



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ref: FR2007/537-[105N-FFTV]

Mr Leo Skourdoumbis
Branch Secretary
Construction, Forestry, Mining and Energy Union-
FFPD- Victorian FFTS Branch
130 Errol Street
NORTH MELBOURNE VIC 3051

Dear Mr Skourdoumbis

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:

- [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).

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".

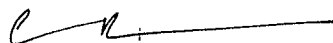
Extensions of Time

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 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



For Deputy Industrial Registrar...
21 January 2008

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /
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as soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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within a reasonable time of having received the GPFR

Provide full report free of charge to members.	
(a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or	/ /
(b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.	/ /
<i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	

SECOND MEETING: Present full report to:	
(a) General Meeting of Members - s266 (1),(2), or	/ /
(b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /

within 6 months of end of financial year

within 6 months of end of financial year

Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /
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within 14 days of meeting

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

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

[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 Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

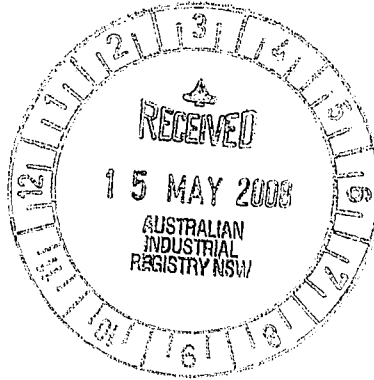
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

TAKING UP THE FIGHT !

13 May 2008



CFMEU FFPD

VICTORIAN
FFTS Branch

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

**PRESIDENT
JOSEPH PATTI**

**SECRETARY
LEO SKOURDOUMBIS**

**ASSISTANT SECRETARY
FRANK VARI**

Dear Mr. McKerrow

Re: Lodgement of Financial Documents

Please find attached the financial documents of the CFMEU FFPD - Victorian FFTS Branch for the year ended 31 December 2007.

We trust we have complied with all the requirements of the Registry.

If you have any queries please do not hesitate to contact this office.

Yours faithfully

A handwritten signature in black ink, appearing to read "Leo Skourdoumbis".

**Leo Skourdoumbis
Branch Secretary
CFMEU - FFPD - Victorian FFTS Branch**



130 ERROL STREET,
NORTH MELBOURNE,
VICTORIA 3051,
AUSTRALIA

PHONE:
(03) 9329 1577

FAX:
(03) 9328 2228

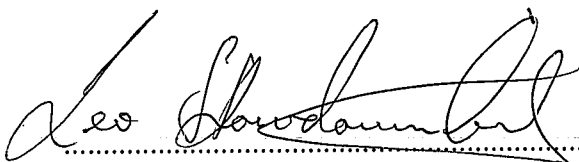
EMAIL:
ffts@ffts.asn.au

**Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products and Manufacturing Division
Victorian FFTS Branch**

Certificate of Secretary Or Other Authorised Officer
(s268 of Schedule 1B Workplace Relations Act 1996)

I, Leo Skourdoumbis, being the Secretary of the Construction Forestry Mining and Energy Union, Forestry Furniture Building Products & Manufacturing Division, Victorian FFTS Branch certify:

- That the document lodged herewith are copies of the full report referred to in Section 268 of the RAO Schedule; and
- That the full report was provided to the members on 2 April 2008; and
- That the full report was presented to a meeting of the Committee of Management of the reporting unit on 13 May 2008 in accordance with section 266 of the RAO Schedule.



Leo Skourdoumbis – Secretary

Dated this 13th day of May 2008

**Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch**

Financial Report

For the Year Ended 31st December 2007

Contents

1. Operating Report
2. Statement from Committee of Management
3. Independent Audit Report
4. Statement of Financial Position
5. Statement of Income and Expenditure
6. Notes to and forming part of the Accounts
7. Statement of Cash Flows
8. Asset Depreciation Schedule
9. Statement of Receipts & Payment for Recovery of Wages Activity

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

OPERATING REPORT

This Operating Report covers the activities of the CFMEU/FFPD Victoria FFTS branch for the financial year ended 31st December 2007, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Branch

The principle activities of the branch are;

- Representing members in workplace and Industry wide negotiations with employers and employer organisations
- Representing members before the Australian Industrial Relations Commissions and other courts and tribunals relevant to workplace issues
- To build, strengthen and maintain a Union that protects and improves the quality of life for workers
- To promote unity and collective action
- Protect and improve workers wages, conditions and rights by achieving the maintenance and improvement of awards and enterprise agreements to improve wages and conditions
- To reform society by working through party political processes to reform the legal and social framework to create social equality
- Reform and improve industry by facilitating the development of structures that enable workers to improve their skills and have them recognised
- Recruitment and provision of members benefits

2. Membership of the Branch

The number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members and who are taken to be members of the branch were 8653.

3. Members Right to Resign

All members of the Union have the right to resign from the Union in accordance with Rule 11 of the Union rules, and Section 174 of Schedule 1B of the Workplace Relations Act, by providing written notice addressed and delivered to the State Secretary.

4. Members of the Committee of Management

The following persons were members of the Committee of Management;

Mr Leo Skourdumbis	Secretary
Mr Frank Vari	Assistant Secretary
Mr Joe Patti	President
Mr Cliff Palmer	Vice President
Mr John Pepas	Vice President
Mr Les Ford	Trustee
Mr Bruce Ross	Trustee
Mr Alwin Seneviratne	Trustee
Mr Damien Cooke	Trustee
Mr Jeffrey Conner	(Resigned Feb 07)
Mrs Penny Lintzos	
Mr Greg Wheeler	
Mr Ian Morris	
Mr Jeff Cockerell	
Mr Andrew Vendramini	
Mr Jared Timu	
Mr Kerry Parker	
Ms Janet Mc Callum	

5. Superannuation Trustees

Mr Frank Vari is a member of the Committee of Management and is a Trustee and member of the board of Furniture Industry Retirement Superannuation Trust (FIRST).

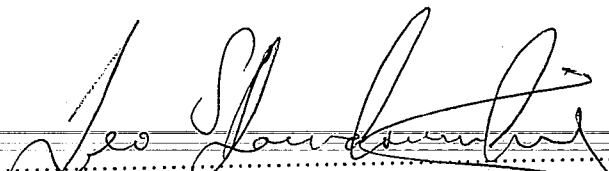
6. Employees of the Branch

As at 31st December 2007, the branch had 14 full time employees and 1 casual employee throughout the year.

7. Significant Changes

Matters or circumstances have not arisen during the year or since the end of the year that have significantly affected or may significantly affect the operations of the branch, or the results of the branch or the state of the branch in the subsequent financial years.

Signed in accordance with the resolution by the Committee of Management



Leo Skourdumbis – Secretary

Dated this 13th day of February 2008

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

Committee of Management Statement

On 13th February 2008 the Committee of Management of the CFMEU / Forestry Furniture Building Products & Manufacturing Division, Victoria FFTS Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2007:

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

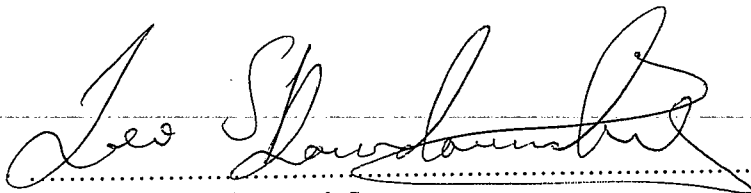
- a. the financial statements and notes comply with the Australian Accounting Standards;
- b. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- c. the financial statements and notes give a true and fair view of the financial performance, financial 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 kept and maintained in accordance with the rules of the organisation including the rules of the 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) no information has been sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule;
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.
- 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

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

Committee of Management Statement Continued

- (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 full financial year in respect of such activity; and
- (iii) no fees or reimbursement 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 organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for the 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 reimbursement 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 the Committee of Management:



Leo Skourdumbis Branch Secretary

Dated this 13th day of February 2008

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

INDEPENDENT AUDIT REPORT

To the members of the Construction Forestry Minerals and Energy Union – Forestry Furniture Building Products & Manufacturing Division, Victoria FFTS Branch.

SCOPE

I have audited the financial statements, as well as inspecting the accounting records of the Construction Forestry Mining and Energy Union – Forestry Furniture Building Products & Manufacturing Division, Victoria FFTS Branch for the 12 months ended 31st December 2007. The Union's Committee of Management and Secretary are responsible for the preparation and presentation of financial statements and the information they contain therein. I have conducted an independent audit of those financial statements in order to express an opinion on them to the members of the Union and Industrial Relations Commission on their preparation and presentation.

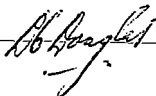
My audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free from material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are presented fairly in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia, so as to present a view which is consistent with my understanding of the branch's financial position and its performance as represented by the results of its operations and cash flows.

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

AUDIT OPINION

In my opinion, the accounts of the Construction Forestry Mining and Energy Union - Forestry Furniture Building Products & Manufacturing Division, Victoria FFTS Branch are properly drawn up:

- (a) (i) giving a true and fair view of the branch's financial position as at 31st December 2007 and of its performance and cash-flows for the year ended on that date; and
- (ii) complying with Australian Accounting Standards
- (iii) complying with any other requirements imposed by Reporting Guidelines or Part 3 of Chapter 8 of the RAO Schedule
- (b) In relation to recovery of wages activity;
 - (i) that the scope of the audit encompassed recovery of wages activity
 - (ii) that the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the Industrial Registrar, including;
 - 1. any fees charged to or reimbursement of expenses claimed from members and others for recovery of wages activity and
 - 2. any donations or other contributions deducted from recovery money; and
 - (iii) any other requirements imposed by these reporting guidelines or Part 3 of Chapter 8 of the RAO Schedule



D C DOUGLAS
Registered Company Auditor No. 15038

Dated: 31st March 2008

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Statement of Financial Position
As at 31 December 2007

	Note	2007 \$	2006 \$
CURRENT ASSETS			
Cash	2	354,419	440,574
Receivables	3	435,023	533,481
Investments	4	5,845,907	3,510,075
Other	5	4,404	5,154
TOTAL CURRENT ASSETS		<u>6,639,753</u>	<u>4,489,284</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	6	2,410,636	2,278,306
TOTAL NON-CURRENT ASSETS		<u>2,410,636</u>	<u>2,278,306</u>
TOTAL ASSETS		<u>9,050,389</u>	<u>6,767,590</u>
CURRENT LIABILITIES			
Creditors and Borrowing's	7	43,201	92,291
Provisions	8	65,718	34,205
TOTAL CURRENT LIABILITIES		<u>108,919</u>	<u>126,496</u>
NON-CURRENT LIABILITIES			
Provisions	8	156,773	78,627
TOTAL NON-CURRENT LIABILITIES		<u>156,773</u>	<u>78,627</u>
TOTAL LIABILITIES		<u>265,692</u>	<u>205,123</u>
NET ASSETS		<u>8,784,697</u>	<u>6,562,467</u>
MEMBERS FUNDS			
Opening Balance		6,562,467	6,550,081
Net Surplus/Deficit for the Year		25,183	12,386
Asset Revaluation Reserve	15	2,197,047	-
		<u>8,784,697</u>	<u>6,562,467</u>
TOTAL MEMBERS FUNDS		<u>8,784,697</u>	<u>6,562,467</u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in conjunction with the attached Compilation Report.*

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Statement of Financial Performance
For the Period ended 31 December 2007

	Note	2007 \$	2006 \$
INCOME			
EBA Processing Fees		6,718	63,543
Grants	14	150,000	192,071
Membership Contributions		1,448,295	1,423,855
Sundry Income		251,105	253,444
Interest Received	9	444,200	213,173
Gain / (Loss) on Non Current Assets		(10,686)	(22,252)
		<u>2,289,632</u>	<u>2,123,834</u>

EXPENDITURE

Accounting		7,150	7,336
Affiliation Fees		49,184	6,565
Annual Leave Provided		31,514	8,375
Audit Fees		11,818	11,818
Bank Charges		2,234	1,924
Book Publication Expense		96,249	13,366
Computer Software & Expenses		13,950	11,357
Conference Expenses		7,213	5,677
Contributions to Rallies, Training Schemes, Fighting Funds		7,875	200
Depreciation		50,599	59,299
Electricity Light and Power		5,744	4,573
Fringe Benefits Tax		17,231	16,582
General Office and Incidental Expenses		34,335	39,357
Insurance		58,222	58,372
Legal and Other Professional Costs		145,075	98,152
Long Service Leave Provided		-	5,774
Motor Vehicle Expenses		41,833	49,899
Newsletter & Website Expenses		69,365	76,552
Organising, Lost Time, Travel & Entertainment		38,254	10,496
Payroll Tax		48,275	48,310
Picnic Day Expenses		12,641	18,097
Postage		11,912	11,716
Printing & Stationery		21,686	16,881
Rates and Cleaning		16,375	14,107
Repairs & Maintenance		5,430	4,008
Salaries - Employees		461,175	500,097
Salaries - Elected Officials		348,084	328,119
Staff Training & Recruitment Costs		33,917	11,775
Subscriptions & Journals		15,065	9,574
Sundry Expenses		37,192	37,122
Superannuation Contributions		162,919	172,494
Sustentation Fees - Divisional Office		289,659	284,771

The accompanying notes form part of these financial statements.

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Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Statement of Financial Performance
For the Period ended 31 December 2007

	Note	2007 \$	2006 \$
Telephone and Communications		39,222	32,620
Travelling Expenses		19,730	15,082
Uniforms/Clothing Purchases		11,306	17,235
Total Expenditure		<u>2,222,433</u>	<u>2,007,682</u>
OPERATING SURPLUS FOR THE YEAR		<u>67,199</u>	<u>116,152</u>
 ABNORMAL ITEMS			
Abnormal Items	13	42,016	103,766
TOTAL SURPLUS FOR THE YEAR		<u><u>25,183</u></u>	<u><u>12,386</u></u>

The accompanying notes form part of these financial statements.

These financial statements have not been subject to audit or review and should be read in conjunction with the attached Compilation Report.

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Notes to the Financial Statements
For the Period ended 31st December 2007

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial report is a general purpose financial report that has been prepared in accordance with the Workplace Relations Act 1996 and applicable Accounting Standards, Urgent Issues Group Consensus Views and other Authoritative Pronouncements of the Australian Accounting Standards Board.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report;

(a) Employee Benefits

Provision for Long Service Leave is raised against employees and officials of the union who have in excess of one-year continuous service.

The provision for Annual leave represents expected obligations for employee's services up to the reporting date, it provides for all employees and officials pro rata from the date of employment using current rates of pay.

(b) Depreciation

Depreciation of fixed assets has been calculated using both the Prime Cost and Reducing balance methods, at rates considered adequate to write such assets off over the period of their estimated economic life.

(c) Income Tax

No provision for Income Tax is necessary as the Union is a branch of a Registered Industrial Trade Union that is exempt from Income Tax in accordance with the Income Tax Assessment Act 1997, as amended.

(d) Goods and Services Tax

Revenue, 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 acquisition of the Asset or as part of an item of expense. Receivables and payables in the financial statements are shown net of GST.

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Notes to the Financial Statements
For the Period ended 31st December 2007

	2007	2006
	\$	\$
2. CASH		
Petty Cash	100	100
Cash at Bank - General Fund	340,630	313,319
Cash at Bank - Glass Picnic Fund	6,730	8,540
Cash at Bank - Glass Hardship Fund	-	118,615
Cash at Bank - Investment	5,178	-
Cash at Bank - OH&S a/c	1,781	-
	<u>354,419</u>	<u>440,574</u>
3. RECEIVABLES		
Current		
Amounts Owing by Federal Office	252,786	192,972
Amounts Owing by Forestry Victoria	-	9,502
Receivables	182,237	331,007
	<u>435,023</u>	<u>533,481</u>
4. INVESTMENTS		
Current		
Commercial Bill No.1	3,867,026	3,510,075
Commercial Bill No.2	1,978,881	-
	<u>5,845,907</u>	<u>3,510,075</u>
5. OTHER		
Current		
Inventories	4,404	5,154
Prepayments	-	-
	<u>4,404</u>	<u>5,154</u>
6. PROPERTY, MOTOR VEHICLES & EQUIPMENT		
Land & Buildings		
Freehold Land	1,080,000	384,450
Buildings	1,170,000	1,642,594
Total Land & Buildings	<u>2,250,000</u>	<u>2,027,044</u>

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Notes to the Financial Statements
For the Period ended 31st December 2007

	2007 \$	2006 \$
Motor Vehicles & Equipment		
Motor Vehicles	219,171	298,251
Less: Accumulated Depreciation	<u>77,649</u>	<u>65,608</u>
	141,522	232,643
Office Furniture & Equipment	97,304	91,144
Less: Accumulated Depreciation	<u>81,097</u>	<u>75,800</u>
	16,207	15,344
Furniture & Fittings	31,208	31,208
Less: Accumulated Depreciation	<u>28,301</u>	<u>27,933</u>
	2,907	3,275
Total Motor Vehicles & Equipment	<u>160,636</u>	<u>251,262</u>
Total Property, Motor Vehicles & Equipment	<u><u>2,410,636</u></u>	<u><u>2,278,306</u></u>
7. CREDITORS AND BORROWINGS		
Current		
Creditors	-	15,888
GST Liability	2,935	36,011
FBT	8,919	9,586
PAYG Withholding	<u>31,347</u>	<u>30,806</u>
	<u>43,201</u>	<u>92,291</u>
8. PROVISIONS		
Current		
Annual Leave	<u>65,718</u>	<u>34,205</u>
	<u>65,718</u>	<u>34,205</u>
Non-Current		
Redundancy	104,197	-
Long Service Leave	<u>52,576</u>	<u>78,627</u>
	<u>156,773</u>	<u>78,627</u>

These notes should be read in conjunction with the attached Compilation Report.

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

Notes to the Financial Statements
For the Period ended 31st December 2007

	2007	2006
	\$	\$
9. INTEREST RECEIVED		
General Account	1,028	896
Commercial Bill No.1	352,172	208,300
Commercial Bill No.2	88,893	-
Glass Hardship Fund	-	3,841
FFTS OH&S Account	28	-
Investment Account	1,993	-
Glass Picnic Fund	86	136
	444,200	213,173

10. RELATED PARTY TRANSACTIONS

Persons holding executive positions within the Victorian Branch as member of the Committee of Management during the year: -

Mr Joseph Patti	President
Mr Leo Skourdombis	Secretary
Mr Frank Vari	Assistant Secretary
Mr Clifford Palmer	Vice President
Mr John Pepas	Vice President
Mr Les Ford	Trustee
Mr Alwin Seneviratne	Trustee
Mr Bruce Ross	Trustee
Mr Damien Cooke	Trustee

There were no related party transactions throughout the year.

11. CONTINGENT LIABILITY

The details and estimated maximum amounts of contingent Liabilities, classified according to party from whom the contingent liability arises are set out below. The executive is not aware of any circumstance or information which would lead them to believe that these liabilities will crystallise and consequently no provisions are included in the accounts in respect of these matters. In respect of the Victorian Branch, there are no contingent Liabilities.

12. INFORMATION TO BE PROVIDED TO MEMBER OR INDUSTRIAL 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 1B to the Workplace Relations Act 1996) which reads as follows: -

1. A member of a reporting unit, or a Registrar, may apply to 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).

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Notes to the Financial Statements
For the Period ended 31st December 2007

13. **ABNORMAL ITEMS**

The ACTU imposed a levy upon all Unions to cover costs associated with the screening of advertisements highlighting the injustice associated with the new Industrial Relations laws. The amount of the levy paid to ACTU by this branch during the 2007 financial year was \$42,016.

14. **GRANTS RECEIVED**

The branch received a grant of \$150,000 from INCOLINK during the 2007 financial year.

15. **ASSET REVALUATION RESERVE**

The Asset Revaluation Reserve includes the property sold at 603 Canterbury Road, Surrey Hills.

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Statement of Cash Flows
For the Year Ended 31 December 2007

	Note	2007 \$	2006 \$
Cash Flows from Operating Activities			
Receipts from Members Subscriptions & Other Activities		2,590,974	2,257,861
Interest Received		444,200	213,173
Payments to Suppliers & Employees		(2,839,046)	(2,339,453)
Cash Provided by (Used in) Operating Activities	1(a)	<u>196,128</u>	<u>131,581</u>
Cash Flows from Investing Activities			
Proceeds from sale of Freehold Property Plant & Equipment and Payment for Freehold Property Plant Equipment		2,053,549	(98,415)
Cash provided by (used in) Investing activities		-	-
Net Cash flow from Financing Activities		<u>2,053,549</u>	<u>(98,415)</u>
Net Increase (Decrease) in Cash Held			
		2,249,677	33,166
Cash at Beginning of Year		3,950,649	3,917,483
Cash at End of Financial Year	1(b)	<u>6,200,326</u>	<u>3,950,649</u>

Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
For the Year Ended 31 December 2007
Statement of Cash Flows

	2007	2006
	\$	\$
Cash Flow Information		
1 (a) Reconciliation of Cash flows from Operations:		
Operating Surplus (Deficit)	25,183	12,386
Depreciation & Amortisation	50,599	59,299
Loss on Sale of Property, Motor Vehicles & Equipment	-	22,637
Gain on Sale of Property, Motor Vehicles & Equipment	10,687	(385)
Movement in Provisions	109,659	37,644
Net Cash Inflow from Operating Activities	196,128	131,581

1 (b) Reconciliation of cash for the purposes of this Statement of Cash Flows Includes:

- i). Cash on hand and in all at Call deposits with Banks or Financial Institutions
- ii). Investments in money market instruments maturing within less than two months.

Cash at End of Year is shown in the Balance Sheet as;

Cash at Bank	354,419	440,574
Investments	5,845,907	3,510,075
Cash on Hand at End of Financial Year	6,200,326	3,950,649

Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch

Statement of Receipts and Payments for Recovery of Wages Activity
Cash Basis for year ended 31st December 2007

	Note	2007 \$
Cash assets in respect of recovered money at beginning of year		0
Receipts		
Amounts recovered from employers in respect of wages etc	1	4,200
Interest received on recovered money		<u>0</u>
Total receipts		<u>4,200</u>
Payments		
Deductions of amounts due in respect of membership for;		
• 12 months or less		0
• greater than 12 months		0
Deductions of donations or other contributions to accounts or funds of;		
• the reporting unit		0
• other reporting unit of the organisation		0
• other entity		0
Deductions of fees or reimbursements of expenses		0
Payments to workers in respect of recovered money		<u>4,200</u>
Total payments		<u>4,200</u>
Cash assets in respect of recovered money at end of year		0

Notes:

1. The number of workers to which the moneys recovered relates to is, one.
2. No fund was operated for wages recovery activity during the 2007 year.

Construction Forestry Mining and Energy Union
The Forestry Furniture Building Products & Manufacturing Division
Victoria FFTS Branch
Depreciation Schedule
For the Year Ended 31 December 2007

Asset	Cost Price	Cost Limit	Opening W.D.V 01/01/2007	Additions Disposals	Gain/Loss on Disposal	Capital Gains	Depreciation Rate	Depreciation \$	Accum Deprec 31/12/2007	Closing W.D.V 31/12/2007
MOTOR VEHICLES										
Subaru UKN 521	28,503		27,835				22.5% DV	6,263	6,931	21,572
Subaru UJP 633	30,380		28,357				22.5% DV	6,380	8,403	21,977
Subaru UJP 634	28,229		26,350				22.5% DV	5,929	7,808	20,421
Subaru UGS 632	26,844		24,461				22.5% DV	5,504	7,887	18,957
Subaru UDJ 430	23,439		20,246				22.5% DV	4,555	7,748	15,691
Subaru UAG 521	23,439		20,246				22.5% DV	4,555	7,748	15,691
Subaru UAG 522	22,079		19,071	(17,000)	(460)		22.5% DV	1,611		0
Mitsubishi STZ 607	27,833		13,789	(8,500)	(4,566)		22.5% DV	723		0
Toyota TEX 813	29,167		17,174				22.5% DV	3,864	15,857	13,310
Toyota TEX 814	29,167		17,174	(10,000)	(5,660)		22.5% DV	1,514		0
Toyota THK 091	29,167		17,936				22.5% DV	4,036	15,267	13,901
Sub-total	298,250		232,642	(35,500)	(10,687)			44,934	77,649	141,522
OFFICE FURNITURE & EQUIPMENT										
Office Equipment	2,136		25				33.3% DV	8	2,119	17
Office Cabinets	3,550						10.0% PC	0	3,550	0
HP USB Scanner	1,620						20.0% PC	0	1,620	0
Z Tec Features & Installation	2,470						25.0% PC	0	2,470	0
Acer Notebook Computer	4,220		156				36.0% DV	56	4,120	100
Computer	2,040		83				36.0% DV	30	1,987	53
Vacuum Cleaner	475						20.0% PC	0	475	0
Micro Cassette Recorder	540						20.0% PC	0	540	0
Lexmark Laser Printer	5,707						20.0% PC	0	5,707	0
File Server	7,070						20.0% PC	0	7,070	0
Network Upgrade	3,422						20.0% PC	0	3,422	0
Network Upgrade	531						20.0% PC	0	531	0
Cabinet	6,600		1,067				10.0% PC	660	6,193	407
Paper Shredder	795						20.0% PC	0	795	0
4 Novetta Chairs	1,240						20.0% PC	0	1,240	0
Telephone System	15,340						20.0% PC	0	15,340	0
Furniture	14,080		1,408				15.0% PC	1,408	14,080	0
Chair - Geelong Office	1,077		513				15.0% DV	77	641	436
Mobile Phones	865		419				15.0% DV	63	509	356
Car kits	327		158				15.0% DV	24	193	134
Copier Minolta/Konica	2,160		1,042				20.0% DV	208	1,326	834
Digital Camera	455		293				15.0% DV	44	206	249
Photocopier	13,152		9,265				15.0% DV	1,390	5,277	7,875
Vacuum Cleaner	1,272		915				15.0% DV	137	494	778
Office Chairs				6,160			21.4% DV	1,192	1,192	4,968
Sub-total	91,144		15,344	6,160				5,297	81,097	16,207
FURNITURE & FITTINGS										
Fixtures & Fittings	31,208		3,275				11.2% DV	368	28,300	2,908
Sub-total	31,208		3,275					368	28,300	2,908
Total	420,602		251,261	(29,340)	(10,687)			50,399	187,046	160,636

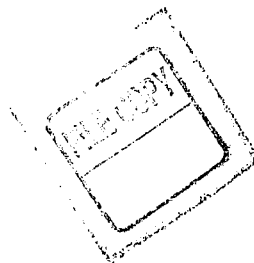
Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer



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 Leo Skourdumbis
Secretary, Victorian FFTS Branch
CFMEU
130 Errol Street
NORTH MELBOURNE VIC 3051



Dear Mr Skourdumbis

**Re: Lodgement of Financial Statements and Accounts – FFTS Victorian Branch – for
year ending 31 December 2007 (FR2007/537)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 15 May 2008.

The legislative requirements have been met and the documents have been filed.

Yours sincerely,


Stephen Kellett
Statutory Services Branch

23 May 2008