



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: FR2007/217-[128V-PACT]

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

Dear Mr Ruffy

Financial Return - year ending 31 March, 2007

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

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

Information on AIRC Website

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

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

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches, each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

(a) Financial Statements containing:

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

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

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

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

Complying with time limits

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

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

Extensions of Time

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

Contact the Registry

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

Yours sincerely



Belinda Penna
For Deputy Industrial Registrar
2 April, 2007

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	<i>as soon as practicable after end of financial year</i>
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<i>within a reasonable time of having received the GPFR</i>
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	<i>within 6 months of end of financial year</i> <i>within 6 months of end of financial year</i>
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	<i>within 14 days of meeting</i>

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

³*Insert whichever is applicable*



Ref: FR2007/217 -[128V-PACT]

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

Dear Mr Ruffy

Re: CEPU Plumbing Division - Australian Capital Territory Divisional Branch - Outstanding Financial Documents - *Workplace Relations Act 1996*

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

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 March, 2007. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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

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

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

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

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **15 October, 2007.**

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

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

¹ Schedule 1 of the Workplace Relations Act 1996

In the absence of lodgement of a copy of the full report, I request you state in writing by **14 November, 2007**:

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

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

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2007/217**.

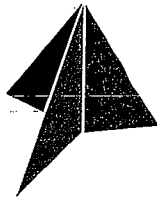
Yours sincerely



Belinda Penna

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

24 October, 2007



CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

FEDERAL OFFICE
ABN 40 655 883 201

EARL SETCHES
Federal Secretary

TONY MURPHY
Federal President

52 Victoria St
Carlton South 3053

Ph: 03 9662 3388
Fax: 03 9663 7516

22nd October 2007

Peter McKerrow
For Deputy Industrial Registrar
Level 8, Terrace Towers
80 William St, East Sydney NSW 2011



Dear Mr McKerrow

Re: CEPU PLUMBING DIVISION ACT BRANCH
CEPU PLUMBING DIVISION TASMANIA BRANCH
CEPU PLUMBING DIVISION NSW BRANCH

Please note that the above financial reports have been prepared by our auditors but both the Tasmanian and the ACT Branches are having trouble getting a quorum for the presentation to the members. All efforts are being made to have meetings to present the reports to the members.

There has been Federal Intervention in the NSW Branch. The audited reports have been prepared and the Federal President is organising a meeting of members as soon as possible.

Yours sincerely

Robyn Wilson
Finance Manager





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

Ms Robyn Wilson
Finance Manager
CEPU Plumbing Division Federal Office
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Ms Wilson

**Re: Financial Statements and Accounts for the year ending 31 March 2007 -
ACT Branch, Tasmania Branch and NSW Branch**

I refer to your letter dated 22nd October 2007, which was lodged in the Registry on 24th October 2007.

I note your advice that the Branches are experiencing difficulty in getting a quorum of members at meetings to accept the financial documents.

As the returns are now overdue to be lodged, the Deputy Industrial Registrar would appreciate any further advice you can provide as to when the documents for each Branch are likely to be lodged in the Registry.

A letter has been sent to each of the above named Branches, and also the Queensland Branch, reminding the Secretary that their financial returns are now overdue to be lodged.

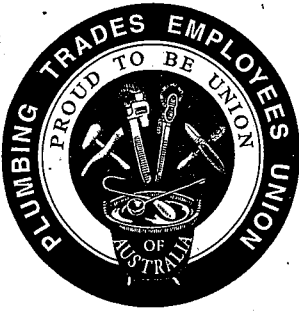
If you would like to discuss this matter please contact me on 02 8374 6618, or by email at belinda.penna@air.gov.au.

Yours sincerely,

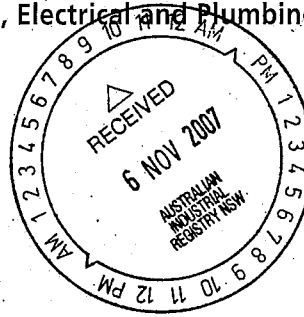
A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna
For Deputy Industrial Registrar

25 October 2007



PLUMBING TRADES EMPLOYEES UNION
Communications, Electrical and Plumbing Union



CANBERRA BRANCH
ABN 65 427 216 408

EARL SETCHES
Branch Secretary

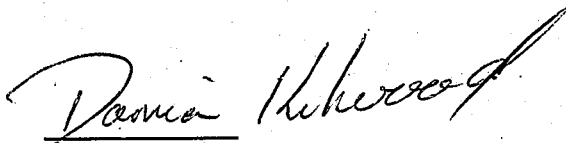
DAMIEN KIRKWOOD
Organiser
0419 429 549

c/o 52 Victoria Street
Carlton South 3053
Victoria
Ph: 03 9662 3388
Fax: 03 9663 2613

SECRETARY'S CERTIFICATE

I Damian Kirkwood 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 of the CEPU Plumbing Division ACT Branch for the financial year ended 31st March 2007, referred to in s268 of the RAO Schedule; and
- that the concise report was provided to members on our website on and from 01 August 2007; and
- that after two failed attempts to raise a quorum, the full and concise reports were passed by the Committee of Management on 16th October 2007.


Damian Kirkwood
State Secretary

Date 16 October 2007



**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 2007**

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 2007

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 \$39,597 (2006: Loss of \$13,291).

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 2007, the number of members of the organisation recorded in the register of members was 304.

Number of Employees

As at 31 March 2007, the number of full time equivalent employees was 1.

Committee of Management


The Committee of Management current members are as follows:

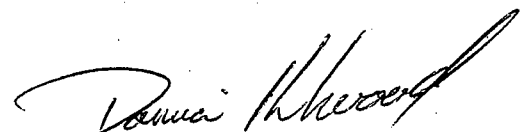
Brendan Morrison - President	Damian Kirkwood - Secretary (appointed April 2007)
Glen Nichols	Mark Taylor (appointed April 2007)
Ken Enslie (appointed April 2007)	Frank Pritzler

Future Developments

In the opinion of the Committee of Management, there is not likely to be any future development that will materially affect the Union's operations in subsequent years.

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


.....
B Morrison


.....
D Kirkwood

Dated this 3rd day of July, 2007

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

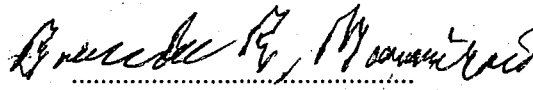
CERTIFICATE OF COMMITTEE OF MANAGEMENT

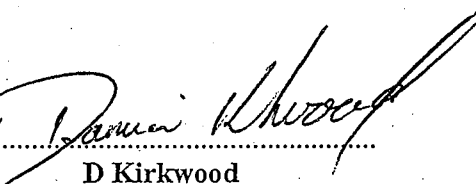
The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division – Canberra Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2007:

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


.....
D Kirkwood

Dated this 3rd day of July, 2007

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

**INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007**

	<u>2007</u>	<u>2006</u>
	\$	\$
INCOME		
Members Contributions Received	80,566	70,611
Entrance Fees Received	900	1,000
Interest Received	214	295
Sundry Income	391	3,159
Proceeds on Sale of Assets	-	4,091
Federal Levy Received	1,113	1,260
State Levy Received	648	720
	<u>83,832</u>	<u>81,136</u>
EXPENSES		
Accountancy Fees	2,200	1,211
Advertising & Promotion	142	157
Audit Fees	2,400	2,400
Affiliation Fees	79	115
Bank Charges	546	428
Delegates Fees	218	-
Computer Services	-	81
Retiring Allowance Paid	8,038	-
Staff Training Expenses	500	-
Depreciation	480	-
Overnight & Travel Allowances	170	-
General Expenses	236	50
Motor Vehicle Expenses	5,511	4,311
Merchandise	682	1,174
Printing, Postage & Stationery	957	551
Federal Levy Payable	1,113	1,260
Rent	3,044	3,297
Salaries and Allowances	72,637	50,234
Superannuation Contributions	6,817	4,741
Staff Amenities	179	-
Subscriptions	285	196
Insurance	751	751
Travelling & Entertaining	512	133
Telephone Expenses	350	345
Work Cover	2,026	1,966
Redundancy ACIRT	4,160	3,520
Provision for Employee Benefits	(3,637)	10,221
Courier & Taxis	107	225
Fines and Penalties	4,869	-
	<u>115,372</u>	<u>87,367</u>
Per Capita Payable to Head Office	<u>8,057</u>	<u>7,060</u>
Total Expenses	<u>123,429</u>	<u>94,427</u>
Net Loss for Year	<u>(39,597)</u>	<u>(13,291)</u>

The income statement 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**

**BALANCE SHEET
AS AT 31 MARCH 2007**

	<u>2007</u> \$	<u>2006</u> \$
Current Assets		
Cash and Cash Equivalent	8,239	47,042
Receivables	<u>-</u>	<u>1,936</u>
Total Current Assets	<u>8,239</u>	<u>48,978</u>
Non Current Assets		
Plant & Equipment	<u>1,378</u>	<u>-</u>
Total Non Current Assets	<u>1,378</u>	<u>-</u>
Total Assets	<u>9,617</u>	<u>48,978</u>
Current Liabilities		
Accounts Payable	18,339	19,474
Non Interest Bearing Liabilities	73,543	60,423
Provisions	<u>1,797</u>	<u>13,546</u>
Total Current Liabilities	<u>93,679</u>	<u>93,443</u>
Net Assets - Surplus/(Deficiency)	<u>\$ (84,062)</u>	<u>\$ (44,465)</u>
EQUITY		
(Accumulated Deficits)/Retained Earnings	<u>(84,062)</u>	<u>(44,465)</u>
Total Equity	<u>\$ (84,062)</u>	<u>\$ (44,465)</u>

The balance sheet 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 RECOGNISED INCOME AND EXPENSE
FOR THE YEAR ENDED 31 MARCH 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Net Income Recognised Directly in Equity	-	-
Loss for the Year	<u>(39,597)</u>	<u>(13,291)</u>
Total Recognised Income and Expense for the Year	<u>(39,597)</u>	<u>(13,291)</u>

The statement of recognised income and expense 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**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007**

	<u>2007</u> Inflows/ (Outflows) \$	<u>2006</u> Inflows (Outflows) \$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	90,231	71,611
Interest Received	214	295
Federal Levies Collected	1,113	1,260
State Levy	648	720
Other income	2,327	1,223
Per Capita - Federal Office	(8,057)	(7,060)
Payments to Suppliers & Employees	<u>(136,542)</u>	<u>(66,164)</u>
Net Cash Provided by/(Used in) Operating Activities	<u>(50,066)</u>	<u>1,885</u>
Cashflows from Investing Activities		
Proceeds from Sale of Fixed Assets	-	4,091
Payments for Purchase of Fixed Assets	<u>(1,858)</u>	<u>-</u>
Net Cash Provided by Investing Activities	<u>(1,858)</u>	<u>4,091</u>
Cashflows from Financing Activities		
Payment from/(to) Federal Office & Other Branches	<u>13,121</u>	<u>(40,767)</u>
Net Cash Provided by/(Used in) Financing Activities	<u>13,121</u>	<u>(40,767)</u>
Net (Decrease)/Increase in Cash held	(38,803)	(34,791)
Cash at Beginning of Year	<u>47,042</u>	<u>81,833</u>
Cash at End of Year	\$ <u>8,239</u>	\$ <u>47,042</u>

The cash flow statement 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
Year Ended 31 March 2007**

This concise report has been derived from the full financial report for the year ended 31 March 2007 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

Income Statement

Total income from ordinary activities was \$83,832 compared with \$81,136 in 2006. Expenses from ordinary activities have increased by \$28,005 to \$115,372. Increase in expenses is mainly due to payment of retiring gratuity of \$8,038 on retirement of a Union official and PAYG underpaid for period prior to 2003 including penalties (\$13,801). The net result is a loss of \$39,597 compared to a loss of \$13,291 in 2006.

Balance sheet

Changes in the Composition of Assets

Total assets decreased by \$39,361 to \$9,617 and total liabilities increased by \$236 to \$93,679. This resulted in a net asset deficiency of \$84,062 (2006: \$44,465).

Statement of Recognised Income and Expense

The total recognised income and expense for the year comprises mainly of the net loss for the year of \$39,597.

Cash Flow Statement

The operating activities have resulted in a net cash outflow of \$50,066. Cash inflows from contributions and other revenue have increased by \$20,424 while payments to suppliers and employees have increased by \$71,375 to \$144,599. The branch had a net cash inflow of \$13,121 in respect of payments received from branches.

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

Statement of Receipts and Payments for Recovery of Wages Activity

The Union did not receive nor pay any amounts recovered from employers in respect of wages during the financial year (2006 -Nil).

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 balance sheet at 31 March 2007, income statement, statement of recognised income and expense and cash flow statement for the year ended on that date, 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.

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 31 March 2007. Our audit report was signed on 13TH JULY 2007 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 2007 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.



UHY Haines Norton
Chartered Accountants



R.H. Hutton
Registered Company Auditor

Dated this 13TH day of July, 2007

**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 2007**

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 2007

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 \$39,597 (2006: Loss of \$13,291).

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 2007, the number of members of the organisation recorded in the register of members was 304.

Number of Employees

As at 31 March 2007, the number of full time equivalent employees was 1.

Committee of Management

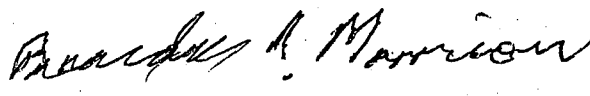
The Committee of Management current members are as follows:

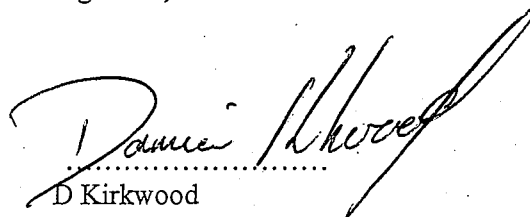
Brendan Morrison - President	Damian Kirkwood - Secretary (appointed April 2007)
Glen Nichols	Mark Taylor (appointed April 2007)
Ken Ensle (appointed April 2007)	Frank Pritzler

Future Developments

In the opinion of the Committee of Management, there is not likely to be any future development that will materially affect the Union's operations in subsequent years.

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


.....
B Morrison


.....
D Kirkwood

Dated this 3rd day of July, 2007

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

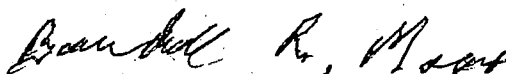
CERTIFICATE OF COMMITTEE OF MANAGEMENT

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 2007:

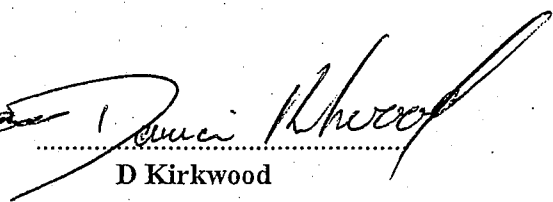
The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (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



D Kirkwood

Dated this 3rd day of JULY, 2007

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

**INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007**

	<u>2007</u>	<u>2006</u>
	\$	\$
INCOME		
Members Contributions Received	80,566	70,611
Entrance Fees Received	900	1,000
Interest Received	214	295
Sundry Income	391	3,159
Proceeds on Sale of Assets	-	4,091
Federal Levy Received	1,113	1,260
State Levy Received	648	720
	<u>83,832</u>	<u>81,136</u>
EXPENSES		
Accountancy Fees	2,200	1,211
Advertising & Promotion	142	157
Audit Fees	2,400	2,400
Affiliation Fees	79	115
Bank Charges	546	428
Delegate Fees	218	-
Computer Services	-	81
Retiring Allowance Paid	8,038	-
Staff Training	500	-
Depreciation	480	-
Overnight & Travel Allowances	170	-
General Expenses	236	50
Motor Vehicle Expenses	5,511	4,311
Merchandise	682	1,174
Printing, Postage & Stationery	957	551
Federal Levy Payable	1,113	1,260
Rent	3,044	3,297
Salaries and Allowances	72,637	50,234
Superannuation Contributions	6,817	4,741
Staff Amenities	179	-
Subscriptions	285	196
Insurance	751	751
Travelling & Entertaining	512	133
Telephone Expenses	350	345
Work Cover	2,026	1,966
Redundancy ACIRT	4,160	3,520
Provision for Employee Benefits	(3,637)	10,221
Courier & Taxis	107	225
Fines and Penalties	4,869	-
	115,372	87,367
Per Capita Payable to Head Office	8,057	7,060
Total Expenses	<u>123,429</u>	<u>94,427</u>
Net Loss for Year	<u>(39,597)</u>	<u>(13,291)</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**

**BALANCE SHEET
AS AT 31 MARCH 2007**

	Note	<u>2007</u> \$	<u>2006</u> \$
Current Assets			
Cash and Cash Equivalents	3	8,239	47,042
Receivables		<u>-</u>	<u>1,936</u>
Total Current Assets		<u>8,239</u>	<u>48,978</u>
Non Current Assets			
Plant & Equipment	4	<u>1,378</u>	<u>-</u>
Total Non Current Assets		<u>1,378</u>	<u>-</u>
Total Assets		<u>9,617</u>	<u>48,978</u>
Current Liabilities			
Accounts Payable	5	18,339	19,474
Non Interest Bearing Liabilities	6	73,543	60,423
Provisions	7	<u>1,797</u>	<u>13,546</u>
Total Current Liabilities		<u>93,679</u>	<u>93,443</u>
Net Assets - Deficiency		<u>\$ (84,062)</u>	<u>\$ (44,465)</u>
EQUITY			
Accumulated Deficits	8	<u>(84,062)</u>	<u>(44,465)</u>
Total Equity		<u>\$ (84,062)</u>	<u>\$ (44,465)</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 RECOGNISED INCOME AND EXPENSE
FOR THE YEAR ENDED 31 MARCH 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Net Income Recognised Directly in Equity	-	-
Loss for the Year	<u>(39,597)</u>	<u>(13,291)</u>
Total Recognised Income and Expense for the Year	<u>(39,597)</u>	<u>(13,291)</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**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007**

	<u>2007</u>	<u>2006</u>
	Inflows/ (Outflows)	Inflows (Outflows)
	\$	\$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	90,231	71,611
Interest Received	214	295
Federal Levies Collected	1,113	1,260
State Levy	648	720
Other income	2,327	1,223
Per Capita - Federal Office	(8,057)	(7,060)
Payments to Suppliers & Employees	<u>(136,542)</u>	<u>(66,164)</u>
Net Cash Provided by/(Used in) Operating Activities 10 (b)	<u>(50,066)</u>	<u>1,885</u>
Cashflows from Investing Activities		
Proceeds from Sale of Fixed Assets	-	4,091
Payments for Purchase of Fixed Assets	<u>(1,858)</u>	<u>-</u>
Net Cash Provided by/(Used in) Investing Activities	<u>(1,858)</u>	<u>4,091</u>
Cashflows from Financing Activities		
Payment from/(to) Federal Office & Other Branches	<u>13,121</u>	<u>(40,767)</u>
Net Cash Used in Financing Activities	<u>13,121</u>	<u>(40,767)</u>
Net Decrease in Cash held	(38,803)	(34,791)
Cash at Beginning of Year	47,042	81,833
Cash at End of Year 10 (a)	<u>\$ 8,239</u>	<u>\$ 47,042</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 RECEIPTS AND PAYMENTS
FOR RECOVERY OF WAGES ACTIVITY - CASH BASIS
FOR YEAR ENDED 31 MARCH 2007**

	Note	<u>2007</u>	<u>2006</u>
		\$	\$
Cash Assets in Respect of Recovered Money at Beginning of Year		-	-
Receipts			
Amounts recovered from employers in respect of wages		-	-
Interest received on recovered money		-	-
Total Receipts		-	-
Payments			
Deductions of amounts due in respect of membership		-	-
Deductions of donations or other contributions to accounts or funds		-	-
Deductions of fees or reimbursements of expenses		-	-
Payments to workers in respect of recovered money		-	-
Total Payments		-	-
Cash Assets in Respect of Recovered Money at End of Year		-	-

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 2007

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 Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 of the Workplace Relations Act 1996.

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.

Basis of Preparation

The financial report complies with Australian Accounting Standards which include Australian Equivalents to International Financial Reporting Standards (A-IFRS).

Accounting Policies

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 depreciated at 33.33 % p.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 2007

Accounting Policies (cont'd)

(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 AASB 119 "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.

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.

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 2007

(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.

(f) Cash and Cash Equivalents

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

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.

**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 2007

3. Cash and Cash Equivalents		<u>2007</u>	<u>2006</u>
		\$	\$
	Cash at Bank	<u>8,239</u>	<u>47,042</u>
		<u>8,239</u>	<u>47,042</u>
4. Plant, Furniture & Equipment			
	Plant, Furniture and Equipment	32,678	30,820
	Less: Accumulated Depreciation	<u>31,300</u>	<u>30,820</u>
		<u>1,378</u>	<u>-</u>
	Movement in the carrying amount for Plant, Furniture and Equipment		
		Plant, Furniture & Equipment	Plant, Furniture & Equipment
	Balance at the beginning of year	-	-
	Additions	1,858	-
	Depreciation expense	<u>(480)</u>	<u>-</u>
	Carrying amount at end of year	<u>1,378</u>	<u>-</u>
5. Payables			
	Creditors and Accruals	<u>18,339</u>	<u>19,474</u>
		<u>18,339</u>	<u>19,474</u>
6. Non Interest Bearing Liabilities			
	Amounts Payable to Federal Office	61,988	52,818
	Amounts Payable to Victorian Branch	<u>11,555</u>	<u>7,605</u>
		<u>73,543</u>	<u>60,423</u>
7. Provisions			
	Employee Benefits – industrial officer	<u>1,797</u>	<u>13,546</u>
		<u>1,797</u>	<u>13,546</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

8. Equity

(a) Accumulated Deficits	2007	2006
	\$	\$
Balance at beginning of year	(44,465)	(31,174)
Net Loss for year	<u>(39,597)</u>	<u>(13,291)</u>
Balance at end of year	<u>(84,062)</u>	<u>(44,465)</u>

9. Employee Benefits

Employee benefits paid during the year:

	Elected Officials	Administrative & Industrial Staff	Total
	\$	\$	\$
Wages & Salaries	47,250	21,831	69,081
Annual Leave and sick leaves	11,668	-	11,668
Long Service Leave	8,038	-	8,038
Superannuation	<u>4,878</u>	<u>1,939</u>	<u>6,817</u>
Total	<u>71,834</u>	<u>23,770</u>	<u>95,604</u>

10. Notes to Cash Flow Statement

(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:-

	2007	2006
	\$	\$
Cash and Cash Equivalents	<u>8,239</u>	<u>47,042</u>
	<u>8,239</u>	<u>47,042</u>

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

10. Notes to Cash Flow Statement (cont'd)

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

	<u>2007</u>	<u>2006</u>
	\$	\$
Net Loss	(39,597)	(13,291)
Provision for Employee Benefits	(3,637)	10,222
Profit on Disposal of Fixed Assets	-	(4,091)
Depreciation	480	-
<u>Changes in Assets & Liabilities</u>		
(Increase)/Decrease in Receivables	1,936	(1,936)
Increase/(Decrease) in Creditors & Accruals	(1,135)	10,981
Employee Benefits Paid out of Provision	<u>(8,113)</u>	<u>-</u>
Net Cash Used in Operating Activities	<u>\$(50,066)</u>	<u>\$(1,885)</u>

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

11. Related Party Information

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

Brendan Morrison
Peter Ruffy (retired 20 January 2007)
Glen Nichols
Frank Pritzler
Cragi Rea

- (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 \$47,250.

- (c) Amounts paid on behalf of Union officials to the Building Union Superannuation Scheme in respect to the retirement of Committee of Management members \$4,878.

- (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>2007</u>	<u>2006</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>8,057</u>	<u>7,060</u>

For other transactions with Victorian Branch, refer to note 6.

13. Commitments

Capital Expenditure commitments	<u>-</u>	<u>-</u>
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14. Contingent Liability

There was no contingent liability at 31 March 2007.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

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 0.80%.
	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.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

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	
	<u>2007</u> \$	<u>2006</u> \$	<u>2007</u> \$	<u>2006</u> \$	<u>2007</u> \$	<u>2006</u> \$	<u>2007</u> \$	<u>2006</u> \$	<u>2007</u> \$	<u>2006</u> \$	<u>2007</u> %	<u>2006</u> %
(i) <u>Financial Assets</u>												
Cash Assets	8,239	47,042	-	-	-	-	-	-	8,239	47,042	0.80%	0.70%
Receivables	-	-	-	-	-	-	-	1,936	-	1,936	N/A	N/A
(ii) <u>Financial Liabilities</u>												
Payables	-	-	-	-	-	-	18,339	19,474	18,339	19,474	N/A	N/A
Non Interest Bearing Liabilities	-	-	-	-	-	-	73,543	60,423	73,543	60,423	N/A	N/A

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

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 2007.

INDEPENDENT AUDIT REPORT

Scope

The financial report and Committee of management responsibility

The financial report comprises the Certificate of Committee of Management, Income Statement, Balance Sheet, Statement of Recognised Income and Expense, Cash Flow Statement, Statement of Receipts and Payments for Recovery of Wages Activity and accompanying notes to the financial statements for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division - Canberra Branch for the year ended 31 March 2007 is set out on pages 2 to 17.

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.

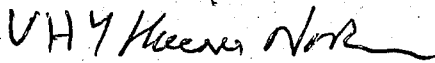
Independence

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 2007; 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.



UHY Haines Norton
Chartered Accountants



R.H. Hutton
Registered Company Auditor

Dated this 13~~th~~ day of JULY, 2007



Australian Government
Australian Industrial Registry

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

Mr Damian Kirkwood
Secretary, ACT Plumbing Divisional Branch
CEPU
C/- 52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Kirkwood

**Re: Lodgement of Financial Statements and Accounts – ACT Plumbing Divisional
Branch – for year ending 31 March 2007 (FR2007/217)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 6 November 2007.

The legislative requirements appear to have been met and accordingly the documents have been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Kellett', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

12 November 2007