



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/677-[105N-CCI]

Mr Trevor Melksham
Divisional Branch Secretary
CFMEU - Construction and General Division
Clay & Ceramics Industry Divisional Branch
PO Box Q235 Queen Victoria Building Post Office
SYDNEY NSW 1230

Dear Mr Melksham

Re: Construction, Forestry, Mining and Energy Union-Construction and General Division, Clay and Ceramics Industry Divisional Branch Financial Reporting Obligations under *Workplace Relations Act 1996*

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

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

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

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

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

Yours sincerely

Belinda Penna

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

Construction, Forestry, Mining and Energy Union

**(Construction and General Division, Brick Tile & Pottery Industry Divisional
Branch)**

FOR THE YEAR ENDED 31 DECEMBER, 2003

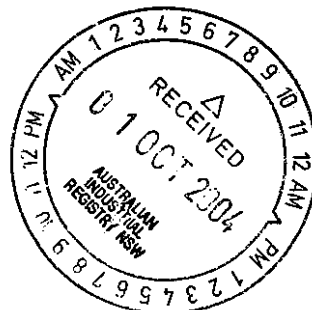
SECRETARY'S CERTIFICATE

Pursuant to Section 280 (1) of the *Workplace Relations Act 1996*, I, Trevor John Melksham, certify that the auditor's report, accounts and statements of the abovenamed Divisional Branch for the year ended 31 December, 2003, annexed hereto, are copies of the documents presented to the meeting of the Divisional Branch Management Committee on 18 August, 2004.



Trevor Melksham
Divisional Branch Secretary

01.08.04
Date



**CONSTRUCTION FORESTRY MINING AND ENERGY UNION
CONSTRUCTION AND GENERAL DIVISION
CLAY & CERAMICS INDUSTRY DIVISIONAL BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

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ACCOUNTING OFFICER'S CERTIFICATE

I, Trevor Melksham, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining and Energy Union – Construction and General Division, Clay & Ceramics Industry Divisional Branch ("the Union") certify that as at 31 December 2003, the number of financial members of the Union was 1,593.

In my opinion,

- (i) The attached financial report shows a true and fair view of the financial affairs of the Union as at 31 December 2003;
- (ii) A record has been kept of all the monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union;
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union 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 fund for purposes other than those for which the fund was operated;
- (v) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the Union, were made to persons holding office in the Union;
- (vi) The register of members of the Union was maintained in accordance with the Act.




Trevor Melksham

Dated this 29th day of July 2004.

COMMITTEE OF MANAGERMENTS' CERTIFICATE

We, Trevor Melksham and Alex Sawtschuk, being two members of the Committee of Management of the Construction Forestry Mining and Energy Union – Construction and General Division, Clay & Ceramics Industry Divisional Branch (“the Union”), do state on behalf of the Committee and in accordance with a resolution passed by the Committee that;

- (i) In the opinion of the Committee of Management, the attached financial report shows a true and fair view of the financial affairs of the Union as at 31 December 2003; and
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2003 in accordance with the rules of the Union; and
- (iii) To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under sub-section 274(1) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or the rules of the Union; and
- (iv) The Union has complied with Sections 279 (1) and 279 (6) of the Act in relation to the financial report in respect of the preceding financial year, and the Independent Audit Report thereon.



Trevor Melksham



Alex Sawtschuk

Dated this 29th day of July 2004.

INDEPENDENT AUDIT REPORT TO THE MEMBERS

SCOPE

We have audited the financial report comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, and Notes to the financial statements of the Construction Forestry Mining and Energy Union – Construction and General Division, Clay & Ceramics Industry Divisional Branch (“the Union”) for the year ended 31 December 2003. The Union’s Committee of Management is responsible for the preparation and presentation of the financial reports and the information they contain. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements, so as to present a view which is consistent with our understanding of the Union’s financial position and the results of its operations and cash flows.

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

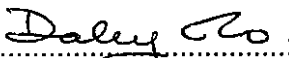
AUDIT OPINION


We have received all the information and explanations required for the purposes of our audit.

In our opinion

- (a) Satisfactory accounting records have been kept by the Union so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the Union (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the Union; and
- (b) The financial report required to be prepared under Section 273 of the Workplace Relations Act 1996 has been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Union as at 31 December 2003; and
 - (ii) the income and expenditure, and loss of the Union for the year ended on that date; and
- (c) The financial report has been prepared in accordance with Applicable Accounting Standards and other mandatory professional reporting requirements.

We have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.


.....
DALEY & CO
Chartered Accountants
Wollongong NSW


.....
M L Gleeson
Registered Company Auditor
Partner

Dated this *29th* day of *July* 2004.

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

	NOTE	2003 \$	2002 \$
Revenue from Ordinary Activities	2(a)	<u>555,465</u>	<u>463,549</u>
Expenses from Ordinary Activities			
Wages and Related Costs		(218,966)	(201,843)
Depreciation Expense		(15,792)	(15,228)
Other Expenses		(263,436)	(240,407)
Written Down Value of Assets Sold		(19,846)	(15,311)
		<u>(518,040)</u>	<u>(472,789)</u>
Net Surplus (Deficit) Attributable to Members		<u>37,425</u>	<u>(9,240)</u>

The accompanying notes form part of this financial report

**STATEMENT OF FINANCIAL POSITION
 AS AT 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CURRENT ASSETS			
Cash	3	101,308	90,203
Receivables	4	60,599	49,883
Investments		25,000	-
Other - Prepayments		4,400	8,677
TOTAL CURRENT ASSETS		<u>191,307</u>	<u>148,763</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	5	64,876	61,608
TOTAL NON-CURRENT ASSETS		<u>64,876</u>	<u>61,608</u>
TOTAL ASSETS		<u>256,183</u>	<u>210,371</u>
CURRENT LIABILITIES			
Accounts Payable	6	105,723	117,077
Provisions	7	63,695	64,453
TOTAL CURRENT LIABILITIES		<u>169,418</u>	<u>181,530</u>
NON-CURRENT LIABILITIES			
Accounts Payable	6	176,277	155,778
TOTAL NON-CURRENT LIABILITIES		<u>176,277</u>	<u>155,778</u>
TOTAL LIABILITIES		<u>345,695</u>	<u>337,308</u>
NET LIABILITIES		<u>(89,512)</u>	<u>(126,937)</u>
EQUITY			
Accumulated Members' Funds (Deficiency)	8	(89,512)	(126,937)
		<u>(89,512)</u>	<u>(126,937)</u>

The accompanying notes form part of this financial report

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members and Customers		580,936	716,520
Payments to Suppliers and Employees		(525,729)	(689,038)
Interest Received		1,622	627
NET CASH INFLOW FROM OPERATING ACTIVITIES	9(b)	<u>56,829</u>	<u>28,109</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for Property, Plant and Equipment		(38,906)	(31,000)
Proceeds from Sale of Property, Plant and Equipment		18,182	11,818
NET CASH INFLOW FROM INVESTING ACTIVITIES		<u>(20,724)</u>	<u>(19,182)</u>
NET INCREASE / (DECREASE) IN CASH HELD		36,105	8,927
CASH AT THE START OF THE FINANCIAL YEAR		<u>90,203</u>	<u>81,276</u>
CASH AT THE END OF THE FINANCIAL YEAR	9(a)	<u><u>126,308</u></u>	<u><u>90,203</u></u>

The accompanying notes form part of this financial report

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

1. STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards, Urgent Issues Group Consensus Views, other pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act, 1966.

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. Cost is based on fair values of the consideration given in exchange for assets. The accounting policies adopted have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report:

(a) PROPERTY, PLANT & EQUIPMENT

The Union applied the revised AASB1041 Revaluation of Non-Current Assets for the first time from 1 January 2001. This Standard requires each class of non-current asset to be measured on either the cost or fair value basis. The application of this accounting policy has had no effect upon the Statement of Financial Performance or Position.

The Union has continued to apply the cost basis for measuring its fixed assets. Property, plant & equipment are measured on the cost basis. The carrying amount of property, plant and equipment is reviewed periodically to ensure it is not in excess of the recoverable amount from these 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 their present values in determining recoverable amounts.

The depreciable amount of all fixed assets is depreciated over their useful lives to the Union commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The gain or loss on disposal of all fixed assets is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal.

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

Class of Fixed Asset	Depreciation Rate
Plant & Equipment	10%
Motor Vehicles	15%

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

1. STATEMENT OF ACCOUNTING POLICIES

(Continued)

(b) EMPLOYEE BENEFITS

Provision is made in respect of the Union's liability for annual leave, accrued roster leave and long service leave arising from services rendered by officers and employees to balance date. Long service leave is accrued in respect of all officers and employees with more than 5 years service. Related on-costs are included in these provisions.

Contributions are made to employee superannuation funds and are charged as expenses when incurred.

(c) INCOME TAX

No provision for income tax is necessary, as the Union (being a registered Industrial Trade Union) is exempt from tax under s.50-15 of the Income Tax Assessment Act.

(d) COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation in the current financial year.

(e) GOODS AND SERVICES TAX

Revenues, expenses and fixed assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable. 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.

The net amount of GST recoverable from, or payable to the Australian Taxation Office (ATO) is included as a current asset or liability in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST component of cash flows arising from investing and financing activities which are recoverable from, or payable to the ATO are classified as operating cash flows.

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

	2003	2002
	\$	\$
2. OPERATING RESULT FROM ORDINARY ACTIVITIES		
The result from ordinary activities is arrived at after taking into account:		
(a) REVENUE:		
<i>Ordinary Activities</i>		
Membership Contributions	533,375	443,961
Interest Received	1,748	627
Training Fund Receipts	2,160	1,239
Other Income	-	5,904
	<u>537,283</u>	<u>451,731</u>
<i>Non-Operating Activities</i>		
Proceeds on Disposal of Assets	18,182	11,818
	<u>555,465</u>	<u>463,549</u>
(b) EXPENSES:		
Depreciation of Property, Plant & Equipment	15,792	15,228
Movement in Employee Entitlements	(758)	4,898
Written Down Value of Assets Disposed	19,846	15,311
Auditors Remuneration:		
Auditing the Financial Report	5,000	5,000
Other Services	5,188	5,228
	<u>10,188</u>	<u>10,228</u>

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

	2003 \$	2002 \$
3. CASH		
Cash at Bank	95,023	45,556
CFMEU Training Fund	6,285	16,618
Capital & Contingency Fund	-	28,029
	<u>101,308</u>	<u>90,203</u>
4. RECEIVABLES		
Membership Fees Receivable	60,473	49,883
Interest Receivable	126	-
	<u>60,599</u>	<u>49,883</u>
5. PROPERTY, PLANT AND EQUIPMENT		
Plant & Equipment at Cost	6,024	3,457
Less: Accumulated Depreciation	(2,595)	(1,798)
	<u>3,429</u>	<u>1,659</u>
Motor Vehicles at Cost	79,396	78,801
Less: Accumulated Depreciation	(17,949)	(18,852)
	<u>61,447</u>	<u>59,949</u>
TOTAL PROPERTY, PLANT & EQUIPMENT	<u>64,876</u>	<u>61,608</u>

(b) Movements in Carrying Amounts

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

	PLANT & EQUIPMENT \$	MOTOR VEHICLES \$	TOTAL \$
Balance at Start of Year	1,659	59,949	61,608
Additions	2,567	36,339	38,906
Disposals	-	(19,846)	(19,846)
Depreciation/Amortisation	(797)	(14,995)	(15,792)
Carrying Amount – End of Year	<u>3,429</u>	<u>61,447</u>	<u>64,876</u>

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

	2003	2002
	\$	\$
6. ACCOUNTS PAYABLE		
Current		
Accounts Payable	75,076	85,365
Amounts Owing to CFMEU Divisions	30,647	31,712
	<u>105,723</u>	<u>117,077</u>
Non-Current		
Amount Owing to CFMEU Divisions	<u>176,277</u>	<u>155,778</u>
7. EMPLOYEE BENEFITS		
Current		
Provision for Annual Leave	38,687	40,245
Provision for Long Service Leave	21,252	18,684
Provision for Time In Lieu/RDO	3,756	5,524
	<u>63,695</u>	<u>64,453</u>
8. ACCUMULATED PROFITS (LOSSES)		
Accumulated Funds (Losses) at Start of Year	(126,937)	(117,697)
Net Surplus (Deficiency) attributable to Members	37,425	(9,240)
Accumulated Profits (Losses) at End of Year	<u>(89,512)</u>	<u>(126,937)</u>
9. CASH FLOW INFORMATION		
(a) 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 Statement of Financial Position as follows:		
Cash	3	101,308
Investments		25,000
BALANCE PER STATEMENT OF CASH FLOWS		<u>126,308</u>
		<u>90,203</u>

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

	2003	2002
	\$	\$
9. CASH FLOW INFORMATION		
(Continued)		
(b) RECONCILIATION OF OPERATING PROFIT/(DEFICIT) TO NET CASH INFLOW FROM OPERATING ACTIVITIES		
Operating Profit/(Deficit) for the Year	37,425	(9,240)
Depreciation	15,792	15,228
(Profit)/Loss on Disposal of Plant & Equipment	1,664	3,493
Changes in Assets and Liabilities		
(Increase)/Decrease in Receivables	(10,716)	7,472
(Increase)/Decrease in Prepayments	4,277	(3,673)
Increase/(Decrease) in Creditors	9,145	9,931
Increase/(Decrease) in Employee Provisions	(758)	4,898
NET CASH INFLOW FROM OPERATING ACTIVITIES	<u>56,829</u>	<u>28,109</u>

10. SALARIES

The following analysis of salaries paid during the year is given in compliance with the requirements of the Industrial Relations Act, 1991:

Paid to Office Holders	70,999	69,959
Paid to Employees	<u>119,683</u>	<u>107,901</u>
	<u>190,682</u>	<u>177,860</u>

11. CONTINGENT LIABILITIES

There are no contingent liabilities at year end.

12. GOING CONCERN

The financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and liabilities in the normal course of business. The Clay and Ceramics Industry Divisional Branch is a Divisional Branch of the Construction & General Division of the CFMEU. As a registered organisation under the Workplace Relations Act 1996 the CFMEU is the single legal entity which is ultimately responsible for all assets and liabilities of the organisation. This report must be viewed in the context of the financial status of the organisation as a whole.

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

	NOTE	2003 \$	2002 \$
INCOME			
Interest		1,748	627
Membership Contributions		533,375	443,961
Sundry Income		-	5,904
Training Fund Receipts		2,160	1,239
		537,283	451,731
EXPENDITURE			
ACIRT Redundancy Contributions		9,227	9,116
Affiliation Fees		60,164	58,104
Allowance – President		2,625	-
Annual Leave – Movement in Provision		(1,558)	636
Auditors Remuneration	2(b)	10,188	10,228
Bank Fees & Charges		965	1,061
Clerical Fees		18,182	25,660
Delegates Commission		27,657	19,665
Depreciation		15,792	15,228
Donation		500	-
Fringe Benefits Tax		8,583	4,503
Insurance		2,140	1,556
Legal Costs & Professional Expenses		25,160	13,027
Long Service Leave – Movement in Provision		2,568	2,402
Meetings Attendance		1,320	810
Meeting & Conference Expenses		29,319	30,326
Merchandise		6,377	-
Motor Vehicle Expenses		24,979	19,468
Payroll Tax		11,383	10,918
Picnic Expenses		3,600	5,059
Postage & Couriers		2,778	3,309
Printing & Stationery		2,753	2,577
RDO/Time in Lieu – Movement in Provision		(1,768)	1,860
Staff Amenities & Training		1,911	6,281
Superannuation Contributions		28,284	23,983
Sundry Expenses		6,356	6,707
Telephone & Communications		8,027	7,134
Wages & Salaries		190,682	177,860
Loss on Sale Of Non-Current Assets		1,664	3,493
TOTAL EXPENDITURE		499,858	460,971
OPERATING SURPLUS (DEFICIT) FOR THE YEAR		37,425	(9,240)

The accompanying notes form part of this financial report

**SUMMARY OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

The financial report of the Construction, Forestry, Mining and Energy Union, Construction and General Division – Clay & Ceramics Divisional Branch has been audited in accordance with the provisions of the Workplace Relations Act 1996, and the following summary is provided for members in accordance with Section 279 (2) of the Act.

A copy of the Financial Report, including the Auditor's Report and Statements, will be supplied free of charge to members who request the same.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

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

	2003	2002
	\$	\$
Membership Contributions	533,375	443,961
Other Income	3,908	7,770
TOTAL INCOME	<u>537,283</u>	<u>451,731</u>
LESS TOTAL EXPENDITURE	<u>(499,858)</u>	<u>(460,971)</u>
SURPLUS (DEFICIT) FOR THE YEAR	<u>37,425</u>	<u>(9,240)</u>

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2003**

ACCUMULATED FUNDS (DEFICIENCY)	<u>(89,512)</u>	<u>(126,937)</u>
Represented by:		
Current Assets	191,307	148,763
Non-Current Assets	64,876	61,608
TOTAL ASSETS	<u>256,183</u>	<u>210,371</u>
TOTAL LIABILITIES	<u>345,695</u>	<u>337,308</u>
NET LIABILITIES	<u>(89,512)</u>	<u>(126,937)</u>

**SUMMARY OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003
(Continued)**

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-sections (1), (2) and (3) of Section 274 which read as follows:

- ① A member of an organisation, or a Registrar, may apply to the organisation for a specified prescribed information in relation to the organisation.
- ② An organisation shall, on application made under Sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such 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 the member.

AUDITORS CERTIFICATE

We certify that the above summary is a fair and accurate of the Report, Accounts and Statements of the Construction, Forestry, Mining and Energy Union Construction and General Division – Clay and Ceramics Industry Divisional Branch for the year ended 31 December 2003. Our Auditor's Report to the members dated *29th July 2004* on the Financial Report, did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.

Daley Co.
.....
DALEY & CO
Chartered Accountants
Wollongong NSW

M. L. Gleeson
.....
M L Gleeson
Registered Company Auditor
Partner

Dated this *29th* day of *July* 2004.



Australian Government

Australian Industrial Registry

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

Mr Trevor Melksham
Divisional Branch Secretary
Clay & Ceramics Industry Divisional Branch
CFMEU Construction & General Division
PO Box Q235, QVB Post Office
SYDNEY NSW 1230

by facsimile: 02 9267 8863

Dear Mr Melksham

Re: Lodgement of Financial Statements and Accounts for the CFMEU Construction & General Division, Clay & Ceramics Industry Divisional Branch for the year ending 31 December 2003 (FR2003/677)

Receipt is acknowledged of the abovementioned financial documents which were lodged in the Registry on 1 October 2004.

Before the documents can be filed some further information is required.

Date of Supply to Members

Can you please advise the date that, and the method by which, the Summary of the Financial Report was supplied to the members.

If you have any enquires about this letter please contact me on 02 8374 6618.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

13 October 2004

FAKED



FACSIMILE

TO	Mr Trevor Melksham, Divisional Branch Secretary		
Organisation	CFMEU Construction & General Division, Clay & Ceramics Divisional Branch		
Fax Number	02 9267 8863	Phone Number	02 9267 2861
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
Location	Australian Industrial Registry		
Fax Number	02 9380 6990	Phone Number	02 8374 6618
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MESSAGE:

Please see letter attached.

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FACSIMILE

TO	Mr Trevor Melksham, Divisional Branch Secretary		
Organisation	CFMEU Construction & General Division, Clay & Ceramics Divisional Branch		
Fax Number	02 9267 8863	Phone Number	02 9267 2861
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
Location	Australian Industrial Registry		
Fax Number	02 9380 6990	Phone Number	02 8374 6618
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MESSAGE:

Please see letter attached.



CFMEU - Construction & General Division
Brick, Tile & Pottery
Industry Divisional Branch

ABN: 48 358 238 816

14 October, 2004.

Belinda Penna
Australian Industrial Registry
Level 8, Terrace Towers
80 William St.
East Sydney, NSW, 2011

Ms. Penna

Your Fax of 13 October, 2004

I advise that the Summary of the Financial Report was sent to members by direct mail in the week 2 – 6 August, 2004.

I trust this satisfies your query.

Trevor Melksham
Secretary





Australian Government
Australian Industrial Registry

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

Mr Trevor Melksham
Divisional Branch Secretary
Clay & Ceramics Industry Divisional Branch
CFMEU Construction & General Division
PO Box Q235 QVB Post Office
SYDNEY NSW 1230

Dear Mr Melksham

Re: Lodgement of Financial Statements and Accounts for the CFMEU Construction & General Division, Clay & Ceramics Industry Divisional Branch for the year ending 31 December 2003 (FR2003/677)

Thank you for your letter dated 14 October 2004, confirming the date of supply of the Summary of the Financial Report to your members.

Following the receipt of this information, the documents have now been filed, and may be viewed on the internet at www.e-airc.gov.au/105ncci/financial.

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

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

15 October 2004