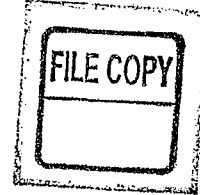




**Australian Government**  
**Australian Industrial Registry**

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 Stephen Roach  
Secretary, Brick, Tile, Pottery, Construction Materials and Related Products  
Industry Divisional Branch  
Construction, Forestry, Mining and Energy Union  
PO Box Q235  
SYDNEY NSW 1230



Dear Mr Roach

**Re: Lodgement of Financial Statements and Accounts – Brick, Tile, Pottery,  
Construction Materials and Related Products Industry Divisional Branch – for year  
ending 31 December 2007 (FR2007/535)**

The signed Secretary's certificate for the above statements and accounts was received in the Registry on 17 June 2008 and has been added to the documents previously lodged on 22 May 2008. Thank you.

For your information, I should point out that the Certificate contains a typographical error in referring to presentation to a Divisional Branch Management Committee meeting on "21<sup>st</sup> May 2007" (instead of "2008").

The documents have been filed.

Yours sincerely,

Stephen Kellett  
for Deputy Industrial Registrar

17 June 2008

**Construction, Forestry, Mining and Energy Union**

(Construction and General Division,  
Brick, Tile, Pottery, Construction Materials  
and Related Materials Divisional Branch)

**FOR THE YEAR ENDED 31 DECEMBER 2007**



**SECRETARY'S CERTIFICATE**

Pursuant to Section 268 of Schedule 1 of the *Workplace Relations Act 1996*, I, Stephen Paul Roach certify that the auditor's report, accounts and statements of the above named Divisional Branch for the year ended 31 December, 2007, annexed hereto and provided to members on 21<sup>st</sup> May 2008 are copies of the documents presented to the meeting of the Divisional Branch Management Committee on 21<sup>st</sup> May 2007

  
\_\_\_\_\_  
Divisional Branch Secretary  
CFMEU  
Construction & General Division  
Brick Tile & Pottery Industry Divisional Branch

STEPHEN PAUL ROACH -  
Date: 21<sup>st</sup> May 2008



**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 Stephen Roach  
Secretary, Brick, Tile, Pottery, Construction Materials and Related Products  
Industry Divisional Branch  
Construction, Forestry, Mining and Energy Union  
PO Box Q235  
SYDNEY NSW 1230

Dear Mr Roach

**Re: Lodgement of Financial Statements and Accounts – Brick, Tile, Pottery,  
Construction Materials and Related Products Industry Divisional Branch – for year  
ending 31 December 2007 (FR2007/535)**

I refer to the above financial statements and accounts which were lodged in the Registry on 22 May 2008.

There was no Secretary's certificate under s268 of the RAO Schedule included in the documents lodged. Please lodge one at your earliest convenience so that the documents may be filed.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Kellett', written in a cursive style.

Stephen Kellett  
for Deputy Industrial Registrar

2 June 2008

## RATNASINGH, Chrisantha

---

**From:** sydney@air.gov.au  
**Sent:** Wednesday, 21 May 2008 11:51 AM  
**To:** RIA Sydney  
**Subject:** FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number AR2008/20 CR

**Attachments:** Financial Returns 31 12 07.pdf



Financial Returns  
31 12 07.pdf...

Gail Rutledge  
Commission Services | Australian Industrial Registry  
Level 8, 80 William Street | East Sydney | NSW | 2011  
P (02) 8374 6507 | F (02) 9380 6990  
e gail.rutledge@air.gov.au | w www.airc.gov.au

-----Original Message-----

**From:** aircefiling@air.gov.au [mailto:aircefiling@air.gov.au]  
**Sent:** Wednesday, 21 May 2008 11:36 AM  
**To:** sydney@air.gov.au  
**Subject:** Dispatch advice of electronic filing - Registered Organisations - Matter Number AR2008/20

This message with the electronic document(s) attached have been dispatched to the email addresses specified above. For the purposes of subrules 69 (5) & (6), this is NOT an acknowledgement that your document is taken to have been filed with the Australian Industrial Registry. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the registry by email at the address specified below if they are incorrect and/or incomplete.

The documents will be manually checked against the Rules of the Commission by Registry staff as soon as possible and you will be advised by email of any anomaly.

Please note that each registry of the Industrial Registry is open on ordinary working days between the hours of 9.00 am and 5.00 pm, local time.

NSW Registry  
Email: sydney@air.gov.au  
21/05/2008 11:35

Type of Application: annual returns  
Matter Number (IF your eFiling is accepted): AR2008/20  
Registry in which to be filed: NSW

### Contact Details

Title: Ms  
Given name(s): Jazz  
Surname: Murgic  
Position: Information/Records Manager  
Organisation: CFMEU Construction & General  
Address: Level 12  
276 Pitt Street  
Sydney NSW  
Postcode: 2000  
Phone No: 0285245800  
Mobile Phone No:  
Fax No: 0285205801

Email Address: jmurgic@fed.cfmeu.asn.au

Comments:

Attachments:

Annual return: Financial Returns 31 12 07.pdf

\*\*\*\*\*

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

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CONSTRUCTION FORESTRY MINING AND ENERGY UNION  
CONSTRUCTION AND GENERAL DIVISION  
BRICK, TILE, POTTERY, CONSTRUCTION MATERIALS AND RELATED PRODUCTS  
INDUSTRY DIVISIONAL BRANCH

FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2007

CONTENTS

- 1 - 2 Operating Report
- 3 Committee of Management Statement
- 4 Independent Audit Report to the Members
- 5 Income Statement
- 6 Balance Sheet
- 7 Statement of Changes in Equity
- 8 Cash Flow Statement
- 9 - 21 Notes to the Financial Statements



## OPERATING REPORT

The Committee of Management of the Construction Forestry Mining and Energy Union, Construction and General Division, Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch (The Union) present their Operating Report on the Union for the year ended 31 December 2007.

### *Committee of Management*

The names of Committee of Management (COM) in office at any time during the year are:

Name	Position	Period of Appointment
Mr Shayne Sliff	Divisional Branch President & Divisional Conference Delegate	1/1/07 to 31/12/07
Mr Stephen Roach	Divisional Branch Secretary & Divisional Conference Delegate	1/1/07 to 31/12/07
Mr Peter Hodder	Divisional Branch Assistant Secretary Victoria Sub-branch	1/1/07 to 31/12/07
Mr T Melksham	Divisional Branch Management Committee Member – NSW	1/1/07 to 31/12/07
Mr John Tate	Divisional Branch Management Committee Member – Victoria	1/1/07 to 31/12/07

### *Principal Activities*

The principal activities of the Union during the year were:-

- Adherence to the rules of the Division in furtherance of the objects of the Union consistent with the industrial relations legislation.
- Implementation of the decisions of the National Executive and Committee of Management.
- Implementation of the Union's organising agenda, including assistance and advice on organising site projects, training and development of officials and planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, and responding to other Unions' rules applications where they impact on membership of the Union.
- The administration and variation of federal and state awards.
- Negotiation and registration of certified industrial instruments on behalf of members consistent with the objects of the Industrial Relations Act and the Union rules.
- Media and other communications to members affecting the rank and file.

### *Results of Activities*

The result for the year was a surplus of \$14,834 (2006: surplus of \$58,607). Membership income has decreased by \$113,445 over last year which equates to a decrease of 20.9%.

**OPERATING REPORT (Continued)**

***Significant Changes in Nature of Activities***

There were no significant changes in the nature of activities of the Union during the year.

***Significant Changes in Financial Affairs***

There have been no significant changes in the Financial Affairs of the Union during the year.

***Membership of the Union***

There were 890 members of the Union as at 31 December 2007.

***Rights of Members to Resign***

All members of the Union have the right to resign in accordance with Rule 11 of the Union Rules (and section 174 of the RAO Schedule).

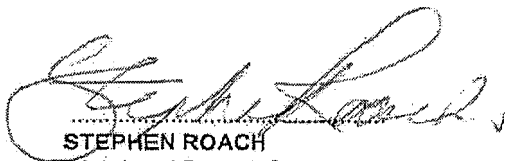
***Employees of the Union***

As at 31 December 2007 the Union employed 2 full time employees.

***Superannuation Trustees***

No officer or member of the Union acts:

- (i) as a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) as a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

  
STEPHEN ROACH  
Divisional Branch Secretary

Signed this 1<sup>st</sup> day of May 2008.



#### COMMITTEE OF MANAGEMENT STATEMENT

On the 1<sup>st</sup> of May, 2008 the Committee of Management of Construction, Forestry, Mining and Energy Union Construction and General Division, Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch ("The Union"), passed the following resolution in relation to the general purpose financial report (GPFR) of the Union, for the financial year ended 31 December 2007:

The Committee of Management of the Union, do state that in the opinion of the Committee, that:

- (a) The financial statements and notes comply with Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year to which they relate;
- (d) There are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (e) During the financial year to which the GPFR relates and since the end of that year:-
  - (i) Meetings of the Committee of Management were held in accordance with the rules of the organisation; and
  - (ii) The financial affairs of the Union have been managed in accordance with the rules of the organisation; and
  - (iii) The financial records of the Union have been kept and maintained in accordance with section 255 of Schedule 1 of the Workplace Relations Act 1996 ("the RAO Schedule") and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) No information has been sought in any request of a member of the Union or by a Registrar duly made under section 272 of the RAO Schedule; and
  - (v) No orders for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

Signed for and on behalf of the Committee of Management by:

  
**STEPHEN ROACH**  
Divisional Branch Secretary

Dated this 1<sup>st</sup> day of May 2008.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS  
OF THE CONSTRUCTION FORESTRY MINING AND ENERGY UNION  
CONSTRUCTION AND GENERAL DIVISION  
BRICK, TILE, POTTERY CONSTRUCTION MATERIALS AND RELATED PRODUCTS INDUSTRY  
DIVISIONAL BRANCH**

**SCOPE**

We have audited the general purpose financial report comprising the Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and Notes to the Financial Statements of the Construction Forestry Mining and Energy Union – Construction and General Division, Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch ("the Union") for the year ended 31 December 2007. The Union's Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Union.

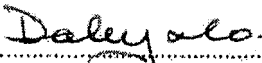
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial 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 Accounting Standards, other mandatory professional reporting requirements in Australia, statutory requirements and Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, so as to present a view of the Union, which is consistent with our understanding of the Union's financial position and the results of its operations and cash flows.

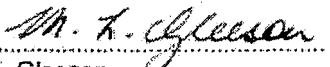
The audit opinion expressed in this report has been formed on the above basis.

**AUDIT OPINION**

In our opinion, the general purpose financial report of the Construction Forestry Mining and Energy Union – Construction and General Division, Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch, is in accordance with:

- (a) The Workplace Relations Act 1996, including:
  - (i) Giving a true and fair view of the Union's financial position as at 31 December 2007 and of its performance for the year ended on that date; and
  - (ii) Complying with Accounting Standards in Australia and other mandatory professional reporting requirements
- (b) The requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Act.

  
.....  
**DALEY & CO**  
Chartered Accountants  
98 Kembla Street  
Wollongong NSW 2500

  
.....  
**M L Gleeson**  
Registered Company Auditor

Dated this 1<sup>st</sup> day of May 2008.

Construction Forestry Mining and Energy Union  
Construction and General Division  
Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch

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**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

	NOTE	2007 \$	2006 \$
Revenue from Ordinary Activities	2(a)	<u>439,846</u>	<u>588,464</u>
Wages and Related Costs		(237,432)	(231,908)
Depreciation Expense		(18,851)	(22,512)
Capitation Fees		(36,130)	(46,782)
Other Expenses		<u>(132,599)</u>	<u>(228,655)</u>
		<u>(425,012)</u>	<u>(529,857)</u>
<b>Net Surplus Attributable to Members</b>		<u>14,834</u>	<u>58,607</u>

The accompanying notes form part of these financial statements.

Construction Forestry Mining and Energy Union  
 Construction and General Division  
 Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch

**BALANCE SHEET  
 AS AT 31 DECEMBER 2007**

	NOTE	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	3	147,648	147,391
Trade and Other Receivables	4	33,489	40,730
Other Current Assets		2,260	1,039
<b>TOTAL CURRENT ASSETS</b>		<u>183,397</u>	<u>189,160</u>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	5	73,849	50,051
<b>TOTAL NON-CURRENT ASSETS</b>		<u>73,849</u>	<u>50,051</u>
<b>TOTAL ASSETS</b>		<u>257,246</u>	<u>239,211</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	6	48,832	56,242
Short-term Provisions	7	40,361	35,816
<b>TOTAL CURRENT LIABILITIES</b>		<u>89,193</u>	<u>92,058</u>
<b>NON-CURRENT LIABILITIES</b>			
Long-term Provisions	7	36,780	30,714
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>36,780</u>	<u>30,714</u>
<b>TOTAL LIABILITIES</b>		<u>125,973</u>	<u>122,772</u>
<b>NET ASSETS</b>		<u>131,273</u>	<u>116,439</u>
<b>ACCUMULATED FUNDS</b>			
Accumulated Members' Funds		131,273	116,439
		<u>131,273</u>	<u>116,439</u>

The accompanying notes form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2007

	2007	2006
	\$	\$
Opening Balance as at 1 January	116,439	57,832
Surplus / (Deficit) Attributable to Members	14,834	58,607
Closing Balance as at 31 December	<u>131,273</u>	<u>116,439</u>

The accompanying notes form part of these financial statements.

**CASH FLOW STATEMENT  
 FOR THE YEAR ENDED 31 DECEMBER 2007**

	NOTE	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Members and Customers		492,004	672,697
Payments to Suppliers and Employees		(450,386)	(665,384)
Interest Received		9,379	5,826
NET CASH PROVIDED BY OPERATING ACTIVITIES	8(b)	50,997	13,139
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for Property, Plant and Equipment		(75,150)	(34,223)
Proceeds from Sale of Property, Plant and Equipment		24,410	12,272
NET CASH USED IN INVESTING ACTIVITIES		(50,740)	(21,951)
NET INCREASE IN CASH HELD		257	(8,812)
CASH AT THE START OF THE FINANCIAL YEAR		147,391	156,203
CASH AT THE END OF THE FINANCIAL YEAR	8(a)	147,648	147,391

The accompanying notes form part of this financial report

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act, 1996.

The financial report complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

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.

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report is for the Construction Forestry Mining and Energy Union – Construction and General Division, Brick, Tile, Pottery, Construction Materials and Related Products Industry Divisional Branch ("the Union") as an individual entity. The Union is an organisation of employees registered under the Workplace Relations Act, 1996 ("the Act"). In accordance with the Act, the Union is a body corporate and has perpetual succession, by virtue of this method of incorporation, the Union is not subject to the Corporations Act 2001.

The financial report has been prepared on an accruals basis, except where specifically stated, and is based on historical costs modified by the revaluation of selected financial assets for which the fair value basis of accounting has been applied.

**Accounting Policies**

(a) PROPERTY, PLANT & EQUIPMENT

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

**Property, Plant and Equipment**

Property, Plant and Equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of property, 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 the 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 Union 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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES** *Continued*

(a) PROPERTY, PLANT & EQUIPMENT *CONTINUED*

**Depreciation**

The depreciation amount of all fixed assets is depreciated on a straight line basis over their useful lives to the Union. The depreciation rates used for each class of depreciable assets are:

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

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each Balance Sheet date.

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

(b) 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.

(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 is transferred to the Union, 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.

(d) FINANCIAL INSTRUMENTS

**Recognition**

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



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES** *Continued*

(d) FINANCIAL INSTRUMENTS *CONTINUED*

**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.

**Held-to-Maturity Investments**

These investments have fixed maturities, and it is the Union's intention to hold these investments to maturity. Any held-to-maturity investments held by the Union are stated at amortised cost using the effective interest rate method.

**Available-for-Sale Financial Assets**

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

**Financial Liabilities**

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

**Impairment**

At each reporting date, the Union 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 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 cash-generating unit to which the asset belongs.

(f) EMPLOYEE BENEFITS

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. 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, inclusive of related on-costs.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**1. STATEMENT OF ACCOUNTING POLICIES (Continued)**

(g) 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.

(h) 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.

(i) REVENUE

Revenue from membership contributions are recognised upon receipt, which is reflective of the timing and nature of the benefits provided to members.

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 services to the customers.

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

(j) 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 Taxation 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.

(k) ACCOUNTING STANDARDS ISSUED BUT NOT YET EFFECTIVE

There have been no accounting standards issued which will impact the financial report in future periods and which are not yet effective.

(l) COMPARATIVE FIGURES

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

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

	NOTE	2007 \$	2006 \$
<b>2. OPERATING RESULT FROM ORDINARY ACTIVITIES</b>			
The result from ordinary activities is arrived at after taking into account:			
<b>(a) REVENUE:</b>			
<i>Ordinary Activities</i>			
Membership Contributions		429,273	542,718
Interest Received		9,379	5,826
Other Income		1,194	1,920
		<u>439,846</u>	<u>550,464</u>
<i>Non-Operating Activities</i>			
Write Back of amount owing to Victorian Branch	12(b)(vi)	-	8,000
Write Back of amount owing to New South Wales Branch	12(b)(v)	-	30,000
		<u>-</u>	<u>38,000</u>
		<u>439,846</u>	<u>588,464</u>
<b>(b) EXPENSES:</b>			
Depreciation of Property, Plant & Equipment		18,851	22,512
Loss on Disposal of Assets		8,091	40,566
Attendance Fees – Conferences & Meetings		1,750	2,884
Auditor's Remuneration:			
Auditing the Financial Report		5,400	5,200
Other Services		5,450	5,479
		<u>10,850</u>	<u>10,679</u>
<b>3. CASH AND CASH EQUIVALENTS</b>			
Cash at Bank		142,617	142,121
CFMEU Training Fund		5,031	5,270
		<u>147,648</u>	<u>147,391</u>

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

	NOTE	2007 \$	2006 \$
<b>4. TRADE AND OTHER RECEIVABLES</b>			
Membership Fees Receivable	9	30,331	40,730
Amounts Owning from Related Parties [Refer 12(c)]		3,158	-
		<u>33,489</u>	<u>40,730</u>
<b>5. PROPERTY, PLANT AND EQUIPMENT</b>			
Plant & Equipment at Cost		8,435	8,435
Less: Accumulated Depreciation		(6,402)	(4,772)
		<u>2,033</u>	<u>3,663</u>
Motor Vehicles at Cost		68,715	62,203
Less: Accumulated Depreciation		(1,879)	(15,815)
		<u>66,836</u>	<u>46,388</u>
Computer Equipment		6,436	-
Less: Accumulated Depreciation		(1,456)	-
		<u>4,980</u>	<u>-</u>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>		<u>73,849</u>	<u>50,051</u>

(a) 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 \$	COMPUTER EQUIPMENT \$	MOTOR VEHICLES \$	TOTAL \$
Balance at Start of Year	3,663	-	46,388	50,051
Additions	-	6,436	68,714	75,150
Disposals	-	-	(32,501)	(32,501)
Depreciation/Amortisation	(1,630)	(1,456)	(15,765)	(18,851)
Carrying Amount – End of Year	<u>2,033</u>	<u>4,980</u>	<u>66,836</u>	<u>73,849</u>

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

	2007	2006
	\$	\$
<b>6. TRADE AND OTHER PAYABLES</b>		
Current		
Accounts Payable	48,832	34,868
Amounts Owing to Related Parties [Refer 12(c)]	-	21,374
	<u>48,832</u>	<u>56,242</u>

**7. PROVISIONS**

	PROVISION FOR ANNUAL LEAVE \$	PROVISION FOR RDOs \$	PROVISION FOR LSL \$	TOTAL \$
Opening balance at Start of Year	35,816	-	30,714	66,530
Additional provisions	23,386	11,282	6,066	40,734
Amounts used	(20,453)	(9,670)	-	(30,123)
Balance at End of Year	<u>38,749</u>	<u>1,612</u>	<u>36,780</u>	<u>77,141</u>

**(a) Analysis of ageing of provisions**

Current	40,361	35,816
Non-Current	36,780	30,714
	<u>77,141</u>	<u>66,530</u>

**(b) Employee Benefits Attributable to:**

Office Holders	77,141	66,530
Staff	-	-
	<u>77,141</u>	<u>66,530</u>

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

	NOTE	2007 \$	2006 \$
<b>8. CASH FLOW INFORMATION</b>			
<b>(a) RECONCILIATION OF CASH</b>			
Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:			
Cash	3	147,648	147,391
<b>(b) RECONCILIATION OF OPERATING RESULT TO NET CASH INFLOW FROM OPERATING ACTIVITIES</b>			
Operating Result for the Year		14,834	58,607
Depreciation		18,851	22,512
Loss on Disposal of Plant & Equipment		8,091	40,566
<b>Changes in Assets and Liabilities</b>			
(Increase)/Decrease in Receivables		10,399	(5,843)
(Increase)/Decrease in Prepayments		(4,379)	1,084
Increase/(Decrease) in Creditors		(7,410)	(43,360)
Increase/(Decrease) in Employee Provisions		10,611	(60,427)
<b>NET CASH INFLOW FROM OPERATING ACTIVITIES</b>		<b>50,997</b>	<b>13,139</b>

**9. AMOUNTS DUE FROM BRANCHES - MEMBERSHIP LEVIES**

	BALANCE OWING 1/1/07 \$	ADD AMOUNTS CHARGED \$	LESS CASH RECEIVED \$	BALANCE OWING 31/12/07 \$
New South Wales	9,368	67,764	(74,125)	3,007
Victoria	2,853	23,603	(24,672)	1,784
<b>TOTAL FROM BRANCHES</b>	<b>12,221</b>	<b>91,367</b>	<b>(98,797)</b>	<b>4,791</b>
Membership Received Direct	28,509	380,833	(383,802)	25,540
<b>TOTAL</b>	<b>40,730</b>	<b>472,200</b>	<b>(482,599)</b>	<b>30,331</b>

All balances reported above include GST.

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

10. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

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

2007	WEIGHTED AVERAGE EFFECTIVE INTEREST RATES	FLOATING INTEREST RATE	FIXED INTEREST RATE MATURING		NON INTEREST BEARING	TOTAL
			WITHIN 1 YEAR	BETWEEN 1 & 5 YEARS		
<b>Financial Assets</b>	%	\$	\$	\$	\$	\$
Cash & Cash Equivalents	5.30	147,648	-	-	-	147,648
Trade & Other Receivables	-	-	-	-	30,331	30,331
<b>Total Financial Assets</b>		<u>147,648</u>	<u>-</u>	<u>-</u>	<u>30,331</u>	<u>177,979</u>
<b>Financial Liabilities</b>						
Trade & Other Payables	-	-	-	-	48,832	48,832
<b>Total Financial Liabilities</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>48,832</u>	<u>48,832</u>
<b>2006</b>	<b>WEIGHTED AVERAGE EFFECTIVE INTEREST RATES</b>	<b>FLOATING INTEREST RATE</b>	<b>FIXED INTEREST RATE MATURING</b>		<b>NON INTEREST BEARING</b>	<b>TOTAL</b>
			<b>WITHIN 1 YEAR</b>	<b>BETWEEN 1 &amp; 5 YEARS</b>		
<b>Financial Assets</b>	%	\$	\$	\$	\$	\$
Cash & Cash Equivalents	5.11	147,391	-	-	-	147,391
Trade & Other Receivables	-	-	-	-	40,730	40,730
<b>Total Financial Assets</b>		<u>147,391</u>	<u>-</u>	<u>-</u>	<u>40,730</u>	<u>188,121</u>
<b>Financial Liabilities</b>						
Trade & Other Payables	-	-	-	-	56,242	56,242
<b>Total Financial Liabilities</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>56,242</u>	<u>56,242</u>

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts of those assets, as disclosed in the Balance Sheet and Notes to the Financial Statements.

The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Union.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**10. FINANCIAL INSTRUMENTS**

(Continued)

**(c) Net Fair Values**

The net fair values of all assets and liabilities approximate their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying amount exceeds net fair values have not been written down as the company intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities at balance date are disclosed in the Balance Sheet and in the Notes to the Financial Statements.

**11. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of the members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 of the Registration and Accountability of Organisations Schedule (Schedule 1 to the Workplace Relations Act 1996) which reads as follows:-

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

**12. RELATED PARTY INFORMATION**

**(a) MEMBERS OF THE COMMITTEE OF MANAGEMENT**

Persons holding executive positions within the Union and as members of the Committee of Management during the year:

<b>Name</b>	<b>Position</b>	<b>Period of Appointment</b>
Mr Shayne Stiff	Divisional Branch President & Divisional Conference Delegate	1/1/07 to 31/12/07
Mr Stephen Roach	Divisional Branch Secretary & Divisional Conference Delegate	1/1/07 to 31/12/07
Mr Peter Hodder	Divisional Branch Assistant Secretary Victoria Sub-branch	1/1/07 to 31/12/07
Mr T Melksham	Divisional Branch Management Committee Member -- NSW	1/1/07 to 31/12/07
Mr John Tate	Divisional Branch Management Committee Member -- Victoria	1/1/07 to 31/12/07



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007

12. RELATED PARTY INFORMATION  
(Continued)

(b) RELATED PARTY TRANSACTIONS

Other related parties

- i) Capitation fees totaling \$36,130 (2006: \$46,782) were charged during the year by the Construction, Forestry, Mining and Energy Union Construction and General Division National Office.
- ii) An amount of \$20,000 (2006: \$20,000) was paid to Construction, Forestry, Mining and Energy Union, Construction and General Division, National Office for clerical assistance.
- iii) During the 2006 year the Union provided a non-reciprocal contribution of \$3,674 for operational assistance to the NSW Branch.
- iv) Fighting fund levies totaling \$2,328 (2006: \$4,816) were paid to the Construction, Forestry, Mining and Energy Union, Construction and General National Office during the year as contributions towards the 2007 Federal Election campaign.
- v) In the 2006 year, an amount payable of \$30,000 owed to the Union's Victorian Branch was written back.
- vi) In the 2006 year, an amount payable of \$8,000 owed to the Union's NSW Branch was written back during the year.
- vii) In 2006, an amount payable of \$49,620 owed to Construction, Forestry, Mining and Energy Union, Construction and General Division, National Office was forgiven.

(c) RELATED PARTY BALANCES

Other related parties

As at balance date, an overpayment of capitation fees were receivable from the Construction, Forestry, Mining and Energy Union totaling \$3,158 (2006: a payable of \$21,374).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**13. KEY MANAGEMENT PERSONNEL COMPENSATION**

**(a) KEY MANAGEMENT PERSONNEL**

Refer to note 12(a) for the names of the members of the Committee of Management. Only those members who are employed in an executive capacity are remunerated by the Union.

	2007	2006
	\$	\$
<b>(b) TOTAL COMPENSATION OF KEY MANAGEMENT PERSONNEL</b>		
Short Term Benefits	196,620	242,675
Post Employment Benefits	23,608	39,337
Other Long Term Benefits	4,035	2,640
Termination benefits	10,400	12,073
	<u>234,663</u>	<u>296,725</u>

**14. ORGANISATION DETAILS**

The Union is a Trade Union registered and domiciled in Australia. The registered office and principle place of business of the Union is: Level 12, 276 Pitt Street, Sydney, NSW, 2000.

**15. EVENTS SUBSEQUENT TO BALANCE DATE**

- (a) No matter or circumstance has arisen since the end of the year that has significantly affected or may significantly affect:
- (i) the operations of the Union;
  - (ii) the results of those operations; or
  - (iii) the state of affairs of the Union, in subsequent financial years.
- (b) The financial report was authorised for issue on the 1<sup>st</sup> of May 2008 by the Committee of Management.

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2007

16. ADDITIONAL DISCLOSURES REQUIRED UNDER THE RAO SCHEDULE

In accordance with the requirements of Section 255 of Schedule 1 to the Workplace Relations Act (the Registration and Accountability of Organisations (RAO) schedule), the following necessary disclosures are made:

	2007	2006
	\$	\$
<b>PROFIT AND LOSS DISCLOSURES</b>		
<b>ITEMS OF REVENUE</b>		
Entrance fees or periodic subscriptions in respect of membership of the organisation	429,273	542,718
<b>ITEMS OF EXPENSE</b>		
Expenses incurred as consideration for employers making payroll deductions of membership subscriptions	-	-
Fees and periodic subscriptions in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters	5,495	6,020
Compulsory levies imposed on the Union	38,457	46,782
Grants or donations	-	50
Employee Benefits to:		
- Holders of office	161,744	240,507
- Employees (Other than holders of office)	-	-
	<u>161,744</u>	<u>240,507</u>
Fees or allowances to persons in respect of their attendance as representatives of the Union at conferences or other meetings	4,250	4,634
Legal costs and other expenses related to litigation or other legal matters	6,329	1,425
Expenses incurred in connection with meetings of members of the Union and any conferences or meeting of councils, committees, panels or other bodies for the holding of which the Union was wholly or partly responsible	13,448	17,150



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

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

**Ref: FR2007/535-[105N-CCI]**

Mr Stephen Roach  
Divisional Branch Secretary  
CFMEU - C & G Division, Brick, Tile, Pottery  
Construction Material & Related Products Industry  
Divisional Branch  
PO Box Q235  
SYDNEY NSW 1230

Dear Mr Roach

**Financial Return - year ending 31 December, 2007**

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

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

**Information on AIRC Website**

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

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

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

## Industrial Registrar's Guidelines

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

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

### Timeline Planner and Checklist

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

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

### Three Reports

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

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

(a) Financial Statements containing:

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

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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

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

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

### First Meeting (Committee of Management)

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

### **The Auditor**

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

### **Informing Your Members**

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

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

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

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

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

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

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

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

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

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

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

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)).

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

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

### **Complying with time limits**

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

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

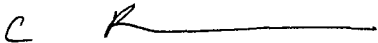
### **Extensions of Time**

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

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'C' followed by a long horizontal line with a small upward curve at the end.

For Deputy Industrial Registrar...  
21 January 2008





**Documents Checklist**

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

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

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

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

**Committee Of Management Statement**

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

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

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

*[Add the following if any recovery of wages activity has been undertaken during the financial year]*

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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

Title of Office held:

Signature:

Date:

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

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

**Certificate of Secretary or other Authorised Officer**<sup>1</sup>

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

<sup>1</sup>RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

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

<sup>2</sup>Only applicable where a concise report is provided to members

<sup>3</sup>Insert whichever is applicable