

# CEPU of Australia Plumbing Div. NSW Branch

ABN: 85 656 451 687

Shop 1, 111 McEvoy Street  
ALEXANDRIA NSW 2015

[www.nswplumbersunion.com.au](http://www.nswplumbersunion.com.au)  
[officeadmin@nswplumbersunion.com.au](mailto:officeadmin@nswplumbersunion.com.au)  
Tel: 02 9310 3411, Fax: 02 9310 1380



04/04/2018

Mr Chris Enright  
Executive Director  
Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

By email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Mr Enright

**CEPU Plumbing Division – New South Wales Branch  
Operating Reports as at 31 March 2010 to 31 March 2016  
– Reporting of Membership Numbers**

I refer to the above and enclose by way of lodging:

- Declaration correcting the membership figures reported in the branch operating reports for the reporting periods ending 31 March 2010 to 31 March 2016.

As you are aware, the CEPU has instigated independent audits of the membership figures reported in the branch committee of management annual operating reports for the past 7 years.

As a consequence of these audits, the Branch Committee of Management, in a meeting held 15/11/2017, authorised the submission of a declaration to the Registered Organisations Commission (ROC) to correct the figures reported in the branch operating reports for the total members for the reporting periods ending 31 March 2010 to 31 March 2016.

These amended figures have now been published to our website for the information of members.

Please do not hesitate to contact me should you wish to discuss this matter.

Yours faithfully,

Theo Samarzopoulos  
State Secretary

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

*Fair Work (Registered Organisations) Act 2009*

**DECLARATION - CORRECTING REPORT TO  
CEPU Plumbing Division – New South Wales Branch  
OPERATING REPORT**

lodged pursuant to s.268

I, Theo Samartzopoulos, of 111 McEvoy Street, Alexandria, in the state of New South Wales  
2015, declare:

- I am the Branch Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division – New South Wales Branch (the Branch), a branch of an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (the Act).
- Pursuant to s.268 of the Act, for the periods ended 31 March 2010 to 31 March 2016, the full financial reports, including the operating reports, of the branch were lodged with the Fair Work Commission (FWC) in FR2010/2508, FR2011/2507, FR2012/206, FR2013/111, FR2014/54, FR2015/56 and FR2016/55 respectively.
- Independent audits of the membership figures reported in the branch committee of management operating reports for the reporting periods 31 March 2010 to 31 March 2016, found the following variances with the figures reported in the operating reports:

| As at 31 Mar | 2010  | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  |
|--------------|-------|-------|-------|-------|-------|-------|-------|
| Reported     | 1,849 | 2,111 | 2,046 | 1,707 | 1,734 | 2,050 | 2,050 |
| Audited      | 3,173 | 2,539 | 2,484 | 3,520 | 3,005 | 3,168 | 3,211 |
| Variance     | 1,324 | 428   | 438   | 1,813 | 1,271 | 1,118 | 1,161 |

- On 15/11/2017, in response to the findings of the audits, the Branch Committee of Management authorised the Branch Secretary to amend the committee of management operating reports for the years ended 31 March 2010 to 31 March 2016 to reflect the membership figures resulting from the audits.

Signed:



Name: Mr Theo Samartzopoulos

Date: 09/04/2018



20 August 2014

Mr Dave Broadley  
Branch Secretary  
CEPU, Plumbing Division New South Wales Branch  
Shop 1, 111 McEvoy Street  
ALEXANDRIA NSW 2015

Dear Mr Broadley

**Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Plumbing Division New South Wales Divisional Branch  
Financial Report for the year ended 31 March 2014 - [FR2014/54]**

I acknowledge receipt of the financial report of the CEPU, Plumbing Division New South Wales Branch. The documents were lodged with the Fair Work Commission on 25 July 2014.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 March 2015 may be subject to an advanced compliance review.

**Changes to the reporting guidelines and model financial statement**

A fourth edition of the General Manager's s.253 Reporting Guidelines was gazetted on 13 June 2014. These guidelines will apply to all financial reports that end on or after 30 June 2014. A model set of financial statements for the 2013-2014 financial year is also available on the FWC website. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards.

The Reporting Guidelines and Model Financial Statements are available on the website here: <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

If you have any queries regarding this letter, please contact me on (03) 8661 7886 or via email at [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely

Joanne Fenwick  
Financial Reporting Specialist  
Regulatory Compliance Branch

# CEPU of Australia Plumbing Div. NSW Branch

ABN: 85 656 451 687

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ALEXANDRIA NSW 2015

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24<sup>th</sup> July 2014



Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Sir,

Please find enclosed a copy of our 2013-2014 Federal Financial Report, including signed statements and certificates.

We would like to draw your attention to the signature date of State Secretary Dave Broadley 23/06/2014, who was absent on the 18/06/2014, the auditor has accepted the President's signature date of the 18<sup>th</sup> June 2014 being that of Mr John Treble

Thank you and regards

Cindra Hilder JP  
Office Manager



## CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

s268 Fair Work (Registered Organizations) Act 2009

I, **Dave Broadley, NSW State Secretary**

a prescribed designated officer of the New South Wales Branch, Plumbing Division, CEPU, certify that the financial statements and accounts for the year ended 31 March 2014, lodged with Fair Work Australia on 24 July 2014 are:

- copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*
- copies of the documents provided to the members on or from 30/06 / 2014
- subsequently presented to the Committee of management meeting on 23/07/2014 in accordance with section 266

  
Dave Broadley  
CEPU of Australia NSW Branch Secretary  
Date 24/07/2014



I hereby declare to be a true copy of the documents  
above and reported to me as approved

24 - 7 - 14

  
CORA FIDLER

Chief Financial Officer and for the Branch NSW  
Commonwealth Bank

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY,  
INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES  
UNION OF AUSTRALIA  
PLUMBING DIVISION – NEW SOUTH WALES

GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2014

I certify this to be a true copy of the document  
shown and reported to me as the original.

Date: 24 - 7 - 14



CINDRA HILDER  
Justice of the Peace in and for the State of NSW  
Registration No. 189652



COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND  
ALLIED SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

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**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND  
ALLIED SERVICES UNION OF AUSTRALIA  
PLUMBING DIVISION – NEW SOUTH WALES BRANCH**

**COMMITTEE OF MANAGEMENT OPERATING REPORT  
FOR THE YEAR ENDED 31 MARCH 2014**

In accordance with Section 254 of the Fair Work (Registered Organisations) Act 2009 ("the Act"), the Committee of Management ("the committee") of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division New South Wales Branch ("the Union") presents the following Operating Report in respect of the financial year ended 31 March 2014.

**Principal Activity**

The principal activity of the CEPU New South Wales Branch during the financial year was to provide representation and support to its members. There was no significant change to the principal activity during the year.

**Review of Results**

The net result of operations for the year was a surplus of \$200,255 (2013: deficit of \$20,330).

During the year, the Union continued to provide representation and support to its members. It also actively managed the former ACT branch of the Union. Significant time and effort has been used to grow the Union's membership base and provide industrial advice. The Union now has positive net assets and expects to operate at a surplus into the future given its current structure and operations.

**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 Fair Work (Registered Organisations) Act 2009, 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 2014, the number of financial members of the organisation was 1,714.

**Number of Full Time Employees**

As at 31 March 2014, the number of full time equivalent employees was 8.

**Committee of Management**

The Committee of Management current members are as follows:

|                    |                    |                   |                     |
|--------------------|--------------------|-------------------|---------------------|
| David Broadley     | (1.4.13 – 31.3.14) | John Treble       | (1.4.13 – 31.3.14)  |
| Theo Smartzopoulos | (1.4.13 – 31.3.14) | Adrian Benedet    | (1.4.13 – 31.3.14)  |
| Steve McCarney     | (1.4.13 – 31.3.14) | William Patterson | (1.4.13 – 31.3.14)  |
| Matt McCann        | (1.4.13 – 31.3.14) | Richard Dietmann  | (1.4.13 – 31.3.14)  |
| David Bielby       | (1.4.13 – 05.6.13) | Charlie Sultana   | (18.9.13 – 31.3.14) |

**Officers & employees who are directors of a company or a member of a board.**


Details of officers and employees, who are directors of a company or a member of a board, are as follows:-

| Name of Officeholder | Name of Company or Board | Position Held | Principal Activity of Company or Board | Position Held because nominated by Union or Peak Council |
|----------------------|--------------------------|---------------|--|--|
| Steve McCarney       | A.C.I.R.T.               | Director      | Redundancy                             | No   |

**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 passed by the Committee of Management at meeting conducted on 18/06/2014

  
David Broadley

  
John Treble

Dated this      day of      2014



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND  
ALLIED SERVICES UNION OF AUSTRALIA  
PLUMBING DIVISION – NEW SOUTH WALES BRANCH**


**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2014**

The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division – New South Wales Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2014.

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

- a) The financial statements and notes comply with Australian Accounting Standards and the Reporting Guidelines of the General Manager of FWC;
- b) 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;
- c) 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;
- d) During the financial year to which the general purpose financial report relates and since the end of that year;
  - (i) Meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned;
  - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
  - (iii) The financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
  - (iv) The information sought in any request of a member of the reporting unit or General Manager of FWC duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager of FWC;
  - (v) There have been no orders for inspection of financial records made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 during the year.
  - (vi) Where the Union comprises of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable in a manner consistent with each of the other reporting units of the organisation.
- e) In relation to recovery of wages activity:
  - (i) The financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the General Manager of FWC; and
  - (ii) The Committee of Management instructed the auditor to include in the scope of the audit required under section 257 (1) of the Fair Work (Registered Organisations) Act 2009 all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) That prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursed of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
  - (v) No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers until distributions of recovered money was made to the workers.

Made in accordance with a resolution as passed by the Committee of Management on 15/06 2014

  
David Broadley  
Dated this \_\_\_\_\_ day of \_\_\_\_\_

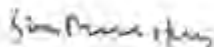
  
John Treble  
2014

**AUDITOR'S INDEPENDENCE DECLARATION**

**TO THE COMMITTEE OF MANAGEMENT OF COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY,  
INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA PLUMBING DIVISION  
NEW SOUTH WALES BRANCH**

I declare that, to the best of my knowledge and belief, during the year ended 31 March 2014 there have been:-

- (i) no contraventions of the auditor independence requirements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.



Stannards Accountants and Advisors



MB Shulman  
Registered Company Auditor (163888)  
Holder of Current Public Practice Certificate  
Approved Auditor (FWC Act and Regulations)

Dated this 15<sup>th</sup> day of 3<sup>rd</sup> 2014

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION  
NEW SOUTH WALES BRANCH

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 MARCH 2014

|   | <u>Note</u> | <u>2014</u> | <u>2013</u> |
|---|-------------|-------------|-------------|
|   |             | \$          | \$          |
| Revenues from ordinary activities       | 3           | 1,442,797   | 1,104,008   |
| Depreciation and Amortisation           | 4           | (44,661)    | (23,613)    |
| Employee Benefits Expense               | 4           | (841,707)   | (771,899)   |
| Per Capita Payments                     |             | (111,843)   | (90,938)    |
| Occupancy Costs                         |             | (49,852)    | (46,405)    |
| Motor Vehicle Costs                     |             | (92,658)    | (61,580)    |
| Telephone Costs                         |             | (29,576)    | (23,923)    |
| Affiliation Costs                       |             | (27,336)    | (14,096)    |
| Postage, printing & stationery          |             | (25,726)    | (24,263)    |
| Forgiven Loan – Federal Office          | 14          | 127,495     | -           |
| Other expenses from ordinary activities |             | (138,700)   | (137,821)   |
| Surplus/(Deficit) for the year          |             | 208,233     | (90,530)    |
| Other comprehensive income              |             | -           | -           |
| Total comprehensive income for the year |             | 208,233     | (90,530)    |

To be read in conjunction with the Notes to and forming part of the financial statements

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2014**

|   | <u>Note</u> | <u>2014</u>    | <u>2013</u>      |
|---|-------------|----------------|------------------|
|   |             | \$             | \$               |
| <b>ASSETS</b>                           |             |                |                  |
| <b>CURRENT ASSETS</b>                   |             |                |                  |
| Cash and cash equivalents               | 5           | 596,988        | 401,683          |
| Trade and other receivables             | 6           | 3,917          | 27,985           |
| Inventories                             | 7           | 11,648         | 8,260            |
| Prepayment                              |             | 2,153          | 9,411            |
| <b>TOTAL CURRENT ASSETS</b>             |             | <b>614,906</b> | <b>447,339</b>   |
| <b>NON-CURRENT ASSETS</b>               |             |                |                  |
| Plant and equipment                     | 8           | 65,582         | 79,162           |
| <b>TOTAL NON-CURRENT ASSETS</b>         |             | <b>65,582</b>  | <b>79,162</b>    |
| <b>TOTAL ASSETS</b>                     |             | <b>680,488</b> | <b>526,501</b>   |
| <b>CURRENT LIABILITIES</b>              |             |                |                  |
| Trade and other payables                | 9           | 220,414        | 204,864          |
| Provisions                              | 10          | 225,072        | 205,570          |
| Payable to Federal Office               | 11          | 111,843        | 110,445          |
| <b>TOTAL CURRENT LIABILITIES</b>        |             | <b>557,329</b> | <b>520,879</b>   |
| <b>NON-CURRENT LIABILITIES</b>          |             |                |                  |
| Provisions                              | 11i         | 52,537         | 40,306           |
| Payable to Federal Office               | 11          | -              | 102,887          |
| <b>TOTAL NON-CURRENT LIABILITIES</b>    |             | <b>52,537</b>  | <b>143,193</b>   |
| <b>TOTAL LIABILITIES</b>                |             | <b>609,866</b> | <b>664,072</b>   |
| <b>NET ASSETS</b>                       |             | <b>70,622</b>  | <b>(137,571)</b> |
| <b>EQUITY</b>                           |             |                |                  |
| Reserves                                |             | 353,705        | 371,363          |
| General Fund Balance/Accumulated Losses |             | (283,043)      | (508,934)        |
| <b>TOTAL EQUITY</b>                     |             | <b>70,622</b>  | <b>(137,571)</b> |

To be read in conjunction with the Notes to and forming part of the financial statements

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 MARCH 2014**

|                                 | <b>Defence</b> | <b>Incidental</b> | <b>Royal<br/>Commission</b> | <b>General<br/>Fund</b> | <b>Total</b>     |
|---------------------------------|----------------|-------------------|-----------------------------|-------------------------|------------------|
| Balance at 1 April 2012         | 340,440        | 13,265            | 17,658                      | (418,404)               | (47,041)         |
| Net deficit for the year        | -              | -                 | -                           | (90,530)                | (90,530)         |
| <b>Balance at 31 March 2013</b> | <b>340,440</b> | <b>13,265</b>     | <b>17,658</b>               | <b>(508,934)</b>        | <b>(137,571)</b> |
| Balance at 1 April 2013         | 340,440        | 13,265            | 17,658                      | (508,934)               | (137,571)        |
| Net surplus for the year        | -              | -                 | -                           | 208,233                 | 208,233          |
| Transfer of revenue             | -              | -                 | (17,658)                    | 17,658                  | -                |
| <b>Balance at 31 March 2014</b> | <b>340,440</b> | <b>13,265</b>     | <b>-</b>                    | <b>(283,042)</b>        | <b>70,662</b>    |

**Funds**

***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.

***Incidental Fund***

Pursuant to the Rules of the Union, the balance remaining in 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.

***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 can be written off against this fund. However, this year legal fees have been written off in the General Fund.

***Royal Commission Fund***

This reserve was used in prior years for activities associated with former Royal Commissions. As these commissions have been completed, the balance of the funds has been transferred to the Union's General Fund.

To be read in conjunction with the Notes to and forming part of the financial statements

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2014

|  | <u>Note</u> | <u>2014</u><br>\$ | <u>2013</u><br>\$ |
|--|-------------|-------------------|-------------------|
| <b>CASH FLOW FROM OPERATING ACTIVITIES</b>               |             |                   |                   |
| Receipts from customers and sundry income                |             | 1,457,225         | 995,785           |
| Payments to suppliers and employees                      |             | (1,154,233)       | (790,714)         |
| Receipts from other reporting units                      |             | -                 | -                 |
| Payment to other reporting units (Federal Office)        |             | (85,963)          | (45,178)          |
| Interest received  |             | 9,640             | 7,931             |
| Net cash provided by operating activities                | 12          | 226,669           | 167,824           |
| <b>CASH FLOW FROM INVESTING ACTIVITIES</b>               |             |                   |                   |
| Payments for plant and equipment                         |             | (31,364)          | (10,553)          |
| Net cash (used in) investing activities                  |             | (31,364)          | (10,553)          |
| Net increase in cash and cash equivalents                |             | 195,305           | 157,271           |
| Cash and Cash Equivalents at beginning of financial year |             | 401,683           | 244,412           |
| Cash and Cash Equivalents at end of financial year       | 5           | 596,988           | 401,683           |

To be read in conjunction with the Notes (a) and forming part of the financial statements



COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

STATEMENT OF RECEIPTS AND PAYMENTS  
FOR RECOVERY OF WAGES ACTIVITY – CASH BASIS  
FOR THE YEAR ENDED 31 MARCH 2014

|  | <u>2014</u> | <u>2013</u> |
|--|-------------|-------------|
|  | \$          | \$          |
| CASH ASSETS IN RESPECT OF RECOVERED MONEY AT<br>BEGINNING OF YEAR      | -           | -           |
| <b>Receipts</b>  |             |             |
| Amounts recovered from employers in respect of wages                   | -           | -           |
| Interest received on recovered money                                   | -           | -           |
| <b>Total Receipts</b>  | -           | -           |
| <b>Payments</b>  |             |             |
| Deductions of amounts due in respect of membership                     | -           | -           |
| Deductions of donations or other contributions to accounts<br>or funds | -           | -           |
| Deductions of fees or reimbursements of expenses                       | -           | -           |
| Payments to workers in respect of recovered money                      | -           | -           |
| <b>Total Payments</b>  | -           | -           |
| <b>Cash Assets in Respect of Recovered Money at End of Year</b>        | -           | -           |

To be read in conjunction with the Notes to and forming part of the financial statements

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

NOTE TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014

**Note 1 Statement of Significant Accounting Policies**

**Basis of preparation**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009. The Union is a 'not for profit' entity.

The financial statements have been prepared on an accruals basis and are based on historical costs, except as explained otherwise. Historical costs are based on the fair value of the consideration given in exchange for assets. The report is presented in Australian dollars.

The following is a summary of the material policies adopted by the Union in the preparation of the financial statements.

**a) Statement of Compliance**

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards.

**b) Going Concern**

The financial report has been prepared on a going concern basis which contemplates the realisation of assets and settlement of liabilities in the ordinary course of business.

The Committee of Management considers the going concern basis as appropriate for the following reasons:

- The Union has grown its membership base and generated a surplus this year. It has a positive net asset position and is forecasting ongoing surpluses.

No adjustments have been made in the financial reports relating to the recoverability and classification of recorded asset values or to the amounts and classification of liabilities that might be necessary should the Union not continue as a going concern.

**c) Impairment of Assets**

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

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**d) Plant and Equipment**

Plant and equipment are brought to account at cost less, where applicable, any accumulated depreciation or amortisation.

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of asset are:

| CLASS OF FIXED ASSET | DEPRECIATION RATE |
|----------------------|-------------------|
| Motor Vehicles       | 18.75-25%         |
| Office Equipment     | 11-33%            |

**e) Income Tax**

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-5 of the Income Tax Assessment Act 1997.

**f) Employee Leave Entitlements**

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled in full within one year together with entitlements arising from wages and salaries, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Retiring allowance, applicable only to officials, is accrued in accordance with clause 51.4 & 51.5 of the Rules. Retiring allowance accrued up to 31 December 1999 is borne by Federal Office and accordingly the Union's accruals recognise retiring allowance accrued from 1/1/2000 to 30/11/2012, after which point in time, such allowances are provided through ACIRT.

Long Service Leave provision in relation to officials is recognised in the accounts, in accordance with clause 51.7 and 51.9 of the Rules. Long service leave accrued up to 31 December 1999 is borne by Federal Office and accordingly the Union's accruals recognise long service leave accrued from 1/1/2000 to 31/3/2014.

Long service leave provisions in relation to non-officials are recognised upon completion of 5 years of service.

Contributions are made by the Union to employee superannuation funds and are charged as expenses when incurred.

**g) Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

**h) Revenue**

Revenue from the rendering of a service is recognised upon the delivery of service to the members. Subscriptions income is recognised on accruals basis and any subscription received in advance for the next period is included in deferred income. This policy has not resulted in any significant profit impact from the prior year.

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

Donation income is recognised when received.

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

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i) **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and cash in banks at highly liquid investments with a maturity of 3 months or less.

j) **Trade and other receivables**

Trade and other receivables are recognised initially at fair value and generally due for settlement within 30 days.

The collectability of debts is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for impairment of receivables is established when there is objective evidence that the Union will not be able to collect all amounts due according to the original terms of the receivables.

The amount of the provision is recognised in the statement of comprehensive income as an expense.

k) **Trade and other payables**

Trade payables and other accounts payable are recognised when the Union becomes obliged to make future payments resulting from the purchase of goods and services. Trade accounts payable are normally settled within 30 days.

l) **Inventories**

Inventories of saleable merchandise are measured at the lower of cost and net realisable value.

m) **Financial Instruments**

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. Trade date accounting is adopted for financial assets that are delivered within timeframes established by marketplace convention.

Financial instruments are initially measured at fair value plus transaction costs. Financial instruments are classified and measured as set out below:

(i) **Receivables**

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost using the effective interest rate method.

(ii) **Financial Liabilities**

Non-derivative financial liabilities are subsequently measured at amortised cost using the effective interest rate method.

(iii) **Impairment**

At each reporting date, the entity assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the statement of comprehensive income.

n) **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.

o) **Capitation Fees**

These fees are recognised on an accruals basis, and recorded as an expense in the year to which they relate.

**p) Critical Accounting Estimates and Judgements**

The Committee of Management evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Union.

**Key Estimates – Impairment**

The Union assesses impairment at each reporting date by evaluating conditions specific to it that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined and reflected in the Financial Report.

**q) Comparative Information**

Where necessary comparative amounts have been reclassified to facilitate preparation of the current year accounts.

**r) Employee benefits**

During the year, the Union adopted AASB 119: Employee Benefits (September 2011) and the relevant consequential amendments arising from the related Amending Standards, which are mandatorily applicable from 1 January 2013.

The Union has applied AASB 119 (September 2011) with retrospective effect. Among other things, the main changes introduced by AASB 119 (September 2011) relate to defined benefit plans and termination benefits, which have no impact on the Union's financial statements as the Union has no defined benefit obligations or termination benefits at present. Additionally, AASB 119 (September 2011) has introduced revised definitions for "short-term employee benefits" and "other long-term employee benefits". These revisions can cause a change in accounting policy for the annual leave provision amounts recognised in the financial statements as explained below.

**Provision for employee benefits: annual leave**

For the purpose of measurement, AASB 119 (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. Previously, annual leave satisfied the definition of short-term employee benefits and therefore the leave liability was measured on an undiscounted basis at the amounts expected to be paid when the liability was settled. However, under AASB 119 (September 2011), as the Union expects that most employees will not use all of their annual leave entitlements in the same year in which they are earned or during the 12-month period that follows, obligations for annual leave entitlements now meet the definition of other long-term employee benefits and, therefore, are required to be measured at the present value of the expected future payments to be made to employees. The effects of the adjustments required for each period presented are not significant. Further these changes do not significantly impact the classification of leave entitlements between current and non-current liabilities in the statement of financial position.

**Fair value measurement**

The Union has applied AASB 13: Fair Value Measurement and the relevant consequential amendments arising from the related Amending Standards prospectively from its mandatory application date of 1 January 2013 and in accordance with the transitional requirements in AASB 13.

No material adjustments to the carrying amounts of any of the Union's assets or liabilities were required as a consequent of applying AASB 13. Nevertheless, AASB 13 requires some additional disclosures regarding assets and liabilities that are measured at fair value in the Union's financial statements.



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**Note 2 Information to be provided to members or General Manager of FWC**

- a) In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 272 which read as follows:
- (1) A member of a reporting unit, or General Manager of FWC, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
  - (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
  - (3) A reporting unit must comply with an application made under subsection (1).

| <b>Note 3 Revenue</b>                        | <b>2014</b>      | <b>2013</b>      |
|--|------------------|------------------|
|  | <b>\$</b>        | <b>\$</b>        |
| <b>Revenue from Operating Activities</b>     |                  |                  |
| - Subscriptions (net of refunds and charges) | 1,117,911        | 909,389          |
| - Capitation Fees                            | -                | -                |
| - Interest received                          | 9,640            | 7,931            |
| - EBA dues                                   | 31,490           | 34,964           |
| - Levies                                     | -                | -                |
| - OH&S Fees                                  | -                | 3,614            |
| - Grants                                     | -                | -                |
| - Directors fees                             | 21,106           | 15,433           |
| - Marsh Industry Fund                        | 134,398          | 122,897          |
| - Sponsorships                               | 10,000           | 891              |
| - Donations                                  | 1,248            | -                |
| - Sundry Income                              | 17,004           | 8889             |
| <b>Total Revenue</b>                         | <b>1,442,797</b> | <b>1,104,008</b> |



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|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>Note 4 Surplus from Ordinary Activities</b> | <b><u>2014</u></b>    | <b><u>2013</u></b>    |
| <b>Expenses</b>                                | <b>\$</b>             | <b>\$</b>             |
| Depreciation and amortisation:-                |                       |                       |
| - Motor vehicles                               | 38,451                | 19,522                |
| - Office plant & equipment                     | 6,210                 | 4,091                 |
| <b>Total</b>                                   | <b><u>44,661</u></b>  | <b><u>23,613</u></b>  |
| Remuneration of Auditor                        |                       |                       |
| - Financial Statement Audit                    | 9,097                 | 9,800                 |
| - Other services                               | -                     | 2,072                 |
| Grants   |                       |                       |
| Donations - Political Parties (ALP)            | 100                   | 400                   |
| - CFMEU  | 550                   | -                     |
| Penalties – via FW(RO) Act or Regulations      | -                     | -                     |
| Operating leases                               | 49,852                | 46,405                |
| Employee benefits (Paid):-                     |                       |                       |
| - Salaries                                     |                       |                       |
| Elected Officials                              | 272,364               | 298,954               |
| Employees                                      | 397,408               | 243,565               |
| - Annual Leave                                 |                       |                       |
| Elected Officials                              | 29,465                | 20,868                |
| Employees                                      | 17,850                | 11,590                |
| - Long Service Leave                           |                       |                       |
| Elected Officials                              | -                     | -                     |
| Employees                                      | -                     | -                     |
| - Superannuation                               |                       |                       |
| Elected Officials                              | 27,032                | 41,539                |
| Employees                                      | 37,024                | 8,684                 |
| - Retiring Allowance                           |                       |                       |
| Elected Officials                              | 29,626                | 9,662                 |
| Employee benefits (Movements in provision):-   |                       |                       |
| - Annual Leave                                 |                       |                       |
| Elected Officials                              | (2,107)               | 63,756                |
| Employees                                      | 1,012                 | 822                   |
| - Long Service Leave                           |                       |                       |
| Elected Officials                              | 20,914                | 34,597                |
| Employees                                      | 3,584                 | 17,000                |
| - Retiring Allowance                           |                       |                       |
| Elected Officials                              | 7,235                 | 20,852                |
| <b>Total Employee Costs</b>                    | <b><u>841,707</u></b> | <b><u>771,899</u></b> |

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**Note 4 Surplus from Ordinary Activities (cont'd)**

There were no separation or redundancies or other employee expenses paid to officeholders or other employees in 2014 (2013: \$nil)

|   | <u>2014</u> | <u>2013</u> |
|---|-------------|-------------|
|   | \$          | \$          |
| Affiliation Fees - ALP                                | 16,360      | 13,770      |
| - Unions, NSW   | 8,587       | 326         |
| - Workers Health Centre                               | 500         | -           |
| Legal Fees - Other Matters                            | 7,771       | 791         |
| Consideration for employers making payroll reductions | -           | -           |
| Compulsory levies                                     | -           | -           |
| Fees / allowances - meetings and conferences          | -           | -           |
| Conference and meeting expenses                       | 9,070       | 5,488       |

**Note 5 Cash and Cash Equivalents**

|              | <u>2014</u>    | <u>2013</u>    |
|--------------|----------------|----------------|
|              | \$             | \$             |
| Cash on hand | 113            | 113            |
| Cash at bank | 596,875        | 401,570        |
|              | <u>596,988</u> | <u>401,683</u> |

**Note 6 Trade and Other Receivables**

|                         |              |               |
|-------------------------|--------------|---------------|
| Trade and other debtors | 3,917        | 27,985        |
|                         | <u>3,917</u> | <u>27,985</u> |

**Note 7 Inventories**

|             |        |       |
|-------------|--------|-------|
| Merchandise | 11,648 | 8,260 |
|-------------|--------|-------|

**Note 8 Plant and Equipment**

**Office Plant & Equipment**

|                               |               |               |
|-------------------------------|---------------|---------------|
| At Cost                       | 61,146        | 61,429        |
| Less Accumulated Depreciation | (50,274)      | (44,064)      |
| Net Office Equipment          | <u>10,872</u> | <u>17,365</u> |

**Motor Vehicles**

|                               |               |               |
|-------------------------------|---------------|---------------|
| At Cost                       | 193,139       | 161,775       |
| Less Accumulated Depreciation | (138,429)     | (99,978)      |
| Net Motor Vehicles            | <u>54,710</u> | <u>61,797</u> |

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>Total Plant and Equipment</b> | <u>65,582</u> | <u>79,162</u> |
|----------------------------------|---------------|---------------|

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Note 8 Plant and Equipment (cont'd)

Movements in Carrying Amounts

Movement in the carrying amounts for each class of plant and equipment between the beginning and the end of the current financial year.

|                          | Balance at<br>beginning<br>of year<br>\$ | Additions<br>\$ | Disposals<br>\$ | Depreciation<br>expense<br>\$ | Carrying<br>amount at<br>the end year<br>\$ |
|--------------------------|--|-----------------|-----------------|-------------------------------|---|
| <b>2014</b>              |  |                 |                 |                               |   |
| Office Plant & Equipment | 17,365                                   | -               | (283)           | (6,210)                       | 10,872                                      |
| Motor Vehicles           | 61,797                                   | 31,264          | -               | (38,451)                      | 54,710                                      |
| <b>Total</b>             | <b>79,162</b>                            | <b>31,364</b>   | <b>(283)</b>    | <b>(44,661)</b>               | <b>65,582</b>                               |
| <b>2013</b>              |  |                 |                 |                               |   |
| Office Plant & Equipment | 12,094                                   | 10,553          | (1,191)         | (4,091)                       | 17,365                                      |
| Motor Vehicles           | 61,319                                   | -               | -               | (19,522)                      | 61,797                                      |
| <b>Total</b>             | <b>93,413</b>                            | <b>10,553</b>   | <b>(1,191)</b>  | <b>(23,613)</b>               | <b>79,162</b>                               |

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| <b>Note 9 Trade and Other Payables</b>            | <b><u>2014</u></b> | <b><u>2013</u></b> |
|---|--------------------|--------------------|
|   | <b>\$</b>          | <b>\$</b>          |
| Consideration to employers for payable deductions | -                  | -                  |
| Legal Costs                                       | -                  | -                  |
| Accounts payable and accruals                     | 88,706             | 49,645             |
| Annual Leave                                      |                    |                    |
| - holders of office                               | 35,950             | 88,057             |
| - other employees                                 | 16,755             | 15,743             |
| Deferred revenue                                  | 29,003             | 51,419             |
|   | <u>220,414</u>     | <u>204,864</u>     |
| <b>Note 10 Provisions</b>                         | <b><u>2014</u></b> | <b><u>2013</u></b> |
|   | <b>\$</b>          | <b>\$</b>          |
| <b>Current</b>                                    |                    |                    |
| Long Service Leave                                |                    |                    |
| - holders of office                               | 101,538            | 39,271             |
| Retiring Allowance                                |                    |                    |
| - holders of office                               | 123,534            | 116,299            |
|   | <u>225,072</u>     | <u>205,570</u>     |
| <b>Non-Current</b>                                |                    |                    |
| Long Service Leave                                |                    |                    |
| - holders of office                               | 17,265             | 23,306             |
| - other employees                                 | 35,272             | 17,000             |
|   | <u>52,537</u>      | <u>40,306</u>      |

There are no provisions for separation and redundancy or other provisions for officeholders or other employees (2013: \$nil)

**Provision for Employee Benefits**

Provision for employee benefits represents amounts accrued for annual leave and long service leave.

The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the Union does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the Union does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

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**Note 11 Payable to Federal Office**

The amount is unsecured, interest free and repayable as and when surplus funds are available with the Branch.

**Note 12 Cash Flow Information**

**Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes

|              | <u>2014</u>    | <u>2013</u>    |
|--------------|----------------|----------------|
|              | \$             | \$             |
| Cash on hand | 113            | 113            |
| Cash at Bank | 596,875        | 401,570        |
|              | <u>596,988</u> | <u>401,683</u> |

**Reconciliation of Cash Flow from Operations  
with Operating surplus/(deficit)**

|   |                |                |
|---|----------------|----------------|
| Non cash flow in operating surplus/(deficit): | 208,233        | (90,530)       |
| Depreciation and amortisation                 | 44,661         | 23,613         |
| Loss on disposal of plant and equipment       | 283            | 1,191          |
| (Increase)/Decrease in receivables            | 24,068         | 14             |
| (Increase)/Decrease in other assets           | 7,058          | (9,411)        |
| (Increase)/Decrease in inventories            | (3,388)        | (3,890)        |
| Increase/(Decrease) in payables               | (85,980)       | 174,387        |
| Increase/(Decrease) in provisions             | 31,733         | 72,450         |
| Net cash provided by operating activities     | <u>226,669</u> | <u>167,324</u> |

**Note 13 Financial Instruments**

**(a) Financial Risk Management**

The entity's financial instruments consist of deposits with banks, short-term investments, accounts receivable and payable.

The purpose of the financial instruments is to raise finance for the operations of the entity.

**(i) Treasury Risk Management**

The Committee of Management meets on a regular basis to analyse currency and interest rate exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

**(ii) Financial Risks**

The main risks the entity is exposed to through its financial instruments are liquidity risk and credit risk.

**Foreign Currency**

The entity is not exposed to fluctuations in foreign currency.

**Liquidity Risk**

The entity manages liquidity risk by monitoring forecast cash flows and ensuring that adequate unutilised borrowing facilities are maintained.

**Credit Risk**

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

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**Note 13 Financial Instruments (cont'd)**

**(i) Interest Rate Risk**

The entity'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 is set out below:-

|      | Financial Instruments              | Floating Interest Rate |            | Fixed Interest Rate maturing in: less than 1 year |            | Fixed Interest Rate maturing in: 1 year or more |            | Non Interest Bearing |            | Total Carrying Amount as per Statement of Financial Position |            | Weighted Average Effecting Interest Rate |           |
|------|------------------------------------|------------------------|------------|---|------------|---|------------|----------------------|------------|--|------------|--|-----------|
|      |                                    | 2014<br>\$             | 2013<br>\$ | 2014<br>\$  | 2013<br>\$ | 2014<br>\$                                      | 2013<br>\$ | 2014<br>\$           | 2013<br>\$ | 2014<br>\$   | 2013<br>\$ | 2014<br>%                                | 2013<br>% |
| (i)  | Financial Assets                   |                        |            |   |            |   |            |                      |            |  |            |  |           |
|      | Cash and Cash Equivalents          | 596,875                | 401,570    | -   | -          | -   | -          | 113                  | 113        | 596,988  | 401,683    | 2.75                                     | 3.00      |
|      | Receivables                        | -                      | -          | -   | -          | -   | -          | 3,917                | 27,985     | 3,917  | 27,985     | -  | -         |
|      | Other Financial Assets             | -                      | -          | -   | -          | -   | -          | -                    | -          | -  | -          | -  | -         |
|      | Total                              | 596,875                | 401,570    | -   | -          | -   | -          | 4,030                | 28,098     | 600,905  | 429,668    | -  | -         |
| (ii) | Financial Liabilities              |                        |            |   |            |   |            |                      |            |  |            |  |           |
|      | Interest Bearing Debt              | -                      | -          | -   | -          | -   | -          | -                    | -          | -  | -          | n/a                                      | n/a       |
|      | Payables                           | -                      | -          | -   | -          | -   | -          | 332,257              | 418,196    | 332,257  | 418,196    | -  | -         |
|      | Non Interest Bearing Liabilities   | -                      | -          | -   | -          | -   | -          | -                    | -          | -  | -          | -  | -         |
|      | Total                              | -                      | -          | -   | -          | -   | -          | 332,257              | 418,196    | 332,257  | 418,196    | -  | -         |
|      | Net Financial Assets/(Liabilities) | 596,875                | 401,570    | -   | -          | -   | -          | (328,227)            | (390,098)  | 268,648  | 11,472     | -  | -         |



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**Note 13 Financial Instruments (cont'd)**

**(c) Net Fair Values**

The net fair value of the entity's financial liabilities are not expected to be significantly different from the class of assets and liabilities as disclosed and recognised in the statement of financial position as at 31 March 2014.

**(d) Sensitivity Analysis**

**Interest Rate Risk**

The Union has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on the current year results and equity which could result from a change in this risk.

**Interest rate sensitivity analysis:-**

At 31 March 2014, the effect on surplus and equity as a result of changes in the interest, with all other variable remaining constant, would be as follows:

|                                 | 2014<br>\$ | 2013<br>\$ |
|---------------------------------|------------|------------|
| Change in surplus               |            |            |
| Increase in interest rate by 2% | 11,940     | 8,033      |
| Decrease in interest rate by 2% | (11,940)   | (8,033)    |
| Change in equity                |            |            |
| Increase in interest rate by 2% | 11,940     | 8,033      |
| Decrease in interest rate by 2% | (11,940)   | (8,033)    |

**Note 14 Related Party Transactions**

The following were the Committee Members of the Union during the year:-

|                                    |                   |
|------------------------------------|-------------------|
| David Broadley                     | John Treble       |
| Theo Smartzopoulos                 | Adrian Benedet    |
| Steve McCarney                     | William Patterson |
| Matt McCann                        | Richard Dietmann  |
| David Bielby (no longer in office) | Charles Sultana   |

Amounts received or due and receivable (short term employee benefits) i.e. wages paid to the Secretary, Assistant Secretary and Committee Members (Key Management and Personnel) were \$301,829 (2013: \$319,832). Annual leave provisions to these personnel during the year, long service leave and retirement allowances are disclosed in Note 4. There were no bonuses or termination benefits paid to these personnel. There were no loans to/from key personnel (2013: \$nil). Amounts paid on behalf of the Secretary, Assistant Secretary and Committee Members to the Building Union Superannuation Scheme in respect to the retirement of Committee of Management members were \$27,032 (2013: \$41,539). Amounts paid to ACIRT amounted to \$29,626 (2013: \$9,662).

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

The officeholders received no 'non cash' benefits (2013: \$nil). No officeholder of the Branch during the year and/or the prior year had any material personal interest in a matter that he/she has or did acquire, or a relative of the officeholder has or did acquire.

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SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH**

**Note 14 Related Party Transactions (cont'd)**

No officeholder or officer of the Union (this year or last year) received any remuneration in their own name because they were a member of, or held position with a Board or other organisation because:-

- i) The officeholder held such a position with the Board or other organisation only because they were an officeholder of the Branch; or
- ii) They were nominated for the position by the Branch; or
- iii) They received remuneration from any third party, in connection with the performance of their duties as an officeholder of the Branch.

Fees and allowances received by the Union in respect of officeholders or officials holding directorship positions are set out in the statement of comprehensive income and amounted to \$21,106 (2013: \$15,433).

| Remuneration of 2 Key Officers | Remuneration | Post – Employment Benefits<br>(Superannuation and ACIRT) | Other Benefits<br>(Meal Allowance) |
|--------------------------------|--------------|--|------------------------------------|
| D. Broadley                    | \$96,894     | \$16,518   | \$4,418                            |
| T. Smartzopoulos               | \$92,809     | \$16,503   | \$4,435                            |

Transactions between New South Wales Branch and Federal Office (a branch of the Union) were as follows:-

(a) Per Capita Payment and Levy

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 \$65.52 for each full financial member (2013: 10% of contributions) in accordance with the rules.

During the 2013 year a Federal Levy of \$7 per annum was charged to the branch members and was due and payable to Head Office (2014: \$nil).

During the year, the Federal Office forgave a loan of \$127,495 to the New South Wales Division (2013: \$nil)

|                                | <u>2014</u>    | <u>2013</u>    |
|--------------------------------|----------------|----------------|
|                                | \$             | \$             |
| Per Capita Expense             | 111,843        | 90,938         |
| Federal Levy Expense           | -              | 11,949         |
| Amounts owed to Federal Office |                |                |
| Current liability              | 111,843        | 110,445        |
| Non-current liability          | -              | 102,887        |
|                                | <u>111,843</u> | <u>213,332</u> |

**Note 15 Contingent Liabilities**

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

**Note 16 Commitment**

There was no Capital Expenditure Commitment at the year end.

**Note 17 Events Subsequent to Reporting Date**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Union, the results of those operations, or the state of affairs of the Union in future financial years.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

**Note 18 Segment Reporting**

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

**Note 19 Other Matters**

The Union does not have any formal agreement to provide financial support to another reporting unit to ensure its ability to continue as a going concern.

The Union has not acquired an asset or liability as a result of an amalgamation, restructure or alternative reporting unit determination or revocation.

The Union has not acquired assets or liabilities as part of a business combination.

## INDEPENDENT AUDIT REPORT

To the Members of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Plumbing Division – New South Wales Branch

### Scope

#### The financial report and Committee of management responsibility

The financial report comprises the Certificate of Committee of Management, Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement, Statement of Receipts and Payments, Recovery of Wages and accompanying notes to the financial statements for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Plumbing Division – New South Wales Branch for the year ended 31 March 2014 set out on pages 2 to 22.

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

### Audit Approach

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

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

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

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

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

**INDEPENDENT AUDIT REPORT**  
**(cont'd)**

**Independence**

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

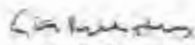
**Audit Opinion**


In our opinion, under the Fair Work (Registered Organisations) Act 2009, the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

- a. Australian Accounting Standards, and Australian Accounting interpretations;
- b. In relation to recovery of wages activity;
  - (i) that the scope of the audit encompassed recovery of wages activity
  - (ii) that the financial statements and notes and recovery of wages activity fairly report all information required by the reporting guidelines of General Manager of FWC, including:
    - 1. Any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
    - 2. Any donations or other contributions deducted from recovered money; and
- c. Any other requirements imposed by these Reporting Guidelines or the Fair Work (Registered Organisations) Act 2009.

In our opinion, there were kept by the organisation satisfactory accounting records detailing the source and nature of all income and the nature of all expenditure.

As part of our audit of the organisation for the year ended 31 March 2014, we are of the opinion that management's use of the going concern basis of accounting in the preparation of its financial statements is appropriate.

  
Stannards Accounting and Advisors

  
MB Shulman  
Registered Company Auditor (163888)  
Holder of Current Public Practice Certificate  
Approved Auditor (FWC Act and Regulations)

Dated this 15<sup>th</sup> day of June, 2014

**AUDITORS' DISCLAIMER**  
**ADDITIONAL INFORMATION INCLUDED FOR THE BENEFIT OF MEMBERS ON THE FINANCIAL ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

This additional financial data presented in the Detailed Profit and Loss Statement is in accordance with the books and records of Communications, Electrical, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division – New South Wales Branch for the year ended 31 March 2014 which have been subject to the auditing procedures applied in our statutory audit of the Union. 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 no warranty of accuracy or reliability is given. Neither we nor any member or employee of our practice undertakes responsibility in any way whatsoever to any person (other than our client) in respect of such data, including any errors or omissions therein however caused.



Stannards Accountants and Advisors



MB Shulman

Registered Company Auditor (163888)

Dated this 15<sup>th</sup> day of March, 2014



COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

Detailed Profit and Loss Statement  
For the year ended 31 March 2014

|                                    | 2014<br>\$       | 2013<br>\$       |
|------------------------------------|------------------|------------------|
| <b>Income</b>                      |                  |                  |
| Contributions                      | 1,117,911        | 909,389          |
| Other income                       | 315,246          | 185,688          |
| Interest received                  | 9,640            | 7,931            |
| <b>Total income</b>                | <b>1,442,797</b> | <b>1,104,008</b> |
| <b>Expenses</b>                    |                  |                  |
| Accountancy                        | -                | 3,000            |
| ACIRT expenses                     | 29,636           | 9,662            |
| Affiliation expenses               | 25,447           | 14,096           |
| Ambulance service                  | 7,000            | 3,823            |
| Audit fees                         | 8,097            | 11,872           |
| Bank fees and charges              | 9,021            | 9,550            |
| Cleaning and security services     | 3,241            | 3,876            |
| Computer and copier expenses       | 10,182           | 5,212            |
| Depreciation                       | 44,661           | 23,613           |
| Donations                          | 630              | 400              |
| Electricity                        | 4,467            | 4,020            |
| Freight and transport              | -                | 846              |
| Federal levies                     | -                | 11,949           |
| Fines                              | 101              | 876              |
| Fringe benefits tax                | 2,680            | 8,816            |
| Insurance                          | 8,523            | 4,801            |
| Legal fees                         | 7,721            | 791              |
| Loss on disposal of fixed assets   | 283              | 1,192            |
| Membership hosting                 | 13,477           | 12,465           |
| Merchandise expenses               | 18,341           | 4,917            |
| Motor vehicle expenses             | 92,659           | 61,519           |
| Picnic                             | -                | 7,186            |
| Postage                            | 15,756           | 13,227           |
| Printing and stationery            | 9,970            | 11,036           |
| Provision for annual leave         | (1,095)          | 64,578           |
| Provision for long service leave   | 24,498           | 51,598           |
| Provision for retirement allowance | 7,235            | 20,852           |
| Rent on land and buildings         | 49,852           | 46,405           |

These must be read in conjunction with the attached auditor's disclaimer

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED  
SERVICES UNION OF AUSTRALIA PLUMBING DIVISION, NEW SOUTH WALES BRANCH

Detailed Profit and Loss Statement  
For the year ended 31 March 2014

|  | <u>2014</u> | <u>2013</u> |
|--|-------------|-------------|
|  | \$          | \$          |
| Salaries   | 717,087     | 574,987     |
| Staff amenities  | 3,424       | 4,406       |
| Subscriptions  | 2,360       | 302         |
| Sundry expenses  | 22,172      | 24,259      |
| Superannuation   | 64,055      | 50,223      |
| Telephone  | 19,576      | 23,923      |
| Travel, accommodation & conference                           | 9,070       | 5,488       |
| Workers compensation   | 5,069       | 7,336       |
| Forgiven Loan – National Office                              | (127,495)   | -           |
| Per capita payment to head office                            | 111,843     | 90,938      |
| Total expenses   | 1,234,564   | 1,194,538   |
| Surplus/(Deficit) from Ordinary Activities before Income Tax | 208,233     | (90,530)    |

These must be read in conjunction with the attached auditors' disclaimer

## APPENDIX 1 2014 Annual General Purpose Financial Report

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

- (a) the financial statements and notes comply with Australian Accounting Standards and the Reporting Guidelines of the General Manager of FWC;
- (b) 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;
- (c) 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;
- (d) during the financial year to which the general purpose financial report relates and since the end of that year:
  - i. meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned;
  - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
  - iv. the information sought in any request of a member of the reporting unit or the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager of FWA;
  - v. there have been no orders for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period; and
  - vi. where the Union comprises of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable in a manner consistent with each of the other reporting units of the organisation.
- (e) In relation to recovery of wages activity:
  - (i) The financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and

- (ii) The Committee of Management caused the auditor to include in the scope of the audit required under section 257 (1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
- (iii) No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
- (iv) That prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursed of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers until distributions of recovered money was made to the workers.

For the Committee of Management

THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS  
EMPLOYEES UNION

FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2014

I certify this to be a true copy of the document  
shown and reported to me as the original.

Date: 27 - 7 - 14



CINDRA HINDER

Justice of the Peace in and for the State of NSW  
Registration No. 189652

THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014

| <u>Contents</u>   | <u>Page</u> |
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| Notes to the Financial Statements   | 2           |
| Certificate by Accounting Officer   | 3           |
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| Statement of Particulars of Loans, Grants and Donations<br>by an Officer of an Organisation | 7           |



**THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION**  
**FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014**

**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 31 MARCH 2014**

|                                | <u>2014</u> | <u>2013</u> |
|--------------------------------|-------------|-------------|
|                                | \$          | \$          |
| Income                         |             |             |
| Expenditure                    |             |             |
| Operating Surplus              |             |             |
| Balance at the End of the Year |             |             |

**BALANCE SHEET AS AT**  
**31 MARCH 2014**

|                                | <u>2014</u> | <u>2013</u> |
|--------------------------------|-------------|-------------|
|                                | \$          | \$          |
| Accumulated Funds              |             |             |
| Represented by:                |             |             |
| Assets                         |             |             |
| Less Liabilities               |             |             |
| Balance at the End of the Year |             |             |

No statement of cashflow or statement of changes in equity have been prepared given the Union did not trade during the reporting period.

To be read in conjunction with the Notes to and forming part of the financial statements

**THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014**

**NOTE TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**1. Summary of Significant Accounting Policies**

This financial report is a special purpose financial report prepared to meet the needs of the Committee of Management.

The financial report has been prepared in accordance with the requirements of the NSW Industrial Relations Act 1996, and the following applicable Accounting Standards and Australian Accounting Interpretations:

|            |   |
|------------|---|
| AASB 101:  | Presentation of Financial Statements                            |
| AASB107:   | Accounting Policies, Changes in Accounting Estimates and Errors |
| AASB 110:  | Events after the Balance Sheet Date                             |
| AASB 1031: | Materiality   |

The accounts have been prepared on an accruals basis and are based on historical cost basis and have not been adjusted to record changes in the general purchasing power of money.

The accounting policies adopted are consistent with previous year.

**2. Operations**

The Union, which is registered under the Industrial Legislation of New South Wales, functions in tandem with the New South Wales branch of the federally registered "Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union, Plumbing Division - New South Wales" and its true financial position is that it has no independent income or assets.

**2. Notice to Members**

Subsections (1) and (2) of Section 512 of the Industrial Relations Act 1991 provide as follows:

- (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specific information prescribed by the regulations in relation to the organisation (Industrial Relations Regulations 1992, clause 60).
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014

CERTIFICATE BY ACCOUNTING OFFICER OF A STATE ORGANISATION

I, David Broadley, the secretary/accounting officer of The New South Wales Plumbers and Gas Fitters Employees Union hereby certify that to the best of my knowledge and belief that:

There were 1,734 persons that were members of the organisation as at the end of the financial year ended 31 March 2014.

and in my opinion:-

- i) The accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
- ii) A record has been kept of all money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is 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 payment was made out of a fund referred to in clause 57 (b) (xiii) or (xv) of the Regulations for a purpose other than the purpose for which the fund was operated;
- v) All loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- vi) The register of members of the organisation was maintained in accordance with the Act.



David Broadley

23/6/14

Date

THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014

CERTIFICATE OF COMMITTEE OF MANAGEMENT OF A STATE ORGANISATION

We, the undersigned members of the committee of management of The New South Wales Plumbers and Gas Fitters Employees Union hereby certify in respect of the financial year ended 31 March 2014 that:

- i) In the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate;
- ii) In the opinion of the committee of management, during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee held in accordance with the rules of the organisation;
- iii) To the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 512 (2) of the 1991 Act, as applied by section 282 (3) of the Industrial Relations Act 1996, or copies of these records or other documents, or copies of the rules of the organisation have not been furnished, or made available, to members of the organisation in accordance with the Act, this Regulation or the rules of the organisation, as the case may be; and
- iv) In relation to the report prepared in accordance with section 514 of the 1991 Act, as applied by section 282 (3) of the Industrial Relations Act 1996, by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with section 510 (1) of the 1991 Act to which the report relates, the organisation has complied with Section 517 (1) of the 1991 Act and whichever of subsections (5) and (6) of that section of that Act is applicable.

This certification is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least two members of the committee.

Dave Bradley

  
.....

23/6/14  
.....

DOAN TREBLE

  
.....

18/6/2014  
.....

(Name)

(Signatures)

(Date)

## INDEPENDENT AUDIT REPORT

### Scope

I have audited the accompanying financial report of the NSW Plumbers and Gas Fitters Employees Union, which comprises the balance sheet as at 31 March 2014, and the statement of income and expenditure, for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information to the financial report and the statement by the Committee of Management.

### Responsibility of the Committee of Management for the Financial Report

The Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Industrial Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### Audit Approach

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

I performed procedures to assess whether in all material respects the financial report is presented fairly, consistent with my understanding of the organisation's financial position, and of its performance as represented by the results of its operations.

I formed my audit opinion on the basis of these procedures, which included:-

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

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

### Independence

In conducting my audit, I followed applicable independence requirements of the Australian Professional Ethical Standards Board and the Industrial Relations Act 1996.

**INDEPENDENT AUDIT REPORT (cont'd)****Audit Opinion**

I report that I have inspected and audited the accounting records of the NSW Plumbers and Gas Fitters Employees Union, for the financial year ended 31 March 2014 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:-

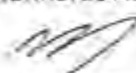
- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purposes of the expenditure of the organisation;

In my opinion, the financial report and other statements prepared under section 510 of the Industrial Relations Act 1991 (NSW) as applied by section 282 (3) of the Industrial Relations Act 1996, in relation to the year were properly drawn up so as to give a true and fair view of:-

- (b) (i) the financial affairs of the organisation as at the end of the year; and
- (ii) the income and expenditure and profit of the organisation for the year; and
- (c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit was provided; and
- (d) (ii) the financial report is in accordance with applicable Australian Accounting Standards (relevant to special purpose financial reports) and the Industrial Relations Act 1996.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached.

  
Stannards Accounting and Advisors

  
MB Shulman  
Registered Company Auditor (163888)  
Holder of Current Public Practice Certificate  
Approved Auditor

Dated this 16<sup>th</sup> day of June 2014



THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014

CERTIFICATE BY SECRETARY OF A STATE ORGANISATION

I, David Broadley, secretary of The New South Wales Plumbers and Gas Fitters Employees Union hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates of the organisation which were presented to the committee of management meeting held on 21 June 2014 in respect of the financial year of the organisation ending 31 March 2014

The documents lodged herewith are:-

- i) Copies of the accounts prepared in accordance with the requirements of section 510 (1) of the 1991 Act and clause 58 of the 1992 Regulation as supplied by section 282 (3) of the Industrial Relations Act 1996 (an account of income and expenditure and an account of assets and liabilities);
- ii) A copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59 (1)(a) of the 1992 Regulation;
- iii) A copy of the certificate given by the committee of management in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59(1)(b) of the 1992 Regulation;
- iv) A copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and
- v) A statement by an officer of the organisation in respect of loans, grants or donations by an organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.

  
David Broadley

23 6 14  
Date

THE NEW SOUTH WALES PLUMBERS AND GAS FITTERS EMPLOYEES UNION  
FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2014

STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY AN  
OFFICER OF AN ORGANISATION

I, David Broadley, secretary of The New South Wales Plumbers and Gas Fitters Employees Union state, in respect of the financial year of the organisation ended 31 March 2014 that:

No loans, grants or donations of the amount exceeding \$1,000 were made  
by the above-named organisation during the financial year.

  
.....  
(Signature of Officer)

23-6-14  
.....  
(Date)



10 April 2014

Mr David Broadley  
Branch Secretary  
Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services  
Union of Australia - Plumbing Division NSW Divisional Branch  
Sent by email: [dave.broadley@nswplumbersunion.com.au](mailto:dave.broadley@nswplumbersunion.com.au)

Dear Mr Broadley,

**Re: Lodgement of Financial Report - [FR2014/54]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Plumbing Division NSW Divisional Branch of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (the reporting unit) ended on 31 March 2014.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 October 2014 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2013, are also available on the website. For your convenience, a webinar on the Reporting Guidelines has also been placed on the website.

The Fair Work Commission has also developed a model set of financial statements. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Financial Reporting](#).

The financial report and any statement of loans, grants or donations made during the financial year [statement must be lodged within 90 days of end of financial year] can be emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). A sample statement of loans, grants or donations is available at [sample documents](#).

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au).

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

|   |     |  |
|---|-----|--|
| Financial reporting period ending:  | / / |  |
| Prepare financial statements and Operating Report.  |     |  |
| <p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p> | / / | As soon as practicable after end of financial year   |
| Auditor's Report prepared and signed and given to the Reporting Unit - s257   | / / | <p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement)</p>  |
| <p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>   | / / | <p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p> |
| Present full report to:   |     |  |
| (a) General Meeting of Members - s266 (1),(2); OR   | / / | Within 6 months of end of financial year   |
| (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)   | / / | Within 6 months of end of financial year   |
| Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268   | / / | Within 14 days of meeting  |

\* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

# The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.