



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
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Ref: FR2005/218-[128V-PNSW]

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

Dear Mr McCarney

Financial Return - year ending 31 March, 2005

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/218**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry

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

Information on AIRC Website

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

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

Yours sincerely



Belinda Penna
for Deputy Industrial Registrar
12 April, 2005

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

³*Insert whichever is applicable*



Ref: FR2005/218 -[128V-PNSW]

Mr Steve McCarney
Divisional Branch 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*

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

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 March, 2005. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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

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

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

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

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

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

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

In the absence of lodgement of a copy of the full report, I request you state in writing by **11 November, 2005:**

¹ Schedule 1B of the *Workplace Relations Act 1996*

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

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

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2005/218**.

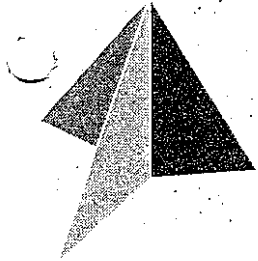
Yours sincerely



Belinda Penna

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

21 October, 2005



CEPU
PLUMBING DIVISION
NSW BRANCH
ABN 85 656 451 687

Level 3,
741 George Street
Sydney NSW 2000
Ph: (02) 9280 1512
Fax: (02) 9280 3415

SECRETARY'S CERTIFICATE

I, Stephen Mc Carney, Branch Secretary, certify that the copies of the Auditor's Report, accounts and statements of the CEPU Plumbing Division – NSW Branch for the year ended 31st March 2005, as lodged in the Industrial Registry are copies of the documents that were supplied to the Members on 23/09/2005 by newsletter, and were subsequently presented to the Committee at the general meeting of members/meeting of the committee of management held on 13/09/2005.

(Signature)

(Title)

STATE SECRETARY

(Date)

31 10 05



Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia

WOLLONGONG OFFICE

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Wollongong NSW 2500

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PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2005

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

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PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

OPERATING REPORT

Principal Activities

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

Review Of Results

The net result of operations for the year was a profit of \$103,245

Significant Changes In The State of Affairs

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

Resignation Of Members

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

Number Of Members

As at 31 March 2005, the number of financial members of the organisation was 1537

Number Of Full Time Employees

As at the 31 March 2005, the number of full time equivalent employees was seven (7)

Committee Of Management

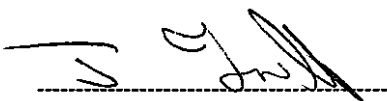
Todd Anning
David Broadley
Steve McCarney
Bruce Palmer
Murray Tyler
Matthew Worboys (resigned 3/1/04)

Mark Baird
Michael Holz
Ted Maybury
John Treble
Scott Whiteford
Paul Young

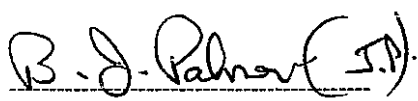
Future Developments

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

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



Dates this 26th day of July 2005



PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2005

	Notes	2005 \$	2004 \$
Revenue from ordinary activities	2	839,862	769,000
Employee benefits expense		(403,318)	(410,115)
Transport costs		(61,270)	(61,207)
Depreciation and amortisation expenses	3	(28,492)	(24,441)
Advertising		(6,212)	(4,983)
Other expenses from ordinary activities		<u>(237,325)</u>	<u>(251,772)</u>
Profit from ordinary activities before income tax expense (income tax revenue)		103,245	16,482
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
Profit from ordinary activities after related income tax expense (income tax revenue)	3, 10	103,245	16,482
Total changes in equity other than those resulting from transactions with owners as owners	10	<u>103,245</u>	<u>16,482</u>

The accompanying notes form part of these financial statements.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2005

	Notes	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets	4	529,188	428,497
Receivables	5	-	1,675
TOTAL CURRENT ASSETS		<u>529,188</u>	<u>430,172</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	118,980	101,199
TOTAL NON-CURRENT ASSETS		<u>118,980</u>	<u>101,199</u>
TOTAL ASSETS		<u>648,168</u>	<u>531,371</u>
CURRENT LIABILITIES			
Payables	7	39,525	42,703
Loan Payable	8	262,680	266,556
Provisions	9	120,990	100,302
TOTAL CURRENT LIABILITIES		<u>423,195</u>	<u>409,561</u>
TOTAL LIABILITIES		<u>423,195</u>	<u>409,561</u>
NET ASSETS		<u>224,973</u>	<u>121,810</u>
EQUITY			
Reserves	11	371,363	371,446
Accumulated losses	12	(146,390)	(249,636)
TOTAL EQUITY	10	<u>224,973</u>	<u>121,810</u>

The accompanying notes form part of these financial statements.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2005

	Notes	2005 \$	2004 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers		836,682	766,378
Payments to suppliers and employees		(680,200)	(712,576)
Interest received		<u>3,180</u>	<u>2,622</u>
Net cash provided by operating activities	16 (b)	<u>159,662</u>	<u>56,424</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of other non current assets		9,091	7,635
Payment for property, plant and equipment		<u>(64,186)</u>	<u>(60,950)</u>
Net cash used in investing activities		<u>(55,095)</u>	<u>(53,315)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		<u>(3,876)</u>	<u>9,503</u>
Net cash provided by/(used in) financing activities		<u>(3,876)</u>	<u>9,503</u>
Net increase in cash held		100,691	12,612
Cash at beginning of financial year		<u>428,497</u>	<u>415,885</u>
Cash at end of financial year	16 (a)	<u>529,188</u>	<u>428,497</u>

The accompanying notes form part of these financial statements.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values, or except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Income Tax

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Property, Plant and Equipment

Each class of property plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

Plant and equipment

Plant and equipment is measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the director to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their estimated useful lives to the company commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) 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.

(d) 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 Taxation 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 expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(e) Comparative Figures

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(f) Employee 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.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

	Note	2005 \$	2004 \$
NOTE 2: REVENUE			
Operating activities			
- interest	2(a)	3,180	2,622
- other revenue		<u>836,682</u>	<u>766,378</u>
		<u>839,862</u>	<u>769,000</u>
(a) Interest from:			
- other persons		<u>3,180</u>	<u>2,622</u>
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES			
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>28,492</u>	<u>24,441</u>
Remuneration of the auditors for:			
- audit or review services		<u>13,500</u>	<u>13,500</u>
Net loss on disposal of non-current assets			
- Property, plant and equipment		<u>8,822</u>	<u>1,822</u>
NOTE 4: CASH ASSETS			
Cash on hand		1,200	1,200
Cash at bank		<u>527,988</u>	<u>427,297</u>
		<u>529,188</u>	<u>428,497</u>
NOTE 5: RECEIVABLES			
CURRENT			
Other debtors		<u>-</u>	<u>1,675</u>
NOTE 6: PROPERTY, PLANT AND EQUIPMENT			
PLANT AND EQUIPMENT			
(a) Motor vehicles			
At cost		189,801	186,186
Less accumulated depreciation		<u>(72,764)</u>	<u>(87,920)</u>
		<u>117,037</u>	<u>98,266</u>
(b) Office equipment			
At cost		56,933	56,933
Less accumulated depreciation		<u>(54,990)</u>	<u>(54,000)</u>
		<u>1,943</u>	<u>2,933</u>
Total plant and equipment		<u>118,980</u>	<u>101,199</u>
Total property, plant and equipment		<u>118,980</u>	<u>101,199</u>

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(g) 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.

(h) 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.

(i) Revenue

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

All revenue is stated net of the amount of goods and services tax (GST).

(j) 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.

(k) 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.

(l) 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.

(m) Special Purpose Fund:

This Fund is for special purposes. The amount in this account has been sent to Trustee of unclaimed monies.

(n) Royal Commission Fund:

No movements occurred in the fund this year.

(o) Going Concern

The financial statements has been prepared in accordance with the generally accepted accounting principals, 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 going concern if the Branch continues to receive Head office support.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

	Note	2005 \$	2004 \$
NOTE 7: PAYABLES			
CURRENT			
Unsecured liabilities			
Sundry creditors and accruals		<u>39,525</u>	<u>42,703</u>
NOTE 8: OTHER LOANS PAYABLE			
CURRENT			
Unsecured liabilities			
Head Office Loan – Federal Levies		94,546	79,693
New Castle Sub Branch loan		3,402	3,402
Head Office Loan – Per Capita		<u>164,732</u>	<u>183,461</u>
		<u>262,680</u>	<u>266,556</u>
NOTE 9: PROVISIONS			
CURRENT			
Employee benefits	9(a)	<u>120,990</u>	<u>100,302</u>
(a) Aggregate employee benefits liability		<u>120,990</u>	<u>100,302</u>
NOTE 10: EQUITY			
Total equity at the beginning of the financial year		121,810	105,328
Total changes in reserves		(82)	
Total changes in equity recognised in the statement of financial performance		<u>103,245</u>	<u>16,482</u>
Total equity at the reporting date		<u>224,973</u>	<u>121,810</u>
NOTE 11: RESERVES			
Defence Fund		340,440	340,440
Incidental Fund		13,265	13,265
Royal Commission Fund		17,658	17,658
Special Purpose Fund		=	83
		<u>371,363</u>	<u>371,446</u>
NOTE 12: RETAINED PROFITS			
Accumulated losses at the beginning of the financial year		(249,635)	(266,118)
Net profit (loss) attributable to members of the entity		<u>103,245</u>	<u>16,482</u>
Accumulated losses at the end of the financial year		<u>(146,390)</u>	<u>(249,636)</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

NOTE 13: CONTINGENT LIABILITIES AND ASSETS

Contingent Liabilities

There are no known contingent liabilities as at balance date or to the date of this report.

NOTE 14: EVENTS SUBSEQUENT TO REPORTING DATE

There were no events significant subsequent to the balance date and upto the date of this report.

NOTE 15: RELATED PARTY TRANSACTIONS

The following were the related parties to the Union during the year

Todd Anning	Mark Baird
David Broadley	Michael Holz
Steve McCarney	Ted Maybury
Bruce Palmer	John Treble
Murray Tyler	Scott Whiteford
Mathew Worboys (resigned 3/9/04)	Paul Young

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 \$260,369 (2004 \$267,974).

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 \$23,948 (2004 \$26,992).

Other transactions between the Committee Members and the Union were conducted on normal commercial terms in respect of subscriptions.

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.

(b) During the year a Federal Levy of \$7 per annum was charged to the Branch members and is due and payable to Head Office.

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005

NOTE 16: CASH FLOW INFORMATION

(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 on hand	1,200	1,200
Cash at bank	<u>527,988</u>	<u>427,297</u>
	<u>529,188</u>	<u>428,497</u>

(b) Reconciliation of cash flow from operations with profit from ordinary
activities after income tax

Profit from ordinary activities after income tax	103,245	16,482
Non-cash flows in profit from ordinary activities		
Depreciation	28,492	24,441
Net (gain) / loss on disposal of property, plant and equipment	8,822	1,824
Changes in assets and liabilities		
(Increase)/decrease in other assets	1,675	(1,675)
increase/(decrease) in payables	(3,260)	5,973
Increase in provisions	<u>20,688</u>	<u>9,379</u>
Cash flows from operations	<u>159,662</u>	<u>56,424</u>

NOTE 17: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The company's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective		Floating Interest Rate		Non Interest Bearing		Total			
	Interest Rate		2005		2004		2005		2004	
	2005	2004	2005	2004	2005	2004	2005	2004	2005	2004
	%	%	\$	\$	\$	\$	\$	\$	\$	\$
Financial Assets:										
Cash	2.00	2.00	529,188	428,497	-	-	529,188	428,497		
Receivables	-	-	-	-	-	1,675	-	1,675		
Total Financial Assets			<u>529,188</u>	<u>428,497</u>	<u>-</u>	<u>1,675</u>	<u>529,188</u>	<u>430,172</u>		
Financial Liabilities:										
Trade and sundry creditors	-	-	-	-	39,525	42,703	39,525	42,703		
Amounts payable related parties	-	-	-	-	262,680	266,556	262,680	266,556		
Total Financial Liabilities			<u>-</u>	<u>-</u>	<u>302,205</u>	<u>309,259</u>	<u>302,205</u>	<u>309,259</u>		

NOTE 18: COMPANY DETAILS

The registered office of the company is:
Plumbers Union of New South Wales
Level 3, 741 George Street
SYDNEY NSW 2000

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687


COMMITTEE OF MANAGEMENT STATEMENT

On (Date of Meeting) the Committee of Management of the Plumbers Union New South Wales passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 March 2005.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Register;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Plumbers Union New South Wales for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Plumbers Union New South Wales will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of the financial year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organization including the rules of a branch concerned; and
 - (ii) the financial affairs of the Plumbers Union New South Wales have been managed in accordance with the rules of the organization including the rules of branch concerned; and
 - (iii) the financial records of the Plumbers Union New South Wales have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisation) Regulations 2003; and
 - (iv) the financial records of the Plumbers Union New South Wales have been as far as practicable, in consistent manner to each of the other branches of the organization; and
 - (v) no information has been sought in any request of a member of the Plumbers Union New South Wales or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - (vi) no order have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996.

For the National Executive



Steve McCarney

26 July 2005

**PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
PLUMBERS UNION NEW SOUTH WALES**

Scope

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 2005. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the member of the Union.

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

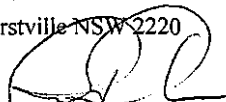
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion the financial report of the Plumbers Union New South Wales is in accordance with:

- (a) the Workplace Act 1996, including
 - (i) giving a true and fair view of the Plumbers Union New South Wales's financial position as at 31 March 2005 and its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of chapter 8 of Schedule 1B of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.

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


Richard Charles Pinker


Partner
26 July 2005

Sydney NSW 2000

PLUMBERS 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 pages 15 - 16 is in accordance with the books and records of the company which have been subjected to the auditing procedures applied in our statutory audit of the company for the financial year ended 31 March 2005. 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.



Richard Charles Pinker

Partner

26th JULY 2005

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2005 FINANCIAL STATEMENTS

DETAILED PROFIT AND LOSS
FOR THE YEAR ENDED 31 MARCH 2005

	2005 \$	2004 \$
INCOME		
Interest	3,180	2,622
Federal Levies	14,853	14,296
Member Contributions	601,633	601,378
Enrolment Fees	11,063	10,694
Branch Levies	8,523	8,202
Defence Levies	27,720	-
Workers Compensation	55,707	-
Other income	<u>117,183</u>	<u>131,808</u>
TOTAL INCOME	839,862	769,000
LESS EXPENSES		
Affiliation Fees	9,694	20,428
Advertising	96	111
Audit fees	13,500	13,500
Bank charges	6,345	7,259
Cleaning	11,800	9,600
Computer expenses	6,018	6,236
Committee of Management expenses	686	1,030
Depreciation	28,492	24,441
Electricity	1,433	1,349
Fines and penalties	165	68
Fringe benefits	4,379	7,109
Federal Levies	14,854	14,296
General expenses	594	3,349
Head Office per capita	61,270	61,207
Holiday pay	5,607	10,333
Insurance	10,385	19,514
Industrial Publications	1,381	315
Legal costs	2,536	3,300
Long service leave	11,942	6,773
Loss on disposal/revaluation of non current assets	8,822	1,822
Member Services - Ambulance Cover	6,116	4,872
Meeting expenses	772	756
Motor vehicle expenses	39,669	36,742
Postage	11,706	8,081
Printing and stationery	19,776	31,348
Provision for Retirement Allowance	3,139	1,943
Rent	26,000	24,158
Repairs and maintenance	-	25
Salaries and wages	348,412	353,991
Storage fees	4,258	3,906
Superannuation	32,978	31,909
Telephone	24,747	26,692
Travelling expenses	<u>19,045</u>	<u>16,055</u>

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

PLUMBERS UNION NEW SOUTH WALES
ABN 85 656 451 687

PRIVATE INFORMATION FOR THE DIRECTOR ON THE 2005 FINANCIAL STATEMENTS

DETAILED PROFIT AND LOSS
FOR THE YEAR ENDED 31 MARCH 2005

	2005 \$	2004 \$
TOTAL EXPENSES	<u>736,617</u>	<u>752,518</u>
OPERATING PROFIT/(LOSS)	<u><u>103,245</u></u>	<u><u>16,482</u></u>

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



Australian Government
Australian Industrial Registry

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

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

Dear Mr McCarney

**Financial Return – Plumbing Division, New South Wales Branch - year ending 31
March 2005 (FR2005/218)**

I refer to the financial documents for the above Branch lodged on 15 November 2005. In November 2005 I forwarded you an email in which I sought some clarification regarding your secretary's certificate. In case you did not receive this, I am writing to ask for your advice on the following issues.

In your Certificate you stated that the documents were supplied to the members by newsletter on 23 September 2005 and then subsequently presented to the Committee on 13 September 2005.

On the face of this statement the Branch has not complied with sections 265 or 266 of the RAO Schedule. Firstly, presentation of the documents must take place after they are published, not before; and secondly, because there is no suitable 5% rule in the Plumbing Divisional rules, the Branch should have presented the reports after an interval of 21 days to a general members' meeting not a Committee meeting.

Please indicate whether the information on the Secretary's certificate was incorrect. If so, please lodge an amended certificate. If the information was correct, please indicate when the Branch can take steps to formally present the reports at a general members' meeting.

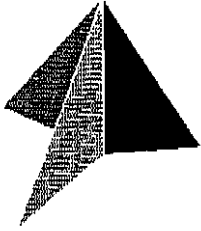
If you wish to discuss this matter with me before formally replying in writing, please contact me on (02) 8374 6509.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett' with a long horizontal stroke extending to the right.

Stephen Kellett
Assistant Manager, Sydney Registry

12 April 2006



CEPU
PLUMBING DIVISION
NSW BRANCH
ABN 85 656 451 687

Level 3,
741 George Street
Sydney NSW 2000
Ph: (02) 9280 1512
Fax: (02) 9280 3415

Stephen Kellett
Assistant Manager
Sydney Registry
Australian Industrial Registry
Level 8 Terrace Towers
80 William Street
EAST SYDNEY 2011

2 May 2006

Dear Mr Kellett,

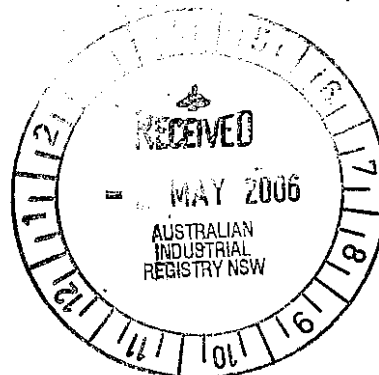
Following our conversation of 12 April 2006 and a follow up of that with a phone conversation yesterday, I can now confirm in writing the details discussed in the above conversations.

1. That the first Committee of Management meeting where the audit was tabled was held 7th August 2005 at which time the Committee authorised the Secretary to call the AGM for the 13th September 2005.
2. The 2005 AGM notice was placed in the journal with a copy of the financial statement for 2005, the journal was posted to members on the 5 September 2005 also, notices of the AGM were published in both the Daily Telegraph and the Sydney Morning Herald on the 23 August 2005, a copy of the Financial Statement and meeting dates were also distributed by organisers to job sites they visited.
3. The second meeting of the Committee of Management called to pass the Balance Sheets was held on the 13th September 2005, prior to the AGM.

For any further queries please contact me on mobile 0408 244 472 and I will try to assist as best I can.

Yours sincerely

Steve McCarney
State Secretary



Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia

WOLLONGONG OFFICE

Level 2, 63 Market Street
Wollongong NSW 2500
Ph: (02) 4229 8711 Fax: (02) 4228 5636

NEWCASTLE OFFICE

Suite 305, Ironworkers Centre
161 Maitland Road, Mayfield NSW 2304
Ph: (02) 4968 0933 Fax: (02) 4968 0955



Australian Government

Australian Industrial Registry

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

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

Dear Mr McCarney

**Financial Return – Plumbing Division, New South Wales Branch –
year ending 31 March 2005 (FR2005/218)**

Thank you for your letter dated 2 May 2006 received in the Registry by facsimile on that day. Your letter clarified the dates on which the members were supplied with newsletters containing the financial report and they were presented to a general meeting of the members.

On the basis of your advice, I will file the documents. There is no further action to be taken.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett' followed by a horizontal line.

Stephen Kellett
Assistant Manager, Sydney Registry

3 May 2006