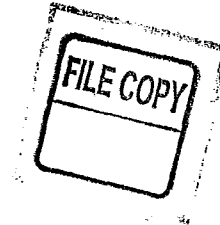




FAIR WORK  
AUSTRALIA

8 May 2012

Mr Dean Hall  
Secretary, Australian Capital Territory Construction and General Divisional Branch  
Construction, Forestry, Mining and Energy Union  
3 Rosevear Place  
DICKSON ACT 2602



Dear Mr Hall

**Lodgment of Financial Accounts and Statements - Construction, Forestry, Mining and Energy Union, Construction and General Division, Australian Capital Territory Branch for year ending 31 December 2011 (FR2011/2850)**

Thank you for lodging the abovementioned financial accounts and statements which were received by Fair Work Australia on 2 May 2011.

The documents have been filed. However I draw your attention to the following areas of non-compliance:-

1. The Notice under section 272 was omitted. This must be included in future reports.
2. Note 3(a) and the Detailed Profit & Loss Statement both presented an aggregate figure for "Salaries and wages - office holders and employees". Paragraphs 11(g) and 11(h) of the Reporting Guidelines make clear that separate balances must be disclosed for these categories, i.e. there must be a balance for employee benefits for office-holders and a balance for employees. This should be rectified in future reports.

Finally, an amount of \$43,354 is disclosed as the total of Donations expended, in the Statement of Comprehensive Income and at Note 3(b). If this amount included any single donation exceeding \$1,000, then a separate statement showing all the prescribed particulars should be lodged, pursuant to section 237 of the *Fair Work (Registered Organisations) Act 2009*, at your earliest opportunity.

Yours sincerely,

Stephen Kellett  
Organisations, Research and Advice Branch  
Fair Work Australia

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH**

**ABN 38 491 952 173**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2011**




**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION AND GENERAL DIVISION  
– ACT BRANCH  
ABN 38 491 952 173**

**CERTIFICATE OF SECRETARY**

S268 of Fair Work (Registered Organisations) Act 2009

I, Dean Hall being the Branch Secretary of the Construction Forestry Mining and Energy Union Construction and General Division – ACT Branch certify:

- that the documents lodged herewith are copies of the full report referred to in S268 of Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on 10 April 2012; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 24 April 2012, in accordance with section 266 of Fair Work (Registered Organisations) Act 2009.



Dean Hall  
Branch Secretary  
CFMEU  
Construction and General Division  
ACT Branch

Dated this 24<sup>th</sup> day of April 2012  
at Canberra, Australian Capital Territory

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**OPERATING REPORT**

**Principal Activities**

CFMEU, Construction & General Division – ACT Branch (“reporting unit”) is committed to advancing the wages, conditions, and wellbeing of its membership.

The reporting unit's principal activities during the year were:

- Representation of members on the job.
- Union-negotiated collective agreements.
- Assisting members with legal representation.
- Facilitating access to training courses.
- Informing members through the regular newsletter.
- Sale of products to union members.
- Investment of union funds.

The operating loss of the reporting unit for the year ended 31 December 2011 is \$151,132 (2010: loss \$1,185,885).

**Significant changes**

There were no significant changes in the nature of the reporting unit's activities during the year.

**Members rights to resign**

Members may resign from the Union in accordance with Section 174 of the Fair Work Act, which reads as follows:

- 1) A member of the Union may resign from membership by written notice addressed and delivered to the Secretary of the Branch of which he is a member.
- 2) A notice of resignation from membership of the Union takes effect:
  - a) Where the member ceases to be eligible to become a member of the Union:
    - i) On the day on which notice is received by the Union; or
    - ii) On the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; Which ever is later; or
  - b) In any other case:
    - i) At the end of two (2) weeks after the notice is received by the Union; or
    - ii) On the day specified in the notice;Whichever is later.
- 3) Any dues payable but not paid by a former member of the Union, in relation to a period before the member's resignation from the Union took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 4) A notice delivered to the person mentioned in subsection (1) shall be taken to have been received by the Union when it was delivered.
- 5) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with subsection (1).

A resignation from membership of the Union is valid even if it is not affected in accordance with the rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

**Officers as Trustees**

No officer of the reporting unit is a trustee.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION**

**AND GENERAL DIVISION – ACT BRANCH**

**ABN 38 491 952 173**

**OPERATING REPORT (CONT)**

**Prescribed Information**

- (a) the number of persons that were, at 31<sup>st</sup> December 2011, recorded in the register of members for section 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the reporting unit under section 244 of the Fair Work (Registered Organisations) Act 2009 was 3,883 (2010: 3,219);
- (b) the number of persons who were, at 31<sup>st</sup> December 2011, employees of the reporting unit, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis was 12 employees (2010: 10 employees);
- (c) the name of each person who has been a member of the committee of management of the reporting unit at any time during the year ended 31<sup>st</sup> December 2011, and the period for which he or she held such a position is:


<b>NAME</b>	<b>PERIOD</b>
Dean Hall	Full year
Rod Driver	Full year
Max Harmer	Full year
Jason O'Mara	Full year
Mark Dymock	Full year
Jack Broaderick	Full year
Eddy Hewitt	Full year
Leon Arnold	Full year
Des Marland	Full year
Halafihi Kivalu	Full year
Jason Jennings	Full year
Trevor Scott	Full year
Nikola Vukelic	Full year
Cameron Hardy	Full year
Matt McIntyre	Full year
Jeff Polsen	Full year

**Other Information**

There is no other information that the reporting unit considers is relevant.

For and on behalf of the Committee of Management:

Dated at Canberra, Australian Capital Territory this 28 day of February 2012.

  
\_\_\_\_\_  
DEAN HALL

  
\_\_\_\_\_  
JASON O'MARA

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Dean Hall, being the officer responsible for keeping the accounting records of the Construction Forestry Mining and Energy Union – Construction and General Division – ACT Branch, hereby certify that as at 31<sup>st</sup> December 2011 the number of members of the Branch was 3,883 and that in relation to the 2011 financial year, in my opinion;

- (a) the accounts annexed hereto show a true and fair view of the financial affairs of the Branch as at the end of the financial year;
- (b) a record has been kept of all monies paid by, or collected from, members of the Branch, and all monies so paid or collected have been credited to the bank account to which these monies are to be credited in accordance with the rules of the Branch;
- (c) before any expenditure was incurred by the Branch, approval for the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (d) as to funds of the Branch 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 such funds other than for the purposes for which the fund was created;
- (e) all loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the rules of the Branch; and
- (f) the register of members of the Branch was maintained in accordance with the Act.



**DEAN HALL**

Dated at Canberra, Australian Capital Territory this 28 day of February 2012

RSM Bird Cameron

Level 1, 103-105 Northbourne Avenue Canberra ACT 2601

GPO Box 200 Canberra ACT 2601

T +61 2 6247 5988 F +61 2 6247 3703

www.rsmi.com.au

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF**

### **CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION AND GENERAL DIVISION- (ACT BRANCH)**

We have audited the accompanying financial report of Construction Forestry Mining and Energy Union Construction and General Division - ACT Branch ("the union"), which comprises the balance sheet as at 31 December 2010, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee of Management Statement.

#### *Committee's Responsibility for the Financial Report*

The Committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009, and for such internal control as the Committee determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

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

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

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

#### *Independence*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

# RSM Bird Cameron

Chartered Accountants

## *Opinion*

In our opinion the financial report presents fairly, in all material respects, the financial position of the Construction Forestry Mining and Energy Union Construction and General Division- ACT Branch as at 31 December 2010 and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009.

**RSM Bird Cameron**  
Chartered Accountants



**G M STENHOUSE**  
Director

Canberra, Australian Capital Territory  
Dated: 28 FEBRUARY 2012



**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**COMMITTEE OF MANAGEMENT STATEMENT**

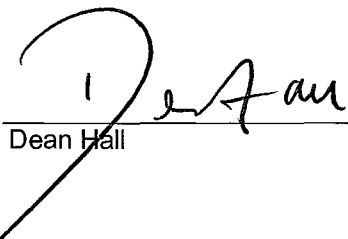
On the 28 February 2012 the Committee of Management of the Construction Forestry Mining and Energy Union, Construction and General Division – ACT Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2011:

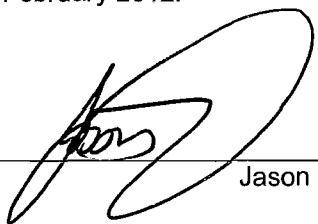
The Committee of Management declares in relation to the GPFR that in its opinion:

- 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 for the purposes of section 270 of the Fair Work (Registered Organisations) Act 2009;
- c) the financial statements and notes give a true and fair view of the income and expenses, balance sheet, changes in equity 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 when they become due and payable;
- e) during the year to which the GPFR relates and since the end of that year:
  - i) meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of the branch 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 the branch concerned;
  - iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009;
  - iv) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or Registrar; and
  - v) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- f) no recovery of wages activities undertaken by the reporting unit resulted in any revenues or receipts paid or payable to the reporting unit. All recovered wages were paid directly to reporting unit members by relevant employers.

For Committee of Management:

Dated at Canberra, Australian Capital Territory this 28 day of February 2012.

  
\_\_\_\_\_  
Dean Hall

  
\_\_\_\_\_  
Jason O'Mara

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	NOTE	2011 \$	2010 \$
Revenue from ordinary activities	2	1,420,357	1,352,129
Depreciation and amortisation expense	3	(44,948)	(20,067)
Employee benefits expense	3	(1,174,600)	(1,357,458)
Donations expense		(43,354)	(205,759)
Administrative expense		(566,723)	(708,851)
Loss from Sale of Investments		-	(315,613)
Profits from trusts		258,136	69,734
		<hr/>	<hr/>
Net profit / (loss) attributable to members of the Union		(151,132)	(1,185,885)
		<hr/>	<hr/>
Other comprehensive income		-	-
		<hr/>	<hr/>
Total comprehensive income/(loss) attributable to members of the Union		<u>(151,132)</u>	<u>(1,185,885)</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2011**

	NOTE	2011 \$	2010 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	868,623	796,813
Others		30,668	45,768
<b>TOTAL CURRENT ASSETS</b>		<u>899,291</u>	<u>842,581</u>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	322,157	733,397
Financial Assets	7	1,471	1,431
Property, plant and equipment	8	141,107	171,966
<b>TOTAL NON-CURRENT ASSETS</b>		<u>464,735</u>	<u>906,794</u>
<b>TOTAL ASSETS</b>		<u>1,364,026</u>	<u>1,749,375</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	98,328	241,202
Provisions	10	157,084	156,988
Borrowings	12	42,142	38,945
<b>TOTAL CURRENT LIABILITIES</b>		<u>297,554</u>	<u>437,135</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	10	46,826	28,644
Other	11	-	70,676
Borrowings	12	30,000	72,143
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>76,826</u>	<u>171,462</u>
<b>TOTAL LIABILITIES</b>		<u>374,380</u>	<u>608,597</u>
<b>NET ASSETS</b>		<u>989,646</u>	<u>1,140,778</u>
<b>EQUITY</b>			
Retained profits		<u>989,646</u>	<u>1,140,778</u>
<b>TOTAL EQUITY</b>		<u>989,646</u>	<u>1,140,778</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**STATEMENT OF CHANGES IN EQUITY  
AS AT 31 DECEMBER 2011**

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 31 December 2009</b>	<u>2,326,663</u>	<u>2,326,663</u>
Deficit attributable to the entity	(1,185,885)	(1,185,885)
<b>Balance at 31 December 2010</b>	<u>1,140,778</u>	<u>1,140,778</u>
Deficit attributable to the entity	(151,132)	(151,132)
<b>Balance as at 31 December 2011</b>	<u>989,646</u>	<u>989,646</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	NOTE	2011 \$	2010 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Cash receipts from members' subscriptions		826,096	741,980
Cash Receipts from Customers		528,424	91,875
Cash payments to suppliers and employees		(1,816,737)	(2,266,199)
Interest received		41,423	52,421
Donations received		322,298	248,500
Payment of affiliation fees, capitation fees and dispute levies		(62,068)	(91,369)
Other Revenue		285,604	423,608
		<hr/>	<hr/>
Net cash (used in) operating activities	<b>13</b>	125,040	(799,183)
		<hr/>	<hr/>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Loans repaid from related parties		-	608,603
Payment for Property, Plant and Equipment		(14,090)	(187,042)
Net cash provided by investing activities		(14,090)	421,561
		<hr/>	<hr/>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Net proceeds from borrowings		-	161,590
Repayment of borrowings		(38,944)	(15,489)
Net cash provided by financing activities		(38,944)	146,101
		<hr/>	<hr/>
Net increase in cash held		72,007	(231,522)
		<hr/>	<hr/>
Cash at beginning of the financial year		796,813	1,028,335
		<hr/>	<hr/>
Cash at the end of the financial year	<b>5</b>	868,623	796,813
		<hr/>	<hr/>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, including Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009.

The financial report covers the Construction Forestry Mining and Energy Union Construction and General Division – ACT Branch (the Union) as an individual entity. The Union is an unincorporated entity.

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

**Basis of Preparation**

The accounting policies set out below have been consistently applied to all years presented.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**a) Income Tax**

The Union is exempt from income tax under the provisions of Section 50-5 of the *Income Tax Assessment Act 1997*.

**b) Property, Plant and Equipment**

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

***Property***

Leasehold buildings are shown at their fair value (being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction), based on periodic valuations by external independent valuers, less subsequent depreciation for buildings.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

***Plant and Equipment***

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

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

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

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in equity. Decreases that offset previous increase of the same asset are charged against fair value reserves directly in equity, all other decrease are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

***Depreciation***

The depreciable amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated on a diminishing value basis over their useful economic lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

<b><i>Class of asset</i></b>	<b><i>Depreciation rate</i></b>
Office Equipment	50-66%
Motor Vehicles	25%

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

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

Gain and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

**c) Leases**

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

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

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

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.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

**d) Financial Instruments**

***Recognition***

Financial instruments are initially measured at cost on trade date, which includes transactions costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

***Financial assets at fair value through profit and loss***

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management and within the requirements of AASB139: Recognition and Measurement of Financial Instruments. Derivatives are also categorised as held for trading unless they are designated hedges. Realised and unrealised gains or losses arising from changes in the fair value of these assets are included in the income statement in the period in which they arise.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

**d) Financial Instruments (cont)**

***Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

***Impairment***

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

**e) Impairment of Assets**

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

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

**f) Investments in Associates**

Investments in associate companies are recognised in the financial statements by applying the equity method of accounting. The equity method of accounting recognises the Union's share of post acquisition reserves of its associates.

Associated entities are those that the Committee of Management have determined that the Union has significant influence, but not controlling interest, by means of the level of equity held and the relationship to the Union and the Committee of Management members.

**g) Employee Benefits**

Provision is made for the Union'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 entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount, plus any related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

**h) Provisions**

Provisions are recognised when the Union has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**i) Cash and Cash Equivalents**

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

**j) Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to members and customers.

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

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



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011

NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

**j) Revenue (cont)**

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

**k) 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 Balance Sheet are shown inclusive of GST.

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

**l) Comparative figures**

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

**m) Critical accounting estimates and judgements**

The Committee evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Union.

*Key estimates – Impairment*

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

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011 \$	2010 \$
<b>NOTE 2 – REVENUE</b>		
Operating revenue:		
Membership subscriptions	826,096	741,980
Donations received	322,298	248,500
Sitting fees	22,339	13,236
Counselling Income	86,364	47,515
Advertising Income	5,509	29,523
EBA Lodgement Income	23,273	14,545
Profit on sale of assets	-	41,936
Grant Income	75,531	79,324
Management Fee Income	-	54,545
Sundry income	17,523	848
	<u>1,378,933</u>	<u>1,271,952</u>
 Other income:		
Interest	41,424	80,177
	<u>41,424</u>	<u>80,177</u>
 Total Revenue	<u>1,420,357</u>	<u>1,352,129</u>

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 3 – PROFIT FROM ORDINARY ACTIVITIES</b>		
Profit has been determined after:		
<b>(a) Expenses</b>		
Depreciation of property, plant and equipment	44,948	20,067
Employee Benefits		
- salaries and wages – office holders & employee	1,076,011	1,268,577
- superannuation	98,589	88,881
	1,174,600	1,357,458

**(b) Significant Revenue and Expenses**

The following significant revenue and expense items are relevant in explaining the financial performance:

Donations paid or payable	43,354	205,759
Printing & Stationery	10,724	61,299
Membership fees	13,871	11,449
Capitation fees	61,167	77,171
CSI – OH&S services	12,725	10,717
Travelling expenses	61,167	64,613
Leasing – Motor Vehicles	10,724	45,196

**NOTE 4 – REMUNERATION OF AUDITOR**

Total amounts received and receivable by the auditors of the Union for:

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
Audit of the Union's financial report	25,000	23,000
	<b>25,000</b>	<b>23,000</b>

**NOTE 5 – CASH AND CASH EQUIVALENTS**

Cash on hand	1,300	2,000
Cash at bank	867,323	794,813
	<b>868,623</b>	<b>796,813</b>

The effective interest rate on cash at bank was 0.8% (2010: 0.7%)

**Reconciliation of Cash**

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
Cash assets and cash equivalents	<b>868,623</b>	<b>796,813</b>

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 6 – TRADE AND OTHER RECEIVABLES NON CURRENT</b>		
Loan to Creative Safety Initiatives Trust	258,136	59,204
Loan to Amcor Building Trust	64,021	674,193
	<b>322,157</b>	<b>733,397</b>

<b>NOTE 7 – FINANCIAL ASSETS</b>		
Shares in listed corporations - available for sale	1,471	1,431
	<b>1,471</b>	<b>1,431</b>

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 8 - PROPERTY, PLANT AND EQUIPMENT</b>		
Office Equipment - at cost	27,188	13,099
Less accumulated depreciation	(13,433)	(10,935)
	<b>13,755</b>	<b>2,164</b>
Motor Vehicles – at cost	185,125	185,125
Less accumulated depreciation	(57,773)	(15,323)
	<b>127,352</b>	<b>169,802</b>
Total Property, Plant and Equipment	<b>141,107</b>	<b>171,966</b>

**Movements in carrying amounts**

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

	<b>Motor Vehicles</b>	<b>Office Equipment</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance at the beginning of the period	169,802	2,164	171,966
Additions	-	14,089	14,089
Disposals	-	-	-
Depreciation expense	(42,450)	(2,498)	(44,948)
Depreciation write-back on disposal	-	-	-
	<b>127,352</b>	<b>13,755</b>	<b>141,107</b>
Carrying amount at the end of the period	<b>127,352</b>	<b>13,755</b>	<b>141,107</b>

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 9 – TRADE AND OTHER PAYABLES CURRENT</b>		
Trade creditors	57,403	174,160
Accrued expenses	40,925	67,042
	<b>98,328</b>	<b>241,202</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	<b>Employee Entitlements \$</b>	<b>Total \$</b>
<b>NOTE 10 - PROVISIONS</b>		
Opening balance at 1 January 2011	185,632	185,632
Net provision movement during year	18,278	18,278
Balance at 31 December 2011	<b>203,910</b>	<b>203,910</b>
	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
Current	157,084	156,988
Non-Current	46,826	28,644
	<b>203,910</b>	<b>185,632</b>

**Provision for Employee Entitlements**

A provision has been recognised for employee entitlements relating to long service leave. In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The recognition criteria for employee benefits has been included in Note 1.

	<b>2011 \$</b>	<b>2010 \$</b>
<b>NOTE 11 – OTHER NON-CURRENT LIABILITIES</b>		
Grant liability		
Staff Costs	-	37,336
Car Lease	-	11,054
Website	-	636
Education Material	-	12,000
Printing and Distribution	-	9,650
	<b>-</b>	<b>70,676</b>

**NOTE 12 – BORROWINGS**

**Hire Purchase Agreements**

Current	42,142	38,945
Non-Current	30,000	72,142
	<b>72,142</b>	<b>111,087</b>

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 13 - CASH FLOW INFORMATION**

**(a) Reconciliation of Cash Flows from Operations with Profit**

	2011 \$	2010 \$
(Deficit)	(151,132)	(1,185,885)
Non-cash flows in profit from ordinary activities:		
Depreciation and amortisation	44,948	16,280
Profit on Sale of Investments	-	315,613
Profit from investments in associates	-	(69,734)
Dividends received (DRP)	(72)	(92)
Changes in operating assets and liabilities:		
(Increase)/Decrease in receivables	411,240	118,050
(Increase)/Decrease in other assets	15,100	(34,674)
Increase/(Decrease) in payables	(213,322)	173,020
Increase/(Decrease) in employee provisions	18,278	(131,761)
Cash flows from operations	<u>125,040</u>	<u>(799,183)</u>

**(b) Non-cash Financing and Investing Activities**

There were no non-cash financing or investing activities during the period.

**(c) Credit Stand by Arrangement and Loan Facilities**

The Union has no credit stand-by or financing facilities in place.

**NOTE 14 – EVENTS AFTER THE BALANCE SHEET DATE**

There have been no significant events after the balance sheet date.

**NOTE 15 – RELATED PARTY TRANSACTIONS**

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

**Sitting fees for Office Holders**

	2011 \$	2010 \$
ACT Building and Construction Industry Training		700
ACT Construction Industry Long Service Leave Board	2,650	36
ACIRT	14,223	12,500
Construction Charitable Works Limited	2,880	-
Membership	2,586	-
	<u>22,339</u>	<u>13,236</u>

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 16 – ECONOMIC DEPENDENCY**

The continuing operation of the Union is dependent upon the financial support by the Canberra Tradesmen's Union Club to the CFMEU ACT Branch. The previous support from Canberra Tradesmen's Union Club included financial support totalling \$300,000 for the year ended 31 December 2011.

**NOTE 17 - FINANCIAL RISK MANAGEMENT**

The union's financial instruments consist mainly of deposits with bank, short term investments, accounts receivable and accounts payable.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	<b>NOTE</b>	<b>2011</b>	<b>2010</b>
		<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>			
Cash and cash equivalents	5	868,623	796,813
Available for sale financial assets			
– Shares in listed corporations	7	1,471	1,431
Loans to related parties	6	322,157	733,397
		<b>1,192,251</b>	<b>1,531,641</b>
<b>Financial Liabilities</b>			
Financial liabilities at amortised cost			
– Trade and other payables	9	98,328	241,202
		<b>98,328</b>	<b>241,202</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 17 - FINANCIAL RISK MANAGEMENT (CONT)**

**Financial Risk Management Policies**

Consisting of senior committee members, the finance and investment committee's overall risk management strategy seeks to assist the union in meeting its financial targets, whilst minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the finance committee on a regular basis. These include credit risk policies and future cash flow requirements.

**Specific Financial Risk Exposures and Management**

The main risks the union is exposed to through its financial instruments are interest rate risk, liquidity risk, credit risk and equity price risk.

**a. Interest rate risk**

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at reporting date whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments.

**b. Liquidity risk**

Liquidity risk arises from the possibility that the union might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The union manages this risk through the following mechanisms:

- preparing forward looking cash flow analysis in relation to its operational, investing and financing activities;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- investing only in surplus cash with major financial institutions; and
- Comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

The tables below reflect an undiscounted contractual maturity analysis for financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates.



**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 17 - FINANCIAL RISK MANAGEMENT (CONT)**

*Financial liability and financial asset maturity analysis*

	Note	Within 1 Year		1 to 5 Years		Total contractual cash flow	
		2011 \$	2010 \$	2011 \$	2010 \$	2011 \$	2010 \$
<b>Financial liabilities due for payment</b>							
Trade and other payables (excluding estimated annual leave and deferred income)	9	98,328	241,202	-	-	98,328	241,202
Borrowings	12	42,142	38,945	30,000	72,142	72,142	111,087
		140,470	280,147	30,000	72,142	170,470	352,289
<b>Total expected outflows</b>							
<b>Financial assets — cash flows realisable</b>							
Cash and cash equivalents	5	868,623	796,813	-	-	868,623	796,813
Trade, term and loans receivables	6	322,157	733,397	-	-	322,157	733,397

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 17 – FINANCIAL RISK MANAGEMENT (CONT)**

**Net Fair Values**

*Fair value estimation*

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying values as presented in the balance sheet. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair values derived may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgment and the assumptions have been detailed below. Where possible, valuation information used to calculate fair value is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying values of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the company. Most of these instruments which are carried at amortised cost are to be held until maturity and therefore the net fair value figures calculated bear little relevance to the company.

		2011		2010	
	Footnote	Net Carrying Value	Net Fair Value	Net Carrying Value	Net Fair Value
		\$	\$	\$	\$
<b>Financial assets</b>					
Cash and cash equivalents	(i)	868,623	868,623	796,813	796,813
Trade and other receivables	(i)	-	-	-	-
Loans receivable	(i)	322,157	322,157	733,397	733,397
Investments – available-for-sale	(ii)	1,471	1,471	1,431	1,431
<b>Total financial assets</b>		1,192,251	1,191,251	1,531,641	1,531,641
<b>Financial liabilities</b>					
Trade and other payables	(i)	98,328	98,328	241,202	241,202
Loans payable	(i)	72,142	72,142	111,087	111,087
<b>Total financial liabilities</b>		170,470	170,470	352,289	352,289

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, trade and other receivables and trade and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for relating to annual leave and deferred income which is not considered a financial instrument.
- (ii) For listed available-for-sale financial assets, closing quoted bid prices at reporting date are used.
- (iii) Fair values are determined using a discounted cash flow model incorporating current commercial borrowing rates. The fair values of fixed rate lease liability will differ to the carrying values.

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 17 – FINANCIAL RISK MANAGEMENT (CONT)**

*Sensitivity Analysis*

The following table illustrates sensitivities to the union's exposures to changes in interest rates and equity prices. The table indicates the impact on how profit and equity values reported at balance date would have been affected by changes in the relevant risk variable that management considers to be reasonably possible. These sensitivities assume that the movement in a particular variable is independent of other variables.

	<b>Financial Assets</b>	
	<b>Profit</b>	<b>Equity</b>
	\$	\$
<b>Year Ended 31 December 2011</b>		
+/- 2% in interest rates	17,371	17,371
+/- 10% in listed investments	146	146
<b>Year Ended 31 December 2010</b>		
+/- 2% in interest rates	15,936	15,936
+/- 10% in listed investments	143	143

The above interest rate sensitivity analysis has been performed on the assumption that all other variables remain unchanged.

No sensitivity analysis has been performed on foreign exchange risk, as the union is not exposed to foreign currency fluctuations.

**NOTE 18 – CAPITAL MANAGEMENT**

Management control the capital of the union to ensure that adequate cash flows are generated to fund its operations and that returns from investments are maximised. Management ensures that the overall risk management strategy is in line with this objective.

Management operates under policies approved by the Committee of Management. Risk management policies are approved and reviewed by the Committee on a regular basis. These include credit risk policies and future cash flow requirements.

There have been no changes to the strategy adopted by management to control the capital of the union since previous year.

**NOTE 19 – CONTINGENT LIABILITIES**

As at balance date the Union has no known contingent liabilities.

**NOTE 20 – COMMITMENTS**

	2011 \$	2010 \$
<b>Hire Purchase Liability</b>		
Payable – minimum lease payments		
- not later than 12 months	46,346	46,346
- between 12 months but not later than 5 years	30,897	77,243
- greater than 5 years	-	-
Less future finance charges	(5,101)	(12,502)
	72,142	111,087

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION CONSTRUCTION  
AND GENERAL DIVISION – ACT BRANCH  
ABN 38 491 952 173**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 21 – UNION DETAILS**

The registered office of the union is:

2 Badham Street  
Dickson ACT 2602

# RSM Bird Cameron

Chartered Accountants

## RSM Bird Cameron

Level 1, 103-105 Northbourne Avenue Canberra ACT 2601

GPO Box 200 Canberra ACT 2601

T +61 2 6247 5988 F +61 2 6247 3703

www.rsmi.com.au

## AUDITOR'S DISCLAIMER

The additional financial data presented in the following pages is in accordance with the books and records of the Construction Forestry Mining and Energy Union Construction and General Division – ACT Branch (CFMEU) which have been subjected to the auditing procedures applied in our audit of the CFMEU for the year ended 31 December 2011. It will be appreciated that our audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person, (other than to the CFMEU), in respect of such data, including any errors or omissions therein however caused.

## RSM Bird Cameron

Chartered Accountants



**G M STENHOUSE**

Director

Canberra, Australian Capital Territory

Dated: 28 FEBRUARY, 2012

**DETAILED INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011	2010
	\$	\$
<b>Revenue</b>		
Membership subscriptions	826,096	741,980
Grant Income	75,532	79,324
Donations received	322,298	248,500
Sitting fees	22,339	13,236
EBA Lodgement Income	23,273	14,545
JLT Income	16,710	
Management Fee Income	-	54,546
Sundry income	322	848
Interest received	41,423	80,177
Counselling Income	86,364	47,515
Advertising	5,509	29,522
Training income	491	-
Profit on Sale of Assets	-	41,936
Profits from trusts	258,136	69,734
<b>Total Revenue</b>	<u>1,678,493</u>	<u>1,421,863</u>
<b>Expenditure</b>		
Membership fees	13,871	11,449
Audit and accounting fees	33,175	26,265
ACIRT	34,285	26,865
Advertising and promotion costs	16,014	37,452
Bank charges	7,206	6,034
Bad Debts expense	-	4,562
Capitation fees – National Office	63,165	77,171
Loss on sale of investments	-	315,613
Catering	19,274	5,369
CITEA rent	18,182	-
CSI – OH&S services	12,725	10,717
Depreciation	44,948	20,067
Donations	43,354	205,759
Fines and Penalties	9,209	(156)
Fringe Benefits Tax	2,698	27,653
Grant expenses	4,855	-
Interest	7,347	3,108
Insurance	22,450	11,588
Publications	20,448	318
Legal costs	27,261	23,046
Meeting expenses	220	7,935
Affiliation fees	901	14,198
Motor vehicle expenses	73,370	95,899
Payroll tax	(205)	73,167
Postage, printing and stationery	18,603	68,076
Political payments	31,240	-
Protective clothing	8,081	10,701
Salaries and wages – office holders & employees	1,039,233	1,268,577
Subscriptions	718	801
Sundry expenses	4,634	3,020
Superannuation contributions	98,589	88,880
Telephone	32,469	34,668
Training	24,318	1,410
Travelling & accommodation expenses	60,320	64,613
Workers compensation	-	2,155
Computer expenses	14,194	33,189
Repair and maintenance	589	3,442
Office expenses	6,106	5,006
Trainee expenses	15,778	19,131
<b>Total Expenditure</b>	<u>1,829,625</u>	<u>2,607,748</u>
<b>Operating Profit / (Loss)</b>	<u>(151,132)</u>	<u>(1,185,885)</u>



FAIR WORK  
AUSTRALIA

13 January 2012

Mr Dean Hall  
Secretary, Australian Capital Territory Branch, Construction & General Division  
Construction, Forestry, Mining and Energy Union  
PO Box 498

DICKSON ACT 2602

Dear Mr Hall

**Lodgment of Financial Statements and Accounts –  
Australian Capital Territory Branch, Construction & General Division - for year ended 31  
December 2011 (FR2011/2850)**

The financial year of the Australian Capital Territory Branch, Construction & General Division, has recently ended. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension is applied for and granted.

The documents you must lodge include:

(i) A *general purpose financial report* [see section 253(2)]; (ii) A *Committee of Management statement* (see the General Manager's Reporting Guidelines); (iii) An *operating report* [see section 254(2)]; (iv) An *auditor's report* [see sections 257(5) to 257(11)]; and (v) A *certificate* of the *secretary or other designated officer* [see section 268(c)].

I draw your particular attention to

(a) s237 which requires you to prepare and lodge *a separate statement* providing the prescribed particulars of any loan, grant or donation made during the year which exceeds \$1,000;

(b) s265(5) which requires you to publish or otherwise *provide your members with completed/signed copies* of the audited accounts, report and statements before final presentation and lodgment; and

(c) s266 which requires you to *present the completed documents to a second meeting*. Note that this meeting is distinct from any initial committee meeting convened to prepare, sign or otherwise approve pre-audited documents.

Relevant references may be found at <http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and <http://www.fwa.gov.au/index.cfm?pagename=legislationfwroact>. If you are in any doubt as to the requirements or wish to clarify any aspect of the relevant legislation, or anticipate any difficulty in complying with the requirements, do not hesitate to contact Fair Work Australia.

Yours sincerely,

Stephen Kellett  
Organisations, Research and Advice

Terrace Towers  
80 William Street  
East Sydney NSW 2011  
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