



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

**Ref: FR2004/231-[128V-PNSW]**

Mr Steve McCarney  
State Secretary  
CEPU Plumbing Division - NSW Divisional Branch  
Level 3, 741 George Street  
SYDNEY NSW 2000

Dear Mr McCarney

**Re: CEPU Plumbing Division - NSW Divisional Branch  
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 31 March, 2004.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 March, 2004. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 March, 2004 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 accounting, auditing and reporting obligations 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

Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)  
2 April, 2004



**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: FR2004/231 -[128V-PNSW]**

Mr Steve McCarney  
Divisional State Secretary  
CEPU Plumbing Division  
NSW Divisional Branch  
Level 3, 741 George Street  
SYDNEY NSW 2000

Dear Mr McCarney

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

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 March, 2004.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 March, 2004. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

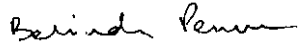
Therefore, I request your written advice *by 8 February, 2005* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2004/231**.

Yours sincerely



Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)

18 January, 2005



**PINKER - ARNOLD - McLOUGHLIN**  
**Chartered Accountants**

Richard Pinker BEc FCA Grant Arnold BCom CA Colin McLoughlin FCA

Attention : Ms Belinda Penne.

Fax No : (2) 9380 6990

From : MAHENDU AMIN

Phone : (2) 9585 1255

No of Pages : 19 PAGES (INCLUDING COVER SHEET)

RE : FINANCIAL REPORT OF  
PLUMBERS UNION NSW - 31 MARCH 04.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2004**

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

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PLUMBER'S UNION NEW SOUTH WALES  
ABN 85 656 451 687

CERTIFICATE OF MANAGEMENT COMMITTEE

We, John Treble and Mark Baird, being two members of the Committee of Management of the Electrical, Electronic, Plumbing & Allied Workers Union, Plumbing Division - New South Wales Branch do state on behalf of the Committee, and in accordance with a resolution passed by the Committee, that -

(i) The accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the organisation as at 31 March 2004.

(ii) The accompanying Statements of Financial Position are drawn up so as to give a true and fair view of the result of the organisation for the year ended 31 March 2004.

(iii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 March 2004 in accordance with the rules of the union.

(iv) To the knowledge of any member of the Committee, during the year ended 31 March 2004, there have been no instances where the 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 of the organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the regulations thereto or the rules of the organization.

(v) The branch has complied with sub-section 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 31 March 2004.

John Treble

Mark Baird

Dated this 24th day of August 2004

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Notes	2004 \$	2003 \$
Revenue from ordinary activities	2	769,000	685,895
Employee benefits expense		(410,115)	(362,107)
Transport costs		(61,207)	(60,035)
Depreciation and amortisation expenses	3	(24,441)	(21,555)
Advertising		(4,983)	(5,757)
Other expenses from ordinary activities		<u>(251,770)</u>	<u>(212,039)</u>
<b>Profit from ordinary activities before income tax expense (income tax revenue)</b>		16,484	24,402
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
<b>Profit from ordinary activities after related income tax expense (income tax revenue)</b>	3	16,484	24,402
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<u>16,484</u>	<u>24,402</u>

The accompanying notes form part of these financial statements.



**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2004**

	Notes	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash assets	4	428,497	415,884
Other	5	<u>1,675</u>	<u>-</u>
<b>TOTAL CURRENT ASSETS</b>		<u>430,172</u>	<u>415,884</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	<u>101,199</u>	<u>74,147</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>101,199</u>	<u>74,147</u>
<b>TOTAL ASSETS</b>		<u>531,371</u>	<u>490,031</u>
<b>CURRENT LIABILITIES</b>			
Payables	7	309,259	303,450
Provisions	8	<u>100,302</u>	<u>81,253</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>409,561</u>	<u>384,703</u>
<b>TOTAL LIABILITIES</b>		<u>409,561</u>	<u>384,703</u>
<b>NET ASSETS</b>		<u>121,810</u>	<u>105,328</u>
<b>EQUITY</b>			
Reserves	9	371,446	371,446
Accumulated losses	10	<u>(249,633)</u>	<u>(266,117)</u>
<b>TOTAL EQUITY</b>		<u>121,813</u>	<u>105,329</u>

The accompanying notes form part of these financial statements.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Notes	2004 \$	2003 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from customers		766,378	657,489
Donations received		-	57,777
Payments to suppliers and employees		(712,576)	(523,944)
Interest received		<u>2,622</u>	<u>1,917</u>
Net cash provided by operating activities	11 (b)	<u>56,424</u>	<u>193,239</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		7,635	1,000
Payment for property, plant and equipment		<u>(60,950)</u>	<u>(35,650)</u>
Net cash used in investing activities		<u>(53,315)</u>	<u>(34,650)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		<u>9,503</u>	<u>-</u>
Net cash provided by financing activities		<u>9,503</u>	<u>-</u>
Net increase in cash held		12,612	158,589
Cash at beginning of financial year		<u>415,885</u>	<u>257,296</u>
Cash at end of financial year	11 (a)	<u>428,497</u>	<u>415,885</u>

The accompanying notes form part of these financial statements.

**PLUMBER'S UNION NEW SOUTH WALES  
ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies adopted in the preparation of the financial report are shown below to assist members in an understanding of the figures. The accounting policies adopted are consistent with previous years except as otherwise stated.

Pursuant to generally accepted accounting principles for organisations registered under the Workplace Relations Act 1996, the financial report has been prepared as follows:

- membership contributions and levies are accounted for on a cash basis
- otherwise, the accounts have been prepared on an accrual basis, under the historical cost convention
- to conform in all material respects with relevant Australian Accounting Standards
- not adjusted to record changes in the general purchasing power of money

**(a) General Fund:**

Pursuant to the Rules of the Union, the General Fund includes all enrolment fees, contributions, levies and fines (except as specifically prescribed in the rules) and except with the previous permission of the Divisional Council or Divisional Executive shall only be used for the payment of allowances and general expenditures necessarily incurred in the working of the Branch.

**(b) Incidental Fund:**

Pursuant to the Rules of the Union, the balance remaining the General Fund at the close of each financial period is divided into three equal parts with one part being allocated to the Incidental Fund and two parts of the General Fund. This Fund is wholly at the disposal of the Branch for any purpose whatsoever. Due to the accumulated deficit in the General Fund, no transfer was made this year.

**(c) Defence Fund:**

This fund represents the accumulated levy made on members of the New South Wales Branch. Legal Fees incurred are deemed to be for the defence of the Union and are usually written off against this fund. However, this year legal fees have been written off in the General Fund and due to the accumulated deficit in the General Fund, no transfer was made this year.

**(d) Special Purpose Fund:**

This Fund is for special purposes. No movements occurred in the fund this year.

**(e) Royal Commission Fund:**

No movements occurred in the fund this year.

**(f) Depreciation**

Depreciation of fixed assets is calculated on the straight-line basis or reducing balance method in order to write the assets off over their estimated life. Items were scrapped this year due to the move in office location.

**(g) Officials and Employees' Benefits:**

Long Service Leave and Retirement Allowances payable to officials are covered by Rule 51 of the Union Rules. The Head Office of the Union accepted responsibility for these obligations until 30 June 1999. Provisions for retirement benefits for employees other than officials, in the form of Long Service Leave have been made for employees with more than five years service. Accrued Holiday Pay is based on the employees' current rate of pay.

**PLUMBER'S UNION NEW SOUTH WALES  
ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**(h) Royal Commission Fund/Branch and Federal Levies**

On 11th December 1990, a mass meeting of members of the Union approved the introduction of a levy of \$20 per year to help defray the cost of involvement with the New South Wales Government's Royal Commission into the NSW Building Industry. On 25th August 1991, a Branch meeting of members resolved to terminate the Royal Commission Levy and implement \$7.00 per annum Head Office Levy to assist Head Office financially and \$13 Branch levy to be retained by the Branch.

**(i) Income Tax:**

No provision for income tax is necessary as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act 1936.

**(j) Fringe Benefits Tax:**

The Union is subject to Fringe Benefits Tax primarily with respect to Union motor vehicles. This expenditure is written off in the General Fund.

**(k) Contingent Liabilities:**

No contingent liability of the Branch is known to exist as 31 March 2004, including any litigation in which the Branch, or Head Office of the Union is involved.

**(l) Going Concern**

The financial report has been prepared in accordance with the generally accepted accounting principles, which are based on the entity continuing as a going concern. The entity has in previous years incurred substantial operating losses. The entity is only able to continue as a going concern if the Branch continues to receive Head Office support.

**(m) Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and not of bank overdrafts.

**(n) Revenue**

Interest revenue is recognized on a proportional basis taking into account the interest rates applicable to the financial assets. Membership Contributions and levies are accounted for on a cash basis. All revenue is stated net of the amount of goods and services tax (GST).

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
<b>NOTE 2: REVENUE</b>			
<b>Operating activities</b>			
- interest	2(a)	2,622	1,917
- other revenue		<u>766,378</u>	<u>683,978</u>
		<u>769,000</u>	<u>685,895</u>
(a) Interest from:			
- other persons		<u>2,622</u>	<u>1,917</u>
<b>NOTE 3: PROFIT FROM ORDINARY ACTIVITIES</b>			
Profit (losses) from ordinary activities before income tax expenses (income tax revenue) has been determined after:			
(a) Expenses:			
Depreciation of non-current assets			
- Other capital assets		<u>24,441</u>	<u>21,555</u>
Remuneration of the auditors for:			
- audit or review services		<u>13,500</u>	<u>14,832</u>
Net loss on disposal of non-current assets			
- Property, plant and equipment		<u>1,822</u>	<u>1,643</u>
<b>NOTE 4: CASH ASSETS</b>			
Cash at bank		<u>428,497</u>	<u>415,884</u>
<b>NOTE 5: OTHER ASSETS</b>			
<b>CURRENT</b>			
Prepayments		<u>1,675</u>	<u>-</u>
<b>NOTE 6: PROPERTY, PLANT AND EQUIPMENT</b>			
<b>PLANT AND EQUIPMENT</b>			
(a) Motor vehicles			
At cost		186,186	185,621
Less accumulated depreciation		<u>(87,920)</u>	<u>(115,806)</u>
		<u>98,266</u>	<u>69,815</u>
(b) Office equipment			
At cost		56,933	56,933
Less accumulated depreciation		<u>(54,000)</u>	<u>(52,601)</u>
		<u>2,933</u>	<u>4,332</u>
Total plant and equipment		<u>101,199</u>	<u>74,147</u>
Total property, plant and equipment		<u>101,199</u>	<u>74,147</u>

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
<b>NOTE 7: PAYABLES</b>			
<b>CURRENT</b>			
Unsecured liabilities			
Sundry creditors and accruals		42,703	46,397
Head Office Loan - Federal Levies		79,693	65,397
Newcastle Sub Branch Loan		3,402	3,402
Head Office Loan Capita		<u>183,461</u>	<u>188,254</u>
		<u>309,259</u>	<u>303,450</u>
<b>NOTE 8: PROVISIONS</b>			
<b>CURRENT</b>			
Employee benefits	8(a)	<u>100,302</u>	<u>81,253</u>
(a) Aggregate employee benefits liability		<u>100,302</u>	<u>81,253</u>
<b>NOTE 9: RESERVES</b>			
Defence Fund		340,440	340,440
Incidental Fund		13,265	13,265
Royal Commission Fund		17,658	17,658
Special Purpose Fund		<u>83</u>	<u>83</u>
		<u>371,446</u>	<u>371,446</u>
<b>NOTE 10: RETAINED PROFITS</b>			
Accumulated losses at the beginning of the financial year		(266,117)	(290,519)
Net profit (loss) attributable to members of the entity		<u>16,484</u>	<u>24,402</u>
Accumulated losses at the end of the financial year		<u>(249,633)</u>	<u>(266,117)</u>
<b>NOTE 11: CASH FLOW INFORMATION</b>			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:			
Cash at bank		<u>428,497</u>	<u>415,884</u>
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
Profit from ordinary activities after income tax		16,484	55,689
Non-cash flows in profit from ordinary activities			
Depreciation		24,441	21,555
Net (gain) / loss on disposal of property, plant and equipment		1,822	1,643
Changes in assets and liabilities			
(Increase)/decrease in other assets		(1,675)	5,427
Increase in payables		5,973	99,429
Increase in provisions		<u>9,379</u>	<u>9,496</u>
Cash flows from operations		<u>56,424</u>	<u>193,239</u>

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
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**NOTE 12: RELATED PARTY**

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

Chairman

B. Czarniecki	Up to	16.06.2003
J. Treble	Elected	16.06.2003

President

B. Czarniecki	Up to	16.06.2003
J. Treble	Elected	16.06.2003

Trustees

G. Lane	Up to	16.06.2003
B. Whelan	Up to	16.06.2003
P. Young	Elected	16.06.2003
B. Hunt	Elected	16.06.2003

Secretary

S. McCarney

Assistant Secretary

T. Anning

Committee of Management

M. Baird		
B. Czarniecki	Up to	16.06.2003
G. Lane	Up to	16.06.2003
S. McCarney		
T. Pope	Up to	16.06.2003
B. Whelan	Up to	16.06.2003
B. Palmer		
M. Corrigan	Up to	16.06.2003
M. Worboys	Up to	16.06.2003
M. Holz	Elected	16.06.2003
T. Maybury	Elected	16.06.2003
S. Whiteford	Elected	16.06.2003
P. Young	Elected	16.06.2003

Organisers

T. Anning  
D. Broadley  
S. McCarney  
M. Tyler  
M. Worboys

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
<hr/>			
(ii) Amounts received or due and receivable (i.e. wages paid to the Secretary, Assistant Secretary and Organisers and Committee fees paid to Committee of Management were \$267,974 (2003 \$213,284).			
(iii) Amounts paid on behalf of the Secretary, Assistant Secretary and Organisers to the Building Union Superannuation Scheme in respect to the retirement of Committee of Management members was \$26,992 (2003 \$21,820).			
(iv) Other transactions between the Committee Members and the Union were conducted on normal commercial terms in respect of subscriptions.			
(v) Transactions between New South Wales Branch and Federal Office(a) Per Capita Payment. During the year the New South Wales Branch of the Union was charged by the Federal Office of the Union a per capita payment calculated at 10% of Contributions in accordance with the rules.			
(vi) During the year a Federal Levy of \$7 per annum was charged to the Branch members and is due and payable to Head Office.			

**NOTE 13: COMPANY DETAILS**

The registered office of the company is:  
 Plumber's Union - New South Wales  
 Level 3, 741 George Street  
 Sydney NSW 2000



**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**CERTIFICATE OF ACCOUNTING OFFICER**

I, Steve McCarney, being the officer responsible for keeping the accounting records of the Electrical, Electronic, Plumbing & Allied Workers Union, Plumbing Division - New South Wales Branch, certify that as at 31 March 2004, the number of members of the Branch was 10,775.

In my opinion:

- (i) The attached financial statements show a true and fair view of the financial affairs of the organisation as at 31 March 2004.
- (ii) A record has been kept of all monies so paid by, or collected from, members and all monies so paid and 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) Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.
- (iv) No payments were made out of funds or accounts operated by the organisation in respect of compulsory levies raised by the organisation or voluntary contributions collected from members of the organisation or other funds, the operation of which is required by the rules of the organisation for a purpose other than the purpose for which the fund operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation were made to persons holding office in the organisation.
- (vi) The register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

Steve McCarney  
Secretary

Dated this 24<sup>th</sup> day of AUGUST.....2004

**PLUMBER'S UNION NEW SOUTH WALES  
ABN 85 656 451 687**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
PLUMBER'S UNION NEW SOUTH WALES**

We have audited the financial statements comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the financial statements of the Plumbers Union New South Wales for the year ended 31 March 2004. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial Statement and the information they contain. We have conducted an independent audit of those financial Statement in order to express an opinion on them 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 Statement are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting policies. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statement are presented fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the Plumbers Union New South Wales which is consistent with our understanding of its financial position and the results of its operations.

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

**Audit Opinion**

In our opinion:

a satisfactory accounting records were kept by the Union in respect of the year ended 31 March 2004, including:

- i records of the sources and nature of the income of the Union; and
- ii records of the nature and purposes of expenditure of the Union; and

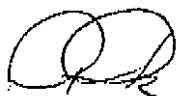
b the financial statements and other statements required to be prepared under sec 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:

- i the financial affairs of the Union as at 31 March 2004; and
- ii the income and expenditure, and surplus, of the Union for the year ended on that date; and

c the financial statements have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

We have obtained all the information and explanations we require from the officers and employees of the Union, which were necessary for the purposes of our audit, and there were no deficiencies, failures or shortcomings in relation to the matters referred to above.

Pinker Arnold & McLoughlin  
Suite 1 Level 2  
420 Forest Road  
Hurstville NSW 2220



Richard Charles Pinker  
Partner

24 August 2004  
Hurstville NSW

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**DISCLAIMER TO THE MEMBERS OF**  
**PLUMBERS UNION NEW SOUTH WALES**

The additional financial data presented on page 16 is in accordance with the books and records of the union which have been subjected to the auditing procedures applied in our statutory audit of the union for the financial year ended 31 March 2004. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person other than Plumbers Union New South Wales in respect of such data, including any errors or omissions therein however caused.

Pinker Arnold & McLoughlin  
Suite 1 Level 2  
420 Forest Road  
Hurstville NSW 2220



Richard Charles Pinker  
Partner

24 August 2004  
Hurstville NSW

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2004 FINANCIAL STATEMENTS**

**DETAILED PROFIT AND LOSS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	2004 \$	2003 \$
<b>INCOME</b>		
Interest	2,622	1,917
Federal Levies	14,296	16,830
Contributions	601,378	586,345
Enrolment fees	10,694	13,375
Branch Levies	8,202	9,651
Workers Compensation	-	30,860
Other income	<u>131,808</u>	<u>26,917</u>
<b>TOTAL INCOME</b>	<b>769,000</b>	<b>685,895</b>
<b>LESS EXPENSES</b>		
Advertising	111	2,766
Affiliation fees	20,428	10,511
Audit fees	13,500	14,832
Bank charges	7,257	9,446
Cleaning	9,600	-
Computer expenses	6,236	5,362
Committee of Management expenses	1,030	1,219
Depreciation	24,441	21,555
Federal levies	14,296	16,830
Fines and penalties	68	-
Fringe benefits	7,109	8,785
General expenses	3,349	3,992
Head Office per capita	61,207	60,035
Holiday pay	10,333	3,649
Insurance	19,514	19,178
Industrial Publications	315	992
Legal costs	3,300	50
Light and power	1,349	306
Long service leave	6,773	1,670
Loss on disposal/revaluation of non current assets	1,822	1,643
Member Services - Ambulances Cover	4,872	2,991
Meeting expenses	756	1,506
Motor vehicle expenses	36,742	39,227
Postage	8,081	4,564
Printing and stationery	31,348	20,549
Removable costs	-	8,408
Retirement Allowance	1,943	108
Rent	24,158	23,414
Repairs and maintenance	25	857
Salaries and wages	353,991	321,724
Storage fees	3,906	-
Superannuation	31,909	26,278

These financial statements should be read in conjunction with the attached Disclaimer.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2004 FINANCIAL STATEMENTS**

**DETAILED PROFIT AND LOSS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	2004 \$	2003 \$
Telephone	26,692	14,371
Travelling & Other Allowances	<u>16,055</u>	<u>14,675</u>
<b>TOTAL EXPENSES</b>	<u>752,516</u>	<u>661,493</u>
<b>OPERATING PROFIT/(LOSS)</b>	<u>16,484</u>	<u>24,402</u>

These financial statements should be read in conjunction with the attached Disclaimer.

**PENNA, Belinda**

---

**From:** PENNA, Belinda  
**Sent:** Friday, 21 January 2005 1:04 PM  
**To:** 'mahendra@pam.com.au'  
**Subject:** Financial documents for CEPU Plumbing Division NSW Branch (FR2004/231)

Dear Mahendra,

Further to your conversation with Mr Peter McKerrow of this office today, please find attached sample Secretary's Certificate and a copy of the s274 notice (as discussed). Mr McKerrow has advised that this is the information required by you.



Example Sec's  
Cert.doc

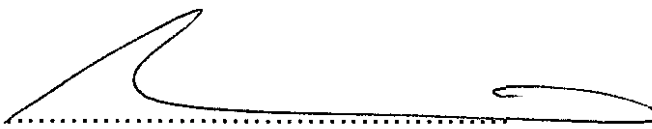


s.274(4) notice  
attachment.doc..

Belinda Penna  
Registry Officer  
Australian Industrial Registry

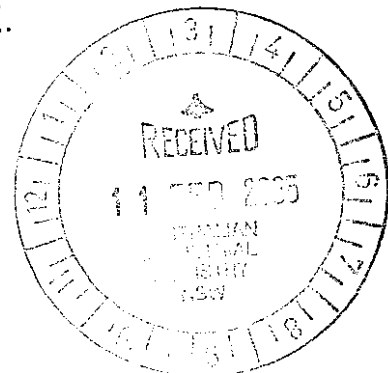
## **SECRETARY'S CERTIFICATE**

I, Stephen Mc Carney, Branch Secretary, certify that the copies of the Auditors report, accounts and statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia – C.E.P.U. (Plumbing Division) – NSW Branch for the year ended 31 March 2004, as lodged in the Industrial Registry are copies of the documents that were supplied to the Members on 24/08/04 by handouts at the Annual General Meeting and by newsletter, and were subsequently presented to the general meeting of members of the Committee of Management held on 24/08/04.

(Signature) ..... 

(Title) ..... STATE SECRETARY .....

(Date) ..... 9 FEBRUARY 2005. .....





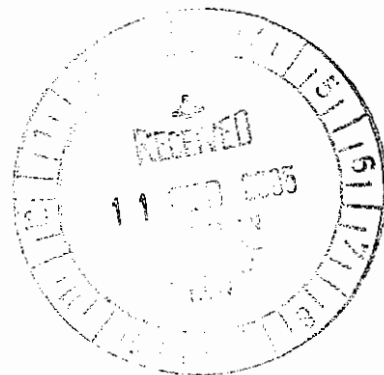
### Notes to the Accounts

In accordance with the requirements of the Act, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274 which read 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 under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time as 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.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2004**



**PLUMBER'S UNION NEW SOUTH WALES**

**ABN 85 656 451 687**

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CERTIFICATE OF MANAGEMENT COMMITTEE

We, John Treble and Mark Baird, being two members of the Committee of Management of the Electrical, Electronic, Plumbing & Allied Workers Union, Plumbing Division - New South Wales Branch do state on behalf of the Committee, and in accordance with a resolution passed by the Committee, that -

- (i) The accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the organisation as at 31 March 2004..
- (ii) The accompanying Statements of Financial Position are drawn up so as to give a true and fair view of the result of the organisation for the year ended 31 March 2004.
- (iii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 March 2004 in accordance with the rules of the union.
- (iv) To the knowledge of any member of the Committee, during the year ended 31 March 2004, there have been no instances where the 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 of the organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the regulations thereto or the rules of the organization.
- (v) The branch has complied with sub-section 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 31 March 2004.

John Treble

Mark Baird

Dated this 24<sup>th</sup> day of AUGUST 2004

**PLUMBER'S UNION NEW SOUTH WALES**

ABN 85 656 451 687

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2004**

	Notes	2004 \$	2003 \$
Revenue from ordinary activities	2	769,000	685,895
Employee benefits expense		(410,115)	(362,107)
Transport costs		(61,207)	(60,035)
Depreciation and amortisation expenses	3	(24,441)	(21,555)
Advertising		(4,983)	(5,757)
Other expenses from ordinary activities		<u>(251,770)</u>	<u>(212,039)</u>
<b>Profit from ordinary activities before income tax expense (income tax revenue)</b>		16,484	24,402
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
<b>Profit from ordinary activities after related income tax expense (income tax revenue)</b>	3	16,484	24,402
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<u>16,484</u>	<u>24,402</u>

The accompanying notes form part of these financial statements.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31-MARCH 2004**

	Notes	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash assets	4	428,497	415,884
Other	5	<u>1,675</u>	<u>-</u>
<b>TOTAL CURRENT ASSETS</b>		<u><b>430,172</b></u>	<u><b>415,884</b></u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	<u>101,199</u>	<u>74,147</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u><b>101,199</b></u>	<u><b>74,147</b></u>
<b>TOTAL ASSETS</b>		<u><b>531,371</b></u>	<u><b>490,031</b></u>
<b>CURRENT LIABILITIES</b>			
Payables	7	309,259	303,450
Provisions	8	<u>100,302</u>	<u>81,253</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>409,561</b></u>	<u><b>384,703</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>409,561</b></u>	<u><b>384,703</b></u>
<b>NET ASSETS</b>		<u><b>121,810</b></u>	<u><b>105,328</b></u>
<b>EQUITY</b>			
Reserves	9	371,446	371,446
Accumulated losses	10	<u>(249,633)</u>	<u>(266,117)</u>
<b>TOTAL EQUITY</b>		<u><b>121,813</b></u>	<u><b>105,329</b></u>

The accompanying notes form part of these financial statements.

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Notes	2004 \$	2003 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from customers		766,378	657,489
Donations received		-	57,777
Payments to suppliers and employees		(712,576)	(523,944)
Interest received		<u>2,622</u>	<u>1,917</u>
Net cash provided by operating activities	11 (b)	<u>56,424</u>	<u>193,239</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		7,635	1,000
Payment for property, plant and equipment		<u>(60,950)</u>	<u>(35,650)</u>
Net cash used in investing activities		<u>(53,315)</u>	<u>(34,650)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		<u>9,503</u>	-
Net cash provided by financing activities		<u>9,503</u>	-
Net increase in cash held		12,612	158,589
Cash at beginning of financial year		<u>415,885</u>	<u>257,296</u>
Cash at end of financial year	11 (a)	<u>428,497</u>	<u>415,885</u>

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies adopted in the preparation of the financial report are shown below to assist members in an understanding of the figures. The accounting policies adopted are consistent with previous years except as otherwise stated.

Pursuant to generally accepted accounting principles for organisations registered under the Workplace Relations Act 1996, the financial report has been prepared as follows:

- membership contributions and levies are accounted for on a cash basis
- otherwise, the accounts have been prepared on an accrual basis, under the historical cost convention
- to conform in all material respects with relevant Australian Accounting Standards
- not adjusted to record changes in the general purchasing power of money

(a) General Fund:

Pursuant to the Rules of the Union, the General Fund includes all enrolment fees, contributions, levies and fines (except as specifically prescribed in the rules) and except with the previous permission of the Divisional Council or Divisional Executive shall only be used for the payment of allowances and general expenditures necessarily incurred in the working of the Branch.

(b) Incidental Fund:

Pursuant to the Rules of the Union, the balance remaining the General Fund at the close of each financial period is divided into three equal parts with one part being allocated to the Incidental Fund and two parts of the General Fund. This Fund is wholly at the disposal of the Branch for any purpose whatsoever. Due to the accumulated deficit in the General Fund, no transfer was made this year.

(c) Defence Fund:

This fund represents the accumulated levy made on members of the New South Wales Branch. Legal Fees incurred are deemed to be for the defence of the Union and are usually written off against this fund. However, this year legal fees have been written off in the General Fund and due to the accumulated deficit in the General Fund, no transfer was made this year.

(d) Special Purpose Fund:

This Fund is for special purposes. No movements occurred in the fund this year.

(e) Royal Commission Fund:

No movements occurred in the fund this year.

(f) Depreciation

Depreciation of fixed assets is calculated on the straight-line basis or reducing balance method in order to write the assets off over their estimated life. Items were scrapped this year due to the move in office location.

(g) Officials and Employees' Benefits:

Long Service Leave and Retirement Allowances payable to officials are covered by Rule 51 of the Union Rules. The Head Office of the Union accepted responsibility for these obligations until 30 June 1999. Provisions for retirement benefits for employees other than officials, in the form of Long Service Leave have been made for employees with more than five years service. Accrued Holiday Pay is based on the employees' current rate of pay.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(h) Royal Commission Fund/Branch and Federal Levies

On 11th December 1990, a mass meeting of members of the Union approved the introduction of a levy of \$20 per year to help defray the cost of involvement with the New South Wales Government's Royal Commission into the NSW Building Industry. On 25th August 1991, a Branch meeting of members resolved to terminate the Royal Commission Levy and implement \$7.00 per annum Head Office Levy to assist Head Office financially and \$13 Branch levy to be retained by the Branch.

(i) Income Tax:

No provision for income tax is necessary as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act 1936.

(j) Fringe Benefits Tax:

The Union is subject to Fringe Benefits Tax primarily with respect to Union motor vehicles. This expenditure is written off in the General Fund.

(k) Contingent Liabilities:

No contingent liability of the Branch is known to exist as 31 March 2004, including any litigation in which the Branch, or Head Office of the Union is involved.

(l) Going Concern

The financial report has been prepared in accordance with the generally accepted accounting principles, which are based on the entity continuing as a going concern. The entity has in previous years incurred substantial operating losses. The entity is only able to continue as a going concern if the Branch continues to receive Head Office support.

(m) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

(n) Revenue

Interest revenue is recognized on a proportional basis taking into account the interest rates applicable to the financial assets. Membership Contributions and levies are accounted for on a cash basis. All revenue is stated net of the amount of goods and services tax (GST).

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

	Note	2004 \$	2003 \$
<b>NOTE 2: REVENUE</b>			
<b>Operating activities</b>			
- interest	2(a)	2,622	1,917
- other revenue		<u>766,378</u>	<u>683,978</u>
		<u>769,000</u>	<u>685,895</u>
(a) Interest from:			
- other persons		<u>2,622</u>	<u>1,917</u>
<b>NOTE 3: PROFIT FROM ORDINARY ACTIVITIES</b>			
Profit (losses) from ordinary activities before income tax expenses (income tax revenue) has been determined after:			
(a) Expenses:			
Depreciation of non-current assets			
- Other capital assets		<u>24,441</u>	<u>21,555</u>
Remuneration of the auditors for:			
- audit or review services		<u>13,500</u>	<u>14,832</u>
Net loss on disposal of non-current assets			
- Property, plant and equipment		<u>1,822</u>	<u>1,643</u>
<b>NOTE 4: CASH ASSETS</b>			
Cash at bank		<u>428,497</u>	<u>415,884</u>
<b>NOTE 5: OTHER ASSETS</b>			
<b>CURRENT</b>			
Prepayments		<u>1,675</u>	<u>-</u>
<b>NOTE 6: PROPERTY, PLANT AND EQUIPMENT</b>			
<b>PLANT AND EQUIPMENT</b>			
(a) Motor vehicles			
At cost		186,186	185,621
Less accumulated depreciation		<u>(87,920)</u>	<u>(115,806)</u>
		<u>98,266</u>	<u>69,815</u>
(b) Office equipment			
At cost		56,933	56,933
Less accumulated depreciation		<u>(54,000)</u>	<u>(52,601)</u>
		<u>2,933</u>	<u>4,332</u>
Total plant and equipment		<u>101,199</u>	<u>74,147</u>
Total property, plant and equipment		<u>101,199</u>	<u>74,147</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004

	Note	2004 \$	2003 \$
<b>NOTE 7: PAYABLES</b>			
<b>CURRENT</b>			
Unsecured liabilities			
Sundry creditors and accruals		42,703	46,397
Head Office Loan - Federal Levies		79,693	65,397
Newcastle Sub Branch Loan		3,402	3,402
Head Office Loan Capita		<u>183,461</u>	<u>188,254</u>
		<u>309,259</u>	<u>303,450</u>
<b>NOTE 8: PROVISIONS</b>			
<b>CURRENT</b>			
Employee benefits	8(a)	<u>100,302</u>	<u>81,253</u>
(a) Aggregate employee benefits liability		<u>100,302</u>	<u>81,253</u>
<b>NOTE 9: RESERVES</b>			
Defence Fund		340,440	340,440
Incidental Fund		13,265	13,265
Royal Commission Fund		17,658	17,658
Special Purpose Fund		<u>83</u>	<u>83</u>
		<u>371,446</u>	<u>371,446</u>
<b>NOTE 10: RETAINED PROFITS</b>			
Accumulated losses at the beginning of the financial year		(266,117)	(290,519)
Net profit (loss) attributable to members of the entity		<u>16,484</u>	<u>24,402</u>
Accumulated losses at the end of the financial year		<u>(249,633)</u>	<u>(266,117)</u>
<b>NOTE 11: CASH FLOW INFORMATION</b>			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:			
Cash at bank		<u>428,497</u>	<u>415,884</u>
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
Profit from ordinary activities after income tax		16,484	55,689
Non-cash flows in profit from ordinary activities			
Depreciation		24,441	21,555
Net (gain) / loss on disposal of property, plant and equipment		1,822	1,643
Changes in assets and liabilities			
(Increase)/decrease in other assets		(1,675)	5,427
Increase in payables		5,973	99,429
Increase in provisions		<u>9,379</u>	<u>9,496</u>
Cash flows from operations		<u>56,424</u>	<u>193,239</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2004

	Note	2004 \$	2003 \$
--	------	------------	------------

**NOTE 12: RELATED PARTY**

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

Chairman

B. Czarnecki	Up to	16.06.2003
J. Treble	Elected	16.06.2003

President

B. Czarnecki	Up to	16.06.2003
J. Treble	Elected	16.06.2003

Trustees

G. Lane	Up to	16.06.2003
B. Whelan	Up to	16.06.2003
P. Young	Elected	16.06.2003
B Hunt	Elected	16.06.2003

Secretary

S. McCarney

Assistant Secretary

T. Anning

Committee of Management

M. Baird		
B. Czarnecki	Up to	16.06.2003
G. Lane	Up to	16.06.2003
S. McCarney		
T. Pope	Up to	16.06.2003
B. Whelan	Up to	16.06.2003
B. Palmer		
M. Corrigan	Up to	16.06.2003
M. Worboys	Up to	16.06.2003
M. Holz	Elected	16.06.2003
T. Maybury	Elected	16.06.2003
S. Whiteford	Elected	16.06.2003
P. Young	Elected	16.06.2003

Organisers

T. Anning  
D. Broadley  
S. McCarney  
M. Tyler  
M. Worboys

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

Note	2004 \$	2003 \$
(ii) Amounts received or due and receivable (i.e. wages paid to the Secretary, Assistant Secretary and Organisers and Committee fees paid to Committee of Management were \$267,974 (2003 \$213,284).		
(iii) Amounts paid on behalf of the Secretary, Assistant Secretary and Organisers to the Building Union Superannuation Scheme in respect to the retirement of Committee of Management members was \$26,992 (2003 \$21,820).		
(iv) Other transactions between the Committee Members and the Union were conducted on normal commercial terms in respect of subscriptions.		
(v) Transactions between New South Wales Branch and Federal Office(a) Per Capita Payment. During the year the New South Wales Branch of the Union was charged by the Federal Office of the Union a per capita payment calculated at 10% of Contributions in accordance with the rules.		
(vi) During the year a Federal Levy of \$7 per annum was charged to the Branch members and is due and payable to Head Office.		

**NOTE 13: COMPANY DETAILS**

The registered office of the company is:  
Plumber's Union - New South Wales  
Level 3, 741 George Street  
Sydney NSW 2000

**PLUMBER'S UNION NEW SOUTH WALES**

**ABN 85 656 451 687**

**CERTIFICATE OF ACCOUNTING OFFICER**

I, Steve McCarney, being the officer responsible for keeping the accounting records of the Electrical, Electronic, Plumbing & Allied Workers Union, Plumbing Division - New South Wales Branch, certify that as at 31 March 2004, the number of members of the Branch was 10,775.

In my opinion:

(i) The attached financial statements show a true and fair view of the financial affairs of the organisation as at 31 March 2004.

(ii) A record has been kept of all monies so paid by, or collected from, members and all monies so paid and 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) Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.

(iv) No payments were made out of funds or accounts operated by the organisation in respect of compulsory levies raised by the organisation or voluntary contributions collected from members of the organisation or other funds, the operation of which is required by the rules of the organisation for a purpose other than the purpose for which the fund operated.

(v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation were made to persons holding office in the organisation.

(vi) The register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

Steve McCarney  
Secretary

Dated this 24th day of AUGUST 2004

**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
PLUMBER'S UNION NEW SOUTH WALES**

We have audited the financial statements comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the financial statements of the Plumbers Union New South Wales for the year ended 31 March 2004. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial Statement and the information they contain. We have conducted an independent audit of these financial Statement in order to express an opinion on them 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 Statement are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting policies. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statement are presented fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the Plumbers Union New South Wales which is consistent with our understanding of its financial position and the results of its operations.

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

## Audit Opinion

### In our opinion:

a satisfactory accounting records were kept by the Union in respect of the year ended 31 March 2004, including:

- i records of the sources and nature of the income of the Union; and
- ii records of the nature and purposes of expenditure of the Union; and

b the financial statements and other statements required to be prepared under sec 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:

- i the financial affairs of the Union as at 31 March 2004; and
- ii the income and expenditure, and surplus, of the Union for the year ended on that date; and

c the financial statements have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

We have obtained all the information and explanations we require from the officers and employees of the Union, which were necessary for the purposes of our audit, and there were no deficiencies, failures or shortcomings in relation to the matters referred to above.

Pinker Arnold & McLoughlin  
Suite 1 Level 2  
420 Forest Road  
Hurstville NSW 2220



Richard Charles Pinker  
Partner

24 August 2004  
Hurstville NSW



**PLUMBER'S UNION NEW SOUTH WALES**  
**ABN 85 656 451 687**

**DISCLAIMER TO THE MEMBERS OF**  
**PLUMBERS UNION NEW SOUTH WALES**

The additional financial data presented on page 16 is in accordance with the books and records of the union which have been subjected to the auditing procedures applied in our statutory audit of the union for the financial year ended 31 March 2004. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person other than Plumbers Union New South Wales in respect of such data, including any errors of omissions therein however caused.

Pinker Arnold & McLoughlin  
Suite 1 Level 2  
420 Forest Road  
Hurstville NSW 2220



Richard Charles Pinker  
Partner

24 August 2004  
Hurstville NSW

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2004 FINANCIAL STATEMENTS

DETAILED PROFIT AND LOSS  
FOR THE YEAR ENDED 31 MARCH 2004

	2004 \$	2003 \$
<b>INCOME</b>		
Interest	2,622	1,917
Federal Levies	14,296	16,830
Contributions	601,378	586,345
Enrolment fees	10,694	13,375
Branch Levies	8,202	9,651
Workers Compensation	-	30,860
Other income	131,808	26,917
<b>TOTAL INCOME</b>	<b>769,000</b>	<b>685,895</b>
<b>LESS EXPENSES</b>		
Advertising	111	2,766
Affiliation fees	20,428	10,511
Audit fees	13,500	14,832
Bank charges	7,257	9,446
Cleaning	9,600	-
Computer expenses	6,236	5,362
Committee of Management expenses	1,030	1,219
Depreciation	24,441	21,555
Federal levies	14,296	16,830
Fines and penalties	68	-
Fringe benefits	7,109	8,785
General expenses	3,349	3,992
Head Office per capita	61,207	60,035
Holiday pay	10,333	3,649
Insurance	19,514	19,178
Industrial Publications	315	992
Legal costs	3,300	50
Light and power	1,349	306
Long service leave	6,773	1,670
Loss on disposal/revaluation of non current assets	1,822	1,643
Member Services - Ambulances Cover	4,872	2,991
Meeting expenses	756	1,506
Motor vehicle expenses	36,742	39,227
Postage	8,081	4,564
Printing and stationery	31,348	20,549
Removable costs	-	8,408
Retirement Allowance	1,943	108
Rent	24,158	23,414
Repairs and maintenance	25	857
Salaries and wages	353,991	321,724
Storage fees	3,906	-
Superannuation	31,909	26,278

These financial statements should be read in conjunction with the attached Disclaimer.

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2004 FINANCIAL STATEMENTS

DETAILED PROFIT AND LOSS  
FOR THE YEAR ENDED 31 MARCH 2004

	2004 \$	2003 \$
Telephone	26,692	14,371
Travelling & Other Allowances	16,055	14,675
<b>TOTAL EXPENSES</b>	<b>752,516</b>	<b>661,493</b>
<b>OPERATING PROFIT/(LOSS)</b>	<b>16,484</b>	<b>24,402</b>



**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](mailto:sydney@air.gov.au)

Mr Steve McCarney  
State Secretary  
CEPU Plumbing Division  
NSW Divisional Branch  
Level 3, 741 George St  
SYDNEY NSW 2000

Dear Mr McCarney

**Divisional Branch Financial Return for year ending 31 March 2004 (FR2004/231)**

I refer to the financial documents lodged on 21 January 2005 and a further copy with your certificate received on 11 February 2005. The documents have been filed; however, I draw your attention to the following matter.

I note that according to the certificate, copies of the financial documents were provided to members on 24 August 2004 and subsequently presented to a meeting the same day. However, this is not consistent with the requirements of the Workplace Relations Act which requires that at least 7 clear days elapse between the provision of the documents to members and their presentation to a general or committee of management meeting.

New Financial Reporting Requirements

As the Branch's current financial year will conclude on 31 March 2005, new financial reporting requirements under the RAO Schedule<sup>1</sup> will apply for the first time. I strongly recommend the Branch's Committee of Management and its auditor review the new requirements and the timelines which apply to the reporting process.

The Registry will shortly be writing to you outlining these requirements which include preparation of:

- a general purpose financial report (GPFR)
- an operating report; and
- provision of these two reports and the auditor's report on the GPFR to members of the Branch

The RAO Schedule's timelines for the various steps in the financial reporting process are generally shorter and inflexible and must be adhered to. Civil penalties may apply for contravention of certain of the financial reporting provisions including failure to carry out certain steps in the process within time. The Industrial Registrar's discretion to extend time is also limited.

In particular, under the RAO Schedule's requirements your organisation would be expected to have completed all its reporting requirements (including provision of the reports to its members and their presentation to a "second meeting") and be ready to lodge copies of the reports in the Registry by no later than six months after the end of its current financial year i.e. by 30 September 2005. I note that for year ending 31 March 2004, the financial documents and the certificate of the secretary were lodged 10 and 11 months after the end of the financial year respectively. For the

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<sup>1</sup> The Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) (the RAO Schedule)

year ending 31 March 2003, the financial documents were lodged in June 2004, 15 months after the end of the financial year.

To assist the Branch and its auditor plan and prepare to meet these requirements, the Registry is able to provide comment on any draft documents and reports and to provide general information about the new reporting requirements. If you or the auditor have any queries, please contact me on (02) 8374 6666.

I have forwarded a copy of this letter to the Branch auditor for his information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter McKerrow', with a stylized flourish extending to the right.

Peter McKerrow  
for Deputy Industrial Registrar

23 March 2005

c.c. Pinker - Arnold - McLoughlin Chartered Accounts