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Please address all correspondence to the Secretary: P. J. SIMPSON

ABN: 80 450 640 455

2 November 2017

By email: regorgs@roc.gov.au

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

Dear Mr Enright

CEPU EE&S Division – QUEENSLAND BRANCH
Operating Reports as at 31 December 2010, 2011 & 2012
– 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 December 2010, 2011 and 2012.

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

As a consequence of these audits, the Branch Executive, in a meeting held on 30 October 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 December 2010, 2011 and 2012.

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

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

Yours faithfully

Peter Ong
Deputy Divisional Branch Secretary

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Toowoomba	O. 19A Russell St, Toowoomba		P. PO Box 1593 Toowoomba BC Q 4350		T. 07. 4638 9313		F. 07. 4639 2810		E. toowoomba@etu.org.au
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Mackay	O. 41 Brisbane Street, Mackay		P. PO Box 1854 Mackay Q 4740		T. 07. 4953 4799		F. 07. 4953 4899		E. mackay@etu.org.au
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Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing
and Allied Services Union of Australia

Fair Work (Registered Organisations) Act 2009

**DECLARATION - CORRECTING REPORT TO
CEPU Electrical, Energy and Services Division - Queensland Branch
OPERATING REPORT
lodged pursuant to s.268**

I, Peter Ong, Deputy Divisional Branch Secretary, of 41 Peel St, South Brisbane, in the state of Queensland 4101, declare:

- I am the Deputy Divisional Branch Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical, Energy and Services Division – Queensland 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 December 2010, 31 December 2011 and 31 December 2012, the full financial reports, including the operating reports, of the branch were lodged with the Fair Work Commission (FWC) in FR2010/2827, FR2011/2833 and FR2012/525 respectively.
- An independent audit of the membership figures reported in the branch committee of management operating reports for the reporting periods 31 December 2010, 31 December 2011 and 31 December 2012 found the following variances with the figures reported in the operating reports:

As at 31 Dec	2010	2011	2012
Reported	13,720	14,705	15,198
Audited	14,482	15,374	15,932
Variance	762	669	734

- On 30 October 2017, in response to the findings of the audit, the Branch Executive authorised the Deputy Divisional Branch Secretary to amend the branch committee of management operating reports for the years ended 31 December 2010, 31 December 2011 and 31 December 2012 to reflect the membership figures resulting from the audit.

Signed:



Name:

Mr Peter Ong

Date:

2 November 2017



FAIR WORK
COMMISSION

1 July 2013

Mr Peter Simpson
Secretary, Queensland Divisional Branch
Electrical, Energy and Services Division
CEPU
PO Box 3520
SOUTH BRISBANE QLD 4101

Dear Mr Simpson,

RE: Financial accounts and statements - CEPU, Electrical, Energy and Services Division, Queensland Divisional Branch - for year ending 31 December 2012 (FR2012/525)

I refer to the above financial accounts and statements which were lodged with the Fair Work Commission on 20 May 2013. The documents have been filed.

I note the balance of \$26,755 for "Donations" on page 33. If this figure included any individual donation exceeding \$1,000, a separate statement setting out the prescribed particulars must be lodged pursuant to section 237 of the Fair Work (Registered Organisations) Act 2009. I enclose a proforma that may be used if necessary.

I also draw your attention to the new Reporting Guidelines which apply to all financial years ending on or after 30 June 2013. They are accessible at the FWC website at: http://www.fwc.gov.au/documents/organisations/reporting_guidelines/fr_guidelines_253.pdf

Yours faithfully,

Stephen Kellett
Regulatory Compliance Branch



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, ELECTRICAL DIVISION,
QUEENSLAND & NORTHERN TERRITORY DIVISIONAL BRANCH**

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FAIR WORK AUSTRALIA
GPO Box 373
BRISBANE QLD 4001

Monday, 20th May 2013



Dear Sir/Madam

RE: 2012 FINANCIAL RETURNS

The documents lodged herewith are an original copy of this organisations audited Financial Statements for the year ending 31st December 2012. These were tabled at our Annual General Meeting on 20th May (second meeting) and they include the Certificate by Auditor, the Committee of Management Certificate and the Accounting Officer's Certificate, which were in accordance with a resolution, passed by the Committee at our meeting on 18th March (first meeting).

All members have access to these full documents via our website. An advertisement alerting members to this was published in our Mayday Circulart.

Yours faithfully


Peter Simpson
Divisional Branch Secretary

Encl.

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**COMMUNICATIONS, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA
ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY
DIVISIONAL BRANCH**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

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**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

Report on the Financial Report

We have audited the accompanying financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Queensland and Northern Territory Divisional Branch (the Union), which comprises the statement of financial position as at 31 December 2012, statement of comprehensive income, statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes and the Committee of Management's declaration.

Committee of Management's Responsibility for the Financial Report

The Committee of Management of the Union is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Fair Work (Registered Organisations) Act 2009* and for such internal controls as the Committee of Management determine is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of the Union for the year ended 31 December 2012 included on the Union's website. The Union's Committee of Management is responsible for the integrity of the Union's website. We have not been engaged to report on the integrity of this website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to / from these statements. If users of this report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Independence

In conducting our audit, we followed applicable independence requirements of Australian Professional Ethical Pronouncements.

Auditor's Opinion

In our opinion:

- (1) The financial statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Queensland and Northern Territory Divisional Branch are in accordance with the *Fair Work (Registered Organisations) Act 2009*, including:
 - (i) giving a true and fair view of the Union's financial position as at 31 December 2012 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards – Reduced Disclosure Requirements.
- (2) The Union has kept satisfactory accounting records for the financial year including records of:
 - (i) the sources and nature of the Union's income, including membership subscriptions and other income from members; and
 - (ii) the nature of and reasons for the Union's expenditure.
- (3) All the information and explanations that officers or employees of the Union were required to provide have been provided; and
- (4) There was no deficiency, failure or shortcoming in any matters referred to in (1) to (3) above.

M.G.I

MGI Assurance (South Qld) Pty Ltd



G I Kent
Director

South Brisbane

18 March 2013

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**COMMITTEE OF MANAGEMENT OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2012**

Operating Report

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* the Committee of Management ("the Committee") presents its Operating Report on the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia – Electrical Division, Queensland and Northern Territory Divisional Branch ("Union"), for the year ended 31 December 2012.

Principal Activities

The principal activity of the Union was to act on behalf of members in pursuit of the Objects of the Union (detailed at page 29 of the financial report).

Operating Results

The profit for the financial year amounted to \$44,932 (2011: \$153,238).

Review of Operations

A review of the operations of the Union during the financial year found that there was no significant change in the nature or the results of the operations during the year.

After Balance Date Events

No matters of 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.

Future Developments

Likely developments in the operations of the Union are the expected result of those operations in future financial years have not been included in this report as such information is likely to result in unreasonable prejudice to the Union.

Environmental Issues

The Union's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

Members Right to Resign

The right of members to resign from the Union is set out in the Rules of the CEPU – Electrical Division and on the reverse side of the application to join form.

Membership of Superannuation Scheme

Those who hold a position of trustee or director of an entity, scheme or company as described in s.254 (2)(d) of Schedule 1B, where a criterion of such entity is that the holder of such position must be a member or official of a registered organisation are as follows:

Richard Williams - Member and former Branch Secretary on behalf of the Union
- Director of Energy Super

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**COMMITTEE OF MANAGEMENT OPERATING REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

Number of Employees

The number of persons who were, at the end of the period to which the report relates, employees of the consolidated group, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis is 35 (2011: 32).

Wages Recovery

There were no wages recoveries for the year.

Number of Members

The number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for s.230 of the Act and who are taken to be members of the Union under s.244 of the Act is:

Total	15,198
Financial	12,700
Honorary and Life members	1,133
Unfinancial	1,365

Members of the Committee of Management

The name of each person who has been a member of the committee of management of the Union at any time during the reporting period, and the period for which he or she held such a position is as follows:

4BName	Period of appointment
*Abbott, Lloyd	Whole Period
Baker, Gary	Whole Period
Bijoux, Cyril	Whole Period
Blackmore, Ivan	Whole Period
Bloom, Gregory	Whole Period
*Bloxsom, Gary	Whole Period
*Burgess, Mark	Whole Period
Cawley, Peter	Whole Period
*Christoffel, Jeffrey	Whole Period
Clarke, Ken	Whole Period
Cooke, Clive	Resigned 26 November 2012
Coxon, Michael	Whole Period
Ferguson, Kevin	Whole Period
Forrest, Alan	Whole Period
*Fiteni, Joseph	Whole Period
Harrison, Mark	Whole Period
Hayes, David	Whole Period
Hoeksema, Tom	Whole Period
Keding, Daryl	Whole Period
*King, Shane	Whole Period
*Kirby, Paul	Whole Period
*List, Stephen	Whole Period
*McGaw, Christopher	Whole Period

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**COMMITTEE OF MANAGEMENT OPERATING REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

Members of the Committee of Management (Continued)

4BName	Period of appointment
Moloney, Dane	Whole Period
Moloney, Wendel	Whole Period
Nugent, Luke	Whole Period
Riehl, John	Whole Period
Senior, Craig	Whole Period
*Simpson, Peter	Whole Period
Sladden, Jason	Whole Period
Smith, Gregory	Whole Period
Stein, Clark	Whole Period
Stewart, Rachael	Whole Period
Taylor, John	Whole Period
Visini, Owen	Whole Period
Walmsley, James	Whole Period
Williams, Wayne	Appointed 26 November 2012

** Member of the Divisional Branch Executive*

Indemnifying Officers or Auditors

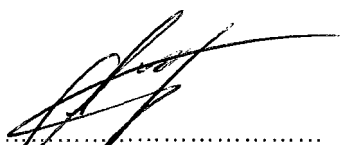
The Union has not, during or since the end of the financial year, in respect of any person who is or has been an officer or auditor:

- indemnified or made any relevant agreement for indemnifying against a liability, including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against liability for the costs or expenses to defend legal proceedings.

Other Information

There is no other information that the Union considers relevant.

This report is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee Members by:


.....
C McGaw
President

18 March 2013

South Brisbane


.....
P Simpson
Branch Secretary

18 March 2013

South Brisbane

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012**

On 18 March 2013, the Committee of Management of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Electrical Division, Queensland and Northern Territory Divisional Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2012:

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 and other mandatory professional reporting requirements;
- (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;
 - (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 *Registration and Accountability of Organisations (RAO) Schedule* and the *RAO Regulations*;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable in 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 Act 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 Act.

For Committee of Management: Peter Simpson

Title of Office held: Branch Secretary

Signature:

Date: 18 March 2013

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE COMMITTEE OF MANAGEMENT OF COMMUNICATIONS, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF
AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND
NORTHERN TERRITORY DIVISIONAL BRANCH**

As lead auditor for the audit of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Electrical Division, Queensland and Northern Territory Divisional Branch for the year ended 31 December 2012, I declare that to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

M.G.I

MGI Assurance (South Qld) Pty Ltd



G I Kent
Director

South Brisbane

18 March 2013

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2012**

	Note	2012 \$	2011 \$
Revenue	2	7,783,466	7,355,515
Employee benefits expense	3(vi)	(4,392,256)	(3,959,499)
Depreciation and amortisation expenses	3(ii)	(132,951)	(114,952)
Finance costs	3(i)	(7,906)	(8,579)
Affiliation fees		(175,826)	(158,324)
Campaign expenses	3(iii)	-	(2,347)
Conference expenses	3(iv)	(169,260)	(378,161)
Debt collection expenses		(39,290)	(17,143)
Donations		(26,755)	(83,218)
Motor vehicle expenses		(141,227)	(116,105)
Legal expenses		(358,019)	(92,548)
Loss on disposal of assets		-	(8,153)
National council expenses	3(v)	(604,798)	(453,425)
National office expenses		(75,832)	(1,169)
Printing, postage and merchandise		(290,166)	(281,326)
Organising expenses		(442,471)	(398,494)
Telephone expenses		(139,271)	(199,059)
Other expenses		(742,506)	(929,775)
Profit before income tax		44,932	153,238
Income tax expense	1(a)	-	-
Profit for the year		<u>44,932</u>	<u>153,238</u>
Other Comprehensive Income			
Other comprehensive income (net of income tax)		-	-
Total comprehensive income for the year		<u>44,932</u>	<u>153,238</u>
Profit attributable to:			
Members of the union		<u>44,932</u>	<u>153,238</u>
Total comprehensive income attributable to:			
Members of the union		<u>44,932</u>	<u>153,238</u>

The accompanying notes form part of these financial statements

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2012**

	Note	2012 \$	2011 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	3,706,875	3,704,073
Trade and other receivables	5	184,113	122,710
Other current assets	6	78,550	48,265
Financial assets	7	900,000	100,000
TOTAL CURRENT ASSETS		<u>4,869,538</u>	<u>3,975,048</u>
NON-CURRENT ASSETS			
Financial assets	7	3,132,661	3,901,505
Property, plant and equipment	8	358,002	423,676
TOTAL NON-CURRENT ASSETS		<u>3,490,663</u>	<u>4,325,181</u>
TOTAL ASSETS		<u>8,360,201</u>	<u>8,300,229</u>
CURRENT LIABILITIES			
Trade and other payables	9	740,075	810,103
Financial liabilities	10	28,299	23,695
Short-term provisions	11	864,009	767,546
TOTAL CURRENT LIABILITIES		<u>1,632,383</u>	<u>1,601,344</u>
NON-CURRENT LIABILITIES			
Financial liabilities	10	56,351	80,387
Long-term provisions	12	213,459	205,422
TOTAL NON-CURRENT LIABILITIES		<u>269,810</u>	<u>285,809</u>
TOTAL LIABILITIES		<u>1,902,193</u>	<u>1,887,153</u>
NET ASSETS		<u>6,458,008</u>	<u>6,413,076</u>
MEMBERS EQUITY			
Retained Earnings		<u>6,458,008</u>	<u>6,413,076</u>

The accompanying notes form part of these financial statements

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2012**

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2011	6,259,838	6,259,838
Profit attributable to members of the Union	153,238	153,238
Balance at 31 December 2011	<u>6,413,076</u>	<u>6,413,076</u>
Balance at 1 January 2012	6,413,076	6,413,076
Profit attributable to members of the Union	44,932	44,932
Balance at 31 December 2012	<u>6,458,008</u>	<u>6,458,008</u>

The accompanying notes form part of these financial statements

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2012**

	Note	2012 \$	2011 \$
Cash Flows from Operating Activities			
Membership contributions		6,898,525	6,473,704
Interest received		239,450	360,140
Fines and levies		65,549	382,939
Rent received		-	111,151
Refunds received		4,268	613,735
Legal fees refunded		-	154,159
Receipt of income in advance		85,000	-
Receipts from other customers		1,333,635	196,052
Payments to employees		(4,287,756)	(3,772,008)
Payments to suppliers		(4,241,254)	(3,955,758)
Finance costs		(7,906)	(8,579)
Net cash provided by operating activities		<u>89,511</u>	<u>555,535</u>
Cash Flows from Investing Activities			
Payment for property, plant & equipment		(73,152)	(259,782)
Proceeds from sale of property, plant & equipment		5,875	31,191
Net cash used in investing activities		<u>(67,277)</u>	<u>(228,591)</u>
Cash Flows from Financing Activities			
Loan to related party – ETU-Q		-	(2,406,928)
Repayment of loans from related parties		-	242,383
Motor vehicle finance lease repayments (principal)		(19,432)	(18,271)
Net cash (used in)/provided by financing activities		<u>(19,432)</u>	<u>(2,182,816)</u>
Net increase in cash held		2,802	(1,855,872)
Cash at beginning of financial year		<u>3,704,073</u>	<u>5,559,945</u>
Cash at end of financial year	13(a)	<u><u>3,706,875</u></u>	<u><u>3,704,073</u></u>

The accompanying notes form part of these financial statements

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements cover the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Electrical Division Queensland and Northern Territory Divisional Branch ("Union") as an individual entity. The Union is a trade union which is incorporated and domiciled in Australia.

Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and the *Fair Work (Registered Organisations) Act 2009*.

Statement of Compliance

The Committee of Management has resolved to early adopt AASB 1053 *Application of Tiers of Australian Accounting Standards*; and AASB 2010–2 *Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements* for the financial year beginning on 1 July 2010.

The Union is a non-profit entity which is not publicly accountable. Therefore the financial statements of the Union are tier 2 general purpose financial statements which have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements (AASB – RDRs) (including Australian Interpretations) adopted by the Australian Accounting Standards Board and permissible under the *Fair Work (Registered Organisations) Act 2009*.

The adoption of AASB 1053 and AASB 2010-2 allowed the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Electrical Division Queensland and Northern Territory Divisional Branch to remove a number of disclosures. There was no other impact on the current or prior year financial statements.

Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on 18 March 2013 by the Committee of Management of the Union.

(a) Income Tax

The Union is exempt from income tax by virtue of s50-15 of the *Income Tax Assessment Act 1997*.

(b) Property, Plant and Equipment

.Each class of property, plant and equipment is carried at cost less any accumulated depreciation and impairment losses.

.Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(b) Property, Plant and Equipment (Continued)

.Plant and equipment (Continued)

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

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with that item will flow to the Union and the costs of the item can be measured reliably. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets including capitalised leased assets, is depreciated on a straight line basis over their estimated useful lives to the Union commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of assets are:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
Plant and equipment	5% - 40%
Motor Vehicles	20%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposal are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of comprehensive income.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, at bank, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts are shown with financial liabilities in current liabilities on the statement of financial position.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(d) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the Union commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value, plus transactions costs where the instrument is not classified as at fair value through profit or loss. Transaction costs related to instruments classified as at 'fair value through profit or loss', in which case, transactions costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Finance instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method, or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

1. The amount at which the financial asset or financial liability is measured at initial recognition;
2. less principal repayments;
3. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method and
4. less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliability predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate adjustments to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit or loss

Financial assets are classified at fair value through profit or loss when they are held for trading for the purpose of short term profit taking, where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying value being included in profit or loss.

(ii) Loans and receivables

Loans and 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.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(d) Financial Instruments (Continued)

Classification and subsequent measurement (Continued)

(ii) Loans and receivables(Continued)

Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after reporting date. (All other loans and receivables are classified as non-current assets).

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the entity's intention to hold these investments to maturity. They are subsequently measured at amortised cost.

Held-to-maturity investments are included in non-current assets, except for those which are expected to mature within 12 months after reporting date. (All other investments are classified as current assets).

If during the period the Union sold or reclassified more than an insignificant amount of the held-to maturity investments before maturity, the entire held-to-maturity investment category would be tainted and reclassified as available-for-sale.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by the Committee of Management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to be disposed of within 12 months after reporting date. (All other financial assets are classified as current assets).

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Fair Value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions.

Impairment

At the end of each reporting period, the Union assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(d) Financial Instruments (Continued)

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Union no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in profit of loss.

(e) Impairment of Assets

At each reporting date, the Union reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less cost to sell and value in use, is compared to the asset's carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the statement of comprehensive income.

Where it is not possible to estimate the recoverable amount of an individual asset, the Union estimates the recoverable amount of the cash-generating unit to which the asset belongs.

(f) Employee Benefits

Provision is made for the Union's liability for employee benefits (Annual Leave and Long Service Leave) arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

(g) Provisions

Provisions are recognised when the Union has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(h) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, that are transferred to the Union are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased asset or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the Union will obtain ownership of the asset or over the term of the lease.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(h) Leases (Continued)

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.

(i) Revenue

Revenue is measured at the fair value of the consideration received or receivable after taking into account any discounts and rebates allowed.

Revenue from membership contributions is recognised on a cash basis, as permitted by the *Fair Work (Registered Organisations) Act 2009*.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument.

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

(j) Trade and Other Receivables

Trade and other receivables include amounts due from customers for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade and other receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Refer to Note 1(e) for further discussion on the determination of impairment losses.

(k) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Union during the reporting period which remain unpaid. The balance is recognised as a current liability with the amount being normally paid within 30 days of recognition of the liability.

(l) Borrowing Costs

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use of sale.

All other borrowing costs are recognised in income in the period in which they are incurred.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(m) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(n) Comparative Figures

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

(o) Critical accounting estimates and judgement

The Union's Committee Members 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 internally.

Key Estimates – Impairment

The Union assess impairment at each reporting date by evaluating conditions specific to the Union that may lead to the impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

No impairment has been recognised in respect of the current year.

(p) New Accounting Standards and Interpretations

Changes in accounting policy and disclosures

The accounting policies adopted are consistent with those of the previous financial year except as follows:

The Union has adopted the following new and amended Australian Accounting Standards and AASB Interpretations as of 1 January 2012:

- AASB 119 *Employee Benefits*
- AASB 116 *Property, Plant and Equipment*
- AASB 112 *Income Taxes (amendment) – Deferred Taxes: Recovery of Underlying Assets*
- AASB 7 *Financial Instruments: Disclosures – Enhanced Derecognition Disclosure Requirements Improvements to AASBs (May 2010)*

The changes in accounting policy were applied prospectively and have had no material impact on the financial results of the Union.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012 \$	2011 \$
NOTE 2 – REVENUE		
Membership income	6,259,471	5,785,858
Fines and levies	59,477	342,251
Other membership income	265,439	139,310
Rental income	-	99,341
Interest income	282,802	373,305
Refunds received	3,873	548,524
Advertising income	-	611
Administration fees	534,321	10,000
Merchandise income	10,539	12,591
Gain on sale of property, plant and equipment	2,333	-
Sundry income	365,211	43,724
	<u>7,783,466</u>	<u>7,355,515</u>

Industry levies include the following:

- Coal Levy
- QR Levy
- Lift Industry Levy
- Electrical Contracting Levy
- Supply Industry Levy

The industry levies are to provide members with financial assistance for conferences and training.

The Apprentice Levy provides apprentices funding for various industrial, political and other campaigns to assist in recruitment and retention strategies.

The OH & S Levy provides members with access to OH & S experts.

The amount of each of these levies is:

- Coal Levy	-	37,129
- Lift Industry Levy	-	15,591
- Electrical Contracting Levy	-	93,704
- Supply Industry Levy	-	112,484
- Apprentice Levy	-	18,083
- OH & S Levy	-	24,953
- QR Levy	-	29,211
- Fines	59,477	11,096
	<u>59,477</u>	<u>342,251</u>

The Committee of Management determined effective from 1 January 2012 that all industry levies are the responsibility of the Electrical Trades Union of Employees Queensland. As a result, no industry levies have been recorded in the Union results during the year ended 31 December 2012.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012 \$	2011 \$
NOTE 3 – PROFIT BEFORE INCOME TAX		
Expenses		
(i) Finance Costs – External	7,906	8,579
(ii) Depreciation and amortisation	132,951	114,952
(iii) Campaign expenses	-	2,347
(iv) Conference expenses	169,260	378,161
(v) National council expenses	604,798	453,425
(vi) Employee benefits expense		
Officeholders:		
- Salaries and wages	839,774	1,068,924
- Annual leave	(11,818)	(25,993)
- Long service leave	20,523	23,605
- Superannuation	173,766	196,496
- Payroll tax	48,143	60,107
	<u>1,070,388</u>	<u>1,323,139</u>
Non-officeholders:		
- Salaries and wages	2,635,173	2,122,116
- Annual leave	70,893	1,265
- Long service leave	(46,974)	40,652
- Superannuation	504,702	388,457
- Payroll tax	158,074	83,870
	<u>3,321,868</u>	<u>2,636,360</u>
Total Employee benefits expense	<u>4,392,256</u>	<u>3,959,499</u>

NOTE 4 – CASH AND CASH EQUIVALENTS

.Cash on hand	10,255	8,771
.Cash at bank	448,486	224,485
.Term Deposits	3,248,134	3,470,817
	<u>3,706,875</u>	<u>3,704,073</u>

NOTE 5 – TRADE AND OTHER RECEIVABLES

.Trade receivables	104,398	53,315
Accrued income	12,195	13,165
Related party receivable – Distress, Mortality & Building Fund	-	50,440
.Related party receivable – Future Skills Pty Ltd	-	5,790
.Related party receivable – ETU-Q	67,520	-
	<u>184,113</u>	<u>122,710</u>

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012

	2012 \$	2011 \$
NOTE 6 – OTHER CURRENT ASSETS		
Prepayments	<u>78,550</u>	<u>48,265</u>

NOTE 7 – FINANCIAL ASSETS

Current		
Related Party Loan Receivable - ETU-Q	<u>900,000</u>	<u>100,000</u>
Non-current		
Related Party Loan Receivable - ETU-Q	2,543,949	3,312,793
Related Party Loan Receivable - DMB Fund	<u>588,712</u>	<u>588,712</u>
	3,132,661	3,901,505
Total Financial assets	<u>4,032,661</u>	<u>4,001,505</u>

NOTE 8 – PROPERTY, PLANT AND EQUIPMENT

.Furniture, fittings and office equipment:		
.At cost	443,734	677,335
.Accumulated depreciation	<u>(279,093)</u>	<u>(491,569)</u>
.Total furniture, fittings and office equipment	<u>164,641</u>	<u>185,766</u>
Motor vehicles:		
At cost	343,915	397,364
Accumulated depreciation	<u>(150,554)</u>	<u>(159,454)</u>
Total motor vehicles	<u>193,361</u>	<u>237,910</u>
Total property, plant & equipment	<u>358,002</u>	<u>423,676</u>

(a) Movement in Carrying Amounts

Movements in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year

	Motor Vehicles	Furniture, Fittings and Office Equipment	Total
Balance at the beginning of year	237,910	185,766	423,676
Additions	29,089	44,063	73,152
Disposals	-	(5,875)	(5,875)
Depreciation expense	<u>(73,638)</u>	<u>(59,313)</u>	<u>(132,951)</u>
Carrying amount at the end of year	<u>193,361</u>	<u>164,641</u>	<u>358,002</u>

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING
AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012

	Note	2012 \$	2011 \$
NOTE 9 – TRADE AND OTHER PAYABLES			
Trade payables and accruals		334,311	375,455
GST payable		76,158	63,559
Related party payable – DMB Fund		4,986	-
Related party payable – ETU-Q		-	48,780
Related party payable – NTN Services		-	31,203
Income received in advance		85,000	-
Other payables		239,620	291,106
		<u>740,075</u>	<u>810,103</u>

NOTE 10 – FINANCIAL LIABILITIES

Current lease liability		28,299	23,695
Non-current lease liability		56,351	80,387
	14	<u>84,650</u>	<u>104,082</u>

NOTE 11 – SHORT TERM PROVISIONS

Provision for annual leave		557,636	468,247
Provision for long service leave		306,373	299,299
		<u>864,009</u>	<u>767,546</u>

NOTE 12 – LONG TERM PROVISIONS

Provision for long service leave		213,459	205,422
		<u>213,459</u>	<u>205,422</u>

Long term provisions represent long service leave entitlements owing to employees who have not completed 10 continuous years of service with the Union.

Annual leave split between:

- Officeholders		197,345	212,864
- Non-officeholders		360,291	255,383
		<u>557,636</u>	<u>468,247</u>

Long service leave split between:

- Officeholders		210,148	196,224
- Non-officeholders		309,684	308,497
		<u>519,832</u>	<u>504,721</u>

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

2012 2011
\$ \$

NOTE 13 –CASH FLOW INFORMATION

(a) Reconciliation of Cash and Cash Equivalents

For the purposes of the Statement of cash flows, cash and cash equivalents includes cash on hand, at banks and deposits or any other cash held that can be readily convertible to known amount of cash and be subject to an insignificant risk of changes in value. Cash at the end of the financial year as shown in the cash flow statement is reconciled to the related items in the statement of financial position as follows:

Cash on hand	10,255	8,771
Cash at bank	448,486	224,485
Term Deposits	3,248,134	3,470,817
	3,706,875	3,704,073

(b) Non-cash financing and investing activities

Motor Vehicles

During the 2011 financial year, the union acquired motor vehicles with an aggregate fair value of \$49,829 by means of hire purchase agreements. These acquisitions are not reflected in the statement of cash flows. No such acquisitions were made during the 2012 financial year.

(c) Credit standby arrangements

Finance Leases

Used facility	84,650	104,082
Unused facility	-	-
Total facility	84,650	104,082

The financing facility has been arranged with Esanda Finance Corporation Limited with the facility due to expire in 2015.

CBA MasterCard Facility

Used facility	2,027	645
Unused facility	37,973	68,355
Total facility	40,000	69,000

American Express Facility

Used facility	41,054	70,443
Unused facility	118,946	89,557
Total facility	160,000	160,000

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012	2011
	\$	\$
NOTE 14 – COMMITMENTS AND CONTINGENCIES		
(a) Operating lease commitments		
Payable – minimum lease payments		
- not later than 12 months	33,299	35,138
- between 12 months and 5 years	-	-
- greater than 5 years	-	-
Minimum lease payments	<u>33,299</u>	<u>35,138</u>
<p>The lease relates to rent of regional offices located at Darwin, Toowoomba, Sunshine Coast, Cairns, and Mackay. An option exists to renew the leases at the end of the term for a further one year.</p>		
(b) Contingent liabilities and commitments		
There are no material contingent liabilities or commitments		
(c) Finance lease commitments – motor vehicles		
Payable – minimum lease payments		
- not later than 12 months	30,711	30,711
- between 12 months and 5 years	62,507	88,181
- greater than 5 years	-	-
Minimum lease payments	<u>93,218</u>	<u>118,892</u>
Less: future financing charges	<u>(8,568)</u>	<u>(14,810)</u>
Present value of minimum lease payments	<u>84,650</u>	<u>104,082</u>

Finance leases relate to two motor vehicles which commenced in 2010 and 2011 respectively and will expire in 2014 and 2015. Interest is charged at 7.56%.

(d) Capital expenditure commitments
There are no capital expenditure commitments.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 15 – RELATED PARTY TRANSACTIONS

Related Parties

The Union's main related parties are as follows:

(a) Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the union, directly or indirectly, including any committee of management member, is considered key management personnel.

For details of disclosures relating to key management personnel, refer to Note 16: Key Management Personnel Compensation.

The related parties in which the union has common key management personnel during the year are:

- The Electrical Trade Union of Employees Queensland
- NTN Services Pty Ltd
- Electro Jobs Training Pty Ltd
- Future Skills Pty Ltd

(b) Other related parties

Other related parties consist of the Distress, Mortality and Building Fund – Queensland and Northern Territory as the Union is the Trustee of this fund.

(c) Transactions with related parties

Transactions between related parties are on terms and conditions no more favourable than those available to other parties unless otherwise stated.

The Union is related to the following entities, and these are their principal activities:

Name	Principal Activity
The Electrical Trade Union of Employees Queensland	Trade Union
Distress, Mortality and Building Fund	Trust Fund
NTN Services Pty Ltd	Consultancy Services
Electro Jobs Training Pty Ltd	Consultancy Services
Future Skills Pty Ltd	Consultancy Services

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012 \$	2011 \$
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NOTE 15 – RELATED PARTY TRANSACTIONS (CONTINUED)

Related Party Transactions and Balances

(a) Electrical Trade Union of Employees Queensland

Transfer of levies to ETU-Q	1,793,320	874,933
Interest revenue	127,411	96,254
Loan receivable	3,443,949	3,412,793
Other receivable	67,520	-
Other payable	-	48,780
Reimbursement for various expenses received	318,847	9,539
Reimbursement for campaign, organising & legal expenses received	510,000	325,000
Income in advance – Centenary Account	85,000	-
Administration Fees Received	36,500	-
Labour hire charges to ETU-Q	12,954	69,342

The Union receives a campaign levy, QR Levy, Supply TND and Supply TNDC Levy from members on behalf of ETU-Q and transfers such receipts upon receipt. In 2012 the same occurred for the following Coal Levy, Supply Levy, OH & S Levy, Contract Levy, Lift Levy, Apprentice Levy, and Support Levy.

The loan of \$3,443,949 to ETU-Q is made up of three loans plus an interest charge. All loans are secured over ETU-Q's assets and repayable within 6 months of written demand, at a variable interest rate per annum. The terms of the loans are:
Loan 1: \$1,005,865 began in April 2009;
Loan 2: \$ 446,231 began in July 2011; and
Loan 3: \$1,960,697 began in October 2011.

(b) Distress, Mortality and Building Fund

Transfer of DMB levy to the Trust Fund	436,292	363,688
Loan receivable	588,712	588,712
Other receivable	-	50,440
Other payable	4,986	-
Flood relief donation	-	50,000
Reimbursement of various expenses received	5,091	43,262
Reimbursement of training received	97,092	68,592
Administration fees received	78,660	-

The Union receives a DMB levy from members on behalf of the Fund and transfers such receipts upon receipt. Refer to Note 18 for further information.

The unsecured interest free loan is repayable upon demand.

(c) NTN Services Pty Ltd

Other payable	-	31,203
Reimbursement of expense received	-	598

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012 \$	2011 \$
NOTE 15 – RELATED PARTY TRANSACTIONS (CONTINUED)		
Related Party Transactions and Balances (Continued)		
<i>(d) Electro Jobs Training Pty Ltd</i>		
Reimbursement of expense paid to Electro Jobs Training	272	4,691
Reimbursement of wages and superannuation received	62,123	-
<i>(e) Future Skills Pty Ltd</i>		
Other receivable	-	5,790
Reimbursement of various expenses received	88,454	21,494
Various expenses paid to Future Skills	3,978	4,584
Employee Entitlements paid to Future Skills	35,779	-
Union delegate training expenses paid to Future Skills	17,903	15,055

NOTE 16 – KEY MANAGEMENT PERSONNEL

Key management personnel comprise those individuals who have the authority and responsibility for planning, directing and controlling the activities of the Union. During the year, the key management personnel of the Union were remunerated as follows:

Total Compensation	474,004	414,390
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NOTE 17 – EVENTS AFTER BALANCE DATE

During February 2013, a deed of settlement and release was signed by the Union (and various other Trade Unions) for an ongoing legal case relating to a construction site in Queensland. It was agreed by the Union to pay the builder an amount of \$350,000. In addition the Union agreed to a bank guarantee of a further \$300,000 that would be automatically forfeited by the Union should another matter as described in the Deed of Settlement occur again. This transaction therefore has not been included in the financial statements at 31 December 2012.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 18 - DISTRESS AND MORTALITY AND BUILDING FUND – QUEENSLAND AND NORTHERN TERRITORY (“Fund”) and ELECTRICAL TRADE UNION OF EMPLOYEES QUEENSLAND (“ETU-Q”)

In 2011 the DMB levy, campaign levy, QR Levy, Supply TND Levy, and Supply TNDC Levy, were received by the Union on behalf of the Trust Fund and the ETU-Q respectively is excluded from the statement of comprehensive income.

In 2012 the Coal Levy, Supply Levy, OH & S Levy, Contract Levy, Lift Levy, Apprentice Levy, and Support Levy were received in addition to the levies in 2011 by the Union on behalf of ETU-Q and are excluded from the statement of comprehensive income.

Those amounts are presented in the audited financial statements of the Trust Fund and the ETU-Q. The amounts excluded are:

	2012	2011
	\$	\$
DMB levy received	436,292	346,117
DMB levy transferred to the Trust Fund	436,292	352,561
Campaign levy received	744,256	611,311
Campaign levy transferred to the ETU-Q	744,256	613,657
QR Levy received	34,426	29,211
QR Levy transferred to the ETU-Q	34,426	29,558
Supply TND & TNDC Levy received	238,263	198,961
Supply TND & TNDC Levy transferred to the ETU-Q	238,263	203,106
Coal Levy received	40,135	-
Coal Levy transferred to the ETU-Q	40,135	-
Supply Levy received	129,404	-
Supply Levy transferred to the ETU-Q	129,404	-
OH & S Levy received	29,018	-
OH & S Levy transferred to the ETU-Q	29,018	-
Contract Levy received	119,456	-
Contract Levy transferred to the ETU-Q	119,456	-
Lift Levy received	16,099	-
Lift Levy transferred to the ETU-Q	16,099	-
Apprentice Levy received	21,038	-
Apprentice Levy transferred to the ETU-Q	21,038	-
Support Levy received	421,225	-
Support Levy transferred to the ETU-Q	421,225	-

NOTE 19 – UNION DETAILS

The principal place of business is:

41 Peel Street
SOUTH BRISBANE QLD 4101

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 20 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009* as amended the attention of members is drawn to the following provisions:

Fair Work Act - Sections 272 (1), (2) and (3):

Sub-Section (1)

A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation to be made available to the person making the application.

Sub-Section (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 organisation.

Sub-Section (3)

The organisation must comply with an application made under sub section (1) above.

The purposes for which the Union are established are:

- (a) To advance the trade interests of members and secure a proper classification of the workers in the industry.
- (b) To obtain adequate pay for its members and the institution and maintenance of the apprenticeship system.
- (c) To afford legal protection to its members in industrial matters.
- (d) To establish and maintain an employment bureau for electrical workers.
- (e) To publish a trade union journal or newspaper.
- (f) To establish a Branch or Branches of the Union and Sub-Branches of Branches and Agencies of Branches.
- (g) To organise the electrical workers into Branches or Sub-Branches of the Union throughout the Commonwealth of Australia.
- (h) To financially assist Branches and Sub-Branches.
- (i) To provide for the acquisition or leasing of property.
- (j) To secure preference of employment of Unionists.
- (k) To advance the living and working conditions of workers and their families, and to assist kindred Unions and to support other bodies having these objects, and such projects for the advancement of Labor as the Union may determine.
- (l) The abolition and prevention of contract and piecework schemes and the restriction and control of incentive and bonus systems in industry.
- (m) To establish funds to assist members in distress through sickness or accident or who are lawfully out of employment.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2012**

.NOTE 20 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR (CONTINUED)

- (n) To make financial provision for carrying out the objects set out herein.
- (o) To make such provision for superannuation payments or retiring allowances and/or long service leave to full-time officers and/or employees of the Union as the Union may determine.
- (p) To establish a fund for sustenance of members involved in industrial disputes.
- (q) To establish an Electrical Workers' Award.
- (r) To provide legal representation for:
 - (i) A member in a compensation claim and/or action for damages arising out of injuries sustained in the course of his employment.
 - (ii) Dependants of a deceased member at an inquest or inquiry in a compensation claim and/or action for damages arising from the death of a member.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

MEMBERSHIP - CERTIFICATE BY AUDITOR

FOR THE YEAR ENDED 31 DECEMBER 2012

We advise that we have audited the financial statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing, and Allied Services Union of Australia, Electrical Division, Queensland and Northern Territory Divisional Branch ("Union") for the year ended 31 December 2012.

The financial statements disclose total membership of: 12,700 financial members, 1,133 honorary and life members and 1,365 unfinancial members as at 31 December 2012 which is consistent with the membership records maintained by the Union and audited by us.

M.G.I

MGI Assurance (South Qld) Pty Ltd



G I Kent
Director

18 March 2013

South Brisbane

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL,
PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION,
QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH**

OPINION ON ADDITIONAL INFORMATION TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012

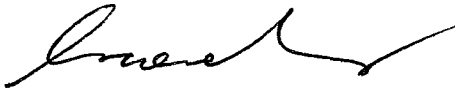
The additional financial information presented on pages 33 and 34 is consistent with the financial statements of the Union for the year ended 31 December 2012. Such additional financial information has been subject to auditing procedures in order to express an opinion on the revenue and expenses of the Union. Our auditing procedures involve testing on a test basis a sample of transactions throughout the year.

Audit Opinion

In our opinion, the additional information on pages 33 and 34 presents fairly in all material respects the revenues and expenses of the Union for the year ended 31 December 2012.

M.G.I

MGI Assurance (South Qld) Pty Ltd



G I Kent
Director

South Brisbane

18 March 2013

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

ADDITIONAL INFORMATION IN EXPLAINING THE FINANCIAL RESULTS OF THE UNION

	2012	2011
	\$	\$
REVENUE		
General Fund		
Administration Fees	534,321	10,000
Advertising Received	-	611
Contributions Received (Net)	6,259,471	5,785,858
Contribution Wallets	1,625	1,638
Entrance Fees	10,796	11,336
Fines	59,477	11,097
Interest Received	282,802	373,305
Gain on Sale of Assets	2,333	-
Levies Received	-	324,709
Merchandise Sold	10,539	12,591
Other Refunds	3,873	256,617
Refund Training	-	136,633
Refund Organising Expenses	-	30,215
Refund Staff Salaries	-	125,059
Rents Received	-	99,341
Sponsorship Income	247,084	136,925
Sundry Income	371,145	43,724
Supply TND & TNDC Levy (Net)	-	(4,144)
	<u>7,783,466</u>	<u>7,355,515</u>

43B EXPENDITURE

General Fund

Advertising	7,842	25,879
Accounting	51,100	70,435
Affiliation Fees	175,826	158,324
Audit Fees	44,452	40,000
Bank Charges	60,146	47,402
Conference Expenses	169,260	378,161
Campaign Expenses	-	2,347
Debt Collection Fees	39,290	17,143
Delegate Expenses		
Coal Delegates	-	5,681
Other Delegates	61,147	47,351
Depreciation	132,951	114,952
Distress, Mortality & Building Fund Levy	-	6,444
Donations	26,755	83,218
Electrical Trades Journal and Rule Books	79,592	88,963
Electricity	612	2,003
	<u>848,973</u>	<u>1,088,303</u>
<i>Sub-total</i>	848,973	1,088,303

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA ELECTRICAL DIVISION, QUEENSLAND AND NORTHERN TERRITORY DIVISIONAL BRANCH

ADDITIONAL INFORMATION IN EXPLAINING THE FINANCIAL RESULTS OF THE UNION (CONTINUED)

	2012 \$	2011 \$
EXPENDITURE (CONTINUED)		
<i>Balance carried forward</i>	848,973	1,088,303
Employee Leave Entitlements	140,279	187,790
Expenses 877 Boundary Road	-	1,652
Fringe Benefits Tax	18,489	3,840
Insurance	45,817	30,060
Internet Expenses	48,027	53,404
Interest on MV Loan	7,906	8,579
Labour Day Expenses	-	49,544
Legal Costs		
Professional Fees	356,412	91,309
Lodgement Fees	1,607	1,239
Loss on Sale of Assets	-	8,153
Maintenance – 41 Peel Street	46,425	55,688
Meeting Fees	-	28,697
Merchandise Purchases	72,612	140,345
Motor Vehicle Expenses	141,227	116,105
National Council Fees	604,798	453,425
National Office Expenses	75,832	1,169
Northern Territory Office – Expenses	-	33,117
Office Equipment, Supplies and Maintenance Expenses	43,539	58,988
Organising Expenses	442,471	380,862
Payroll Tax	206,217	138,764
Postage	111,247	92,488
Publications Media & Presentations	24,381	67,101
Printing & Stationery	106,308	48,494
QR Contributions Levy	-	29,558
Rail Expenses	-	772
Rates – 877 Boundary Road	-	12,725
Refund of Contributions	13,899	25,644
45BRent	34,840	39,900
Salaries – Officers	1,941,286	1,530,325
Salaries – Staff	962,197	1,010,567
Salaries – Income Protection 1.2%	33,131	28,317
Salaries – NT	-	105,035
Shop Stewards Reimbursements	5,074	4,336
Staff Amenities	14,671	39,975
Staff Allowances	430,677	367,092
Storage	11,683	12,029
Subscriptions	26,409	15,250
Superannuation	678,469	584,953
Supply Industry Expenses	-	45,692
Sundry Expenses	18,400	11,176
Telephone	136,965	199,059
Training	88,266	756
	<u>7,738,534</u>	<u>7,202,277</u>
Profit before income tax	<u>44,932</u>	<u>153,238</u>



FAIR WORK
COMMISSION

18 January 2013

Mr Peter Simpson
Branch Secretary

Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services
Union of Australia - Electrical, Energy and Services Division - Queensland Divisional Branch
Sent by email: info@etu.org.au

Dear Mr Simpson,

Re: Lodgement of Financial Report - [FR2012/525]

Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Electrical, Energy and Services Division - Queensland Divisional Branch (the reporting unit) ended on 31 December 2012.

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 July 2013 (that is the period within 6 months and 14 days of 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 regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

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 \$33,000 for a body corporate and \$6,600 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.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(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.	/ /	As soon as practicable after end of financial year
(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).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(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, or (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.
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.