

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

Ref: FR2003/344-[128V-PLU]

Mr Earl Setches
Divisional Secretary
CEPU Plumbing Division
2nd Floor, 52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Setches

Re: CEPU - Plumbing Division, Divisional Office - Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinde Penna

Belinda Penna

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

15 July, 2003



CEPU PLUMBING DIVISION

Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES Federal Secretary

BRIAN O'REILLY Federal President

52 Victoria St Carlton South 3053

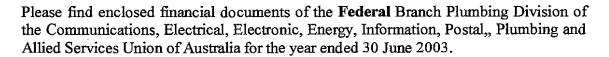
Ph: 03 9662 1400 Fax: 03 9663 7516

23rd January, 2004

Industrial Registrar, Australian Industrial Registry, Level 8, Terrace Towers, 80 William Street, EAST SYDNEY, NSW, 2011

ATTENTION: Belinda Penna.

Dear Ms Penna,



I wish to advise that copies of the Branch's Audited Report, accounts and statements for the year ended 30 June, 2003 have not been distributed due to the lateness of the audit and the Publication of "Plumbers News" prior to the adoption of the reports. Availability of the reports will be made known in the coming edition of "Plumbers News."

For your information the Federal Branch financial documents were adopted at a meeting of the Branch's Committee of Management held on the 27th and 28th November 2003.

Should you have any further queries regarding this, please do not hesitate to contact Helen Anderson, Finance Manager of this office.

Yours Sincerely,

Earl Setches
Secretary
Victorian Branch





Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division - National Office

Financial Report

For The Year Ended

30 June 2003

CERTIFICATION BY ACCOUNTING OFFICER

- I, E. Setches being the officer responsible for keeping the accounting records of the COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA PLUMBING DIVISION NATIONAL OFFICE, certify that as at 30 June, 2003 the number of financial members of the organisation was I3,093. In my opinion:
 - (i) The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2003;
 - (ii) A record has been kept of all monies paid by or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
 - (iii) With regard to the funds of the organisation raised by compulsory levies or voluntary contributions from members of funds, other than the General fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than those for which the fund was operated.
 - (iv) No loans or other financial benefits, other than the remuneration in respect of their full-time employment with the organisation were made to persons holding office in the organisation.
 - (v) The Register of members of the organisation was maintained in accordance with the Act.

Earl Satines E. Setches

Dated this 26 day of November, 2003.

CERTIFICATE OF DIVISIONAL COUNCIL

We, Gary Jacobsen and Earl Setches, being two members of the COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA - PLUMBING DIVISION, do state on behalf of the National Executive, and in accordance with a resolution passed by the National Executive, that:-

- (i) In the opinion of the National Executive, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2003;
- (i) In the opinion of the National Executive, meetings of the Executive were held during the year ended 30 June, 2003, in accordance with the rules of the organisation;
- (iii) To the knowledge of any member of the National Executive, there have been no instances where records of the organisation or other documents, (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Workplace Relations Act 1996), or copies of those records or other documents, or copies of the rules or the organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, with the Regulations thereto or the rules of the organisation; and,
- (iv) The organisation has complied with sub-sections 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 30 June, 2003 and the auditor's report thereon.

Gary Jacobsen

Earl Setches

Dated this 26 day of November, 2003

INDEPENDENT AUDIT REPORT

To the members of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia
Plumbing Division - National Office

Scope

We have audited the financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division - National Office for the year ended 30 June 2003. The union's officers are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the union.

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

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

Audit Opinion

In our opinion:-

- (i) satisfactory accounting records were kept by the National Office for the year ended 30 June 2003, including:
 - (a) records of the sources and nature of the income of the Union, (including income from members);
 and
 - (b) records of the nature and purposes of the expenditure of the Union; and
- (ii) the financial report of the National Office presents fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Section 273 of the Workplace Relations Act 1996 -
 - (a) the financial position of the Union as at 30 June 2003; and,
 - (b) the results of its operations and its cashflows for the year ended on that date.

All the information and explanations that, under Section 276(4) (b), officers or employees of the Union were required to provide, were provided.

Haines Norton
Chartered Accountants

I. H. Blencowe Registered Company Auditor

Dated this 26 day of Nove- 52, 2003

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003 \$	<u>2002</u> \$
CURRENT ASSETS		u	v
Cash Assets Receivables Other Assets TOTAL CURRENT ASSETS	3 4	34,208 561,451 	3,952 322,231 <u>266</u> 326,449
NON CURRENT ASSETS			
Plant and Equipment TOTAL NON CURRENT ASSETS TOTAL ASSETS CURRENT LIABILITIES	5	16,340 16,340 611,999	24,114 24,114 350,563
Payables Provisions TOTAL CURRENT LIABILITIES	6 7 (a)	13,227 	26,399 6,738 33,137
NON CURRENT LIABILITIES			
Provisions TOTAL LIABILITES NET ASSETS	7 (b)	182,608 195,835 \$ 416,164	168,318 201,455 \$ 149,108
EQUITY General Fund L.S.L and Retiring Fund TOTAL EQUITY	10 11	416,164 \$	149,108 \$

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	<u>2002</u> \$
Income from ordinary activities		•	T
Per Capita Contributions		338,563	327,680
Other Contributions	2	115,884	69,449
Interest Received		94	636
Other Income		2,000	<u> </u>
		456,541	399,052
Expenses from ordinary activities			•
General Secretary Expense Allowance		9,492	8,972
Salaries - Office Staff		55,547	44,986
Air Fares & Accomodation		22,811	42,011
Affiliation Fees		7,700	15,400
Audit Fees		4,900	2,750
Bank Charges		613	715
Interest on Group Tax		69	-
Federal Council & Executive Conferences & Travel		2,222	29,971
Depreciation		7,774	7,928
Equipment Maintenance		-	74
Industrial Law Updates	-	266	1,014
Insurance		-	100
Work Cover Premium		390	705
Legal Expenses		4,000	7,917
Retiring Fund	-		160,721
Postage & Freights		86	368
Provision for Doubtful Debts		51,716	279,000
Professional Fees		956	6,450
Staff Amenities		-	231
Subscriptions		1,230	832
Sundry Expenses		24	65
Superannuation		6,620	5,467
Payroll & Fringe Benefit Tax		3,168	2,945
Telephone		1,871	2,855
Vehicle Expenses		20	45
Termination pay			84
		189.485	513,896
Net Surplus/(Deficit)	10	\$ <u>267,056</u>	\$ <u>(114,844</u>)

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 Inflows (Outflows) \$	2002 Inflows (Outflows)
Cash Flows from Operating Activities		·	
Per Capita Contributions Other Contributions Interest Received Other Payments to Suppliers and Employees Retiring Allowance & Termination Payments Net Provided by Operating Activities Cash Flows from Investing Activities Cash Flows from Financing Activities	8 (b)	332,984 115,884 95 6,600 (139,417) - 316,146	354,673 45,199 636 5,216 (159,265) (160,721) 85,738
Loan repayments to State Branch Net Cash Provided by/(Used in) Financing Activites Net Increase /(Decrease) in Cash Held Cash at Beginning of Year		(285,890) (285,890) 30,256 3,952	(218,913) (218,913) (133,175) 137,127
Cash at End of Year	8 (a)	\$ <u>34,208</u>	\$ <u>3,952</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

1. Accounting Policies

The general purpose financial report is prepared under the historical cost convention and in accordance with Australian Accounting Standards. In particular:

(a) The financial report has not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets. The accounting policies have been consistently applied, unless otherwise stated.

(b) Depreciation

Depreciation of fixed assets is calculated so as to write-off the assets over their estimated useful life to the Union.

The depreciation rates used for plant and equipment are 15% - 50% (2002: 15% - 50%)

(c) Employee Entitlement

Provisions for employee benefits in the form of long service leave, retiring allowance and annual leave have been made for the estimated accrued entitlement of employees on the basis of their terms of employment, and are in accordance with the rules of the Union and Accounting Standard AAS30 "Accounting for Employee Entitlements". Employee entitlements represent annual leave accrued by staff members to the 30 June 2003, and long service leave and retiring allowance accrued by Divisional officers up to 30 June 1999. From 1 July 1999, each Division has provided for the liability of entitlements for their own officers. The provisions include associated on-cost.

Employee entitlements expected to be settled within one year have been measured at their nominal amount. Entitlements for future periods are recognised at the present value of the future payments.

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 the future reporting periods is not expected to be greater than the entitlements which are expected to accrue in those periods.

The number of staff employed at 30 June 2003 was NIL.

(d) Income Tax

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

(e) Revenue

Per Capita and other contributions income are recognised in the statement of financial performance on an accrual basis. Amounts recognised are calculated on contributions received by each branch.

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

Other revenue is recognised on an accrual basis.

(f) 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.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

(g) Bad and Doubtful Debts

Bad debts are written off when identified. If a provision for bad and doubtful debts has been recognised in relation to a debtor's account, write-offs for bad debts are made against the provision. If no provision for bad and doubtful debts has previously been recognised, write-offs for bad debts are recognised as expenses in the statement of financial performance.

(h) Financial Instruments

(i) Terms, conditions and accounting policies

Cash at bank is stated at cost. Interest is recognised when earned. The effective interest rate is 0.50% (2002 - 0.21%).

Receivables are stated at their nominal amounts. No interest is charged on outstanding balances.

Accounts payable are recognised for amounts to be paid in the future for goods and services received. Trade liabilities are normally settled on 30 day terms.

(ii) Interest rate risk

The Union has no material exposure to interest rate risk on its financial assets and liabilities.

(iii) Credit Risk

The Union's maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position.

(iv) Net Fair Values

The net fair values of the Union's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed and recognised in the Statement of Financial Position as at 30 June 2003.

2. Information to be Provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274 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.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

2 Information to be Provided to Members or Registrar (Cont'd)

- (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.
- (4) Accounts prepared under section 273 shall include a notice drawing attention to subsections (1), (2), and (3) and setting out those subsections.

3,	Cash Assets		<u>2003</u> \$	<u>2002</u> \$
	Cash on Hand Cash at Bank		255 33,953 \$34,208	\$ 255 3.697 \$ 3,952
4.	Receivables			
	Advances & Per Capita due by Branches Provision for Bad & Doubtful Debts	· •	1,568,302 (1,006,851) \$_561,451	1,277,366 (955,135) \$ 322,231
5.	Plant and Equipment			· 1
	Office Equipment at Cost Less accumulated Depreciation		106,750 (91,075) 15,675	106,750 (86,190) 20,560
	Computer Equipment at Cost Less accumulated Depreciation		89,518 (88,853) 665	89,518 (85,964) 3,554
	Total Plant and Equipment		\$ 16,340	\$ <u>24,114</u>
	Movements in carrying amounts for plant and the beginning and end of current financial year		een	
		Office Equipment \$	Computer Equipment \$	Total \$
-	Balance at Beginning of Year Depreciation Expense Carrying Amounts at End of Year	20,560 (4,885) \$15,675	3,554 (2,889) \$665	24,114 (7,774) \$16,340
6.	Payables			
	Creditors and Accrued Expenses		\$ <u>13,227</u>	\$ <u>26,399</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

			<u>2003</u> \$	<u>2002</u> \$
7,	Provi	isions	x	
	(a)	Current Employee Entitlements	\$	\$ <u>6,738</u>
	(b)	Non Current Employee Entitlements	\$ <u>182,608</u>	\$ 168,318
8.	Note	to Statement of Cashflows		
	(a)	Reconciliation of Cash		
		For the purposes of the Statement of Cashflows, cash at the end of the reporting period is reconciled to the follows:		
		Cash on Hand Cash at Bank	255 33,953 \$ <u>34,208</u>	255 3,697 \$3,952
	(b)	Reconciliation of Net Cash Provided by/(Used in) Operating Activities to Net Surplus Net Surplus/(Deficit): General Fund Long Service Leave and Retiring Allowance Fund	267,056 	(114,844)
		Depreciation Provision for Employee Entitlements Provision for Bad and Doubtful Debts Changes in Assets and Liabilities Decrease/(Increase) in Prepaid Expenditure (Decrease)/Increase in Trade Creditors & Accruals	7,774 7,552 51,716 266 (13,172)	7,928 (108,541) 279,000 (266) 18,518
		Decrease in Sundry Debtors Net Cash Provided by Operating Activities	(5,046) \$316,146	3,943 \$85,738

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

9. Keiated Party informatio	d Party Information	Related	9.
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(c) The names of persons who formed part of the Divisional Executive during the year w	ear w	during the	Executive of	e Divisional	art of the	formed	persons who	names of) The	(c)
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E. Setches (Div. Secretary from June 2002)
B. O'Reilly (Div. President)

M.Mitchell

J. Gullestrup (July 2001) S. McCarney (March 2002)

N. Lean (September 2001)

(d) Amounts received or due and receivable from the Union by members of the divisional executive were \$13,742 (2002 - \$8,972).

- (e) Amounts paid to a superannuation scheme in respect to the retirement of the divisional executive was Nil (2002 \$983).
- (f) Other transactions between the divisional executive were conducted on normal commercial terms in respect of the supply of other goods and services.
- (g) Transactions between the national office and state branches:

		. \$	\$
(i)	Per Capital Receipts During the year the national office received a per capital payment from all branches of the Union calculated in accordance with the rules.	\$ <u>338,564</u>	\$ <u>327,679</u>
(ii)	Federal Office Levy During the year the national office imposed a special levy		

During the year the national office imposed a special levy on all branches of the Union and received the following amount:

\$<u>115,884</u>

2003

69,449

2002

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

9. Related Party Information (cont'd)

	•	•	
		<u>2003</u> \$	<u>2002</u> \$
	(iii) Loan Receivable	•	•
	Loan granted to State		•
	Branches during the year	\$ <u>2,255</u>	\$ <u>148,531</u>
10.	General Fund	·	
	Retained Surplus at beginning of year	149,108	263,952
	Net Surplus/(Deficit)	<u> 267.056</u>	<u>(114,844</u>)
	Total available for appropriation	416,164	149,108
	Retained Surplus at end of year	\$ <u>416,164</u>	\$ <u>149,108</u>
11.	Long Service Leave & Retiring Allowance Fund		
	Allocation from General Fund	· · •	160,721
	Payment to Members on Retirement		160,721
	Net Surplus	-	-
	Retained Surplus/(Accumulated Deficits) at		
	beginning of year		
		· _	-
	Total available for appropriation	· -	, <u></u>
	Aggregate of amounts transerred from General Fund		
	Retained Surplus at end of year	\$ <u>-</u>	\$
	•		



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

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

Dear Mr Setches

Re: Lodgement of Financial Statement's and Accounts for the CEPU Plumbing Division, Federal Office for the year ending 30 June 2003 (FR2003/344)

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 2 February 2004.

Before the documents can be filed, further information is required.

Secretary's Certificate

I note your advice in covering letter of 23 January 2004 that the members have not yet been supplied with the documents.

Please provide a Secretary's Certificate which should include:

- the date when the financial statements are supplied to the members
- confirmation of the method of supply of the documents;
- at least seven clear days after the supply of the documents to the members, the date of the final Committee of Management Meeting or general meeting of members accepting the documents.
- an statement that the documents lodged are copies of the documents presented to the aforementioned final meeting of the Committee of Management or general meeting.

Salaries

I note the item in the Expenses statement "Salaries - Office staff". It is unclear whether there is a distinction between any salaries paid to office-holders and any salaries paid to employees, as required by subregulations 107(xiv) and (xv) of the Workplace Relations Regulations. Please clarify whether this figure only relates to employees. If so, are there any salaries paid to Officeholders in the Plumbing Division Federal Office?

If you have any enquiries about this letter please do not hestitate to call me on 02 8374 6618.

Yours sincerely,

Belinda Penna

Barnely lemm

for Deputy Industrial Registrar

5 February 2004

∢ENNA, Belinda

From:

PENNA, Belinda

Sent:

Friday, 26 March 2004 4:02 PM

To:

'robyn@plumbersvic.cepu.asn.au'

Subject:

Outstanding information - Federal Office Financial Return

Dear Robyn,

Further to our telephone conversation today, attached is a template which may be of assistance to you in the preparation of the Secretarys Certificate. If you have any further enquires please contact me by return email or by phone on 02 8374 6618.



Example Sec's Cert.doc

Regards,

Belinda Penna Research Information and Advice Team NSW Registry



CEPU PLUMBING DIVISION

Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES Federal Secretary

BRIAN O'REILLY Federal President

52 Victoria St Carlton South 3053

Ph: 03 9662 1400 Fax: 03 9663 7516

26 April 2004

Belinda Penna For Deputy Industrial Registrar Australian Industrial Registry Level 8, Terrace Towers 80 William St, East Sydney, NSW 2011

Dear Ms Penna

Re: Financial Statements & Accounts for the CEPU Plumbing Division, Federal Office for the year ended 30 June 2003.

Regarding the item "Salaries – Office Staff" – this item was the total salaries paid to employees of the Federal Branch. The figure relates only to employees. The item "General Secretary Expense Allowance" refers to the allowance paid to the Federal Secretary.

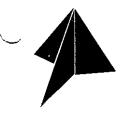
Trusting this answers your query.

Yours sincerely

Earl Setches
Federal Secretary







CEPU PLUMBING DIVISION

Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES
Federal Secretary

BRIAN O'REILLY Federal President

52 Victoria St Carlton South 3053

Ph: 03 9662 1400 Fax: 03 9663 7516

SECRETARY'S CERTIFICATE

I Earl Setches, Federal Secretary, certify that the copies of the Auditors

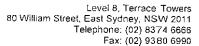
Report, accounts and statements of the CEPU Plumbing Division Federal Office for the year ended 30 June 2003, as lodged in the Industrial Registry are copies of the documents that were made available to the Members at a General Meeting on 25 November 2003 and subsequently presented to the Committee of Management Meeting on 9 December 2003.

The reports will be distributed to the members in our next newsletter in June 2004.

Earl Setches Federal Secretary

Earl Setches

(Date) 27 1/pr. 2004



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

Dear Mr Setches

Re: Lodgement of Financial Statements and Accounts for the CEPU Plumbing Division for the year ending 30 June 2004 (FR2003/344)

I refer to previous correspondence including your letter of 26 April 2004 and the enclosed certificate.

Sequence of Events

From the information you have provided it appears that the sequence of events and relevant dates in the production and lodgement of your financial return included:

- 26 November 2003 date of the certificates given by the accounting officer and the committee of management and the date of the auditor's report
- 25 November 2003 date of Annual General Meeting at which, according to the secretary's certificate, "copies of the Auditors Report, accounts and statements" were made available to members
- 9 December 2003 date, according to the secretary's certificate, on which the financial statements made available to members at the AGM were presented to the committee of management
- 2 February 2004 documents lodged in Registry

What the legislation requires

The sequence of events and the intervals between the various steps in the financial reporting process which the Workplace Relations Act requires are summarised on the enclosed sheet. I will refer to the paragraphs (A to H) on that sheet. The general purpose of these provisions of the Act is to ensure that members can, if they wish, obtain copies of audited accounts, have time to consider them and then, if they wish, raise any matters at a general meeting or committee of management meeting before the organisation lodges them in the Registry.

- Auditor's report (E) the auditor's opinion on the accounts submitted is expressed in the report dated 26 November 2003 which your organisation lodged with the Registry
- Provision of accounts <u>and</u> auditor's report to members (F) both should be provided to members within 56 days of the auditor making the report; that is, <u>after</u> the report. According to the sequence of events you have described in your correspondence and outlined above, this report was made available at the AGM which was held one day <u>before</u> the auditor actually made the report. If the date of supply to members you have indicated is correct, it is difficult to see how a copy of the signed and dated report could have been provided at the AGM. Similarly, provision of a set of accounts with an undated or unsigned auditor's report would not satisfy this requirement.

Presentation of accounts and auditor's report to a general meeting of members or to a
meeting of the committee of management (G) - following provision of the report to
members, the documents must then be presented to this meeting. Again, presentation of
documents other than those provided to the members at the AGM would not satisfy this
requirement.

As outlined above, your organisation does not yet appear either to have provided members with a copy of the accounts and signed and dated auditor's report or, after the appropriate interval, presented those documents to a general or committee of management meeting. If so, your organisation has not completed its financial reporting obligations to its members.

The Registry is therefore unable to file the documents you have so far lodged.

However, I note you propose to distribute the accounts and report in your organisation's June newsletter to members. If your organisation lodges a copy of that newsletter and confirms that the accounts and report distributed have been presented to a general or committee of management meeting at least 7 clear days after their distribution in the newsletter, the Registry will treat your organisation's reporting obligations as satisfied for this financial year. When you lodge a copy of the newsletter, please indicate the date it was distributed and the date of the meeting after distribution.

If you have any enquires about this letter please contact me on 028374 6618.

Borinde lem

Belinda Penna for Deputy Industrial Registrar

17 May 2004

Financial Timelines Summary

Financial documents should be prepared, audited, provided to members*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are <u>summarised</u> as follows:

- A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].
- B The account of income and expenditure <u>and</u> the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

Note: The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the FIRST MEETING.

- C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].
- A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].
- E The Auditor makes his/her report expressing his/her opinion in accordance with s276(4) within 6 months from the completion of the relevant financial year [reg 113]**.
- F Members are to be provided* with copies of the accounts <u>and</u> the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]**.
- The accounts <u>and</u> the Auditor's Report are then to be presented to a general meeting of members <u>or</u> a meeting of the committee of management within 84 days of the Auditor's report** here known as the **SECOND MEETING** <u>provided that</u> at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the <u>next</u> committee of management meeting [s279(6)(b)].

Note: If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].

- H Copies of the accounts <u>and</u> the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented** accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".
- * The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [\$279(2)].
- ** The legislation generally includes provision for extensions, etc. to be sought in certain circumstances. A graphical representation of these requirements is set out overleaf.

An organisation or a branch of an organisation must:

keep accounting records - s.272

as soon as practicable after the end of its financial year:

- lodge in the Registry a statement of loans, grants or donations exceeding \$1,000 s.269
- prepare annual accounts s.273 which include:-
 - > Prescribed accounts reg. 107
 - > s.274(4) Notice
 - Certificates by Accounting Officer and Committee of Management - reg.109

Committee of Management Certificate, must be in accordance with a resolution passed by the Committee (the *first meeting*)

within 6 months of the end of the financial year:

receive Auditor's Report s.276 and reg. 113

within 56 days of auditor's report:

provide report and accounts free of charge to members - s.279

no less than 8 days after circulation and no more than 84 days after auditor's report:

present report and accounts to a meeting - s.279(6)(a)

within 14 days of second meeting:

lodge copies of report and accounts in Registry - s.280

a *summary* of the report and accounts may be provided instead <u>provided that</u> the requirements of s.279(2) are met

General meeting of members OR a meeting of Committee of Management (the second meeting)

With certificate by Secretary confirming that the documents lodged were presented to the second meeting

PENNA, Belinda

From:

PENNA, Belinda

Sent:

Wednesday, 28 July 2004 1:07 PM

To:

'robyn@plumbersvic.cepu.asn.au'

Subject:

Financial Documents for Plumbing Divisional Office for year ending 30 June 2003

Dear Robyn,

Attached is copy of my letter dated 17 May 2004 (which, incidentally, I just noticed contained an error. The title bar refers to the year ending 30 June 2004 instead of 30 June 2003 - my apologies).

As discussed, we hope to receive a copy of your magazine and confirmation of the "2nd Meeting" date in the next couple of weeks.



Regards,

Belinda Penna Registry Officer 02 8374 6618



PLUMBING TRADES EMPLOYEES UNION Communications, Electrical and Plumbing Union

VICTORIAN BRANCH

ABN 17 685 414 428

EARL SETCHES Branch Secretary

TONY MURPHY Assistant Secretary

52 Victoria St Carlton South 3053

Ph: 03 9662 3388 Fax: 03 9663 2613

9th August 2004

Belinda Penny Australian Industrial Registry 90 William Street East Sydney NSW 2011

Dear Belinda

Re: AUDITED REPORT FOR CEPU PLUMBING DIVISION FEDERAL OFFICE

FOR 30 JUNE 2003

Enclosed is a copy of our magazine in which copies of the Accounts were presented to the members.

The Accounts and the Auditors Report were presented to the Committee of Management Meeting held on 27th July 2004 (the second meeting).

Thank you for your assistance in this matter.

Regards

Robyn Wilson Finance Manger



DES EMP

Edition 1, June 2004 PP 328866/20122

PLUMBING

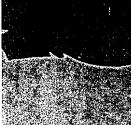
Pay Rates in Travel Increase Industry **Highest** 200% Time



uncrease to







Below is a copy of the Balance Sheet for the Federal Office. Balance Sheets for Vic / Tas Branchs are available upon request.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

PLUMBING DIVISION - NATIONAL OFFICE STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

Income from ordinary activities Per Capita Contributions Other Contributions	2003 (\$	s) 2002 _(\$)
Other Contributions Interest Received Other Income	338,56; 115,884 94	69,449
Expenses from ordinary activities General Secretary Expense Allowance Salaries - Office Staff	2,000	
Salaries - Office Staff Air Fares & Accommodation Affiliation Fees Audit Fees	55,547 22,811	8,972 44,986
Bank Charges	7,700 4,900	42,011 15,400 2,750 715
Federal Council & Executive Conf. & Tra Depreciation Equipment Maintenance Industrial Law Updates Insurance	vel 2,222 7,774	29,971 7,928
Work Cover Premium Legal Expenses	266	74 1,014 100
Postage & Freights Provision for Double	390 4,000 -	705 7,917 160,721
Staff Amenities Subscriptions	86 51,716 956	368 279,000 6,450
Sundry Expenses Superannuation Payroll & Fringe Benefit Tax Telephone	1,230 24	231 832 65
Telephone Vehicle Expenses Termination pay	6,620 3,168 1,871 20	5,467 2,945 2,855
Net Surplus / (Deficit) 45	180 405	45 84 3,896
(Deficit) 10	P267,056 \$(114	,844)

features that may not be part of the standard offering or may incur additional charges.

 Make sure that you are aware of any change over or refinancing costs before you make the decision to move to a lower rate. These may include application fees, discharge fees, stamp duty and mortgage insurance. If the costs are too high then it may be worth staying where you are. monthly.

warning: This comparison rate applies only to the example given. Different amounts and terms will result in different comparison rates. Costs such as redraw fees or early repayment fees, and cost savings such as fee waivers, are not included in the comparison rate but may influence the cost of the loan. A comparison rate schedule is available from all offices Members Equity.

Interest rates and fees as at 24/05/2004 and are subject to change. Other fees and charges apply.

Applications for credit are subject to approval. Terms and conditions available on request.

The CEPU has a proud and long association with Members Equity. The Bank is 100% owned by the workers of Australia through industry superannuation funds and was created by the union movement. As a Plumber's Union member you have access to various banking products including home loans, savings accounts, credit cards and personal loans. Treat yourself to a pay rise and refinance your home loan with Members Equity.



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

Mr Earl Setches Federal Secretary CEPU Plumbing Division 52 Victoria St CARLTON VIC 3053

Dear Mr Setches

Financial Statements of Division for year ending 30 June 2003

I refer to the letter of the Finance Manager of your organisation dated 9 August 2004 and the copy of your journal enclosed.

In your letter of 23 January 2004 you indicated that the Branch's financial documents had not yet been supplied to members. In its letter of 17 May 2004 the Registry noted that the Branch therefore had not yet satisfied its financial reporting obligations (summarised in the attachment to that letter) but that upon publication of the documents in the June newsletter and presentation to the "second meeting", the Registry would regard those obligations as satisfied.

The copy of the journal provided to the Registry includes on page 12 a copy of the "statement of financial performance". None of the other financial documents required to be provided to members including the report of the auditor appear to have been published. It therefore appears that your organisation did not provide members with copies of the accounts and auditor's report before the committee of management or "second meeting" held on 27 July 2004.

If so, it appears that the Division has not fully satisfied its reporting obligations for the financial year ending 30 June 2003. A copy of the Division's accounts and the auditor's report for the financial year ending 30 June 2003 should therefore be provided to members. Publication of these documents in a journal of the Division would satisfy this requirement.

After provision or publication to members, please confirm the method and date on which the documents were provided or published.

If you have any gueries or would like to discuss this matter, please contact me on (02) 8374 6666.

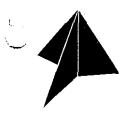
Yours sincerely

Peter McKerrow

Assistant Manger NSW Registry

31 August 2004

I state to mo Rebyn Wilson & Me crsenisation teday. She will admise what action it hoposes to take. I said we would appearable being informed it it is proposed appearable being informed it it is proposed to publish re documents and summers: Ne to publish redocuments and summers is publicate percentage confirmation of publicate



CEPU PLUMBING DIVISION

Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES Federal Secretary

BRIAN O'REILLY Federal President

52 Victoria St Carlton South 3053

Ph: 03 9662 1400 Fax: 03 9663 7516

25 November 2004

Peter McKerrow Assistant Manager, NSW Registry Australian Industrial Registry Level 8, Terrace Towers 80 William Street, East Sydney NSW 2011

Dear Peter

Re: Presentation of Financial Statements to the Union Members.

After discussions with yourself and the State Secretary of this Union it has been decided to make the audited statements available to the members on the Union's Website for the Communications, Electrical, Electronic, Energy, Information, Postal Plumbing & Allied Services Union of Australia, Plumbing Division, Federal Office for the Y/E 31 March 03 and for the year ended 31 March 04.

The statements for the CEPU Plumbing Division Victorian Branch will also be made available on the Website.

I have spoken with our IT provider and he will ensure that the members will easily access the information.

The Financial Statements will be left for at least three months on the site.

Our auditors are preparing the above statements in abbreviated format and they will be put on the website as soon as practically possible. You will be advised when this has been done.

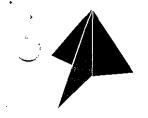
If there are any problems with the above arrangement please advise.

Yours truly,

Robyn Wilson Finance Manager







CEPU PLUMBING DIVISION

Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES Federal Secretary

BRIAN O'REILLY Federal President

52 Victoria St Carlton South 3053

Ph: 03 9662 1400 Fax: 03 9663 7516

22 April, 2005

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

Dear Mr McKerrow

Re: Financial reports for CEPU Plumbing Division Federal Office Y/E 30 June 03

This is to state that a concise report of the above (copy enclosed) was made available to our members on our website on and from 13 December 04 and is still there to date.

Yours sincerely

Earl Setches

Federal Secretary



CONCISE FINANCIAL REPORT

30 JUNE 2003

OPERATING REPORT

Principal activities

The principal activities of the National Office 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 twelve months was a profit of \$267,056 (2002: loss of \$114,844).

Significant Changes in the State of Affairs

In the opinion of the Divisional Council, there were no significant changes in the National Office'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 30 June 2003, the number of members of the National Office was 13,093 (2002: 12,677).

Number of Employees

As at 30 June 2003, the number of full time equivalent employees was nil (2002: 1).

Committee of Management Members

The Committee of Management current members are as follows:

E Setches

J Gullestrup

B O'Reilly

S McCarney

M Mitchell

N Lean

Future Developments

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

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

EARL SETCHES

GÁRY JACOBSEN

DIVISIONAL COUNCIL CERTIFICATE

On the 26 November 2003, the Divisional Council of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (Plumbing Division - National Office) passed the following resolution in relation to the concise financial report of the reporting unit for the financial year ended 30 June 2003:

The Divisional Council declares in relation to the concise financial report that in its opinion:

- (a) the financial statements comply with the Australian Accounting Standard AASB1039: Concise Financial Reports;
- (b) the financial statements comply with the Reporting Guidelines of the Industrial Registrar;
- the financial statements 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 concise financial report relates and since the end of that year:
 - (i) meetings of the National Executive 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 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:

EADI CETCHEC

ĞÄKY JACOBSEN

Dated this 30TH day of November, 2004

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

	2003	2002
	\$	\$
Income from ordinary activities		
Per Capita Contributions	338,563	327,680
Other Contributions	115,884	69,449
Interest Received	94	636
Other Income	2,000	<u> </u>
	<u>456,541</u>	<u>399,052</u>
Expenses from ordinary activities		
General Secretary Expense Allowance	9,492	8,972
Salaries - Office Staff	55,547	44,986
Air Fares & AccomodatioN	22,811	42,011
Affiliation Fees	7,700	15,400
Audit Fees	4,900	2,750
Bank Charges	613	715
Interest on Group Tax	69	-
Federal Council & Executive Conferences & Travel	2,222	29,971
Depreciation	7,774	7,928
Equipment Maintenance	-	74
Industrial Law Updates	266	1,014
Insurance	· <u>-</u>	100
Work Cover Premium	390	705
Legal Expenses	4,000	7,917
Retiring Fund	-	160,721
Postage & Freights	86	368
Printing & Stationery	458	830
Provision for Annual Leave	(6,738)	6,738
Provision for Long Service Leave	14,290	(115,279)
Provision for Doubtful Debts	51,716	279,000
Professional Fees	956	6,450
Staff Amenities	-	231
Subscriptions	1,230	832
Sundry Expenses	24	66
Superannuation	6,620	5,467
Payroll & Fringe Benefit Tax	3,168	2,945
Telephone	1,871	2,855
Vehicle Expenses	20	45
Termination pay		84
	189,485	513,896
Net Surplus/(Deficit)	\$ <u>267,056</u>	\$ <u>(114,844</u>)

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

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	2003 \$	2002 \$
CURRENT ASSETS	•	
Cash Assets	34,208	3,952
Receivables	561,451	322,231
Other Assets		<u> 266</u>
TOTAL CURRENT ASSETS	1,011,823	326,449
NON CURRENT ASSETS		
Plant and Equipment	16,340	24,114
TOTAL NON CURRENT ASSETS	16,340	24,114
TOTAL ASSETS	1,028,163	350,563
CURRENT LIABILITIES		
Payables	13,227	26,399
Provisions	-	<u>6,738</u>
TOTAL CURRENT LIABILITIES	13,227	33,137
NON CURRENT LIABILITIES		
Provisions	182,608	<u> 168,318</u>
TOTAL LIABILITES	195,835	201,455
NET ASSETS	\$ <u>832,328</u>	\$ <u>149,108</u>
EQUITY	416184	140 100
General Fund	416,164	149,108
L.S.L and Retiring Fund	T 116164	\$ 149,108
TOTAL EQUITY	\$ <u>416,164</u>	\$ <u>149,108</u>

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

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003

	2003	2002
·	Inflows	Inflows
	(Outflows)	(Outflows)
	\$	\$
Cash Flows from Operating Activities		
Per Capita Contributions	332,984	354,673
Other Contributions	115,884	45,199
Interest Received	95	636
Other	6,600	5,216
Payments to Suppliers and Employees	(139,417)	(159,265)
Retiring Allowance & Termination Payments		(160,721)
Net Provided by Operating Activities	316,146	<u>85,738</u>
Cash Flows from Financing Activities		
Loan repayments to State Branch	(285,890)	<u>(218,913</u>)
Net Cash Provided by/(Used in) Financing Activites	(285,890)	(218,913)
Net Increase /(Decrease) in Cash Held	30,256	(133,175)
Cash at Beginning of Year	<u>3,952</u>	<u>137,127</u>
Cash at End of Year	\$ <u>34,208</u>	\$ <u>3,952</u>

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

Notes to the Concise Financial Report

This concise report has been derived from the full financial report for the year ended 30 June 2003 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 - National Office as the full financial report.

Discussion and Analysis of Financial Statements

Statement of Financial Performance

The net surplus for the year was \$267,056 compared with a loss of \$114,844 in 2002. Revenue from ordinary activities increased \$57,489 with expenses decreasing by \$324,411 due to a decrease in provision for retiring fund of \$160,721 and doubtful debts of \$227,284.

Statement of Financial Position Changes in Assets

Net assets increased to \$611,999 from \$350,563 mainly due to an increase in receivables.

Changes in Liabilities

There was no significant change is liabilities when compared with previous year.

Statement of Cash Flows

The cash inflows from operating activities increased by \$230,408 to \$316,146 when compared with previous year. Revenue income was higher whilst payment for retiring allowance and termination payments was nil in this financial year.

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 and 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 - National Office.

Scope

The concise financial report and National Council's 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 - National Office for the year ended 30 June 2003.

The National Executive is 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 National Office for the financial year ended 30 June 2003. Our audit report was signed on 26 November 2003 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 National Council's' report, our procedures include reading the National Executive 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 - National Office for the year ended 30 June 2003 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.

Herines North

Haines Norton Chartered Accountants

R.H. Hutton

Registered Company Auditor

Date: 30 TH November 2004

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
Federal Secretary
CEPU Plumbing Division
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Setches

Re: Financial Statements & Accounts for the Plumbing Division Federal Office for the year ending 30 June 2003 (FR2003/334)

Thank you for your letter dated 22 April 2005, confirming that the financial report was made available to the members on your website on and from 13 December 2004.

Following the receipt of this information, the documents have now been filed, and may be viewed on the internet at www.e-airc.gov.au/128vplu/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au.

Yours sincerely,

Belinda Penna

for Deputy Industrial Registrar

beind lenn

28 April 2005