



Australian Government
Australian Industrial Registry

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

Ref: FR2006/224 [128V-PTAS]

Attn: Ms Robyn Wilson
Finance Manager
CEPU Plumbing Division
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Ms Wilson

Re: Tasmanian Divisional Branch - Financial Return - year ending 31 March 2006

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

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

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

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

Yours sincerely



For Deputy Industrial Registrar
4 April 2006

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



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Ref: FR2006/224 -[128V-PTAS]

Mr T Murphy
Branch Secretary
CEPU Plumbing Division
Tasmanian Divisional Branch
c/o 52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Murphy

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

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

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 March, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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

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

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

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

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **15 October, 2006.**

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

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

¹ Schedule 1B of the Workplace Relations Act 1996

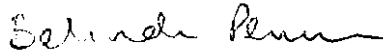
In the absence of lodgement of a copy of the full report, I request you state in writing by **8 November, 2006**:

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

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

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/224**.

Yours sincerely



Belinda Penna

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

18 October, 2006



Australian Government
Australian Industrial Registry

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

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

Dear Mr Setches

Re: Financial Documents - CEPU Plumbing Division

I am writing to you regarding outstanding financial documents for a number of Plumbing Division branches.

ACT & Tasmanian Divisional Branches - year ending 31 March 2006

Enclosed are copies of letters sent to the Plumbing Division ACT Divisional Branch and Tasmanian Divisional Branch regarding the overdue lodgement of the financial statements and accounts for the financial year ending 31 March 2006.

A separate letter has been sent to you regarding the financial statements and accounts for the Victorian Divisional Branch for the financial year ending 31 March 2006 which are also overdue to be lodged.

Western Australian Divisional Branch – year ending 31 March 2005

I have also enclosed a copy of a letter dated 12 April 2006 regarding the financial documents for the former Western Australian Divisional Branch for the year ending 31 March 2005.

To date, no response has been received to this letter.

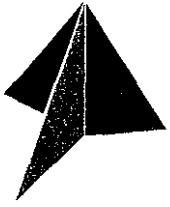
Could you please advise the Registry in writing what steps the Division has taken to address the issues raised in this letter.

Yours sincerely,

A handwritten signature in black ink that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

19 October 2006



CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES
Federal Secretary

~~BLANK COPY~~
Federal President

52 Victoria St
Carlton South 3053

Ph: 03 9662 1400
Fax: 03 9663 7516

24TH October 2006

Belinda Penna
NSW Registry RIA Team
Australian Industrial Registry
Level 8, Terrace Towers
80 William St, East Sydney NSW 2011

COPY

Dear Belinda

Re: Financial reports for CEPU Plumbing Division Victorian Branch Year ending 31 March 06

The audited statements have been prepared, signed, passed by the Committee of Management, and placed on our website on and from 11th September. The next General Meeting of members is 31 October 2006 (previous meeting was cancelled) where the audits will be passed by the members, and forwarded to yourself with the Secretary's Certificate.

Re: Financial reports for CEPU Plumbing Division ACT and Tasmania Branches. The two branch audits are at the same stage as above, but both representatives are having difficulty getting sufficient members at their meetings, and they are both advertising for another meeting at the end of October.

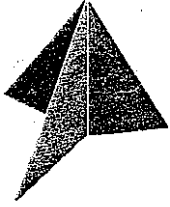
Re: Financial reports for CEPU Plumbing Division WA Branch. I have spoken to Earl Setches about this branch, which is now disbanded, and he has advised me that it is not possible to do anything further with the financial documents, as the branch no longer exists.

Hope this is of some assistance to you.

Yours truly,

Robyn Wilson
Finance Manager





CEPU PLUMBING DIVISION
Communications, Electrical and
Plumbing Union
ABN 70 511 013 431

TASMANIAN BRANCH
52 Victoria Street
Carlton South Vic 3053
Ph: 03 9662 3388
Fx: 03 9663 2613

Tony Murphy
Secretary

Peter Fraser
Organiser
0418 330 550

SECRETARY'S CERTIFICATE

I Tony Murphy being the State Secretary of the CEPU Plumbing Division
Tasmanian Branch, certify:

- that the documents lodged herewith are copies of the full (and concise)
audited reports of the CEPU Plumbing Division Tasmanian Branch for
the year ended 31st March 2006, referred to in s268 of the RAO
Schedule; and
- that the concise report was provided to members on our website on
and from 15th September 2006; and
- that the full (and concise) report was subsequently presented to a
General Meeting of Members on 14th November 2006

Tony Murphy
State Secretary

Date

27. 11. 06



**Communications, Electrical,
Electronic, Energy,
Information, Postal, Plumbing
and Allied Services Union of
Australia
Plumbing Division - Tasmanian
Branch**

Financial Report

For The Year Ended

31 March 2006



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

**OPERATING REPORT
For the year ended 31 March 2006**

Principal activities

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

Review of results

The net result of operations for the year was a loss of \$34,951 (2005: loss of \$28,111).

Significant Changes in the State of Affairs

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

Resignation of Members

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

Number of Members

As at 31 March 2006, the number of financial members of the organisation was 114 (2005: 106)

Number of Employees

As at 31 March 2006, the number of full time equivalent employees was 1.

Committee of Management

The Committee of Management current members are as follows:

Matthew Pregnall	Paul Smith
Peter Allie	Scott Browne

Future Developments

The Committee of Management has approved the amalgamation of the branch with another division of the CEPU. It is expected that when the amalgamation occurs the Union's operations will be affected in subsequent future period.

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


.....
M Pregnall


.....
P Allie

Dated this 4 day of 9, 2006

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

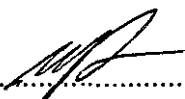
CERTIFICATE OF COMMITTEE OF MANAGEMENT

The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division - Tasmanian Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2006:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:


.....
P Fraser


.....
P Allie

Dated this 4 of 9 2006

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

**INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2006**

	<u>2006</u>	<u>2005</u>
	\$	\$
INCOME		
Members Contributions Received	40,209	31,285
Directors fees	414	276
Interest Received	15	78
Sundry Income	1,274	-
Federal Levy Collected	<u>770</u>	<u>-</u>
	<u>42,682</u>	<u>31,639</u>
EXPENSES		
Accountancy Fees	660	690
Advertising & Promotion	201	-
Affiliation Fees	606	565
Audit Fees	1,060	1,025
Bank Charges	253	215
Committee Expenses	-	340
Computer Services	-	595
Depreciation	310	353
Federal Levy	770	-
General Expenses	355	(684)
Printing, Postage & Stationery	590	657
Picnic Day Expenses	883	-
Meal & Clothing allowance	4,665	1,890
Salaries and Allowances - Administrative and Industrial staff	48,462	43,562
Superannuation Contributions	4,974	4,831
Staff Amenities	220	-
Staff Training	-	140
Travel & Accommodation	1,544	440
Work Cover	1,018	743
Motor Vehicles Expenses	6,912	1,215
Penalties & Fines	<u>130</u>	<u>-</u>
	73,613	56,577
Per Capita Payable to Head Office	<u>4,020</u>	<u>3,173</u>
Total Expenses	<u>77,633</u>	<u>59,750</u>
Loss for the Year	<u>(34,951)</u>	<u>(28,111)</u>

The income statement is to be read in conjunction with the attached notes

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

**BALANCE SHEET
AS AT 31 MARCH 2006**

	<u>2006</u>	<u>2005</u>
	\$	\$
Current Assets		
Cash and Cash Equivalents	9,806	5,851
Receivables	<u>1,149</u>	<u>1,188</u>
Total Current Assets	<u>10,955</u>	<u>7,039</u>
Non Current Assets		
Plant & Equipment	<u>1,459</u>	<u>1,769</u>
Total Non Current Assets	<u>1,459</u>	<u>1,769</u>
Total Assets	<u>12,414</u>	<u>8,808</u>
Current Liabilities		
Accounts Payable	12,724	18,671
Non Interest Bearing Liabilities	303,572	266,464
Provisions	<u>7,757</u>	<u>3,370</u>
Total Current Liabilities	<u>324,053</u>	<u>288,505</u>
Non Current Liabilities		
Provisions	<u>8,677</u>	<u>5,668</u>
Total Non Current Liabilities	<u>8,677</u>	<u>5,668</u>
Total Liabilities	<u>332,730</u>	<u>294,173</u>
Net Assets - Deficiency	<u>\$ (320,316)</u>	<u>\$ (285,365)</u>
EQUITY		
General Fund	(210,635)	(187,334)
Incidental Fund	<u>(109,681)</u>	<u>(98,031)</u>
Total Equity - Deficit	<u>\$ (320,316)</u>	<u>\$ (285,365)</u>

The balance sheet is to be read in conjunction with the attached notes

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

STATEMENT OF RECOGNISED INCOME AND EXPENSE
FOR THE YEAR ENDED 31 MARCH 2006

	<u>2006</u>	<u>2005</u>
	\$	\$
Net Income Recognised Directly in Equity	-	-
Loss for the Year	<u>(34,951)</u>	<u>(28,111)</u>
Total Recognised Income and Expense for the Year	<u>(34,951)</u>	<u>(28,111)</u>

The statement of recognised income is to be read in conjunction with the attached notes

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2006**

	<u>2006</u> Inflows/ (Outflows) \$	<u>2005</u> Inflows (Outflows) \$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	44,342	34,118
Interest Received	15	78
Federal Levies Collected	770	-
Other Income	1,727	-
Payments to Suppliers & Employees	<u>(76,757)</u>	<u>(54,743)</u>
Net Cash Used in Operating Activities	<u>(29,903)</u>	<u>(20,547)</u>
Cashflows from Investing Activities		
Purchase of fixed assets	<u>-</u>	<u>(441)</u>
Net Cash Used in Investing Activities	<u>-</u>	<u>(441)</u>
Cashflows from Financing Activities		
Payment from Branches	<u>33,858</u>	<u>19,956</u>
Net Cash Provided by Financing Activities	<u>33,858</u>	<u>19,956</u>
Net Decrease in Cash held	3,955	(1,032)
Cash at Beginning of Year	<u>5,851</u>	<u>6,883</u>
Cash at End of Year	<u>\$ 9,806</u>	<u>\$ 5,851</u>

The cash flow statement to be read in conjunction with the attached notes

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

**Notes to the Concise Financial Report
For the Year Ended 31 March 2006**

This concise report has been derived from the full financial report for the year ended 31 March 2006 and has been prepared in accordance with Australian Accounting Standard AASB1039: Concise Financial Reports. The full financial report and auditors report will be sent to members on request, free of charge. The Auditor's opinion on the general purpose financial statements did not contain any qualification or particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996 subsection 252 and 257(2).

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion is based on the full financial report. The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and financing and investing activities of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (Plumbing Division - Tasmanian Branch) as the full financial report.

Discussion and Analysis of Financial Statements

Income Statement

Income from members contributions received increased by \$8,924 to \$40,209. A small increase in the number of members to 114 financial members at 31 March 2006, has contributed to the increase in contributions income.

Expenses from ordinary activities have increased by \$17,036 to \$73,613. Increase in expenses was attributable to increases in meal and clothing allowances, salaries and motor vehicles and travel and accommodation expenses. The net result was a deficit of \$34,951 compared with a deficit of \$28,111 in 2005.

Balance Sheet

Changes in the Composition of Assets

The net deficiency in assets was \$320,316 (2005 : deficiency of \$285,365) and included \$303,572 payable to Federal and Victorian offices.

Statement of Recognised Income and Expense

Movement to the statement of recognised income and expense included the loss for the financial year of \$34,951.

Cash Flow Statement

The operating activities have resulted into a net cash outflow of \$29,903 (2005: cash outflow of \$20,547). Revenue in the current year has contributed to cash inflows of \$46,854. This was offset by an outflow of \$76,757 in respect of payments to suppliers and employees.

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

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B (ROA), the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member

INDEPENDENT AUDIT REPORT

To the members of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing And Allied Services Union Of Australia - Plumbing Division - Tasmanian Branch

Scope

The concise financial report and Committee of Management responsibility

The concise financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, discussion and analysis of, and the committee of management declaration for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - Tasmanian Branch for the year ended 31 March 2006.

The Branch's Committee of Management are responsible for the preparation and presentation of the financial report in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

Audit Approach

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

We also performed an independent audit of the full financial report of the Branch for the financial year ended 31 March 2006. Our audit report was signed on 23 August 2006 and was not subject to any qualification.

In conducting our audit of the concise financial report, we performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

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

- testing that the information included in the concise financial report is consistent with the information in the full financial report, and
- examining, on a test basis, information to provide evidence supporting the amounts, discussion and analysis, and other disclosures in the concise financial report which were not directly derived from the full financial report.

When this audit report is included on a document containing the Committee of Managements' report, our procedures include reading the Committee of Management report to determine whether it contains any material inconsistencies with the financial report.

Independence

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

Audit Opinion

In our opinion, the concise financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - Tasmanian Branch for the year ended 31 March 2006 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.

UHY Haines Norton

**UHY Haines Norton
Chartered Accountants**

R.H. Hutton

**R.H. Hutton
Registered Company Auditor**

Dated this *5TH* day of *SEPTEMBER* 2006

**Communications, Electrical,
Electronic, Energy,
Information, Postal, Plumbing
and Allied Services Union of
Australia
Plumbing Division - Tasmanian
Branch**

Concise Financial Report

For The Year Ended

31 March 2006

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

OPERATING REPORT
For the year ended 31 March 2006

Principal activities

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

Review of results

The net result of operations for the year was a loss of \$34,951 (2005: loss of \$28,111).

Significant Changes in the State of Affairs

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

Resignation of Members

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

Number of Members

As at 31 March 2006, the number of financial members of the organisation was 114 (2005: 106)

Number of Employees

As at 31 March 2006, the number of full time equivalent employees was 1.

Committee of Management

The Committee of Management current members are as follows:

Matthew Pregnall

Paul Smith

Peter Allie

Scott Browne

Future Developments

The Committee of Management has approved the amalgamation of the branch with another division of the CEPU. It is expected that when the amalgamation occurs the Union's operations will be affected in subsequent future period.

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


.....
M Pregnall


.....
P Allie

Dated this 6 day of 9, 2006

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

CERTIFICATE OF COMMITTEE OF MANAGEMENT

The Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division - Tasmanian Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31 March 2006:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:


.....
P Fraser


.....
P Allie

Dated this 4 of 9 2006

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

**INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2006**

	<u>2006</u>	<u>2005</u>
	\$	\$
INCOME		
Members Contributions Received	40,209	31,285
Directors fees	414	276
Interest Received	15	78
Sundry Income	1,274	-
Federal Levy Collected	<u>770</u>	<u>-</u>
	<u>42,682</u>	<u>31,639</u>
EXPENSES		
Accountancy Fees	660	690
Advertising & Promotion	201	-
Affiliation Fees	606	565
Audit Fees	1,060	1,025
Bank Charges	253	215
Committee Expenses	-	340
Computer Services	-	595
Depreciation	310	353
Federal Levy	770	-
General Expenses	355	(684)
Printing, Postage & Stationery	590	657
Picnic Day Expenses	883	-
Meal & Clothing allowance	4,665	1,890
Salaries and Allowances - Administrative and Industrial staff	48,462	43,562
Superannuation Contributions	4,974	4,831
Staff Amenities	220	-
Staff Training	-	140
Travel & Accommodation	1,544	440
Work Cover	1,018	743
Motor Vehicles Expenses	6,912	1,215
Penalties & Fines	<u>130</u>	<u>-</u>
	73,613	56,577
Per Capita Payable to Head Office	<u>4,020</u>	<u>3,173</u>
Total Expenses	<u>77,633</u>	<u>59,750</u>
Loss for the Year	<u>(34,951)</u>	<u>(28,111)</u>

The income statement is to be read in conjunction with the attached notes

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

**BALANCE SHEET
AS AT 31 MARCH 2006**

	<u>2006</u>	<u>2005</u>
	\$	\$
Current Assets		
Cash and Cash Equivalents	9,806	5,851
Receivables	<u>1,149</u>	<u>1,188</u>
Total Current Assets	<u>10,955</u>	<u>7,039</u>
Non Current Assets		
Plant & Equipment	<u>1,459</u>	<u>1,769</u>
Total Non Current Assets	<u>1,459</u>	<u>1,769</u>
Total Assets	<u>12,414</u>	<u>8,808</u>
Current Liabilities		
Accounts Payable	12,724	18,671
Non Interest Bearing Liabilities	303,572	266,464
Provisions	<u>7,757</u>	<u>3,370</u>
Total Current Liabilities	<u>324,053</u>	<u>288,505</u>
Non Current Liabilities		
Provisions	<u>8,677</u>	<u>5,668</u>
Total Non Current Liabilities	<u>8,677</u>	<u>5,668</u>
Total Liabilities	<u>332,730</u>	<u>294,173</u>
Net Assets - Deficiency	<u>\$ (320,316)</u>	<u>\$ (285,365)</u>
EQUITY		
General Fund	(210,635)	(187,334)
Incidental Fund	<u>(109,681)</u>	<u>(98,031)</u>
Total Equity - Deficit	<u>\$ (320,316)</u>	<u>\$ (285,365)</u>

The balance sheet is to be read in conjunction with the attached notes

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

**STATEMENT OF RECOGNISED INCOME AND EXPENSE
FOR THE YEAR ENDED 31 MARCH 2006**

	<u>2006</u> \$	<u>2005</u> \$
Net Income Recognised Directly in Equity	-	-
Loss for the Year	<u>(34,951)</u>	<u>(28,111)</u>
Total Recognised Income and Expense for the Year	<u>(34,951)</u>	<u>(28,111)</u>

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**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
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**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2006**

	<u>2006</u> Inflows/ (Outflows) \$	<u>2005</u> Inflows (Outflows) \$
Cashflows from Operating Activities		
Contributions & Entrance fees from Members	44,342	34,118
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Net Cash Used in Operating Activities	<u>(29,903)</u>	<u>(20,547)</u>
Cashflows from Investing Activities		
Purchase of fixed assets	<u>-</u>	<u>(441)</u>
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Cashflows from Financing Activities		
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Net Decrease in Cash held	3,955	(1,032)
Cash at Beginning of Year	<u>5,851</u>	<u>6,883</u>
Cash at End of Year	<u>\$ 9,806</u>	<u>\$ 5,851</u>

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**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
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PLUMBING DIVISION - TASMANIAN BRANCH**

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For the Year Ended 31 March 2006**

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The net deficiency in assets was \$320,316 (2005 : deficiency of \$285,365) and included \$303,572 payable to Federal and Victorian offices.

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Independence

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Audit Opinion

In our opinion, the concise financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - Tasmanian Branch for the year ended 31 March 2006 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.

UHY Haines Norton

**UHY Haines Norton
Chartered Accountants**



**R.H. Hutton
Registered Company Auditor**

Dated this *5TH* day of *SEPTEMBER* 2006



Australian Government

Australian Industrial Registry

Level 6, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666

Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Tony Murphy
Secretary, Tasmanian Plumbing Divisional Branch
Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied
Services Union of Australia
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Murphy

**Re: Lodgement of Financial Statements and Accounts – CEPU Tasmanian Plumbing
Divisional Branch – for year ending 30 June 2006 (FR2006/224)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 12 December 2006.

The legislative requirements appear to have been met and accordingly the documents have been filed. There is no further action required but I take this opportunity to remind you of the following if it applies in future years.

Recovery of Wages Activity Report (only if applicable in any year)

Paragraph 16 of the Industrial Registrar's Guidelines states:

Where the reporting unit has undertaken recovery of wages activity (and has derived revenues for the financial year in respect of such activity) the reporting unit must cause to be prepared for purposes of paragraph 253(2)(c) of the RAO Schedule a financial report in which is disclosed financial information associated with such activity.

Paragraphs 17-23 describe what such a report must contain, and paragraph 25(f) requires that the Committee of Management Statement contain various declarations in relation to such recovery wages activity.

If such activity occurs in future years, it should be reported in accordance with these Guidelines.

Yours sincerely,

Stephen Kellett
Statutory Services Branch

14 December 2006