



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 Peter Tighe
National Secretary
CEPU
Suite 701, Level 1
1 Roseberry Avenue
ROSEBERRY NSW 2018

Dear Mr Tighe

Various Financial Returns

Thank you for your letter of 22 April 2005 in response to the Registry's correspondence of 11 April 2005.

CEPU - National Office (FR2003/31) - year ending 31 March 2003 and Electrical Division, Southern States Divisional Branch (FR2002/845 and 846) - year ending 31 December 2002

I note your reference to the practice by the respective committees of management of providing or circulating members with unsigned versions of the financial reports including the reports of the auditors, following which the committees and auditors finally "sign off" on the reports.

This approach appears, however inconsistent with requirements of both the former financial reporting provisions of the Act and those that now apply under the RAO Schedule. These require organisations to provide members with copies of relevant reports in advance of their presentation to the "second meeting".

In particular, an undated and unsigned auditor's report should not be represented to members as being the report of the auditor on the organisation's financial statements. That report is not made until the auditor formally adopts it by signing and dating it and providing it to the organisation. Members are entitled to know that the documents they receive are complete when they receive them and to assure themselves of their currency and authenticity.

The Union and its other reporting units should therefore only provide copies of a complete signed and dated report to its members in future. I would be grateful if you would bring these matters to the relevant committees of management.

The financial documents have now been filed.

Yours sincerely

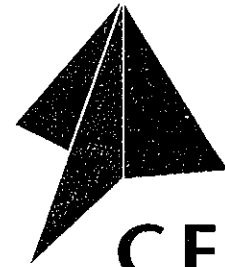
A handwritten signature in black ink, appearing to be 'Peter McKerrow', written over a horizontal line.

Peter McKerrow
for Deputy Industrial Registrar

2 May 2005

22 April 2005

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



CEPU

COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION

RE: Various Financial Returns

Dear Peter,

I wish to respond to your correspondence dated the 11th of April 2004 regarding a number of outstanding matters associated with CEPU financial returns. I would like to deal with each issue in the order raised by the registry. The first issue you raised concerns the date of the auditors sign off the reports with respect to the CEPU national office (FR 2003/31) and the Electrical Division Southern States Branch (FR 2002/845 and 846).

In your letter you pointed out that I had stated that both reports were circulated to members in the second week of September, which is correct. You ask how this can be reconciled with the fact that the auditor signed off the statements after this date. This is not unusual as the custom has been on occasion to circulate the final financial report endorsed by the Committee of Management but unsigned. The second meeting of the Committee of Management authorises the final signing off of the reports, this often means that the Officers and auditor formally sign off at approximately the same time.

With respect to the outstanding financial statements for the Electrical Division (FR 2003/726), the Electrical Division Southern States Branch (FR2003/722), the Electrical Division South Australian Branch (FR2003/725) and the Electrical Division New South Wales Branch (FR 2003/723) for the year ending 31 December 2003, I attached those returns and a Secretary Certificate outlining the process under the Act prior to the introductions of the new amendments. You will note that the South Australian Branch circulation of the financial statements was delayed past the 56 day period because of a need to meet national circulation requirements of our news magazine, please accept my unions apology for this technical breach of the previous act.

Hopefully this response addresses all the issues raised in your correspondence.

Yours faithfully,

Peter Tighe
NATIONAL SECRETARY

NATIONAL
OFFICE

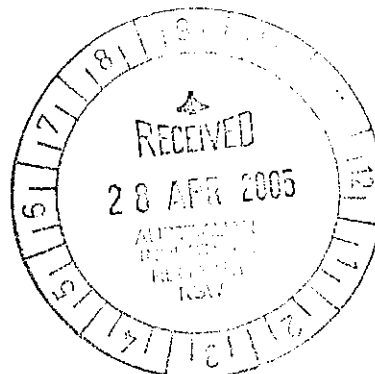
Peter Tighe
National Secretary

Brian Baulk
National President

Suite 701, Level 7
1 Rosebery Avenue
Rosebery
NSW 2018

Ph: (02) 9663 3699
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Email:
edno@nat.cepu.asn.au



Communications Electrical
Electronic Energy
Information Postal
Plumbing and Allied
Services Union of Australia



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Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 1
1 Roseberry Avenue
ROSEBERRY NSW 2018

Dear Mr Tighe

Various Financial Returns

I refer to previous correspondence concerning the following financial returns. I have enclosed copies of correspondence in relation to each for your information. As you will note, the first three matters relate to apparent inconsistencies between the date of the relevant auditors' reports and the date on which the Union has advised the financial accounts and auditor's report were provided to members. Your early clarification will enable the Registry to finalise these matters.

CEPU - National Office (FR2003/31) - year ending 31 March 2003

In our letter of 6 October 2004, the Registry noted the dates referred to in your letter of 17 August 2004 and sought clarification of the date of provision of the financial documents to members of the Union. The documents cannot be filed until it is clear when the Union provided members with the accounts and the auditor's report dated 11 December 2003.

Electrical Division, Southern States Divisional Branch (FR2002/845 and 846) - year ending 31 December 2002

In our letter of 6 October 2004, the Registry noted the dates referred to in your letter of 17 August 2004 and sought clarification of the date of provision of the financial documents to members of the Branch. The documents cannot be filed until it is clear when the Branch provided members with the accounts and the auditor's report dated 6 October 2003 (not 2 October 2003 as incorrectly stated in our letter).

Outstanding Financial Returns

The Registry has no record of lodgement of the following:

Electrical Division, Southern States Divisional Branch (FR2003/726) - year ending 31 December 2003.

Following its letter to the Branch of 18 October 2004, the Registry was advised by the accountant of this Branch on that the national office was arranging lodgement of these documents. Copies of the Registry's letter and the accountant's email are attached. As this return is now substantially overdue, could you please advise when the documents will be lodged in the Registry.

Electrical Division (FR2003/722) - year ending 31 December 2003

A copy of the Registry's letter of 12 October 2004 is attached. As this return is now substantially overdue, could you please advise when the documents will be lodged in the Registry.

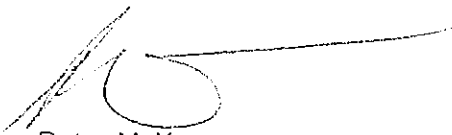
Electrical Division South Australian Divisional Branch (FR2003/725) - year ending 31 December 2003

In recent discussion with the Divisional Branch, the Registry was advised that the national office was arranging to lodge these documents. As this return is now substantially overdue, could you please advise when the documents will be lodged in the Registry.

Electrical Division, New South Wales Divisional Branch (FR2003/723) - year ending 31 December 2003

In recent discussion with the Divisional Branch, the Registry was advised that the national office was arranging to lodge these documents. As this return is now substantially overdue, could you please advise when the documents will be lodged in the Registry.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal stroke extending to the right.

Peter McKerrow
for Deputy Industrial Registrar

11 April 2005

enc.



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Financial Statements - Communications, Electrical, Electronic, Energy,
Information, Postal and Allied Services Union - Southern States Branch and
CEPU National Office**

I refer to your letters of 17 August 2004 in response to the Registry's correspondence of 25 March 2004 concerning the provision of the financial documents by these organisations to their members. Following your replies, I would appreciate your clarification of certain dates in the financial reporting process as noted below:

Electrical Division - Southern States Branch (FR2002/845 and 846)

In your letter of 17 March 2004 you indicate that the auditor's report was made available in the last week of July 2003, circulated to members in the second week of September 2003 and adopted by State Council in the first week of October.

The auditor's report in this matter is however dated 2 October 2003 which would indicate it and the other financial documents could not have been circulated to members at the time specified.

Could you please clarify the date of provision to members and the date of the second meeting.

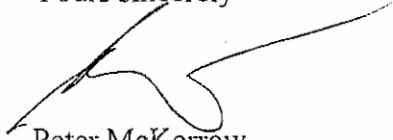
CEPU National Office - (FR2003/31)

In your letter of 17 March 2004 you indicate that the auditor's report was made available in the last week of August 2003, circulated to members in the second week of September 2003 and adopted by National Executive in the first week of October.

The auditor's report in this matter is however dated 11 December 2003 which would indicate it and the other financial documents could not have been circulated to members at the time specified.

Could you please clarify the date of provision to members and the date of the second meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long, sweeping horizontal stroke extending to the right.

Peter McKerrow
for Deputy Industrial Registrar

6 October 2004

17 August 2004

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

ETU

Electrical Trades Union

**Re: Financial Statements – CEPU – Southern States Branch for year ending
31 December 2002 (FR2002/845, 846)**

Dear Dean,

In response to your letter dated 30th April 2004 seeking further information pursuant to Section 279 of the Workplace Relations Act 1996, I wish to provide the following information:

1. The Auditors Financial Report was made available in the last week in July and endorsed by the Branch State Council in that week.
2. It was circulated to members of the union in the second week of September.
3. In the first week in October it was adopted by the State Council.

I hope the above information satisfies the needs of the registry.

Yours faithfully,



Peter Tighe
DIVISIONAL SECRETARY



THE ELECTRICAL DIVISION
of the Communications, Electrical,
Electronic, Energy, Information,
Postal, Plumbing and Allied
Services Union of Australia (CEPU)

Peter Tighe
Divisional Secretary

John Ingram
Assistant Secretary

Suite 701, Level 7
1 Rosebery Avenue
Rosebery NSW 2018

Ph: (02) 9663 3699
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Email:
edno@nat.cepu.asn.au

Website:
www.cepu-electrical.asn.au

17 August 2004

FAXED
17.8.04

ETU

Electrical Trades Union

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

THE ELECTRICAL DIVISION
of the Communications, Electrical,
Electronic, Energy, Information,
Postal, Plumbing and Allied
Services Union of Australia (CEPU)

**Re: Financial Statements – CEPU – Southern States Branch for year ending
31 December 2002 (FR2002/845, 846)**

Dear Dean,

In response to your letter dated 30th April 2004 seeking further information pursuant to Section 279 of the Workplace Relations Act 1996, I wish to provide the following information:

1. The Auditors Financial Report was made available in the last week in July and endorsed by the Branch State Council in that week.
2. It was circulated to members of the union in the second week of September.
3. In the first week in October it was adopted by the State Council.

I hope the above information satisfies the needs of the registry.

Yours faithfully,



Peter Tighe
DIVISIONAL SECRETARY

Peter Tighe
Divisional Secretary

John Ingram
Assistant Secretary

Suite 701, Level 7
1 Rosebery Avenue
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Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,
Information, Postal and Allied Services Union - Electrical Division, Southern States
Divisional Branch - for year ending 31 December 2002 (FR2002/845, 846)**

I refer to the Registry's letters of 30 April 2004 and 7 July 2004 concerning this organisation's financial statements.

To enable finalisation of this matter, I would appreciate your response to the following as soon as possible:

Date of supply of financial documents

Please confirm the date on which these documents were provided to the members of the Divisional Branch.

Qualification of Auditor's Report

On 5 July 2004 the auditor provided the enclosed response to the Registry's request for comment on the qualification recorded in his report. To date, no comment from or on behalf of the Branch has been received. If you or the Divisional Branch Secretary have any comments to make on the auditor's letter, please provide them. The Registry notes that the auditor states he will be able to audit the accounts of the controlled entity, Southern Alliance Financial Services, for 2002 and 2003 together with the accounts of the Branch.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina'.

Dean Superina
for Deputy Industrial Registrar

10 August 2004

enc.



Australian Government
Australian Industrial Registry

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

Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,
Information, Postal and Allied Services Union - Electrical Division, Southern States
Divisional Branch - for year ended 31 December 2002 (FR2002/845, 846)**

I refer to the financial statements which were lodged in the Registry on 17 March 2004. I previously wrote to you on 30 April 2004 requesting comment on a qualified audit opinion and also information regarding the dates of supply of documents to members. The Registry has yet to receive a reply and also seeks information on the following :

Donations

In the Notes to the Financial Statements Note 18 indicates that the Southern States Branch provided a donation of \$5,000 to the Australian Labor Party. If any donation exceeds \$1,000, the organisation must lodge a statement pursuant to section 269 of the *Workplace Relations Act 1996* stating the relevant particulars of the donation. The relevant particulars include the amount of the donation, the purpose for which the donation was made and, except where the donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship - the name and address of the person to whom the donation was made. Please provide the relevant details in a separate statement. This statement, when lodged, will only be available for inspection by members of your organisation - not the general public.

If you have any queries please do not hesitate to call me on (02) 8374 6506.

Yours sincerely

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

Dean Superina
for Deputy Industrial Registrar

7 July 2004



**Accountants
Business Advisors**

Peter Jess CA
Michael Kelly CA
Fred Schenck CPA
Michael Catanzariti CPA

43 Fletcher Street
PO Box 215
Essendon, VIC 3040

T: 03 9375 4225
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174 High Street
Avoca, VIC 3467

T: 54 653 579

pja@pjess.com.au
www.pjess.com.au

ACN 007 448 764

5 July 2004

Peter McKerrow
Assistant Manager
NSW Registry
Australian Industrial Registry

Fax 02 9380 6990

Re: CEPU – Electrical Division – Southern States Branch (ETU)

Dear Peter

I refer to your fax of 2 July 2004 in relation to the above entity. The qualification will be satisfied in this current year.

Southern Alliance Financial Services Pty Ltd (SAFS) is a controlled entity of the ETU, therefore they are included for consolidation purposes when reporting the financial results of the Group. As SAFS is a private company, it reports to the Australian Securities & Investment Commission via its annual return on a financial year basis ended 30 June.


As you are aware, the ETU reports its results on a calendar year basis ended 31 December.

At the time of preparing the audit for the ETU (Calendar year 2002), the 2002 Financial year accounts for SAFS were not completed. (SAFS commenced in 2001 – with most of its records held by the Royal Commission at this time.)

We are currently in the process of completing the audit for ETU for the calendar year 2003, at which time we will audit the records of SAFS for 2002 and 2003. The crossover of dates will be rectified this calendar year with the ETU moving to a July to June financial year.

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

Yours faithfully


Peter W Jess



AUSTRALIAN INDUSTRIAL REGISTRY

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80 William Street, East Sydney, NSW 2011
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Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

Re: Financial Statements - Communications, Electrical, Electronic, Energy, Information, Postal and Allied Services Union - Electrical Division, Southern States Divisional Branch - for year ending 31 December 2002 (FR2002/845, 846)

I refer to the financial statements which were lodged in the Registry on 17 March 2004. I draw your attention to the following matters.

Qualification of auditor's report

The auditor has provided a qualified audit opinion in his report. This relates to a company controlled by the branch, Southern Alliance Financial Services Pty Ltd. The auditor included the same opinion in the preceding financial year.

A Registrar is required pursuant to section 280(2) of the *Workplace Relations Act 1996* (the Act) to investigate any deficiency, failure or shortcoming set out in the report of an auditor. However, an investigation is not required if the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following financial year.

I have written to the auditor seeking his further comment and would appreciate your views of the auditor's qualification.

The dates when report, accounts and financial statements were supplied to members and subsequently presented to a meeting of members or committee of management

Section 279(3) of the *Workplace Relations Act 1996* (the Act) provides that:

“The copies referred to in subsection (1), or the summary referred to in subsection (2), shall be provided within 56 days (or such longer period as a Registrar allows) after the making to the organisation of the report concerned.”

Additionally, regarding the relevant meetings, section 279(6) of the the Act says:

“(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.”

This means that the financial report must, within 56 days of the auditor’s report, be supplied to members. After this has occurred, the organisation must hold either a general meeting or a meeting of the committee of management between 8 to 28 days after the supply of the report to members. This meeting is sometimes called “the second meeting”.

The purpose of this requirement is to give members time to consider the report after it is supplied to them and, if they wish, to raise any matters at the “second meeting”. Although your letter certified that the financial statements were supplied to members, it does not indicate the date/s of supply, or the date of the committee of management meeting held after the distribution of the statements. Please advise the Registry of the relevant dates.

If you have any queries regarding this letter please do not hesitate to contact me on 8374 6506.

Yours sincerely



Dean Superina
for Deputy Industrial Registrar

30 April 2004

2/7/04 - spoke to Mr Tishe's secretary; she will
keep me to advise when reply can
be detected.

P. McKEERAN



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Jess
Peter Jess & Associates
43 Fletcher Street
ESSENDON VIC 3040

Dear Mr Jess

Re: Financial Statements - Communications, Electrical, Electronic, Energy, Information, Postal and Allied Services Union - Electrical Division, Southern States Divisional Branch - for year ending 31 December 2002 (FR2002/845, 846)

I refer to the financial statements which were lodged in the Registry on 17 March 2004 which included your auditor's report dated 6 October 2003.

In your report you provided a qualified audit opinion on the accounts of the abovementioned divisional branch.

This qualification stated:

"The financial records of Southern Alliance Financial Services Pty Ltd (A Company controlled by the Electrical Trades Union Southern States Branch) were not subject to audit. While there is no reason for believing that the financial records are incorrect, we have not been able to verify this."

I note that this qualification was included in your report for the previous financial year.

A Registrar is required pursuant to section 280(2) of the *Workplace Relations Act 1996* (the Act) to investigate any deficiency, failure or shortcoming set out in the report of an auditor. However, an investigation is not required if the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following financial year.

I therefore request your further comment on this qualification. In particular, I draw your attention to section 276(2)(a) of the Act. It states that an auditor is "entitled at all reasonable times to full and free access to all records and other documents of the organisation relating directly or indirectly to the receipt of moneys, or to the acquisition, receipt, custody or disposal of assets, by the organisation."

If you have any queries please do not hesitate to contact me on (02) 8374 6506.

Yours sincerely

Dean Superina
for Deputy Industrial Registrar

30 April 2004

16 March 2004



CEPU

**COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION**

Peter McKerrow
Assistant Manager, NSW Registry
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

NATIONAL
OFFICE

Peter Tighe
National Secretary

Brian Baulk
National President

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1 Rosebery Avenue
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NSW 2018

Ph: (02) 9663 3699
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Email:
edno@nat.cepu.asn.au

**RE: Outstanding Financial Statements for CEPU Electrical Division
for the year ending 31 December 2002 and CEPU National Council
for year ending 31 March 2003**

Dear Peter,

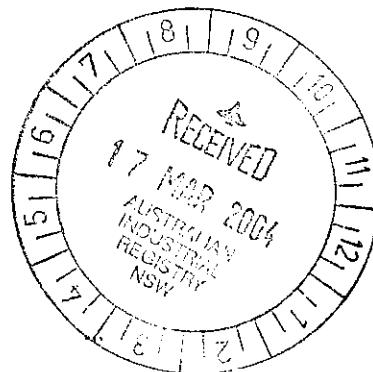
Please accept my sincere apologies for the delay in remitting the above financial returns for the CEPU Electrical Division. I have appended to this letter the statements for the CEPU National Council, Electrical Division National Office, Southern States Branch, the New South Wales Branch and the Western Australian Branch.

I have also enclosed Secretary's Certificates confirming that financial statements have been prepared, circulated and endorsed in accordance with the Act for both the Electrical Division and the CEPU National Council.

If you have any queries in relation to the documents remitted, please contact the undersigned.

Yours faithfully,

Peter Tighe
NATIONAL SECRETARY



Communications Electrical
Electronic Energy
Information Postal
Plumbing and Allied
Services Union of Australia

SECRETARY'S CERTIFICATE

CEPU ELECTRICAL DIVISION, SOUTHERN STATES BRANCH, NEW SOUTH WALES BRANCH, SOUTH AUSTRALIAN BRANCH AND WESTERN AUSTRALIA BRANCH FINANCIAL STATEMENTS

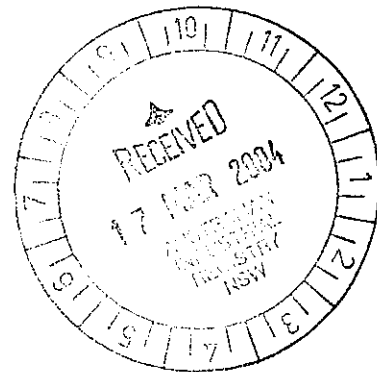
FOR YEAR ENDING 31 DECEMBER 2002

I, Peter Tighe, Divisional Secretary of the Electrical Division of the Communications, Electrical and Plumbing Union (CEPU) certify that:

- That the Divisional, Southern States Branch, New South Wales Branch and Western Australian Branch Committees of Management of the Electrical Division of the CEPU received the attached financial statements prepared pursuant to Section 273 of the Act.
- That the Electrical Division and the Divisional Branches detailed above circulated to their members the attached financial statements pursuant to Section 279 of the Act.
- That the Committees of Management of the Electrical Division and the Divisional Branches detailed above following the circulation to its members endorsed the financial statements pursuant to Section 279(6).



Peter Tighe
DIVISIONAL SECRETARY



14 FEB 2003
MD

ELECTRICAL TRADES UNION - SOUTHERN STATES BRANCH
FINANCIAL REPORT
FOR THE YEAR ENDING
31 DECEMBER 2002



ELECTRICAL TRADES UNION OF AUSTRALIA

SOUTHERN STATES BRANCH

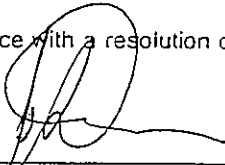
STATEMENT BY THE EXECUTIVE COMMITTEE

We, John Doran and Eric O'Neill, being two members of the Executive Committee of the Electrical Trades Union of Australia, Southern States Branch, do state on behalf of the Committee and in accordance with a resolution of the Committee that:

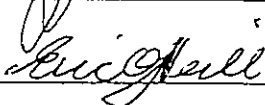
- (a) In the opinion of the Executive Committee, that the Financial Report set out on pages 2 to 14 presents fairly the financial position of the Electrical Trades Union of Australia, Southern States Branch as at the 31 December 2002 and it's performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- (b) In the opinion of the Executive Committee, meetings of the Committee were held during the year ended 31 December, 2002, in accordance with the Rules of the Electrical Trades Union of Australia, Southern States Branch;
- (c) To the knowledge of any member of the Committee, there have been no instances where records of the Electrical Trades Union of Australia, Southern States Branch, or other documents (not being documents containing information made available to the member of the Electrical Trades Union of Australia, Southern States Branch under Section 274 Sub-section (2) of the Workplace Relations Act 1996), or copies of the Rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the Rules of the Electrical Trades Union of Australia, Southern States Branch; and
- (d) The Electrical Trades Union of Australia, Southern States Branch has complied with Section 279 and Sub-sections (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, 2002.
- (e) At the date of this statement, there are reasonable grounds to believe that the Electrical Trades Union of Australia, Southern States Branch will be able to pay it's debts as and when they fall due.

This statement is made in accordance with a resolution of the Executive Committee and is signed for and on behalf of the committee by:

John Doran (President)



Eric O'Neill (Treasurer)



Dated at MELBOURNE on the 6 October, 2003

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2002

	Note	ETU		Consolidated	
		2002 \$	2001 \$	2002 \$	2001 \$
Membership revenue	2	4,916,898	5,073,194	4,916,898	5,073,194
Cost of sales		-	-	-	-
Gross profit		4,916,898	5,073,194	4,916,898	5,073,194
Other revenues from ordinary activities	2	1,311,340	758,966	2,678,393	5,054,794
Distribution expenses					
Marketing expenses					
Occupancy expenses		(34,894)	(39,054)	(34,894)	(39,054)
Administration & Payroll expenses		(2,943,128)	(2,739,651)	(3,108,547)	(2,940,076)
Borrowing costs expense	3	-	-	-	-
Other expenses from ordinary activities		(3,241,932)	(2,285,800)	(3,475,134)	(2,248,935)
Profit from ordinary activities before income tax expense	3	8,284	767,655	976,716	4,899,923
Net profit from ordinary activities after income tax expense attributable to members of the Union	13	8,284	767,655	976,716	4,899,923
Increase (decrease) in Trust Corpus	13	-	-	(1,689,413)	(1,020,258)
Total revenues, expenses and valuation adjustments attributable to members of the Union recognised directly in Members Funds		-	-	(1,689,413)	(1,020,258)
Total changes in equity other than those resulting from transactions with members		8,284	767,655	(712,697)	3,879,665

The accompanying notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

	Note	ETU		Consolidated	
		2002 \$	2001 \$	2002 \$	2001 \$
CURRENT ASSETS					
Cash assets	4	5,289,430	4,066,184	8,147,103	6,887,405
Receivables	5	1,884,443	2,393,580	1,931,912	2,527,564
Inventories	6	51,820	32,670	51,820	32,681
Other	7	-	-	2,177	2,177
TOTAL CURRENT ASSETS		7,225,693	6,492,434	10,133,012	9,449,827
NON-CURRENT ASSETS					
Other financial assets	8	717,939	717,939	717,939	717,939
Property, plant and equipment	10	7,361,218	7,545,426	8,291,108	8,157,774
TOTAL NON-CURRENT ASSETS		8,079,157	8,263,365	9,009,047	8,875,713
TOTAL ASSETS		15,304,850	14,755,799	19,142,059	18,325,540
CURRENT LIABILITIES					
Payables	11	2,409,998	1,891,099	2,472,947	1,906,558
Provisions	12	602,190	442,135	602,190	442,135
TOTAL CURRENT LIABILITIES		3,012,188	2,333,234	3,075,137	2,348,693
NON-CURRENT LIABILITIES					
Provisions	12	10,355	148,542	10,355	227,841
TOTAL NON-CURRENT LIABILITIES		10,355	148,542	10,355	227,841
TOTAL LIABILITIES		3,022,543	2,481,776	3,085,492	2,576,534
NET ASSETS		12,282,307	12,274,023	16,056,567	15,749,006
EQUITY					
Retained profits	13	12,282,307	12,274,023	16,056,567	15,749,006
TOTAL EQUITY		12,282,307	12,274,023	16,056,567	15,749,006

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2002

	Note	ETU	
		2002	2001
		\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from operating activities		7,850,448	5,308,715
Payments to suppliers and employees		(6,450,210)	(5,059,275)
Dividends received			
Interest received		197,805	156,647
Borrowing costs paid			
Net cash provided by (used in) operating activities	15b	<u>1,598,043</u>	<u>406,087</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		42,171	12,727
Proceeds from sale of investments			
Payment for property, plant and equipment		(393,786)	(94,850)
Payment for investments			
Loans to related entities			
— payments made		(23,182)	23,249
Net cash provided by (used in) investing activities		<u>(374,797)</u>	<u>(58,874)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings			
Repayment of borrowings			
Net cash provided by (used in) financing activities		<u>-</u>	<u>-</u>
Net increase in cash held		1,223,246	347,213
Cash at beginning of year		4,066,184	3,718,971
Cash at end of year	15a	<u>5,289,430</u>	<u>4,066,184</u>

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

Note 1 Statement of Significant Accounting Policies

The financial report is a general purpose financial report prepared in order to satisfy the financial report preparation requirements of the *Corporations Act 2001*. The Executive have determined that the Union is a reporting entity.

The financial report covers Electrical Trades Union - Southern States Branch as an individual entity and Electrical Trades Union - Southern States Branch and controlled entities as a Consolidated Entity. Electrical Trades Union - Southern States Branch is a Trade Union domiciled in Australia.

The report has been prepared in accordance with the requirements of the *Corporations Act 2001*, and the following applicable Accounting Standards and Urgent Issues Group Consensus Views:

AASB 1008:	Leases
AASB 1018:	Statement of Financial Performance
AASB 1025:	Application of the Reporting Entity Concept and Other Amendments
AASB 1031:	Materiality
AASB 1034:	Financial Report Presentation and Disclosures
AASB 1040:	Statement of Financial Position

No other Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been 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. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

a. Principles of Consolidation

A controlled entity is any entity controlled by Electrical Trades Union - Southern States Branch. Control exists where Electrical Trades Union - Southern States Branch has the capacity to dominate the decision-making in relation to the financial and operating policies of another entity so that the other entity operates with Electrical Trades Union - Southern States Branch to achieve the objectives of Electrical Trades Union - Southern States Branch. Details of the controlled entities are contained in Note 9.

All inter-company balances and transactions between entities in the economic entity, including any unrealised profits or losses, have been eliminated on consolidation.

Where a controlled entity has entered or left the economic entity during the year its operating results have been included from the date control was obtained or until the date control ceased.

b. Inventories

Inventories are measured at the lower of cost and net realisable value.

c. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Plant and equipment

Plant and equipment are measured on the cost basis.

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

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their estimated useful lives to the economic entity commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	2.5%
Plant and equipment	10 to 40%

d. Leases

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entities within the economic entity are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the economic entity will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

e. Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by the Executive to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies or the underlying net assets for other non-listed corporations. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

e. Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred.

f. Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

g. Revenue

Revenue from Membership subscriptions is recognised on an Accruals basis.

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

Dividend revenue is recognised when the right to receive a dividend has been established. Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

h. Goods and Services Tax (GST)

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

Note 2 Revenue

	Note	ETU		Consolidated Entity	
		2002 \$	2001 \$	2002 \$	2001 \$
Operating activities					
— Membership Contributions		4,916,898	5,073,194	4,916,898	5,073,194
— dividends	2a	-	-	-	-
— interest	2b	197,805	134,637	322,675	229,316
— rental income		681,932	380,589	681,932	380,589
— other revenue		431,603	243,740	1,673,786	4,444,889
		<u>6,228,238</u>	<u>5,832,160</u>	<u>7,595,291</u>	<u>10,127,988</u>
Non-operating activities					
— proceeds on disposal of investments		-	-	-	-
Total revenue		<u>6,228,238</u>	<u>5,832,160</u>	<u>7,595,291</u>	<u>10,127,988</u>
a. Dividends from					
— other corporations		-	-	-	-
b. Interest from					
— Financial Institutions		197,805	134,637	322,675	229,316
		<u>197,805</u>	<u>134,637</u>	<u>322,675</u>	<u>229,316</u>

Note 3 Profit from Ordinary Activities

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

	ETU		Consolidated	
	2002 \$	2001 \$	2002 \$	2001 \$
Profit from ordinary activities before income tax expense has been determined after:				
a. Expenses				
Cost of sales				
Borrowing costs				
Total borrowing costs				
Depreciation of non-current assets				
— buildings	136,196	137,756		
— plant and equipment	343,733	176,002		
— leased plant and equipment				
	479,929	313,758		
Capitalised depreciation charges				
Total depreciation	479,929	313,758		
Bad and doubtful debts				
Total bad and doubtful debts				
Remuneration of auditor				
— audit or review	20,730	15,705	20,730	15,705
— other services	698	3,009	698	3,009

Note 4 Cash Assets

	ETU		Consolidated	
	2002 \$	2001 \$	2002 \$	2001 \$
Cash at bank	735,824	1,135,401	3,593,497	3,956,622
Deposits at call	4,553,606	2,930,783	4,553,606	2,930,783
	5,289,430	4,066,184	8,147,103	6,887,405

Note 5 Receivables

	ETU		Consolidated	
	2002 \$	2001 \$	2002 \$	2001 \$
CURRENT				
Trade debtors - members	1,581,635	1,946,524	1,581,635	1,946,524
Provision for doubtful debts	(205,765)	(491,647)	(205,765)	(491,647)
	1,375,870	1,454,877	1,375,870	1,454,877
Other debtors	215,692	497,527	556,042	1,072,687
Amounts Receivable from:				
Associated Entities	292,881	441,176		
	508,573	938,703	556,042	1,072,687
	1,884,443	2,393,580	1,931,912	2,527,564

Note 6 Inventories

	ETU		Consolidated	
	2002 \$	2001 \$	2002 \$	2001 \$
CURRENT				
At cost				
Finished goods	51,820	32,670	51,820	32,681
Land held for resale				
	51,820	32,670	51,820	32,681
	51,820	32,670	51,820	32,681

Note 7 Other Assets

ELECTRICAL TRADES UNION - SOUTHERN STATES BRANCH ABN 37 211 681 988
AND CONTROLLED ENTITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

	Nota	ETU		Consolidated	
		2002 \$	2001 \$	2002 \$	2001 \$
CURRENT					
Formation expenses				2,177	2,177
				<u>2,177</u>	<u>2,177</u>

Note 8 Other Financial Assets

	Nota	ETU		Consolidated	
		2002 \$	2001 \$	2002 \$	2001 \$
Shares in listed corporations — at cost	8a				
Investments in other corporations — at cost		717,939	717,939	717,939	717,939
Less: Provision for write-down to recoverable amount					
Shares in other corporations — at recoverable amount	8b	717,939	717,939	717,939	717,939
		<u>717,939</u>	<u>717,939</u>	<u>717,939</u>	<u>717,939</u>

Note 9 Controlled Entities

The following related parties are included in the consolidation (where the ETU and/or its officers have material control)

ETU Southern States Branch
Electrical & Electronic Industry Training Ltd

Note 10 Property, Plant & Equipment

	ETU		Consolidated	
	2002 \$	2001 \$	2002 \$	2001 \$
Land and Buildings				
Freehold land at:				
— cost	687,665	687,665	687,665	687,665
	<u>687,665</u>	<u>687,665</u>	<u>687,665</u>	<u>687,665</u>
Buildings at:				
— cost	6,788,937	6,782,534	7,701,275	7,353,662
Less accumulated depreciation	881,746	745,550	881,943	747,830
	<u>5,907,191</u>	<u>6,036,984</u>	<u>6,819,332</u>	<u>6,605,832</u>
Total Land and Buildings	6,594,856	6,724,649	7,506,997	7,293,497
Plant and equipment at cost	2,269,433	2,222,537	2,297,144	2,366,055
Less accumulated depreciation	1,503,071	1,401,760	1,513,033	1,501,778
	<u>766,362</u>	<u>820,777</u>	<u>784,111</u>	<u>864,277</u>
Capitalised leased plant and equipment				
Less accumulated depreciation				
Total Plant and Equipment	<u>766,362</u>	<u>820,777</u>	<u>784,111</u>	<u>864,277</u>
Total Property, Plant and Equipment	<u>7,361,218</u>	<u>7,545,426</u>	<u>8,291,108</u>	<u>8,157,774</u>

a. Movements in Carrying Amounts

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

	Freehold Land \$	Buildings \$	Plant and Equipment \$	Leased Plant and Equipment \$	Total \$
Economic Entity					
Balance at the beginning of the year	687,665	6,036,984	820,777		
Additions		6,403	327,655		
Disposals			(38,337)		
Revaluation increments/ (decrements)					

ELECTRICAL TRADES UNION - SOUTHERN STATES BRANCH ABN 37 211 681 988
AND CONTROLLED ENTITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

Depreciation expense	(136,196)	(343,733)		
Capitalised borrowing costs and depreciation				
Carrying amount at the end of the year	687,665	5,907,191	766,362	-

Note 11 Payables

	ETU		Consolidated	
	2002	2001	2002	2001
	\$	\$	\$	\$
CURRENT				
Trade creditors	910,248	747,756	967,729	762,511
GST Control Account	286,910	172,102	292,378	172,806
Prepaid Member Contributions	1,212,840	971,241	1,212,840	971,241
	2,409,998	1,891,099	2,472,947	1,906,558

Note 12 Provisions

	Note	ETU		Consolidated	
		2002	2001	2002	2001
		\$	\$	\$	\$
CURRENT					
Employee benefits	12a	602,190	442,135	602,190	442,135
		602,190	442,135	602,190	442,135
NON-CURRENT					
Employee benefits	12a	10,355	148,542	10,355	227,841
a. Aggregate employee benefit liability		612,545	590,677	612,545	669,976

Note 13 Retained Profits

	Note	ETU		Consolidated	
		2002	2001	2002	2001
		\$	\$	\$	\$
Retained profits at the beginning of the financial year		12,274,023	11,506,368	16,769,264	11,869,341
Net profit attributable to members of the company		8,284	767,655	976,716	4,899,923
Movements in Trust Corpus				(1,689,413)	(1,020,258)
Retained profits at the end of the financial year		12,282,307	12,274,023	16,056,567	15,749,006

Note 14 Capital & Leasing Commitments

	ETU		Consolidated	
	2002	2001	2002	2001
a. Operating Lease Commitments				
Non-cancellable operating leases contracted for but not capitalised in the financial statements:				
Payable				
—not later than 1 year	3,570	3,570	3,570	3,570
—later than 1 year but not later than 5 years	1,785	3,570	1,785	3,570
—later than 5 years		1,785		1,785
	5,355	8,925	5,355	8,925

Note 15 Cash Flow Information

	ETU	
	2002	2001
	\$	\$
a. Reconciliation of Cash		
Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the statement of financial position as follows:		
Cash on hand	735,824	1,135,401
At call deposits with financial institutions	4,553,606	2,930,783
Bank overdrafts — secured	-	-
	5,289,430	4,066,184
b. Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
Profit (loss) from ordinary activities after income tax	8,284	767,655

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

Bank overdrafts — secured		
	5,289,430	4,066,184
b. Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
Profit (loss) from ordinary activities after income tax	8,284	767,655
Non-cash flows in profit from ordinary activities		
Depreciation	479,929	313,758
Loss on Sale of Motor Vehicles	59,400	36,045
Doubtful debts	285,882	(1,152,843)
Changes in assets and liabilities		
(Increase)/decrease in receivables	646,724	289,761
(Increase)/decrease in other assets	37,528	(43,819)
(Increase)/decrease in inventories	(19,150)	(3,475)
Increase/(decrease) in payables	121,860	(3,246)
Increase/(decrease) in other liabilities	241,599	229,029
Increase/(decrease) in deferred taxes		
Increase/(decrease) in provisions	(264,013)	(26,778)
Cash flows from operations	1,598,043	406,087
c. Credit Stand-by Arrangement and Loan Facilities		
The Union has no credit stand-by or financing facilities in place.		

Note 16 Union Details

The registered office of the Union is:

Electrical Trades Union - Southern States Branch
516 - 520 Swanston Street
Carlton South 3053

The principal place of business is:

Electrical Trades Union - Southern States Branch
516 - 520 Swanston Street
Carlton South 3053

The names of persons who were on the Executive Committee of the Electrical Trades Union (Southern States Branch) as at 31st December 2002 were

John Doran (President)
Eric O'Neill (Treasurer)
Dean Mighell (Secretary)
Adrian McNamara (Vice President)
Eddie Coughlan
Kevin Loveday

Note 17 Workplace Relations Act 1996

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 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 specific information available to the member or the Registrar in such a 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 because of an application made at the request of a member.

Note 18 Donations

During the year a donation of \$5,000 was made to the Australian Labor Party.

ELECTRICAL TRADES UNION OF AUSTRALIA

SOUTHERN STATES BRANCH

STATEMENT BY THE ACCOUNTING OFFICER

I, Dean Mighell, being the officer responsible for keeping the accounting records of the Electrical Trades Union of Australia, Southern States Branch, certify that as at 31st December 2002, the number of members were 19,777 and the number of financial members were 16,532. In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Electrical Trades Union of Australia, Southern States Branch, as at 31st December 2002;
- (ii) a record has been kept of all moneys paid by or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the Rules of the Electrical Trades Union of Australia, Southern States Branch;
- (iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Electrical Trades Union of Australia, Southern States Branch;
- (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 Electrical Trades Union of Australia, Southern States Branch;
- (vi) the register of members of the Electrical Trades Union of Australia, Southern States Branch, is maintained in accordance with the Workplace relations Act 1996.



DEAN J. MIGHELL
Accounting Officer



PETER W. JESS
Registered Company Auditor

Dated at Melbourne on the 2nd of October 2003.



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Tighe
Divisional Secretary
CEPU Electrical Division
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

Financial Reporting Obligations - CEPU Electrical Division

A number of branches of your organisation are yet to meet their reporting obligations under the Workplace Relations Act 1996 (the Act) for the financial year ending 31 December 2002. I would appreciate your assistance in ensuring that each does so without further delay.

The relevant branches and details are:

CEPU - Electrical Division, National Office - on 31 October 2003 the Registry sought by 17 November 2003 written advice from yourself, as Secretary of the Division, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, NSW Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Bernie Riordan, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged.

On 5 November 2003 an email was received from Mr Warwick Penfold of the branch, advising that the documents were waiting on approval by the Divisional Council Conference that was being held the following week.

No further information has been received since then. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Southern States Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Dean Mighell, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Western Australia Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr William Game, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

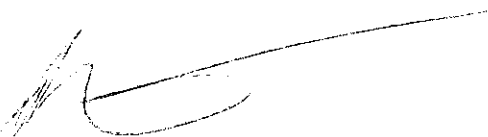
As you would appreciate, the financial reporting provisions of the Act are an important means of ensuring organisations are accountable to their members and operate effectively. The Registry is seeking to improve the level of compliance generally with these provisions. The timely lodgement of financial returns is essential.

The Registry also appreciates that unforeseen problems may arise in the preparation of financial reporting documents from time to time which may cause delay in meeting these requirements. The Workplace Relations Act therefore provides for the Registrar to grant extensions of time to complete certain steps in the financial return process including lodgement of the return.

If an organisation is experiencing difficulties of this nature, its secretary should inform the Registry of the nature of the difficulty, indicate why it will affect its capacity to lodge on time and the period of any expected delay. This contact can be initiated by phone to the Registry and preferably then confirmed by letter or email formally requesting the Registrar to grant an extension of time if necessary.

I would appreciate your response to these matters. If you would like to discuss any of them please phone me on 8374 6509.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal stroke extending to the right.

Peter McKerrow
Assistant Manager, NSW Registry

4 February 2004



AUSTRALIAN INDUSTRIAL REGISTRY

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

Our ref: FR2002/845 & FR2002/846

Mr Dean Mighell
Branch Secretary
Southern States Divisional Branch
CEPU Electrical Division
516-520 Swanston Street
CARLTON SOUTH VIC 3053

Dear Mr Mighell

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

There is no record of lodgement 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 2002.

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, lodgement of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by Monday 17 November 2003* 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. lodgement 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 please contact me on (02) 8374 6618.

Yours sincerely

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

31 October 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/845-[128V-TAS]

Mr K Harkins
Secretary
Tasmanian Divisional Branch
Electrical Division
CEPU
105 New Town Road
NEW TOWN TAS 7008

Dear Mr Harkins

**Re: CEPU - Electrical Division - Tasmanian 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, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year 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 obligations arising under Part IX, Division 11 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
18 February 2003