



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: FR2004/723-[128V-WA]

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

Dear Mr Game

Financial Return - year ending 31 December, 2004

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/723**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry


We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au or 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 procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

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

Yours sincerely



for Deputy Industrial Registrar
20 January 2005

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / / /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ / / /	within 6 months of end of financial year within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



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Ref: FR2004/723 -[128V-WA]

Mr William E Game
Branch Secretary
Communications, Electrical, Electronic, Energy,
Information, Postal, Plumbing and Allied Services
Union of Australia-Electrical Division Western
Australian Divisional Branch
U24/257 Balcatta Road
BALCATTWA WA 6021

Dear Mr Game

**Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied
Services Union of Australia-Electrical Division Western Australian Divisional Branch -
Outstanding Financial Return
*Workplace Relations Act 1996***

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

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2004. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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

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

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

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

¹ Schedule 1B of the *Workplace Relations Act 1996*

Section 266(1) requires that the full report be presented to the meeting within 6 months from the end of the financial year. Therefore, lodgement of the documents in the Registry was required by 17 July, 2005.

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

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

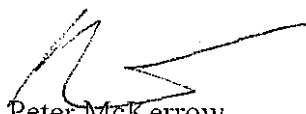
In the absence of lodgement of a copy of the full report, I request you state in writing by 16 September 2005:

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

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

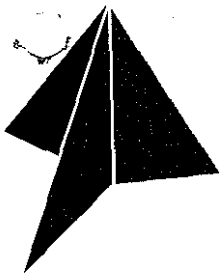
If you wish to discuss this letter, please contact me on (02) 8374 6666 or email riasydney@air.gov.au. In reply please quote the FR reference number at top left on the first page.

Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

31 August 2005



CEPU

ENGINEERING & ELECTRICAL DIVISION WA

ABN: 84 898 932 123

ETU

Electrical Trades Union

22nd September, 2005

AIRC,
80 William Street,
EAST SYDNEY NSW 2005

ATTENTION: Mr. Peter McKerrow

Dear Peter,

RE: Financial Return Year Ending 31st December, 2004

Please find attached copy of the CEPU Audit Report as at the end of our financial period 31st December 2004 plus the officers and membership returns and statutory declaration as required.

The Audit Report was prepared, signed and given to the Reported Unit – S257 on the 20th April, 2005.

The full report was printed in the ETU Magazine and sent to all members free of charge on the 15th August, 2005.

The second meeting took place on the 20th September, 2005 where the report was endorsed.

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

Yours faithfully,

KIM STEWART
Accountant

enclosure



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63 Shepperton Road
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Facsimile: (08) 9362 5186
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**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 2004**

HEWITT

TURNER &

GELEVITIS



**BUSINESS
DEVELOPMENT
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*Capital Raising
Wealth Creation
Asset Protection
Audit Assurance
Taxation Advisors
Strategic Planning
Accounting Services
Management Consultancy*



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

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Suite 4, 1st Floor
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Email: htg@inet.net.au
Website: www.htgbdc.com
PO Box 199
Victoria Park
Western Australia 6979

INDEPENDENT AUDIT REPORT TO THE MEMBERS

Scope

The annual financial report

The annual general purpose financial report comprises the statement of financial position, statement of financial performance, cashflow statement, accompanying notes to the financial report, and the certificate and statement by the Branch Secretary and Committee of Management respectively, for the year ended 31 December 2004.

The Committee of Management are responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements, which form part of the financial report are consistent with the financial reporting requirements of the Union. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

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

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.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view, which is consistent with our understanding of the Union's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

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

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

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INDEPENDENT AUDIT REPORT TO THE MEMBERS
(Continued)

Independence

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

Audit Opinion

In our opinion:

- (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.*
- (b) the financial report including the Committee of Management Statement and the Certificate of Secretary or Other Authorised 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 2004; 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 general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.

Signed at *Perth*, this *20th* day of *April*, 2005.


HEWITT TURNER & GELEVITIS
AUDIT/ASSURANCE DIVISION


TIMOTHY TURNER
REGISTERED COMPANY AUDITOR

HEWITT
TURNER &
GELEVITIS



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OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2004

Principal Activities

The principal activities of the Union during the financial year were the provision of industrial, professional and managerial services to the members consistent with the object and rules of the Union and in particular, protecting and improving the interests of members.

Results of Principal Activities

The Unions principal activities resulted in a surplus for the financial year, after abnormal items, of \$145,142 (2003: \$246,489).

Significant Changes in Nature of Principal Activities

There were no significant changes in the nature of the Unions principal activities during the financial year.

Significant Changes in the Unions Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Union.

Rights of Members to Resign

Members may resign from the Union in accordance with Rule 4.5.4. which sets out the conditions for resignation of a member.

Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme

The following officers of the Union held reserved positions in the following entities:

Name	Official Position	Director of	Name of Superannuation Fund
Peter Carter	Branch Councillor	Director of the Trustee company	Connect Superannuation

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**OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2004
(Continued)**

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was 6,356 (2003: 4,083).

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Union was 12 (2003: 11).

Members of Committee of Management

The persons who held office as members of the Committee of Management of the union at any time during the reporting period:

Name	Title of Officer
R. Manhood	Branch President
G. Wilton	Deputy Branch President
W. Game	Branch Secretary
P. Carter	Branch Councillor
D. Fowlie	Branch Councillor
I. Gill	Branch Councillor
T. Hayes	Branch Councillor
S. Lowley	Branch Councillor
D. Pike	Branch Councillor
J. Balfour	Branch Councillor
D. Cowan	Branch Councillor
J. Fiala	Branch Councillor
A. Rice	Branch Councillor
G.W. Halpine	Branch Councillor
B. Jones	Branch Councillor (Appointed: 8/12/04)
A. Benbow	Branch Councillor
M. Ewen	Branch Councillor
L. Perham	Branch Councillor
B. Squiers	Branch Councillor (Resigned: 13/09/04)

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WA BRANCH

OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2004
(Continued)

Changes to the Composition of the Committee of Management during the financial year

B. Squiers

Branch Councillor (Resigned: 13/09/04)

B. Jones

Branch Councillor (Appointed: 8/12/04)

William Game

Name

Branch Secretary

Title



Signature

20-4-05

Date

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

COMMITTEE OF MANAGEMENT STATEMENT

On 20th April 2005 the Committee of Management of The Western Australian Branch of *Communication, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia – Engineering and Electrical Division* passed the following resolution in relation to the *general purpose financial report (GPFR)* of the reporting unit for the financial year ended 31 December 2004:

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) the financial records of the reporting unit have been kept, as far as practicable and to the best of my knowledge and belief, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) no information has been sought by a member or the Registrar under section 272 of the RAO Schedule; and
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management: *William Game*

Title: *Branch Secretary*

Signature: _____

Date: *20-4-05*

COMMUNICATION, ELECTRICAL, ELECTRONIC,
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CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

Section 268 of Schedule 1B *Workplace Relations Act 1996*

I **William Game** being the *Branch Secretary* of the *Communication, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia – Engineering and Electrical Division* certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO Schedule; and
- that the *full report* will be provided to all financial members on or around 15TH August 2005 via distribution of the union's *ETU News* publication; and
- that the full report was presented to *a general meeting of members / a meeting of the committee of management* of the reporting unit on 20th April 2005; in accordance with section 266 of the RAO Schedule.

Signed at *Balcatte* this *20th* day of *April* 2005.

William Game
NAME

Branch Secretary
TITLE


SIGNATURE

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
Revenues from ordinary activities		1,503,864	1,318,659
Employee Benefits Expenses	6	(817,971)	(813,158)
Depreciation Expenses		(49,193)	(58,489)
Other expenses from ordinary activities		(491,558)	(443,844)
NET PROFIT/(LOSS) FROM ORDINARY ACTIVITIES		<u>145,142</u>	<u>3,168</u>
Abnormal Income - Profit on disposal of assets		-	243,321
NET PROFIT/(LOSS) FROM ABNORMAL ITEMS		<u>-</u>	<u>243,321</u>
NET PROFIT/(LOSS) AFTER ORDINARY ACTIVITIES AND ABNORMAL ITEMS ATTRIBUTABLE TO MEMBERS OF THE UNION		<u>145,142</u>	<u>246,489</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
CURRENT ASSETS			
Cash	8	814,789	783,307
Receivables	9	7,514	45,143
TOTAL CURRENT ASSETS		<u>822,303</u>	<u>828,450</u>
NON-CURRENT ASSETS			
Investments	10	450,956	434,876
Property, Plant & Equipment	11	172,559	194,791
Loans	12	706,260	718,820
TOTAL NON-CURRENT ASSETS		<u>1,329,775</u>	<u>1,348,487</u>
TOTAL ASSETS		<u>2,152,078</u>	<u>2,176,937</u>
CURRENT LIABILITIES			
Payables	13	147,556	61,411
Provisions	14	637,964	571,192
TOTAL CURRENT LIABILITIES		<u>785,520</u>	<u>632,603</u>
NON-CURRENT LIABILITIES			
Non Interest bearing Liabilities	15	52,083	375,000
TOTAL NON-CURRENT LIABILITIES		<u>52,083</u>	<u>375,000</u>
TOTAL LIABILITIES		<u>837,603</u>	<u>1,007,603</u>
NET ASSETS		<u>1,314,475</u>	<u>1,169,334</u>
MEMBERS FUNDS			
Opening Balance		1,169,333	922,845
Surplus/(Deficit) for the year		145,142	246,489
TOTAL MEMBER FUNDS		<u>1,314,475</u>	<u>1,169,334</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Wage Subsidies Received		7,538	5,499
Receipts from Member Contributions		1,403,757	1,233,073
Receipts from Members Entrance Fees		12,700	9,914
Interest Received		64,480	45,283
Rent Received		14,790	22,403
Fines Received		-	150
Other Receipts		599	895
Payments to Supplies & Employees		(1,118,983)	(1,232,827)
NET CASH PROVIDED BY OPERATING ACTIVITIES	16	384,881	84,390
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Property, Plant & Equipment		-	1,184,953
Payment for Property, Plant & Equipment		(26,961)	(24,164)
Investment Proceeds /(Payment into Investments)		(16,080)	60,800
NET CASH PROVIDED BY INVESTING ACTIVITIES		(43,041)	1,221,589
CASHFLOW FROM FINANCING ACTIVITIES			
Loan Payments from/(paid to) CSTA		-	(706,260)
Loan Payments received from /(paid to) Tasmanian Branch		12,560	-
Loan Payments from/(paid to) National Office		(375,000)	-
Loan Payments from/(paid to) North West Branch		52,082	-
NET CASH PROVIDED BY FINANCING ACTIVITIES		(310,358)	(706,260)
Net Increase/(Decrease) in Cash Held		31,482	599,719
Cash at 1 January 2004		783,307	183,588
CASH AT 31 DECEMBER 2004	8	814,789	783,307

The accompanying notes form part of these financial statements.

COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with the Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996. The financial report is prepared on an accruals basis and is based on historical costs and does 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 material accounting policies adopted by the Union in the preparation of the financial report:

a) Fixed Assets

Freehold land and buildings are brought to account at cost or at independent valuation.

Depreciation is calculated on the straight line basis in order to write off the cost of fixed assets over their estimated useful lives.

The gain or loss on disposal of all fixed assets, including revalued assets, is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal and is included in operating profit before income tax of the company in the year of disposal. Any realised revaluation increment relating to the disposed asset which is included in the asset revaluation reserve is transferred to the asset realisation reserve.

b) Employee Entitlements

Annual Leave

The liability for annual leave is recognised and is measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

Long Service Leave

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.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES cont....

b) Employee Entitlements cont...

Sick Leave

Sick leave entitlements are accumulated in a similar manner to annual leave entitlements but do not vest and are paid only upon a valid claim for sick leave by an employee. The liability for non-vesting accumulated sick leave is the component of the entitlements accumulated as at the reporting date that is expected to result in payments to the employees.

c) Income Tax

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).

d) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

e) Revenue

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

f) Receivables

All sundry debtors are recognised at the amounts receivables as they are due for settlement no more than 30 days. Collectibility of debtors is reviewed on an ongoing basis and a provision is made for debts where recoverability is doubtful.

g) Creditors and Accruals

These amounts represent liabilities for goods and services provided to the entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

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 sub-sections (1), (2) and (3) of Section 272, which read 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).*

3. GEOGRAPHICAL LOCATION

The Union operates from Unit 24, 257 Balcatta Road, Balcatta, Western Australia from 01/07/03 onwards.

4. RENTAL INCOME

	2004	2003
	\$	\$
Rent Received		
Oxford Street, Mount Hawthorn	3,014	12,731
Demetre Street, Karratha	8,776	9,672
Plumbing Division, Balcatta	3,000	-
	<u>14,790</u>	<u>22,403</u>

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

RENTAL INCOME cont....

The Union owns the unit at 1 / 30 Demetre Street, Karratha.

Rent received comprises rental income from:

- a) *Demetre Street, Karratha;*
- b) *Plumbing Division, Balcatta.*

5. WAGES SUBSIDIES

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

6. EMPLOYEE BENEFIT EXPENSES

	2004	2003
	\$	\$
Net Increase in Provision for Employee Entitlements	75,447	165,617
Employee Workers Compensation Insurance	7,114	4,894
Salaries & Allowances – Officers	479,443	423,691
Salaries & Allowances – Others	161,759	137,705
SPEC – Employer Super Contributions	77,805	69,568
Fringe Benefits Tax	17,333	11,683
Payroll Tax	(930)	-
	<u>817,971</u>	<u>813,158</u>

7. 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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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

8. CASH ASSETS

	2004	2003
	\$	\$
Commonwealth Bank – General Account	814,249	782,867
Petty Cash on Hand	440	440
Petty Cash on Hand – North West	100	-
	<u>814,789</u>	<u>783,307</u>

9. RECEIVABLES

Accounts Receivable	7,514	45,143
	<u>7,514</u>	<u>45,143</u>

10. INVESTMENTS

Westbond Retirement Account	450,956	434,876
	<u>450,956</u>	<u>434,876</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.

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**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

11. PROPERTY, PLANT & EQUIPMENT

	2004 \$	2003 \$
LAND AND BUILDINGS		
House - 1 / 30 Demetre Crescent, Karratha	102,818	102,818
	<u>102,818</u>	<u>102,818</u>
Accumulated Depreciation	<u>(20,460)</u>	<u>(17,890)</u>
	<u>82,358</u>	<u>84,928</u>
 FURNITURE AND EQUIPMENT		
Furniture and Fittings	159,939	159,000
Accumulated Depreciation	<u>(154,587)</u>	<u>(151,380)</u>
	<u>5,352</u>	<u>7,620</u>
 Furniture and Fittings – Demetre Street	5,000	5,000
Accumulated Depreciation	<u>(4,000)</u>	<u>(3,500)</u>
	<u>1,000</u>	<u>1,500</u>
	<u>6,352</u>	<u>9,120</u>
 MOTOR VEHICLES		
Cost	189,230	163,208
Accumulated Depreciation	<u>(120,698)</u>	<u>(90,011)</u>
	<u>68,532</u>	<u>73,197</u>
 OFFICE EQUIPMENT		
Cost	81,318	81,318
Accumulated Depreciation	<u>(66,001)</u>	<u>(53,772)</u>
	<u>15,317</u>	<u>27,546</u>
 PROPERTY, PLANT & EQUIPMENT @ WDV	<u>172,559</u>	<u>194,791</u>

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

12. LOANS

	2004	2003
	\$	\$
Loan to CSTA	706,260	706,260
Loan to Tasmanian Branch	-	12,560
	<u>706,260</u>	<u>718,820</u>

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

13. PAYABLES

Other Creditors & Accruals	147,556	61,411
	<u>147,556</u>	<u>61,411</u>

14. PROVISIONS

Provision for Annual Leave	40,841	32,690
Provision for Long Service Leave	184,648	175,493
Provision for Retirement Allowance	411,117	363,009
Provisions for FBT	1,358	-
	<u>637,964</u>	<u>571,192</u>

a) Provision for Annual Leave

Opening Balance	32,690	23,417
Annual Leave Entitlements Paid	-	-
Increase in Provision	8,151	9,273
CLOSING BALANCE	<u>40,841</u>	<u>32,690</u>

b) Provision for Long Service Leave

Opening Balance	175,493	166,364
LSL Entitlements Paid	-	-
Increase in Provision	9,155	9,129
CLOSING BALANCE	<u>184,648</u>	<u>175,493</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

PROVISIONS cont....

c) Provision for Retirement Allowance	2004	2003
	\$	\$
Opening Balance	363,009	320,359
Retirement Allowance Entitlements Paid	(10,033)	(8,999)
Increase in Provision	58,141	51,649
CLOSING BALANCE	<u>411,117</u>	<u>363,009</u>

d) Provision for FBT		
Increase in Provision	1,358	-
CLOSING BALANCE	<u>1,358</u>	<u>-</u>

Total Provision for Employee Benefits

Opening Balance	571,192	513,434
Entitlements Paid	(10,033)	(12,293)
Increase in Provision	76,805	70,051
CLOSING BALANCE	<u>637,964</u>	<u>571,192</u>

RETIREMENT ALLOWANCE

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

15. NON-INTEREST BEARING LIABILITIES

	2004	2003
	\$	\$
Loan from CEPU National Office	-	375,000
Loan from North West	52,083	-
	<u>52,083</u>	<u>375,000</u>

The loan amount of \$375,000 was made from the National Office to the WA Branch. This loan had no stipulated repayment date or interest rate. The loan has been repaid as at 31 December 2004.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

**16. RECONCILIATION OF CASHFLOW FROM OPERATIONS WITH
OPERATING SURPLUS**

	2004 \$	2003 \$
Operating Surplus/(Deficit)	145,142	246,489
Non cashflows in Operating Surplus		
- Depreciation	49,193	58,489
- Profit on sale of Fixed Assets	-	(243,321)
Changes in assets and liabilities		
- (Increase)/Decrease in Receivables	37,629	(39,808)
- Increase/(Decrease) in Sundry Creditors & Accruals	86,145	4,783
- Increase/(Decrease) in Provision for Employee Benefits	65,414	61,052
- Increase/(Decrease) in Provision for FBT	1,358	-
- Increase/(Decrease) in Provisions - Other	-	(3,294)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>384,881</u>	<u>84,390</u>

17. MEMBERS OF THE EXECUTIVE COMMITTEE

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

- W E Game;
- L Perham;
- R Manhood;
- A Benbow;
- G Wilton;
- D Pike; and
- A Rice;
- B. Jones.

18. CONTINGENT LIABILITIES

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

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

19. RELATED PARTY TRANSACTIONS

The Western Australian Branch's transactions with related parties are detailed in notes 12 and 15.

a) Names of officers

The following persons have held office in the Union during the reporting period:

Name	Title of Officer
R. Manhood	Branch President
G. Wilton	Deputy Branch President
W. Game	Branch Secretary
P.J. Carter	Branch Councillor
D. Fowlie	Branch Councillor
I. Gill	Branch Councillor
T. Hayes	Branch Councillor
S. Lowley	Branch Councillor
D. Pike	Branch Councillor
J. Balfour	Branch Councillor
D. Cowan	Branch Councillor
J. Fiala	Branch Councillor
A. Rice	Branch Councillor
G.W. Halpine	Branch Councillor
B. Jones	Branch Councillor (Appointed)
A. Benbow	Branch Councillor
M. Ewen	Branch Councillor
L. Perham	Branch Councillor
B. Squiers	Branch Councillor (Resigned)

b) Remuneration of officers

The aggregate amount of remuneration paid to officers during the year is disclosed in the Income and Expenditure Statement under Salaries of the Office Holders.

The numbers of officers whose total income was within the specified bands are as follows:

\$	31 December 2004	31 December 2003
70,000 – 79,999	7	6

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

RELATED PARTY TRANSACTIONS cont....

c) Other transactions

There were no other transactions between the officers and the Union other than those relating to their membership in the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

20. FINES

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

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**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

21. 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 2004	Floating Interest Rate \$	Fixed Interest \$	Non- Interest Bearing \$	Total \$
Financial Assets				
Cash and deposits	814,789	-	-	814,789
Investments – Westbond Ret. A/C	450,956	-	-	450,956
Accounts Receivable	-	-	7,514	7,514
	<u>1,265,745</u>	<u>-</u>	<u>7,514</u>	<u>1,273,259</u>
Weighted average interest rate	5.25%			
Financial Liabilities				
Trade and other creditors	-	-	147,556	147,556
NET FINANCIAL ASSETS / (LIABILITIES)	<u>1,265,745</u>	<u>-</u>	<u>(140,042)</u>	<u>1,125,703</u>

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.

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.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004 (Continued)**

22. CAPITAL COMMITMENTS

At the date of signing this report there are no known outstanding capital commitments.

23. EMPLOYEE NUMBERS

	31/12/04	31/12/03
Number of employees at the end of financial year	<u>12</u>	<u>11</u>

24. POST BALANCE DATE EVENTS

At the date of signing this report there are no known post balance date events.

25. AUSTRALIAN EQUIVALENT TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRSs)

Commencing with the year ending 31 December 2005, the Union's financial reports will be required to comply with Australian equivalents to International Financial Reporting Standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative financial statements must also be presented in accordance with Australian equivalents to IFRSs for the year ending 31 December 2005.

The committee of management considers that no key accounting policy changes will arise out of this transition to IFRSs. A more detailed review will be conducted during the year ending 31 December 2005.

END OF NOTES TO THE FINANCIAL STATEMENTS

PENNA, Belinda

From: McKERROW, Peter
Sent: Tuesday, 6 September 2005 1:15 PM
To: PENNA, Belinda
Subject: FW:

Belinda
Please attach to file.
Peter

From: cepu [mailto:cepu@4u.com.au]
Sent: Tuesday, 6 September 2005 1:13 PM
To: peter.mckerrow@air.gov.au
Subject:

Peter,

Your Ref: FR2004/723-[128V-WA]

Please be advised that our outstanding financial returns will be addressed at the Executive Meeting on the 13/9/05 for final confirmation and in accordance with the AIRC Schedule.

Therefore I apologise that we are running late this year however, they should be lodged with yourselves by the end of September 2005.

Any queries please do not hesitate to contact me.

Regards,
Kim Stewart

CEPU
Tel: 9440 3522
Fax: 9440 3544

6/09/2005



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
Branch Secretary
CEPU Electrical Division
Western Australian Branch
PO Box 689
BALCUTTA WA 6914

Dear Mr Game

**Re: Lodgement of Financial Statements & Accounts for the CEPU Electrical Division,
Western Australian Branch for the year ending 31 December 2004 (FR2004/723)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 5 October 2005.

I would like to draw a couple of matters to your attention for future reference when preparing your financial returns.

Secretary's Certificate

The Certificate that was included in the lodged documents refers to the date of the first meeting held by the committee of management on the 20 April 2005.

The Secretary's Certificate should provide the date of the second meeting held, at which the documents are presented following supply to the members, to either a general meeting of members or a committee of management meeting. Therefore, the certificate should have referred to the meeting held on 20 September 2005.

Please ensure that future Secretary's Certificates refer to the second meeting.

Lodgement of documents within required timeframe

Financial reports must be prepared, provided to members, presented to a meeting and lodged in the Registry within 6 ½ months of the end of the financial year – see enclosed Timeline/Planner.

Therefore organisations with a financial year ending date of 31 December must lodge their financial reports by 15 July of the next year. The maximum extension of time that is available is a further 1 month – see sections 265(5) and 266 of the RAO Schedule.

In future financial years the organisation should ensure that this time frame is complied with.

The documents for the year ending 31 December 2004 have been filed, and may be viewed on the internet at www.e-airc.gov.au/128vwa/financial.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

11 October 2005

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / / /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ / / /	within 6 months of end of financial year within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.