Total Non Current Assets		<u>-</u>	<u>-</u>
Total Assets		<u>81,833</u>	<u>59,659</u>
Current Liabilities			
Accounts Payable	5	8,494	-
Bank Overdraft		-	5
Non Interest Bearing Liabilities	6	101,189	36,643
Provisions	7	<u>3,324</u>	<u>-</u>
Total Current Liabilities		<u>113,007</u>	<u>36,648</u>
Net Assets - Surplus/(Deficiency)		<u>\$ (31,174)</u>	<u>\$ 23,011</u>
EQUITY			
(Accumulated Deficits)/Retained Earnings	8	<u>(31,174)</u>	<u>23,011</u>
Total Equity		<u>\$ (31,174)</u>	<u>\$ 23,011</u>

The accompanying notes form part of this financial report

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2005**

	<u>2005</u>	<u>2004</u>
	\$	\$
INCOME FROM ORDINARY ACTIVITIES		
Members Contributions Received	76,266	61,304
Entrance Fees Received	840	-
Interest Received	2,152	52
Sundry Income	(74)	236
Proceeds on Disposal of Building (Balance)	-	45,070
Federal Levy Received	1,575	1,610
State Levy Received	<u>900</u>	<u>-</u>
	<u>81,659</u>	<u>108,272</u>
EXPENSES FROM ORDINARY ACTIVITIES		
Accountancy Fees	2,736	783
Advertising & Promotion	149	80
Audit Fees	5,100	1,500
Bank Charges	549	562
Sitting Fees	-	761
Computer Services	695	-
Collection Costs	14	-
Electricity	1,989	-
Depreciation	-	506
Fringe Benefits Tax	1,297	-
General Expenses	392	777
Motor Vehicle Expenses	10,158	10,049
CEPU National Fund	-	250
Printing, Postage & Stationery	741	716
Federal Levy Payable	1,575	-
Rent	2,537	3,044
Salaries and Allowances	70,421	38,114
Superannuation Contributions	17,002	20,316
Staff Amenities	688	-
Subscriptions	126	-
Insurance	1,437	2,102
Travelling & Entertaining	580	-
Telephone Expenses	518	1,463
Work Cover	1,710	-
Redundancy ACIRT	4,480	4,380
Provision for Annual Leave	3,324	-
ETU Return Fee	<u>-</u>	<u>129</u>
	128,218	85,532
Per Capita Payable to Head Office	<u>7,626</u>	<u>6,130</u>
Total Expenses From Ordinary Activities	<u>135,844</u>	<u>91,662</u>
Net (Loss)/Profit from Ordinary Activities	<u>(54,185)</u>	<u>16,610</u>
Total Changes in Equity of the Union	<u>(54,185)</u>	<u>16,610</u>

The accompanying notes form part of this financial report

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2005**

	<u>2005</u>	<u>2004</u>
	Inflows/ (Outflows)	Inflows (Outflows)
	\$	\$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	77,106	61,300
Interest Received	2,152	52
Federal Levies Collected	1,575	1,615
State Levy	900	-
Per Capita - Federal Office	(7,626)	(6,130)
Payments to Suppliers & Employees	<u>(117,821)</u>	<u>(85,901)</u>
Net Cash Used in Operating Activities	10 (b) <u>(43,714)</u>	<u>(29,064)</u>
Cashflows from Investing Activities		
Proceeds from Sale of Fixed Assets	<u>-</u>	<u>77,191</u>
Net Cash Provided by Investing Activities	<u>-</u>	<u>77,191</u>
Cashflows from Financing Activities		
Payment from Federal Office & Other Branches	<u>65,893</u>	<u>6,130</u>
Net Cash Provided by Financing Activities	<u>65,893</u>	<u>6,130</u>
Net Decrease in Cash held	22,179	54,257
Cash at Beginning of Year	<u>59,654</u>	<u>5,397</u>
Cash at End of Year	10 (a) <u>\$ 81,833</u>	<u>\$ 59,654</u>

The accompanying notes form part of this financial report

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

1. **Summary of Accounting Policies**

This financial report is a general purpose financial report that has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements in Australia and the requirements of the Reporting Guidelines of the Industrial Registrar.

In accordance with generally accepted accounting principles for these types of organisations, membership contributions are accounted for on a cash receipts basis. Otherwise the financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on fair values of consideration given in exchange for assets.

The accounts are prepared on the basis that the Branch will continue as a going concern notwithstanding the negative working capital and deficiency of net assets. The ability to continue as a going concern is dependant upon the continued support of the Federal and Victorian offices.

The accounting policies have been consistently applied, unless otherwise stated.

(a) Furniture and Equipment

Furniture and equipment are measured at cost.

Depreciation

Depreciation is calculated on the prime cost and diminishing value methods and is brought to account over the estimated economic lives of all equipment. Furniture and equipment are fully depreciated.

(b) Employee Benefits

Provision is made for the Union's liability for employee benefits arising from services rendered by employees, in accordance with Australian Accounting Standard AASB1028 "Employee Benefits".

Provision for annual leave is calculated on the basis of legal liability at balance sheet date.

Employee entitlements expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

(b) Employee Benefits (cont'd)

No provision is made for sick leave as there is no liability to pay for accumulated leave and the sick leave to be taken in future reporting periods is not expected to be greater than entitlements which are expected to accrue in those periods.

Contributions are made by the Union to the employee superannuation funds and are expensed when incurred. The Union is not obliged to contribute to these funds other than to meet its liability under the superannuation guarantee system and is under no obligation to make up any shortfall in the funds' assets to meet payments due to employees.

The number of employees at the end of the year was 1.

(c) Income Tax

The organisation is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

(d) Revenue Recognition

Contributions from members are shown net of refunds and are accounted for on a cash basis.

Interest revenue is recognised on an accrual basis.

Revenue arising from the disposal of non-current assets is recognised when the organisation and the buyer are both committed to a contract.

(e) 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.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2005

(f) Cash

For the purpose of the Statement of Cash flows, cash includes cash on hand, cash at bank and investments in money market instruments net of bank overdraft.

(g) International Financial Reporting standards (IFRS)

The Australian Accounting Standard Board (AASB) is adopting IFRS for application to reporting periods beginning on or after 1 January 2005. The adoption of Australian equivalents to IFRS will be first reflected in the financial statements for the year ending 31 March 2006.

Entities complying with Australia equivalents to IFRS for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made, retrospectively, against opening retained earnings as at 1 April 2005.

The entity does not anticipate any material changes in accounting policies will be required.

2. Information to be provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1 B (RAO), the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 which reads as follows:-

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner and within such time as is prescribed.
- (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.

3. Cash Assets

	<u>2005</u>	<u>2004</u>
	\$	\$
Cash at Bank	<u>81,833</u>	<u>59,659</u>
	<u>81,833</u>	<u>59,659</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

	<u>2005</u>	<u>2004</u>
	\$	\$
4. Plant, Furniture & Equipment		
	<u>2005</u>	<u>2004</u>
	\$	\$
Plant, Furniture and Equipment	30,820	30,820
Less: Accumulated Depreciation	<u>30,820</u>	<u>30,820</u>
	<u> -</u>	<u> -</u>
5. Payables		
Creditors and accruals	<u>8,494</u>	<u> -</u>
	<u>8,494</u>	<u> -</u>
6. Non Interest Bearing Liabilities		
Amounts Payable to Federal Office	44,498	36,643
Amounts Payable to Victorian Branch	<u>56,691</u>	<u> -</u>
	<u>101,189</u>	<u>36,643</u>
7. Provisions		
Annual Leave – industrial officer	<u>3,324</u>	<u> -</u>
	<u>3,324</u>	<u> -</u>
8. Equity		
(a) Retained Profits	<u>2005</u>	<u>2004</u>
	\$	\$
Balance at beginning of year	23,011	6,401
Net Profit/(Loss) for year	<u>(54,185)</u>	<u>16,610</u>
Balance at end of year	<u>(31,174)</u>	<u>23,011</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

9. Employee Benefits

Employee benefits paid during the year:

	Elected Officials	Administrative & Industrial Staff	Total
	\$	\$	\$
Wages & Salaries	29,838	31,242	61,080
Annual Leave and sick leaves	7,904	1,437	9,341
Superannuation	<u>9,380</u>	<u>7,622</u>	<u>17,002</u>
Total	<u>47,122</u>	<u>40,301</u>	<u>87,423</u>

10. Notes to Statement of Cash flows

(a) Reconciliation of Cash

Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:-

	<u>2005</u>	<u>2004</u>
	\$	\$
Cash at Bank	81,833	59,659
Bank Overdraft	<u>-</u>	<u>(5)</u>
	<u>81,833</u>	<u>59,654</u>

(b) Reconciliation of Net Cash Provided by
Operating Activities to Net Profit/(Loss)

Net Profit/(Loss)	(54,185)	16,610
Depreciation	-	506
Provision for Employee Benefits	3,324	-
Training Fund Adjustment	-	(851)
Profit on Disposal of Fixed Assets	-	(45,070)
<u>Changes in Assets & Liabilities</u>		
Increase/(Decrease) in Creditors & Accruals	<u>7,147</u>	<u>(259)</u>
Net Cash Provided by/(Used in) Operating Activities	<u>\$(43,714)</u>	<u>\$(29,064)</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

11. Related Party Information

- (a) The names or persons who formed part of the Committee of Management at any time during the year were:-

Brendon Morrison
Peter Ruffy
Brian Oreilly (Retired)
Glen Nichols

- (b) Amounts received or due and receivable (i.e. wages paid to elected official and Committee fees paid to Committee of Management) by the Union members of the Committee of Management were \$37,742.
- (c) Amounts paid on behalf of Union officials to the Building Union Superannuation Scheme in respect to the retirement of Committee of Management members \$9,380.
- (d) Other transactions between the Committee Members and the Union were conducted on normal commercial terms in respect of subscriptions and supply of other goods and services.
- (e) Transactions between Canberra Branch and Federal Office

	<u>2005</u>	<u>2004</u>
Per Capita Payment	\$	\$

During the year, the Canberra Branch paid to the Federal Office a per capita payment calculated in accordance with the rules.	<u>7,148</u>	<u>6,130</u>
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For other transactions with Victorian Branch, refer to note 6.

13. Commitments

Capital Expenditure commitments	<u>—</u>	<u>—</u>
---------------------------------	----------	----------

14. Contingent Liability

There was no contingent liability at 31 March 2005.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

15. Segment Reporting

The Union provides services to members employed in executing plumbing, gas fitting, pipe fittings and domestic engineering works in the state of Canberra.

16. Union's Details

The principal place of business of the branch is:

25-27 Darling Street
MITCHELL ACT 2911

17. Financial Instruments

(i) Accounting Policies, Terms and Conditions

The Union's accounting policies, including terms and conditions of each material class of financial asset and liability, both recognised and unrecognised at the balance date, are as follows:

	Financial Instruments	Note Ref	Accounting Policy	Terms & Conditions
(i)	<u>Financial Assets</u>			
	Cash Assets	3	Cash at bank are carried at principal amounts. Interest is recognised as it is earned.	Cash at bank are at call at 0.70%.
	Receivables		Amounts receivable are carried at nominal amounts due. As stated in note 1(d), membership contributions are accounted for on a cash basis.	No interest is chargeable on late payment.
(ii)	<u>Financial Liabilities</u>			
	Payables	5	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Union.	Trade liabilities are normally settled on 30 day term. No interest.
	Non Interest Bearing Liabilities	6	Amounts payable to Federal Office and State Branch are carried at nominal amounts due.	No interest is charged on amounts due.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

17. **Financial Instruments (Cont'd)**

(b) **Interest Rate Risk**

The Union's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised are as follows:

Financial Instruments	Floating Interest Rate		Fixed Interest Rate maturing in: 1 year or less		Fixed Interest Rate maturing in 2 year or more		Non-Interest Bearing		Total Carrying Amount as per Statement of Financial Position		Weighted Average Effective Interest Rate	
	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$	2005 %	2004 %
(i) <u>Financial Assets</u>												
Cash Assets	81,833	9,659	-	50,000	-	-	-	-	81,833	59,659	0.70%	0.50%
(ii) <u>Financial Liabilities</u>												
Payables	-	-	-	-	-	-	8,494	-	8,494	-	N/A	N/A
Non Interest Bearing Liabilities	-	-	-	-	-	-	101,189	36,648	101,189	36,648	N/A	N/A

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - CANBERRA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004**

17 Financial Instruments (Cont'd)

(c) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The organisation has no material credit risk exposure to a group of debtors under financial instruments entered into by the organisation.

(d) Net Fair Values

The net fair values of the Union's financial assets and financial liabilities are not expected to be significantly different from the class of asset and liability as disclosed above and recognised in the statement of financial position as at 31 March 2005.

INDEPENDENT AUDIT REPORT

Scope

The financial report and Committee of management responsibility

The financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division - Canberra Branch for the year ended 31 March 2005 is set out on pages 2 to 14.

The Committee of Management are responsible for the preparation and true and fair presentation of the financial report in accordance with Australian Accounting Standards, the Reporting Guidelines of the Industrial Registrar and other mandatory financial reporting requirements in Australia. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

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

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

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

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

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


Independence

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

Audit Opinion

In our opinion,

- (i) there were kept by the Union, in respect of the year, satisfactory accounting records detailing the source and nature of the income of the Union (including income from members) and the nature and purpose of the expenditure;
- (ii) the attached financial report, prepared in accordance with applicable Australian Accounting Standards, the Reporting Guidelines of the Industrial Registrar and other mandatory professional reporting requirements in Australia, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Union as at 31 March 2005; and
 - (b) the income and expenditure, results and cash flows of the Union for the year then ended; and
- (iii) all information and explanations required for the purpose of the audit under Section 257(2), were provided by the officers or employees of the Union.



Haines Norton
Chartered Accountants



R.H. Hutton
Registered Company Auditor

Dated this 29th day of July, 2005



Australian Government
Australian Industrial Registry

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Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Peter Ruffy
State Secretary
CEPU Plumbing Division
ACT Divisional Branch
PO Box 126
MITCHELL ACT 2911

Dear Mr Ruffy

**Financial Statements and Accounts for the CEPU Plumbing Division, ACT Divisional Branch
for the year ending 31 March 2005 (FR2005/217)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 24 May 2006.

I note that following two general meetings of members which failed to get a quorum, the documents were presented to a Committee of Management meeting.

The financial statements and accounts have been filed, and may be viewed on the internet at www.e-airc.gov.au/128vpact/financial.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

5 June 2006

Cc Ms Robyn Wilson
Finance Administration
Plumbing Division, Federal Office