



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/727-[128V-WA]

Mr W E Game
Branch Secretary
CEPU Electrical Division
Western Australian Divisional Branch
U24/257 Balcatta Road
BALCATTWA WA 6021

Dear Mr Game

**Re: CEPU Electrical Division, Western Australian Divisional Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

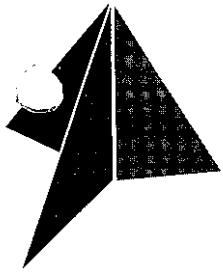
Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
9 January 2004

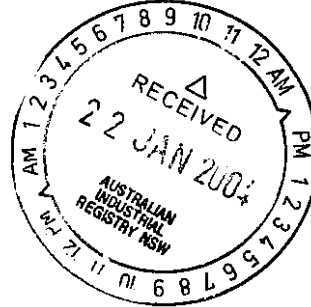


CEPU
ENGINEERING & ELECTRICAL DIVISION WA
ABN: 84 898 932 123

ETU
Electrical Trades Union

20th January, 2004

Australian Industrial Registry,
Level 8,
Terrace Towers,
80 William Street,
EAST SYDNEY NSW 2011



Dear Ms Penna,

**RE: Your Ref: FR2003/727-[128V-WA]
CEPU Electrical Division, WA Divisional Branch
Financial Reporting Obligations under Workplace Relations Act 1996**

We are in receipt of your letter referring to above and would like to advise you that our audit for 2003 will take place at the end of February 2004. At the conclusion of the audit we will lodge the audit report.

Yours faithfully,

KIM STEWART



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: FR2003/727 -[128V-WA]

Mr W E Game
Branch Secretary
CEPU Electrical Division
Western Australian Divisional Branch
PO Box 689
BALCATTWA WA 6914

Dear Mr Game

**Re: CEPU -Electrical Division Western Australian Divisional Branch - Outstanding
Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 2 November, 2004* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/727**.

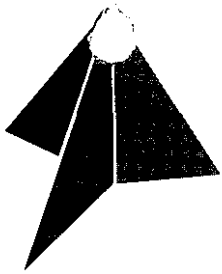
Yours sincerely



Belinda Penna

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

12 October, 2004



CEPU

ENGINEERING & ELECTRICAL DIVISION WA

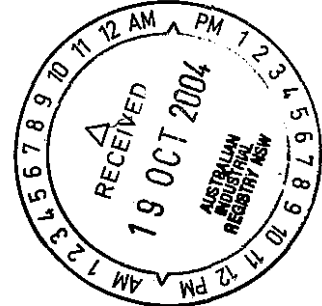
ABN: 84 898 932 123

ETU

Electrical Trades Union

15th October, 2004

Australian Industrial Registry,
Level 8, Terrace Towers,
80 William Street,
EAST SYDNEY NSW 2011



**RE: CEPU ELECTRICAL DIVISION WESTERN AUSTRALIAN DIVISIONAL BRANCH
FINANCIAL DOCUMENTS
Your Ref: FR2003/727 - [128V-WA]**

Dear Ms Penna,

Please find enclosed a copy of our audited accounts for December 2003 in accordance with Workplace Relations Act 1996 as per your letter dated 12 October 2004.

Our Annual General Meeting is on 8th December 2004 whereby our accounts will be presented to the members of our committee of management.

Any queries please do not hesitate to contact the undersigned.

Yours faithfully,

KIM STEWART
Accountant

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

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2003

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

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**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

Suite 4, 1st Floor
63 Shepperton Road
Victoria Park
Western Australia 6100
Telephone: (08) 9362 5855
Facsimile: (08) 9362 5186
Email: htg@iinet.net.au
Website: www.htgbdc.com
PO Box 199
Victoria Park
Western Australia 6979

INDEPENDENT AUDIT REPORT TO THE MEMBERS

Scope

We have audited the financial statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch, for the year ended 31 December 2003 as set out on pages 9 to 20, together with the Statements and Declaration on pages 6 to 8. The Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of those financial statements in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting selected amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), so as to present a view of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

Audit Opinion

As with similar organisations due to the nature of certain income such as membership contributions, donations, subsidies, and similar, we are only able to audit that income when it is first recorded in the books and records of the Union.

In our opinion, except for the effect on the financial statements of the matter referred to in the preceding paragraph.

- (a) proper accounting records have been kept by the Union so far as appears from our examination of those books including:
- (i) records of the sources of the receipts of the Union, (including income from members); and
 - (ii) records of the nature and purposes of the payments of the Union.

**HEWITT
TURNER &
GELEVITIS**

IN ASSOCIATION



**BUSINESS DEVELOPMENT
CONSULTANTS**

*Equity Raising
Venture Capital
Taxation Advisors
Business Valuations
Finance Structuring
Offshore Structuring
Due Diligence Reporting
Audit Assurance Services
Corporate Secretarial Services
Corporate & Trust Consultants*

PRINCIPALS

*Timothy Turner
B.BUS (ACC), FCPA,
FAIM, FTIA
Registered Company Auditor*

*Vick Gelevitis
B.BUS (ACC), FCPA,
NTAA, FTIA*

ASSOCIATE

*Darryl Rodrigues
B.Sc, B.BUS (ACC), CPA*

CONSULTANT

*Antony Sage
B.BUS (ACC), ACA,
MCT, FTIA*

COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH

INDEPENDENT AUDIT REPORT TO THE MEMBERS
(Continued)

- (b) the financial statements including the Certificate of the Committee of Management and the Accounting Officer have been properly drawn up so as to give a true and fair view of:
- (i) the financial affairs of the Union as at 31 December 2003; and
 - (ii) the income and expenditure and any surplus or deficit of the Union for the year then ended.
- (c) we have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit; and
- (d) the accounts have been prepared in accordance with Statements of Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

HEWITT
TURNER &
GELEVITIS

IN ASSOCIATION



Signed at *Perth*, this *23rd* day of *June*, 2004.

HEWITT TURNER & GELEVITIS IN ASSOCIATION
Accountants, Auditors & Business Development Consultants

TIMOTHY TURNER
REGISTERED COMPANY AUDITOR

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

CERTIFICATE BY AUDITOR

We certify that the number of financial members in the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch as at 31 December 2003 was **4,083**.



HEWITT TURNER & GELEVITIS IN ASSOCIATION
Accountants, Auditors & Business Development Consultants

**HEWITT
TURNER &
GELEVITIS**

IN ASSOCIATION



TIMOTHY TURNER
REGISTERED COMPANY AUDITOR



**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

STATEMENT BY THE COMMITTEE OF MANAGEMENT

We, William Game and Robert Manhood, being two members of the Executive Committee of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch, do state on behalf of the Committee and in accordance with a resolution of the Committee, that:

- (i) in the opinion of the Executive Committee, the attached accounts show a true and fair view of the financial affairs of the Union, Western Australian Branch, as at 31 December 2003;
- (ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 31 December 2003, in accordance with the rules of the Union;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents, or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Industrial Relations Act 1979, the Regulations thereto, or the rules of the Union; and
- (iv) the Branch has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts and Auditor's Report thereon, in respect of the year ended 31 December 2003.

Signed at

Balcatta

this

16th

day of

June

2004.


WILLIAM GAME


ROBERT MANHOOD

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

STATEMENT BY THE ACCOUNTING OFFICER

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Union, as at 31 December 2003;
- (ii) a record has been kept of all monies paid by or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union;
- (iii) expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect to their full-time employment with the Union, were made to persons holding office in the Union; and
- (vi) the Register of Members of the Union, is maintained in accordance with the Industrial Relations Act 1979.

Signed at

BALCATTA

this

16th

day of

JUNE

2004.


WILLIAM GAME

COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH

THE EVIDENCE ACT, 1906

STATUTORY DECLARATION

I, WILLIAM GAME, being the Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch do solemnly declare as follows:

That the number of financial members in the Union as at 31 December 2003 was 4,083 (2002: 3,902).

That the following documents made up of the:

- *Independent Audit Report to the Members;*
- *Statement by the Committee of Management;*
- *Statement by the Accounting Officer;*
- *Statement of Financial Performance;*
- *Statement of Financial Position;*
- *Statement of Cashflows; and*
- *Notes to the Financial Statements.*

were presented to a meeting in accordance with the rules of the Union and that these documents are filed with the Registrar are true copies of the documents that were so presented to that meeting; and

That all relevant books and documents in relation to the financial affairs of the Union were made fully available to the auditor as prescribed by Regulation 107 (2) of the Industrial Relations Commission Regulations.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of Section 106 of the "The Evidence Act 1906".

DECLARED AT *BALCASTRA*

In the State of Western Australia this *22nd* day of *JUNE* 2004.



Before me

Kim J SA

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities		1,318,659	1,201,346
Employee Benefits Expenses	5	(813,158)	(695,134)
Depreciation Expenses		(58,489)	(58,736)
Other expenses from ordinary activities		(443,844)	(392,273)
NET PROFIT/(LOSS) FROM ORDINARY ACTIVITIES		<u>3,168</u>	<u>55,203</u>
Abnormal Income - Profit on disposal of assets		243,321	54,645
NET PROFIT/(LOSS) FROM ABNORMAL ITEMS		<u>243,321</u>	<u>54,645</u>
NET PROFIT/(LOSS) AFTER ORDINARY ACTIVITIES AND ABNORMAL ITEMS ATTRIBUTABLE TO MEMBERS OF THE UNION		<u><u>246,489</u></u>	<u><u>109,848</u></u>

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CURRENT ASSETS			
Cash Assets	7	783,307	183,588
Receivables	8	45,143	5,335
TOTAL CURRENT ASSETS		<u>828,450</u>	<u>188,923</u>
NON-CURRENT ASSETS			
Investments	9	434,876	495,676
Property, Plant & Equipment	10	194,791	1,170,748
Loans	11	718,820	12,560
TOTAL NON-CURRENT ASSETS		<u>1,348,487</u>	<u>1,678,984</u>
TOTAL ASSETS		<u>2,176,937</u>	<u>1,867,907</u>
CURRENT LIABILITIES			
Payables	12	61,411	56,628
Provisions	13	571,192	513,434
TOTAL CURRENT LIABILITIES		<u>632,603</u>	<u>570,062</u>
NON-CURRENT LIABILITIES			
Non Interest bearing Liabilities	14	375,000	375,000
TOTAL NON-CURRENT LIABILITIES		<u>375,000</u>	<u>375,000</u>
TOTAL LIABILITIES		<u>1,007,603</u>	<u>945,062</u>
NET ASSETS		<u>1,169,334</u>	<u>922,845</u>
MEMBERS FUNDS			
Opening Balance		922,845	812,997
Surplus/(Deficit) for the year		246,489	109,848
TOTAL MEMBER FUNDS		<u>1,169,334</u>	<u>922,845</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Wage Subsidies Received		5,499	10,193
Receipts from Member Contributions		1,233,073	1,099,813
Receipts from Members Entrance Fees		9,914	5,573
Interest Received		45,283	27,558
Rent Received		22,403	56,200
Fines Received		150	-
Receipts from Others		895	2,009
Payments to Supplies & Employees		(1,232,827)	(1,043,479)
NET CASH PROVIDED BY OPERATING ACTIVITIES	15	84,390	157,867
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Plant, Equipment & Property		1,184,953	41,045
Payment for Plant, Equipment & Property		(24,164)	(136,071)
Payment into Investments		(60,800)	-
NET CASH PROVIDED BY INVESTING ACTIVITIES		(1,221,589)	(95,026)
CASHFLOW FROM FINANCING ACTIVITIES			
Loan Payments from / (Paid to) CSTA		(706,260)	-
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		(706,260)	-
Net Increase/(Decrease) in Cash Held		599,719	62,839
Cash at 1 January 2003		183,588	120,749
CASH AT 31 DECEMBER 2003	7	783,307	183,588

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- a. In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the financial statements are prepared under the historical cost convention and in accordance with the Accounting Standards issued by the joint professional accounting bodies. In particular
- i) the financial statements have not been adjusted to record changes in the general purchasing power of the dollar;
 - ii) depreciation is calculated on the straight line basis in order to write off the cost of fixed assets over their estimated useful lives;
 - iii) provisions for employees benefits in the form of long service leave, accrued annual leave and retirement allowances have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment; and
 - iv) no provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. GEOGRAPHICAL LOCATION

The Union operates from 401 – 403 Oxford Street, Mount Hawthorn, Western Australia from 01/01/2003 to 30/06/2003, and from Unit 24, 257 Balcatta Road, Balcatta, Western Australia from 01/07/2003 onwards.

3. RENTAL INCOME

	2003	2002
	\$	\$
Rent Received		
Oxford Street, Mount Hawthorn	12,731	50,266
Demetre Street, Karratha	9,672	5,934
	<u>22,403</u>	<u>56,200</u>

The office block located at 401-403 Oxford Street Mt Hawthorn, Western Australia, was sold on 16/07/2003.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

It also owns the unit at 1 / 30 Demetre Street, Karratha.

Rent received comprises rental income from:

- a) *a tenanted office block at 401 – 403 Oxford Street, Mount Hawthorn;*
- b) *parking – Oxford Street and other outgoings; and*
- c) *Demetre Street, Karratha.*

4. WAGES SUBSIDIES

Refers to assistance received from the Office of Energy, Connect for Board Fees and the Construction Long Service Leave Board.

5. EMPLOYEE BENEFIT EXPENSES

	2003	2002
	\$	\$
Net Increase in Provision for Employee Entitlements	165,617	60,602
Employee Workers Compensation Insurance	4,894	16,690
Salaries & Allowances – Officers	423,691	420,572
Salaries & Allowances – Others	137,705	125,960
SPEC – Employer Super Contributions	69,568	65,495
Fringe Benefits Tax	11,683	4,704
Payroll Tax	-	1,112
TOTAL EMPLOYEE BENEFIT EXPENSES	813,158	695,134

6. LOST TIME AND DELEGATES' FEES

This represents payments to members and delegates who have attended inter and intra state meetings. Lost wages as a result of attending these meetings are reimbursed. The account also covers incidental costs associated with their attendance.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

7. CASH ASSETS

	2003	2002
	\$	\$
Commonwealth Bank – General Account	782,867	183,148
Petty Cash on Hand	440	440
	<u>783,307</u>	<u>183,588</u>

8. RECEIVABLES

Accounts Receivable	45,143	5,335
	<u>45,143</u>	<u>5,335</u>

9. INVESTMENTS

Westbond Retirement Account	434,876	495,676
	<u>434,876</u>	<u>495,676</u>

These deposits are held in short-term interest bearing accounts with financial institutions. These deposits are specifically set aside to fund payment of the retirement allowances and long service leave.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

10. PROPERTY, PLANT & EQUIPMENT

	2003	2002
LAND AND BUILDINGS	\$	\$
Land		
401 – 403 Oxford Street, Mt Hawthorn	-	407,400
Buildings		
401 – 403 Oxford Street, Mt Hawthorn	-	632,551
Improvements		
401 – 403 Oxford Street, Mt Hawthorn	-	41,065
House		
1 / 30 Demetre Crescent, Karratha	102,818	102,818
	102,818	1,183,834
Accumulated Depreciation	(17,890)	(151,267)
	84,928	1,032,567
FURNITURE AND EQUIPMENT		
Furniture and Fittings – Oxford Street	159,000	284,829
Accumulated Depreciation	(151,380)	(273,699)
	7,620	11,130
Furniture and Fittings – Demetre Street	5,000	5,000
Accumulated Depreciation	(3,500)	(3,000)
	1,500	2,000
	9,120	13,130
MOTOR VEHICLES		
Cost	163,208	163,208
Accumulated Depreciation	(90,011)	(60,732)
	73,197	102,476

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

OFFICE EQUIPMENT	2003	2002
	\$	\$
Cost	81,318	100,320
Accumulated Depreciation	(53,772)	(77,745)
	<u>27,546</u>	<u>22,575</u>
PROPERTY, PLANT & EQUIPMENT @ WDV	<u>194,791</u>	<u>1,170,748</u>

11. LOANS

Loan to CSTA	706,260	-
Loan to Tasmanian Branch	12,560	12,560
	<u>718,820</u>	<u>12,560</u>

CSTA here refers to Combined Skills Training Association (Inc.), a related party. The Loan has no stipulated repayment or interest rate.

The loan to the Tasmanian Branch relates to the WA Branch share of 9.84% of a total amount of \$117,000.

12. PAYABLES

Other Creditors & Accruals	61,411	56,628
	<u>61,411</u>	<u>56,628</u>

13. PROVISIONS

Provision for Annual Leave	32,690	23,417
Provision for Long Service Leave	175,493	166,364
Provision for Retirement Allowance	363,009	320,359
Other Provisions	-	3,294
	<u>571,192</u>	<u>513,434</u>

a) Provision for Annual Leave

Opening Balance	23,417	23,633
Annual Leave Entitlements Paid	-	(216)
Increase in Provision	9,273	-
CLOSING BALANCE	<u>32,690</u>	<u>23,417</u>

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

	2003	2002
	\$	\$
b) Provision for Long Service Leave		
Opening Balance	166,364	146,936
LSL Entitlements Paid	-	-
Increase in Provision	9,129	19,428
CLOSING BALANCE	<u><u>175,493</u></u>	<u><u>166,364</u></u>
c) Provision for Retirement Allowance		
Opening Balance	320,359	290,413
Retirement Allowance Entitlements Paid	(8,999)	(11,175)
Increase in Provision	51,649	41,391
CLOSING BALANCE	<u><u>363,009</u></u>	<u><u>320,359</u></u>

Total Provision for Employee Benefits

Opening Balance	513,434	460,712
Entitlements Paid	(12,293)	(11,391)
Increase in Provision	70,051	64,113
CLOSING BALANCE	<u><u>571,192</u></u>	<u><u>510,933</u></u>

RETIREMENT ALLOWANCE

The provision for Retirement Allowance discloses the potential entitlements payable should all officers and clerical staff qualify in accordance with the rules.

14. LOAN FROM NATIONAL OFFICE

The loan amount of \$375,000 was made from the National Office to the WA Branch. This loan has no stipulated repayment date or interest rate. No amount has been repaid as at 31 December 2003.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

15. RECONCILIATION OF CASHFLOW FROM OPERATIONS WITH OPERATING SURPLUS

	2003	2002
	\$	\$
Operating Surplus/(Deficit)	246,489	109,848
Non cashflows in Operating Surplus		
- Depreciation	58,489	58,736
- Profit on sale of Fixed Assets	(243,321)	(54,645)
Changes in assets and liabilities		
- (Increase)/Decrease in Inventories	-	-
- (Increase)/Decrease in Receivables	(39,808)	6,786
- (Increase)/Decrease in Other Current Assets	-	-
- Increase/(Decrease) in Sundry Creditors	4,783	(15,580)
- Increase/(Decrease) in Provisions for Employee Benefits	61,052	48,428
- Increase/(Decrease) in Provisions - Other	(3,294)	3,294
NET CASH PROVIDED BY OPERATING ACTIVITIES	84,390	157,867

16. MEMBERS OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, WA Branch, who have held office during the financial year are:

- | | |
|---|--|
| <ul style="list-style-type: none"> • W E Game; • R Manhood; • G W Halpine; • G Wilton; • T Waru. • A Rice; • L Perham. | <ul style="list-style-type: none"> • J Johnston; • C Young; • G Davies; • B M Squires; • A Benbow; • D Pike; and |
|---|--|

17. CONTINGENT LIABILITIES

There existed no contingent liabilities at the date of these financial statements.

18. RELATED PARTY TRANSACTIONS

The Western Australian Branch's transactions with related parties are detailed in notes 11 and 14.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

19. FINES

This represents fines levied on late payment of membership fees. Fines levied are authorised via the rules of the Union.

20. FINANCIAL INSTRUMENTS

a) **Interest Rate Risk**

The Union's exposure to interest rate risk, which is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates, and the effective interest rates on those financial assets and financial liabilities is as follows:

31 December 2003	Floating Interest Rate	Fixed Interest	Non- Interest Bearing	Total
Financial Assets				
Cash and deposits	783,307	-	-	783,307
Investments – Westbond Ret. A/C	434,876	-	-	434,876
	1,218,183	-	-	1,218,183
Weighted average interest rate				
Financial Liabilities				
Trade and other creditors	-	-	61,411	61,411
NET FINANCIAL ASSETS / (LIABILITIES)	1,218,183	-	(61,411)	1,156,772

b) **Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, is the carrying amount of the financial assets as disclosed in the balance sheet and notes to the financial statements. The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Union.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED SERVICES UNION OF AUSTRALIA,
ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003 (Continued)**

c) Net Fair Values

The assets and liabilities as disclosed in the balance sheet and notes to the financial statements approximate their carrying values.

No financial assets and liabilities are readily traded on organised markets in standardised form.

The aggregate net fair values and carrying amounts of the financial assets and liabilities are disclosed in the balance sheet and in the notes to and forming part of the accounts.

21. 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 provisions of sub-sections (1), (2) and (3) of Section 274, which reads as follows:

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

END OF NOTES TO THE FINANCIAL STATEMENTS



FACSIMILE

TO	Attn: Kim Stewart, Accountant		
Organisation	CEPU - Western Australia Electrical Divisional Branch		
Fax Number	08 9440 3544	Phone Number	08 9440 3522
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
Location	Australian Industrial Registry		
Fax Number	02 9380 6990	Phone Number	02 8374 6618
No of Pages (including cover)	1	Date	19/10/2004
Please notify sender if not all pages were received.		Time	2.20pm

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MESSAGE:

Dear Kim,

Just to confirm our telephone conversation of this morning in writing for you, before the documents can be filed the Registry requires further information.

Date and Method of Supply of the Documents to the Members

I note your statement that the documents will be presented to the AGM on 8 December 2004. If it is proposed to circulate the financial documents to the members at the AGM, then another meeting, following an interval of at least 8 days, is required before the Branch Committee of Management can finally accept the documents. This is to allow the members time to study the financial documents.

It may be helpful to you to view the correspondence between the Registry and the Electrical Division regarding the issue of supply of documents to the members, which is part of the financial returns for the years ending 31 December 2001 and 31 December 2002. This correspondence can be viewed on our internet site at www.e-airc.gov.au/128vwa/financial.

Please advise the Registry of the method by which the branch proposes to circulate the documents to the members and when this is likely to occur; and the date that that the second or final meeting to endorse the documents is held.

If you have any further enquiries about this please contact me on the number above, or Mr Peter McKerrow on 02 8374 6666.

Regards,

Belinda Penna

THE FOLLOWING FILE(S) ERASED

FILE	FILE TYPE	OPTION	TEL NO.	PAGE	RESULT
016	MEMORY TX		0894403544	01/01	OK

ERRORS

1) HANG UP OR LINE FAIL 2) BUSY 3) NO ANSWER 4) NO FACSIMILE CONNECTION



Australian Government
Australian Industrial Registry

Level 6, Terrace Towers
 60 William Street, East Sydney, NSW 2011
 Telephone: (02) 8374 6666
 Fax: (02) 9380 6990

FACSIMILE

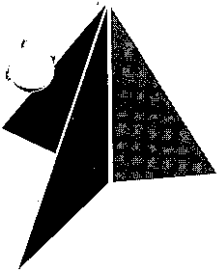
TO	Attn: Kim Stewart, Accountant		
Organisation	CEPU - Western Australia Electrical Divisional Branch		
Fax Number	08 9440 3544	Phone Number	08 9440 3522
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
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MESSAGE:

Dear Kim,

Just to confirm our telephone conversation of this morning in writing for you, before the documents



CEPU
ENGINEERING & ELECTRICAL DIVISION WA
ABN: 84 898 932 123

ETU
Electrical Trades Union

26th October, 2004

Ms. Belinda Penna,
Australian Industrial Registry,
Level 8,
Terrace Towers,
80 William Street,
EAST SYDNEY NSW 2011

Dear Belinda,

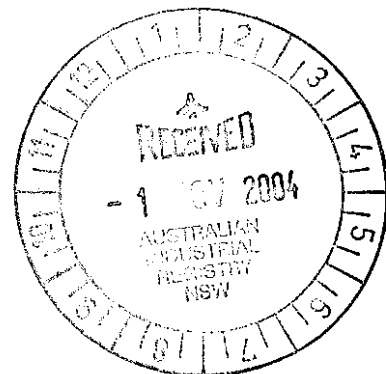
As per your fax dated 19th October, 2004 please be advised that the Financial Documents were circulated to the members in the ETU National News in September 2004. The financial Documents were actually printed in the magazine and circulated to the members.

Attached is a signed declaration to this fact.

Should you have any queries please do not hesitate to contact me.

Yours faithfully,

KIM STEWART
Accountant



**WESTERN AUSTRALIA
THE EVIDENCE ACT, 1906
STATUTORY DECLARATION**

I William E. Game do solemnly and sincerely declare as follows:-

1. That I am the Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Engineering and Electrical Division, WA Branch.

2. That the December 2003 Financial Documents were printed as part of the ETU National Magazine and circulated to all members of the CEPU, WA Branch in September 2004.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of Section 106 of the "The Evidence Act 1906".



DECLARED AT PERTH

in the State of Western Australia

this 26th day of October 2004

Before me

Kern J SA
CPA



Australian Government
Australian Industrial Registry

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

Mr W E Game
Branch Secretary
CEPU Electrical Division
WA Divisional Branch
PO Box 689
BALCATTA WA 6914

Dear Mr Game

**Re: Lodgement of Financial Statements and Accounts for the CEPU Electrical Division,
Western Australian Divisional Branch for the year ending 31 December 2003 (FR2003/727)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 19 October 2004.

I note that the documents were printed in the ETU National Magazine in and circulated to the members in September 2004, and that the accounts will be presented at the Annual General Meeting on the 8 December 2004.

Before the documents can be filed, some further information will be required.

Secretary's Certificate

Following the meeting on 8 December 2004, please provide a certificate, confirming that the documents that were presented to the members at the Annual General Meeting are the same documents as those lodged in the Registry. If the documents are the same you do not need to lodge another copy with the Registry.

I note the Statutory Declaration dated 22nd June 2004, however, section 280(1) of the *Workplace Relations Act 1996* requires that a certificate be lodged confirming that the documents lodged are copies of those presented to the "second meeting" (being your AGM on 8 December 2004), not the "first meeting" of the Committee of Management.

I have enclosed an extract of section 279(6) and s280(1) for your information. If you have any queries about this letter please call me on 02 8374 6618.

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

1 November 2004

FAXED

279. Copies of report and audited accounts to be provided to members and presented to meetings

(6) Subject to subsection (7), an organisation shall cause the report, accounts and statements referred to in subsection (1) to be presented:

- (a) within the period (in this subsection and subsection (7) called the "relevant period") starting on the eighth day after the report, accounts and statements are, or the summary referred to in subsection (2) is, supplied to the members and ending 28 days (or such longer period as a Registrar allows) after the end of the period referred to in subsection (3) - to a general meeting of the members of the organisation or a meeting of the committee of management of the organisation; or
- (b) if such a meeting is not due to be held within the relevant period - to the first meeting of the committee of management held after the relevant period.

(7) If:

- (a) the report sets out particulars of a deficiency, failure or shortcoming in relation to a matter referred to in subsection 276 (4); and
- (b) neither a general meeting of the members of the organisation nor a meeting of the committee of management of the organisation is due to be held within the relevant period;

the organisation shall, within the relevant period, cause the report, accounts and statements referred to in subsection (1) to be presented to a meeting of the committee of management convened for the purpose.

280. Reports etc. to be lodged in Industrial Registry

(1) An organisation shall, within 14 days (or such longer period as a Registrar allows) after the relevant meeting referred to in subsection 279 (6) or (7) (whichever is applicable), lodge in the Industrial Registry:

- (a) copies of the report, accounts and statements presented to the meeting; and
- (b) a certificate by the secretary, or other prescribed officer, of the organisation that the documents lodged are copies of the documents presented to the meeting.

(2) Subject to subsection (3), a Registrar shall:

- (a) where the documents lodged in the Industrial Registry under subsection (1) include a report of an auditor setting out particulars of a deficiency, failure or shortcoming in relation to a matter referred to in subsection 276 (4) - investigate the deficiency, failure or shortcoming; and
- (b) where for any other reason the Registrar considers that a matter revealed in the documents should be investigated -investigate the matter.

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THE FOLLOWING FILE(S) ERASED

FILE	FILE TYPE	OPTION	TEL NO.	PAGE	RESULT
039	MEMORY TX		0894403544	03/03	OK

ERRORS

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**Australian Government****Australian Industrial Registry**

Level 8, Terrace Towers
60 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 8380 6990

FACSIMILE

TO	Attr: Kim Stewart - Accountant	
Organisation	CEPU Electrical Division, Western Australian Divisional Branch	
Fax Number	08 9440 3544	Phone Number 08 9440 3522
FROM	Belinda Penna	
Email	belinda.penna@air.gov.au	
Location	Australian Industrial Registry	
Fax Number	02 9380 6990	Phone Number 02 8374 6618
No of Pages (including cover)	3	Date 1/11/2004
Please notify sender if not all pages were received.		Time 11:36 AM

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MESSAGE:

Dear Kim,

Thank you for your letter dated 26 October 2004. Please find attached a copy of a letter I am writing today.



FACSIMILE

TO	Attn: Kim Stewart - Accountant		
Organisation	CEPU Electrical Division, Western Australian Divisional Branch		
Fax Number	08 9440 3544	Phone Number	08 9440 3522
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
Location	Australian Industrial Registry		
Fax Number	02 9380 6990	Phone Number	02 8374 6618
No of Pages (including cover)	3	Date	1/11/2004
Please notify sender if not all pages were received.		Time	11:36 AM

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MESSAGE:

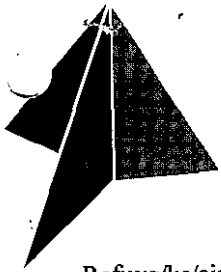
Dear Kim,

Thank you for your letter dated 26 October 2004. Please find attached a copy of a letter I am posting today.

Please call me on the number above if you if you have any enquiries about the letter and what action is required to finalise the financial reporting process for the year ending 31 December 2003.

Regards,

Belinda Penna



CEPU
ENGINEERING & ELECTRICAL DIVISION WA
ABN: 84 898 932 123

ETU

Electrical Trades Union

Ref:wg/ks/airfed

2nd February, 2005

Ms. Belinda Penna,
Australian Industrial Registry,
Level 8, Terrace Towers,
80 William Street,
EAST SYDNEY NSW 2011

Dear Ms. Penna,

**RE: Lodgment of Financial Statements and Accounts for the CEPU Electrical Division,
Western Australian Divisional Branch for the year ending 31 December 2003 (FR2003/727)**

In response to your letter dated 1 November 2004 regarding lodging a certificate confirming that the documents that were presented to the members at the Annual General Meeting were the same. This is correct they are the same documents, however due to lack of a quorum the Annual General Meeting did not go ahead.

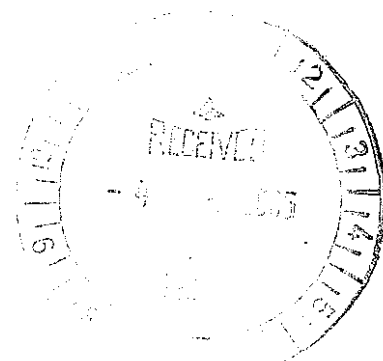
Please find attached list of attendees of which whom were given copies of the Audit Report.

Any queries please do not hesitate to contact the undersigned.

Yours faithfully,

WE GAME
State Secretary

enclosure



**WESTERN AUSTRALIA
THE EVIDENCE ACT, 1906
STATUTORY DECLARATION**

I William E. Game do solemnly and sincerely declare as follows:-

1. That I am the Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division, WA Branch, Unit 24/257 Balcatta Road, Balcatta, Western Australia, 6021.
2. I confirm that the documents presented to the members who attended the Annual General Meeting on the 8th December 2004 were the same as what was lodged in the Registry on 18th October 2004.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of Section 106 of "The Evidence Act 1906".

DECLARED AT PERTH


in the State of Western Australia

this 2nd day of February 2005

Before me


Kim
CPA 



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 W E Game
Divisional Branch Secretary
CEPU Electrical Division
WA Divisional Branch
PO Box 689
BALCUTTA WA 6914

Dear Mr Game

**Re: Lodgement of Financial Statements and Accounts for the CEPU Electrical Division
Western Australian Divisional Branch for the year ending 31 December 2003 (FR2003/727)**

Thank you for your letter dated 2 February 2005 regarding the presentation of the financial documents at a meeting held on 8 December 2004.

Following the receipt of this additional information the documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/128vwa/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

7 February 2005