



**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: FR2007/580-[128V-SA]**

Mr R J (Bob) Geraghty  
State Secretary  
CEPU -Electrical, Energy and Services Division -  
South Australian Divisional Branch  
312 South Road  
RICHMOND SA 5033

Dear Mr Geraghty :

**Financial Return - year ending 31 December, 2007**

Our records show the 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*.

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.

**Information on AIRC Website**

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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](http://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".

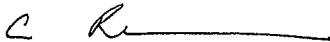
## Extensions of Time

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.

## Contact the Registry

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

Yours sincerely



For Deputy Industrial Registrar...  
21 January 2008



**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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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 Officer**<sup>1</sup>

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]*<sup>2</sup>, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*<sup>3</sup>, 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]*<sup>3</sup> of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

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

(a) the secretary; or

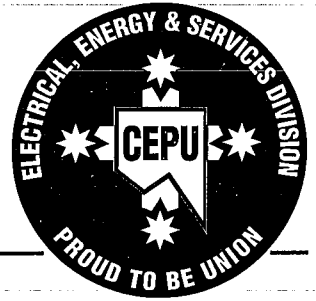
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

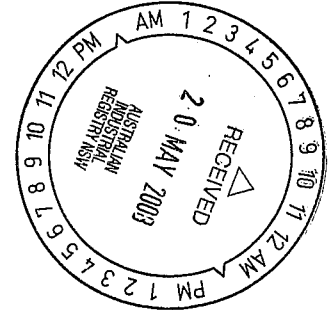
<sup>3</sup>*Insert whichever is applicable*

# CEPU

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA - SOUTH AUSTRALIAN BRANCH



Deputy Industrial Registrar  
Australian Industrial Registry  
80 William Street  
East Sydney  
NSW  
2010



15 May 2008

Dear Deputy Registrar

Please find attached the General Purpose Financial Report (GPFR) for the CEPU Electrical Division South Australian Branch for the year ended 31<sup>st</sup> December 2007.

This report consists of:

Committee of Management Statement  
Operating Report  
Independent Audit Report  
The Financial Accounts and notes to those accounts for the Electrical, Energy and Services Division for the full year.

The Financial Reports were presented to the Branch Committee of Management on 12<sup>th</sup> March 2008. The Branch Committee of Management approved:

The Committee of Management Statement and authorized the Secretary to sign it.

The Operating Report and authorized the Secretary to sign it.

The GPFR and all its attachments be placed on the union's website and a distributed newsletter advising members of the report and the web link.

The GPFR and all its attachments were available on the web site from the 13<sup>th</sup> March, 2008 and advice to members of the web site was distributed in March. In addition the full report is to be included in the ETU National News.

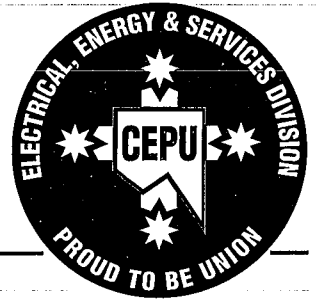
The final full report was adopted by the Committee of Management on the 14<sup>th</sup> of May 2008.

Yours faithfully

RJ Geraghty  
Electrical, Energy and Services Division, SA Branch Secretary

# CEPU

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION POSTAL PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA - SOUTH AUSTRALIAN BRANCH



## SECRETARY'S CERTIFICATE

I, Robert John Geraghty, Branch Secretary, certify that the copies of the full report, referred to in s268 of the RAO Schedule, including, Auditors Report, accounts and statements of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union Of Australia, Electrical, Energy & Services Division, South Australian Branch, for the year ended 31<sup>st</sup> December, 2007, as lodged herewith the Australian Industrial Registry are copies of the documents that were provided to members from the 13<sup>th</sup> March, 2008, and the full report was subsequently presented to the Branch State Executive held on the 12<sup>th</sup> March, 2008 then accepted by the Branch State Executive on the 14<sup>th</sup> May 2008.

Branch Secretary

15<sup>th</sup> May, 2008

COMMUNICATIONS ELECTRICAL ELECTRONIC  
ENERGY INFORMATION POSTAL PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA -  
Electrical, Energy and Services Division - South  
Australian Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN INDUSTRIAL &  
EMPLOYEES RELATIONS ACT 1994 AS THE ELECTRICAL  
TRADES UNION OF AUSTRALIA SOUTH AUSTRALIAN BRANCH

**GENERAL PURPOSE FINANCIAL REPORT**  
Year Ended 31st December, 2007

Committee of Management Statement

Operating Report

Income and Expenditure Statement

Balance Sheet

Statement of Cash Flows

Education, Training & Emergency Transport Fund

Notes to the Accounts

COMMUNICATIONS ELECTRICAL ELECTRONIC  
ENERGY INFORMATION POSTAL PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA  
Electrical, Energy and Services - South Australian  
Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN  
INDUSTRIAL & EMPLOYEES RELATIONS ACT 1994 AS THE  
ELECTRICAL TRADES UNION OF AUSTRALIA, SOUTH  
AUSTRALIAN BRANCH

**Committee Of Management Statement**

On 12<sup>th</sup> March 2008 the Committee of Management of the Communication Electrical Plumbing Union, Electrical, Energy and Services Division, South Australian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31<sup>st</sup> December 2007.

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 the branch; and
  - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation including the rules of the branch; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAQ Regulations; and
  - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national council of the organization; and
  - (v) the information sought in any request of a member of the branch or a Registrar duly made under section 272 of schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
  - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management

.....  
Signature: Robert John Geraghty, Branch Secretary

Date..... 31/03/08 .....

COMMUNICATIONS ELECTRICAL ELECTRONIC  
ENERGY INFORMATION POSTAL PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA -  
Electrical, Energy and Services - South Australian Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN  
INDUSTRIAL & EMPLOYEES RELATIONS ACT 1994  
AS THE ELECTRICAL TRADES UNION OF  
AUSTRALIA SOUTH AUSTRALIAN BRANCH

**OPERATING REPORT**

This Operating Report covers the activities of the Communication Electrical Plumbing Union, Electrical Energy and Services Division, South Australian Branch, for the financial year ended 31<sup>st</sup> December 2007.

1. Principal Activities of the Branch

The Branch held its quadrennial elections in August. Apart from the Secretary and three Divisional Council Delegates, all other candidates were elected unopposed. A Ballot was held and conducted by the Australian Electoral Commission. The results of the Ballot was that R Geraghty was elected Branch Secretary and Divisional Councillor, R Donnelly and J Harrison were elected as Divisional Councillors.

The Branch has been very active in the ACTU Your Rights At Work campaign and was also heavily involved in the ACTU marginal seat campaign.

Over the year, the Branch has negotiated new Union Collective Agreements and renewed scores of existing Union Collective Agreements.

The Branch has also been involved in negotiations with different levels of Government around issues of importance to CEPU members. An example of this is the Branch's participation in protecting State Government CEPU Members from the Federal Workchoices legislation.

Vocational training continues to be a priority involving:

- Representation on the state Electrotechnology Electrical Energy and Water Industry Skills Board.
- Representation on the Construction Industry Training Board.
- Representation on the Plumbing Electrical Electronic Refrigeration Group Training Board.
- Representation on the Plumbing Electrical Electronic Refrigeration Technical Education Centre.
- Representation on the Construction Industry Long Service Leave Board (Board fees paid to the union).
- Representation on the Building Industry Redundancy Trust (Board fees paid to the union).
- Representation on the Training and Placement Scheme (a Group Training Organisation for Plumbing Apprentices).

2. The Branch's Financial Affairs

The Branch continued the levy of fifty cents per week in 2007 to fund the Industrial Relations campaign organised by the CEPU National Council, ACTU and SA Unions. The Branch made a surplus of \$83,724.00

3. Right of Members to Resign.

All Members of the Branch have the right to resign from the Union in accordance with Section B Electrical Division Rule 4.6; namely, by providing written notice addressed and delivered to the Secretary of the Branch, including by facsimile.

4. Superannuation Trustees.

The Union is represented by Bob Geraghty, who is an appointed trustee director on both the Connect Superannuation Board ( Board fees are paid to the union), which is an Industry Scheme for the Electrical Contracting Industry and on the Electricity Industry Superannuation Scheme, which operates in the privatised Power Industry (no Board fees paid).

5. Membership of the Branch.

There were 3,676 members of which 3,390 were financial members of the Branch as at 31<sup>st</sup> December 2007.

6. Employees of the Branch

As at 31<sup>st</sup> December 2007 the Branch employed 6 elected officials, 2 permanent part time clerical employees and 2 casual employees with a total number of 9 employees on a fulltime equivalent basis.

7. Committee of Management

The following persons were a member of the Committee of Management of the Branch, namely the Branch Executive, during the year ending 31<sup>st</sup> December 2007;

Robert John Geraghty	1 <sup>st</sup> January 2007 to 31 <sup>st</sup> December 2007
Neville Douglas Jackson	1 <sup>st</sup> January 2007 to 20 <sup>th</sup> July 2007
<del>Anthony-Brian-Elkins</del>	<del>1<sup>st</sup> January 2007 to 20<sup>th</sup> July 2007</del>
Jason S Harrison	1 <sup>st</sup> January 2007 to 31 <sup>st</sup> December 2007
Charles C O'Neill	1 <sup>st</sup> January 2007 to 31 <sup>st</sup> December 2007
Robert K Burton	1 <sup>st</sup> January 2007 to 31 <sup>st</sup> December 2007
Geoffrey Birrell	21 <sup>st</sup> August 2007 to 31 <sup>st</sup> December 2007
Simon Pisoni	21 <sup>st</sup> August 2007 to 31 <sup>st</sup> December 2007

.....  
Bob Geraghty, Branch Secretary

Date.....31/03/08.....

## INDEPENDENT AUDIT REPORT

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

I have audited the accompanying financial report, being a special purpose financial report which comprises the balance sheet as at 31<sup>st</sup> December 2007, the income statement and cash flow statement for the year then ended, a summary of significant accounting policies, and other explanatory notes as set out on pages 14 to 17.

### *The Responsibility of the Members of the Committee of Management for the Financial Report*

The members of the Committee are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report to meet the financial reporting requirements of the constitution and are appropriate to meet the needs of members. The members of the Committee's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 and fair presentation of the financial report 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 members of the Committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the members of the Committee's financial reporting requirements under the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit did not involve an analysis of the prudence of business decisions made by the members of the Committee or management.



I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**INDEPENDENCE**

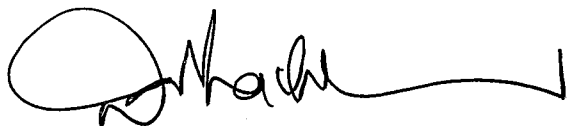
In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements and the *Workplace Relations Act 1996*.

**INDEPENDENT AUDIT REPORT**

**Audit Opinion**

In my opinion the financial report of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Electrical, Energy and Services Division, South Australian Branch is in accordance with:

- (a) the *Workplace Relations Act 1996*, including:
  - (i) giving a true and fair view of the Branch's financial position as at 31<sup>st</sup> December, 2007 and of its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards; and
  - (iii) complying with any other requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1 B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.



.....  
David Macklin  
Chartered Accountant  
Norwood  
South Australia

Dated..... 31<sup>st</sup> March, 2008 .....

COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
ENERGY, INFORMATION, POSTAL, PLUMBING &  
ALLIED SERVICES UNION OF AUSTRALIA –  
Electrical, Energy and Services – South Australian Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN INDUSTRIAL & EMPLOYEES  
RELATIONS ACT 1994 AS THE ELECTRICAL TRADES UNION OF AUSTRALIA –  
SOUTH AUSTRALIAN BRANCH

INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 <sup>ST</sup> DECEMBER 2007				
INCOME			<u>2007</u> \$	<u>2006</u> \$
Members total contributions			1,155,106	1,069,477
Entrance fees received			1,733	3,008
Contributions Owing			30,000	30,397
IR Campaign Levy			75,998	74,967
Other Income -				
Trading Account			(6433)	938
Interest received			46,544	35,858
Rent received			5,500	40,307
Sundry income			-	3,571
Director's fees			14,220	10,400
Management Fees - Insurance			81,799	45,807
Grants Received			135,722	-
<b>TOTAL INCOME</b>			<b>1,540,189</b>	<b>1,314,730</b>
<b>EXPENDITURE</b>				
Payments to Members & Others				
Sustentation Fees – National		89,130		91,451
Affiliation Fees – UTLC, MFTU, ALP		25,986		26,579
YRAW Industrial Campaign		38,355		49,483
Payments to members – lost time		-		270
National Office levies		1,742		2,039
Ambulance service		10,956		8,569
Donations		54,045		1,840
			220,214	180,231
Executive & Other Expenses				
Motor Vehicle Expenses:				
• Registration & Insurance		7,884		9,294
• Running & Repairs		20,553		20,156
• Depreciation		40,695		50,444
			69,132	79,894
Officers Travelling expenses		7,485		17,130
Executive reimbursement		7,063		9,761
Employers deduction commission		184		160
Conference expenses – State		-		140
Training Officer		4,012		5,610
			18,744	32,801

COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
ENERGY, INFORMATION, POSTAL, PLUMBING &  
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Electrical, Energy and Services - South Australian Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN INDUSTRIAL & EMPLOYEES  
RELATIONS ACT 1994 AS THE ELECTRICAL TRADES UNION OF AUSTRALIA -  
SOUTH AUSTRALIAN BRANCH

INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 <sup>st</sup> DECEMBER 2007		<u>2007</u>	<u>2006</u>
Brought forward:			
General Expenses			
Subscriptions to ETU News	3,723		4,066
Advertising	-		2,500
Debt Collection Expenses	7,544		6,338
Legal & Court charges	<u>2,543</u>		<u>4,466</u>
		13,810	17,370
Employment Expenses			
Salaries - Officials	509,001		431,249
Salaries - Employees	129,182		97,327
Superannuation	156,970		144,216
Long Service Leave Provision	24,189		29,388
Insurance Workcover	11,904		11,479
Payroll Tax	16,833		10,755
Fringe Benefits Tax	12,550		12,042
Annual Leave Provision	<u>41,014</u>		<u>26,600</u>
		901,643	763,056
Administration Expenses			
Meetings & Assoc. expenses	3,026		5,773
Power & Lighting	14,083		14,004
Cleaning & Waste removal	1,424		1,518
Postage	8,677		9,078
Telephone & Facsimile	18,465		21,854
Printing & Stationery	14,325		20,379
Photocopying expenses	3,750		4,363
Computer Service & Software	1,046		2,498
Publication & Journals	901		869
Office Facilities - Depreciation	15,738		8,808
Accounting & Audit fees	5,555		5,885
Bank charges & tax	11,822		12,043
Staff amenities & reimbursement	3,638		768
Subscriptions	4,856		5,144
Sundry expenses	1,603		273
Insurance - General	<u>7,279</u>		<u>4,525</u>
		116,188	117,782

COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
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RELATIONS ACT 1994 AS THE ELECTRICAL TRADE UNION OF AUSTRALIA –  
SOUTH AUSTRALIAN BRANCH

INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 <sup>st</sup> DECEMBER 2007			<u>2007</u>	<u>2006</u>
Brought forward:				
Property Expenses				
Security/OHS Provision		50,000		-
Rates & Taxes		16,731		10,548
Insurance – Building & Contents		1,136		6,814
Repairs & Maintenance		33,260		11,913
Security Services		2,444		2,175
Depreciation		<u>13,163</u>		<u>13,163</u>
			116,734	44,613
<b>TOTAL EXPENDITURE</b>			<b>1,456,465</b>	<b>1,235,747</b>
Surplus (deficit) for Year:			<u>83,724</u>	<u>78,983</u>
Transferred to General Funds				
The attached notes form part of the accounts				

COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
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SOUTH AUSTRALIAN BRANCH

Balance Sheet as at 31<sup>st</sup> December 2007

		<u>2007</u>	<u>2006</u>
<b>ACCUMULATED FUNDS</b>			
Balance 1 <sup>st</sup> January 2007		2,082,358	2,003,374
Add: Surplus (Deficit) for the year		83,742	78,983
Trust Funds			
<b>Total Funds 31<sup>st</sup> December, 2007</b>		<u>2,166,082</u>	<u>2,082,358</u>
Represented by:			
<b>CURRENT ASSETS</b>			
Cash on Hand	300		300
NAB Operating	54,643		49,232
CBA Current	111,325		86,628
CBA Pt Pirie	-		356
CBA Pt Augusta	-		86
Members Equity	188,825		177,390
Sundry Debtors	30,000		77,204
Prepayments & Stock	<u>23,392</u>		<u>14,492</u>
		<u>408,455</u>	<u>405,688</u>
<b>INVESTMENTS – Note 3</b>			
Powerstate Credit Union - Term	415,000		415,000
Powerstate Choice - Vehicle replacement account	31,013		6,191
Commonwealth Bonds	-		1000
CBA Cash Management Call Account	177,705		94,911
NAB Education/Training Account	<u>145,849</u>		<u>24,234</u>
		<u>769,567</u>	<u>541,336</u>
<b>FIXED ASSETS – Notes 4 &amp; 5</b>			
Land & Buildings	1,311,816		1,324,980
Property Leasing Expenses	4,024		4,024
Office Equipment	2,500		2,500
Office Furniture & Fittings	16,700		8,500
Office Machines	40,000		49,000
Motor Vehicles	111,100		160,795
Research Library	<u>500</u>		<u>1,000</u>
		<u>1,486,640</u>	<u>1,550,799</u>
<b>TOTAL ASSETS</b>		<u>2,664,662</u>	<u>2,497,823</u>



COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
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REGISTERED UNDER THE SOUTH AUSTRALIAN INDUSTRIAL &  
EMPLOYEES RELATIONS ACT 1994 AS THE ELECTRICAL TRADES  
UNION OF AUSTRALIA – SOUTH AUSTRALIAN BRANCH

**Statement of Cash Flows for the year ended 31<sup>st</sup> December, 2007**

	2007	2006
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Members Contributions	1,391,235	1,181,548
Interest Received	46,544	35,858
Grants Received	170,722	-
Rent Received	5,500	40,307
Sundry Income	10,726	16,043
Payment to Suppliers and Employees	<u>(1,193,292)</u>	<u>(959,192)</u>
Net Cash used in Operating Activities	<u>431,435</u>	<u>314,564</u>
<b>CASH FLOW FROM INVESTMENT ACTIVITIES</b>		
Sale of Fixed Assets	9,000	16,273
Investment in Term Deposit	(195,000)	(35,000)
Payment for fixed assets	<u>(14,437)</u>	<u>(121,132)</u>
Net Cash used in Investing Activities	<u>(200,437)</u>	<u>(139,856)</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	230,998	174,708
Cash at beginning of the year	<u>947,024</u>	<u>772,316</u>
Cash at end of the year	<u>1,178,022</u>	<u>947,024</u>

COMMUNICATIONS, ELECTRICAL, ELECTRONIC  
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UNION OF AUSTRALIA – SOUTH AUSTRALIAN BRANCH

EDUCATION, TRAINING & EMERGENCY TRANSPORT

Revenue Statement for year ended 31<sup>st</sup> December 2007

	<u>2007</u>	<u>2006</u>
Receipts:		
Interest – Bank	1,615	631
Transfers	<u>120,000</u>	-
	121,615	631
Less Expenses:		
Ambulance cover	-	4,531
Surplus (Deficit) for year	<u>121,615</u>	<u>(3,900)</u>
Accumulated Funds as at 1 <sup>st</sup> January 2007	24,234	28,134
Surplus (Deficit) for year Transfers Net	121,615	(3,900)
<b>BALANCE AS AT 31<sup>st</sup> DECEMBER 2007</b>	<u>145,849</u>	<u>24,234</u>
Represented by the following Assets:		
National Bank Cash Management	145,849	24,234
<b>TOTAL ASSETS</b>	<u>145,849</u>	<u>24,234</u>



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NOTES TO, AND FORMING PART OF THE FINANCIAL ACCOUNTS, FOR THE YEAR ENDED 31<sup>st</sup>  
DECEMBER, 2007

1. ACCOUNTING METHODS

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

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the accounts:-

- (a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful life.
- (b) Provision for employee benefits in the form of accrued Long Service Leave and Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates, as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.
- (c) No provision for income tax is necessary, as industrial "Trade Unions" are exempt from income tax under Section 50.15 of the *Income Tax Assessment Act 1997*.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the *Workplace Relations Act, 1996*, the attention of members is drawn to the provisions of Section 272 of Schedule 1B, which reads as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) the application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit
- (3) A reporting unit must comply with an application made under subsection (1)

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NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS FOR THE YEAR  
ENDED 31<sup>st</sup> DECEMBER, 2007

<u>3. INVESTMENTS</u>	<u>2007</u>	<u>2006</u>
Employee Entitlements –		
All Leave Entitlements as at 31/12//2007 were \$275,630 and are invested in the Powerstate Credit Union term deposit	415,000	415,000
Other Investments –	<u>543,392</u>	<u>303,726</u>
Interest bearing deposits	<u>958,392</u>	<u>718,726</u>
Note: All Retirement Allowance liabilities are funded by a capital guaranteed pooled superannuation fund policy managed by ING		
<u>4. FIXED ASSETS – REAL PROPERTY</u>		
South Road Premises –		
Book Value 1 <sup>st</sup> January 2007	1,329,004	1,342,167
Less: Depreciation	<u>(13,163)</u>	<u>(13,163)</u>
Book Value as at 31 <sup>st</sup> December, 2007	<u>1,315,814</u>	<u>1,329,004</u>

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5. FIXED ASSETS - OTHER

	<u>Valuation at 1974 or cost since 1973</u>	<u>Accumulated Depreciation</u>	<u>Book Value 31 Dec 2006</u>	<u>Book Value 31 Dec 2007</u>
Office Furniture & Fittings	62,693	45,993	8,500	16,700
Office Equipment	79,501	77,001	2,500	2,500
Office Machines	260,111	220,111	49,000	40,000
Research Library	14,074	13,574	1,000	500
	<u>Book Value 1st Jan 2007</u>	<u>Purchases (Net) 2007</u>	<u>Depreciation 2007</u>	<u>Book Value 31 Dec 2007</u>
Motor Vehicles	160,795	(9,000)	40,695	111,100

6. CONTINGENT LIABILITIES

The Union continues to fund ambulance services for financial members, subject to certain conditions. These services are self insured by the Union

7. GOODS AND SERVICES TAX

Revenues, expenses, assets and liabilities are recognised in the financial statements net of goods and services tax (GST). The net amount of GST receivable from or payable to the Australian Taxation Office at balance date is included as a separate item in the Balance Sheet.

8. RELATED PARTY INFORMATION

Elected and appointed Officials on the State Council received superannuation/severance and salary sacrifice payments of \$142,304 in 2007 and \$132,135 in 2006.

9. GRANTS & MANAGEMENT FEES

Revenue for the year includes \$35,000 from SafeworkSA, \$100,722 from BIRST for Workchoices training and \$81,799 received, for managing income protection insurance for members in the electrical contracting industry (Nil grants and \$45,807 managing income protection received in 2006).

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

10. Statement of receipts and payments for recovery of wages activity

- Cash Basis - for year ended 31 December 2007

	Note	2007 \$	2006 \$
Cash assets in respect of recovered money at beginning of year		nil	nil
<b>Receipts</b>			
Amounts recovered from employers in respect of wages etc		nil	nil
Interest received on recovered money		nil	nil
Total receipts		nil	nil
<b>Payments</b>			
Deductions of amounts due in respect of membership for:			
. 12 months or less		nil	nil
. greater than 12 months		nil	nil
Deductions of donations or other contributions to accounts or funds of:			
. the reporting unit -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
. [name of other reporting unit of the organisation] -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
. [name of other entity] -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
Deductions of fees or reimbursements of expenses		nil	nil
Payments to workers in respect of recovered money		nil	nil
Total payments		nil	nil
Cash assets in respect of recovered money at end of year		nil	nil



**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 R Geraghty  
Secretary, South Australian Electrical Divisional Branch  
CEPU  
312 South Road  
RICHMOND SA 5033

Dear Mr Geraghty

**Re: Lodgement of Financial Statements and Accounts – CEPU Electrical Division,  
South Australian Branch – for year ending 31 December 2007 (FR2007580)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry by the Branch on 20 May 2008.

The documents have been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett  
Statutory Services Branch

23 May 2008