



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. Grahame Kelly  
Branch Secretary, Northern District Branch  
Mining and Energy Division  
Construction, Forestry, Mining and Energy Union  
67A Aberdare Rd,  
ABERDARE NSW 2325

Dear Ms Usher

**Re: Lodgement of Financial Statements and Accounts – Mining and Energy Division,  
Northern District Branch – for year ending 31 December 2007 (FR2007/539)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 2 July 2008.

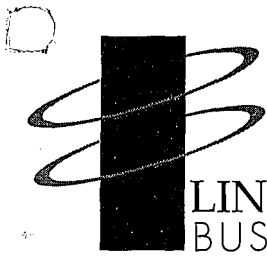
As the legislative requirements have been met, the documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads 'David Vule'.

Statutory Services Branch

15 July 2008



LINDBECK PARTNERS  
BUSINESS SOLUTIONS

B N Lindbeck Pty Limited ACN 079 130 000

ABN 99 839 215 857

1 July 2008

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

Dear Sir

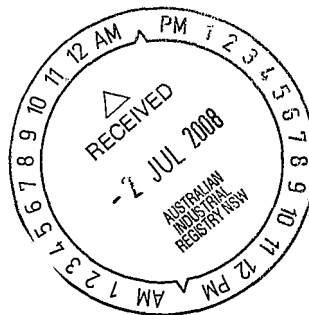
RE: CFMEU MINING & ENERGY UNION NORTHERN DISTRICT BRANCH

I enclose herewith documents for the abovementioned in respect of the year ended 31 December 2007.

Should you have any queries in relation to this matter, please do not hesitate to contact me.

Regards

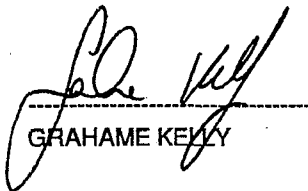
LINDBECK PARTNERS



**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, GRAHAME KELLY being the Secretary of the Construction, Forestry, Mining and Energy Union, Mining & Energy Division, Northern District Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 9 May 2008 and
- That the full report was presented to a meeting of the last of a series of general meetings of members of the reporting unit on 27 June 2008 in accordance with section 266 of the RAO Schedule.

  
GRAHAME KELLY

DATE: 1-7-08

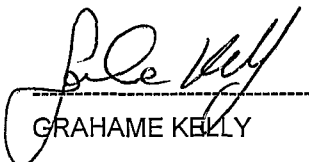
## COMMITTEE OF MANAGERMENTS' STATEMENT

On 9 May 2008 the Committee of Management of the Construction Forestry Mining and Energy Union, Mining & Energy Division, Northern District Branch ('Union'), passed the following resolution in relation to the general purpose financial report (GPFR) of the Union for the year ended 31 December 2007.

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

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year ended 31 December 2007;
- (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 ended 31 December 2007 and since the end of the financial year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the Union; and
  - (ii) the financial affairs of the Union have been managed in accordance with the rules of the organisation and the rules of the Union; and
  - (iii) the financial records of the Union have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) the financial records of the Union have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
  - (v) no information has been sought in any request of a member of the Union or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996

For the Committee of Management:

  
GRAHAME KELLY

9 May 2008

## OPERATING REPORT

This Operating Report covers the activities of the Construction Forestry Mining and Energy Union, Northern District Branch, for the year ended 31 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 Union

The principal activities of the Union during the past year fell into the following categories:

- Implementation of the decisions of the National Executive and National Council.
- Implementation of the Union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and developing of Officials and delegates, and assistance to Lodges on planning, resourcing and implementing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, pursuing relevant changes to the conditions of eligibility rules of the Union, and responding to other Unions' rules applications where they impact on membership of the CFMEU Northern District.
- The administration of Federal and State Awards, the variation of Awards following major test cases (such as living wage) and making applications to vary Federal and State Awards on behalf of the Lodges.
- Manage and control the occupational health and safety issues of the Northern District which include, but are not limited to:
  - workers compensation
  - rehabilitation
  - workplace safety

### 2. Results of Activities

The net profit for the year after income tax income tax was \$1,003,582 (2006 \$2,107,979). The decrease is due to no profit on disposal of investments and the cessation of the joint venture last year.

### 3. Significant Changes

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

Significant changes in the financial affairs of the Union include a rise in the income from member contributions during the year of 11.3% due to increased membership and interest income of 29% due to the continued investment of the proceeds from the sale of the Union's other investments.

### 4. Right of Members to Resign

All Members of the Union have the right to resign from the Union in accordance with Rule 5 of the Union Rules, (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the relevant Lodge.

5. Superannuation Trustees

Grahame Kelly is an officer of the Union and is a Trustee and Member of the Board of Directors of AUSCOAL Superannuation Fund.

6. Membership of the Union

There were 5,827 members of the union as at 31 December 2007.

7. Employees of Union

As at 31 December 2007, the Union employed 15 full time and 0 part time employees (2007 15 full time and 0 part time employees)

8. Committee of Management

The following persons were members of the Committee of Management during the year ended 31 December 2007;

Ian Murray	01.01.07 - 31.12.07
Grahame Kelly	01.01.07 - 31.12.07
Peter Jordan	01.01.07 - 31.12.07
Greg Sharp	01.01.07 - 31.12.07
Ronald Stothard	01.01.07 - 31.12.07
Keith Shaw	01.01.07 - 31.12.07
Michael Dunn	01.01.07 - 31.12.07
Ronald Edwards	01.01.07 - 31.12.07
Geoffrey Gal	01.01.07 - 31.12.07
Todd Hardy	01.01.07 - 31.12.07
David Power	01.01.07 - 31.12.07
Colin Shaw	01.01.07 - 31.12.07
Ross Smith	01.01.07 - 31.12.07
Russell Trappel	01.01.07 - 31.12.07
Ross Whitaker	01.01.07 - 31.12.07
Robin Williams	01.01.07 - 31.12.07
Mark Wilson	01.01.07 - 31.12.07



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GRAHAME KELLY, DISTRICT SECRETARY

9 May 2008

## AUDITORS REPORT TO MEMBERS OF CONSTRUCTION, FORESTRY, MINING and ENERGY UNION

### MINING & ENERGY DIVISION NORTHERN DISTRICT BRANCH

#### SCOPE

We have audited the general purpose financial report of Construction, Forestry, Mining and Energy Union, Mining & Energy Division Northern District Branch for the year ended 31 December 2007 as set out on pages 5 to 23. The management of the Union is responsible for the preparation of the financial statements and the information contained therein. We have conducted an independent audit of the financial statements in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with the 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 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 Australian Accounting Standards and the Workplace Relations Act 1996 so as to present a view of the Union which is consistent with our understanding of its financial position and the results of its operations and cash flows.

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

#### AUDIT OPINION

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

In our opinion, the general purpose financial report of Construction Forestry Mining and Energy Union, Mining & Energy Division Northern District Branch is in accordance:

- (a) The Union's financial position as at 31 December 2007 and of its performance and cash flows for the year ended on that date; and
- (b) Applicable Accounting Standards and other mandatory professional reporting requirements.
- (c) The requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

*Lindbeck Partners*

LINDBECK PARTNERS  
Chartered Accountants  
300 Main Road  
CARDIFF NSW 2285

*B N Lindbeck*

B N Lindbeck  
Registered Company Auditor

Dated this 9<sup>th</sup> day of May 2008

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

	NOTE	2007 \$	2006 \$
Revenue	2	8,423,173	7,740,106
Other income		-	994,125
Employee benefits expense		(2,050,864)	(2,083,724)
Depreciation expense		(143,150)	(152,587)
Sustentation fees		(3,087,546)	(2,849,356)
Legal & medical fees		(108,533)	(102,311)
All other expenses		(2,029,498)	(1,782,597)
Share of net profit/(loss) of joint ventures		-	344,323
<b>Net Profit Attributable to Members</b>		<u>1,003,582</u>	<u>2,107,979</u>

The accompanying notes form part of this financial report

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**BALANCE SHEET**  
**AS AT 31 DECEMBER 2007**

	NOTE	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	1,949,951	1,505,856
Trade and other receivables	5	381,712	568,528
Inventories	6	9,064	15,513
Financial assets	7(a)	14,969,072	14,030,508
Other current assets	8	38,895	44,257
<b>TOTAL CURRENT ASSETS</b>		<u>17,348,694</u>	<u>16,164,662</u>
<b>NON-CURRENT ASSETS</b>			
Financial assets	7(b)	-	-
Investments accounted for using equity method	9	-	-
Property, plant and equipment	11	1,654,471	1,628,733
Investment property	12	1,100,000	1,100,000
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,754,471</u>	<u>2,728,733</u>
<b>TOTAL ASSETS</b>		<u>20,103,165</u>	<u>18,893,395</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	13	459,971	416,863
Short term provisions	14	760,914	619,356
<b>TOTAL CURRENT LIABILITIES</b>		<u>1,220,885</u>	<u>1,036,219</u>
<b>NON-CURRENT LIABILITIES</b>			
Trade and other payables	13	387,222	387,222
Long term provisions	14	128,258	106,736
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>515,480</u>	<u>493,958</u>
<b>TOTAL LIABILITIES</b>		<u>1,736,365</u>	<u>1,530,177</u>
<b>NET ASSETS</b>		<u>18,366,800</u>	<u>17,363,218</u>
<b>EQUITY</b>			
Accumulated Members' Funds		<u>18,366,800</u>	<u>17,363,218</u>

The accompanying notes form part of this financial report

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

	NOTE	2007 \$	2006 \$
Opening Balance as at 1 January		17,363,218	15,255,239
Net Gains on Available for Sale Financial Assets		-	-
Profit/(Loss) Attributable to Members		<u>1,003,582</u>	<u>2,107,979</u>
Closing Balance as at 31 December		<u>18,366,800</u>	<u>17,363,218</u>

The accompanying notes form part of this financial report

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	NOTE	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		7,966,356	7,543,159
Payments to suppliers and employees		(7,566,014)	(781,504)
Interest received		1,078,729	785,677
Other investment income received		102,302	97,012
Net cash inflow from operating activities	16(b)	<u>1,581,373</u>	<u>584,344</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of plant & equipment		-	-
Proceeds from sale of investment		-	3,892,280
Payment for plant & equipment		(198,714)	(115,481)
Payment for investments		(938,564)	(5,028,981)
Net cash inflow from investing activities		<u>(1,137,278)</u>	<u>(1,252,182)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Net cash inflow from financing activities		<u>-</u>	<u>-</u>
Net increase/(decrease) in cash held		444,095	(667,838)
Cash at 1 January 2007	16(a)	<u>1,505,856</u>	<u>2,173,694</u>
CASH AT 31 DECEMBER 2007	16(a)	<u><u>1,949,951</u></u>	<u><u>1,505,856</u></u>

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 or Part 3 of Chapter 8 of Schedule 1B 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**

The Union has prepared these financial statements in accordance with the Australian equivalents to International Financial Reporting Standards (AIFRS).

*Reporting Basis and Conventions*

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 or fair value 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 group and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

**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 including building and capitalised lease assets, but excluding freehold land, 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
Buildings	2.5%
Motor vehicles	22.5%
Fixtures, fittings & equipment	10%-40%

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

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.

*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

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

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(d) Financial Instruments (continued)

*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 group 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 group estimates the recoverable amount of cash-generating unit to which the asset belongs.

(f) Inventories

*Inventories held for sale*

Raw materials and finished goods are carried at the lower of cost allocated and net realisable value.

*Net realisable value*

Net realisable value is determined on the basis of each inventory line's normal selling pattern. Expense of marketing, selling and distribution to customers, are estimated and are deducted to establish net realisable value.

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

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) Interests in Joint Ventures

The Union's share of the assets, liabilities, revenues and expenses of joint venture operations is included in the respective items of the statements of financial performance and financial position. Details of the Union's interests are shown in Note 10.

The Union's interests in joint venture entities are brought to account using the equity method of accounting in the financial statements.

(h) 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.

(i) Cash and Cash Equivalents.

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

(j) Revenue

Revenue from 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).

(k) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian 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.

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

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(l) Comparative Figures

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

(m) Critical Accounting Estimates and Judgements

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

*Key estimates – Impairment*

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

	NOTE	2007 \$	2006 \$
<b>2. REVENUE:</b>			
Operating Activities			
Membership contributions		6,583,441	6,279,617
Interest received	2(a)	1,078,729	785,677
Medical & legal fees reimbursement		107,265	145,326
Rents received		102,302	97,012
Wage subsidy & reimbursement		291,135	382,392
Other income		260,301	50,082
		<u>8,423,173</u>	<u>7,740,106</u>
Non-Operating Activities			
Fair value gains		-	-
Gain on disposal of investments		-	994,125
		<u>-</u>	<u>994,125</u>
Total Revenue		<u>8,423,173</u>	<u>8,734,231</u>
(a) Interest revenue from			
Other related parties		-	-
Other corporations		1,078,729	785,677
		<u>1,078,729</u>	<u>785,677</u>



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

	NOTE	2007 \$	2006 \$
<b>3. RESULT FROM ORDINARY ACTIVITIES EXPENSES:</b>			
Depreciation of property, plant & equipment		143,150	152,587
Movement in employee entitlements		310,778	260,220
Rental expense on operating leases		26,861	18,187
<b>4. CASH AND CASH EQUIVALENTS</b>			
Cash on hand		500	500
Cash at bank		1,949,451	1,505,356
		<u>1,949,951</u>	<u>1,505,856</u>
<b>5. TRADE AND OTHER RECEIVABLES</b>			
Current			
Other receivables		381,712	568,528
		<u>381,712</u>	<u>568,528</u>
<b>6. INVENTORIES</b>			
Current			
At Cost			
Finished goods		9,064	15,513
		<u>9,064</u>	<u>15,513</u>
<b>7. FINANCIAL ASSETS</b>			
Held to Maturity Financial Assets	(a)	14,969,072	14,030,508
Available for Sale Financial Assets	(b)	-	-
		<u>14,969,072</u>	<u>14,030,508</u>
Split As:			
Current		14,969,072	14,030,508
Non Current		-	-
		<u>14,969,072</u>	<u>14,030,508</u>
<b>(a) Held-to-maturity Financial Assets Comprise:</b>			
Term Deposits and Bank Bills held with Financial Institutions.		<u>14,969,072</u>	<u>14,030,508</u>

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

	NOTE	2007 \$	2006 \$
7. FINANCIAL ASSETS (continued)			
(b) Available for Sale Financial Assets Comprise:			
Unlisted Investments at recoverable amount:			
- Shares in other parties - at cost		-	-
Less: Impairment Provision		-	-
TOTAL AVAILABLE-FOR-SALE ASSETS		-	-
Available-for-sale financial assets comprise investments in the ordinary share capital of various entities. There are no fixed returns or fixed maturity date attached to these investments.			
8. OTHER CURRENT ASSETS			
Prepayments		38,895	44,257
9. INVESTMENTS ACCOUNTED FOR USING EQUITY METHOD			
Interest in Joint Venture entities	10	-	-
10. INTERESTS IN JOINT VENTURES			
<i>Entities</i>			
CFMEU Mining & Energy Division Northern District had a 48% interest in the joint venture United Mining Support Services and a 36% interest in Queensland Mining Employment Services which were both involved in the hire of specialised labour to the mining industry. The voting power held is the same as its holding interest			
i) Retained earnings attributable to interest in joint ventures			
Balance at the beginning of the financial year		-	(22,107)
- share of joint ventures' profit/(loss) from ordinary activities after tax		-	344,323
Balance at the end of the financial year		-	322,216
ii) Carrying amount of investment in joint venture entities:			
Balance at the beginning of the financial year		-	409,732
- share of profit from ordinary activities after income tax		-	344,323
- additional investments		-	-
- dividends received		-	(754,055)
Balance at the end of the financial year		-	-

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

NOTE	2007 \$	2006 \$
10. INTERESTS IN JOINT VENTURES (continued)		
iii) Share of joint venture entities results and financial position		
Current assets	-	-
Non-current assets	-	-
Total assets	<u>-</u>	<u>-</u>
Current liabilities	-	-
Non-current liabilities	-	-
Total liabilities	<u>-</u>	<u>-</u>
Revenues	-	344,323
Expenses	-	-
Profit from ordinary activities before income tax	-	344,323
Income tax expense	-	-
Profit from ordinary activities after income tax	<u>-</u>	<u>344,323</u>
11. PROPERTY, PLANT AND EQUIPMENT		
Land		
At cost	<u>197,454</u>	<u>197,454</u>
Buildings		
At cost	1,469,907	1,469,907
Provision for depreciation	<u>485,662</u>	<u>448,915</u>
TOTAL LAND AND BUILDINGS	<u>1,181,699</u>	<u>1,218,446</u>
Furniture & fittings & equipment		
At cost	928,012	845,922
Provision for depreciation	<u>686,409</u>	<u>637,526</u>
	<u>241,603</u>	<u>208,396</u>
Motor vehicles		
At cost	297,118	262,294
Provision for depreciation	<u>65,949</u>	<u>60,403</u>
	<u>231,169</u>	<u>201,891</u>
	<u>1,654,471</u>	<u>1,628,733</u>

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

	NOTE	2007 \$	2006 \$
<b>11. PROPERTY, PLANT AND EQUIPMENT (continued)</b>			
Movements in Carrying Amounts			
Movement in the carrying amounts for each class of property, plant and equipment between the beginning and end of the current financial year:			
		Furniture, Fittings & Equipment	Motor Vehicles
		Land	Buildings
		\$	\$
Balance at Start of Year		197,454	1,020,992
Additions		-	-
Disposals		-	-
Depreciation/Amortisation		-	36,747
Carrying Amount End of Year		197,454	984,245
		208,396	241,603
		201,891	231,169
		85,089	89,204
		803	55,324
		143,150	1,654,471

**12. INVESTMENT PROPERTY**

Balance at beginning of year	1,100,000	1,100,000
Acquisitions	-	-
Fair value adjustments	-	-
Balance at end of year	<u>1,100,000</u>	<u>1,100,000</u>

The fair value model is applied to all investment property. Investment properties are independently revalued at least every three years. Values are based on an active liquid market value and are performed by a registered independent valuer. Directors' valuations are prepared at each balance date where an independent valuation has not been obtained.

**13. TRADE AND OTHER PAYABLE**

Current Payables	427,162	381,421
GST liability	32,809	35,442
	<u>459,971</u>	<u>416,863</u>
Non-Current Payables	387,222	387,222
	<u>387,222</u>	<u>387,222</u>

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

	NOTE	2007 \$	2006 \$		
<b>14. PROVISIONS</b>					
		Provision for Annual Leave \$	Provision For LSL \$	Other Employee Entitlements \$	Total \$
Opening balance at 1 January 2007		382,004	106,736	237,352	726,092
Additional provisions		213,952	21,522	75,304	310,778
Amounts used		<u>(125,376)</u>	<u>-</u>	<u>(22,322)</u>	<u>(147,698)</u>
Balance at 31 December 2007		<u>470,580</u>	<u>128,258</u>	<u>290,334</u>	<u>889,172</u>
 (a) Analysis of ageing of provisions					
Current				760,914	619,356
Non-current				<u>128,258</u>	<u>106,736</u>
				<u>889,172</u>	<u>726,092</u>
 (b) Number of employees at balance date					
				15	15
 (c) Total employee benefits attributable to:					
Officeholders				581,921	475,441
Staff				<u>307,251</u>	<u>250,651</u>
				<u>889,172</u>	<u>726,092</u>
 <b>15. CAPITAL AND LEASING COMMITMENTS</b>					
<b>(a) OPERATING LEASE COMMITMENTS</b>					
An operating lease commitment exists in respect of the lease of printers/photocopiers. The maximum amount committed is as follows:					
The total operating lease commitment is:					
Due within 1 year				19,647	19,647
Due within 1-2 years				14,735	34,382
Due within 2-5 years				<u>-</u>	<u>-</u>
				<u>34,382</u>	<u>54,029</u>
 (b) CAPITAL EXPENDITURE COMMITMENTS					
Capital expenditure commitments contracted for at balance date				<u>-</u>	<u>-</u>

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

	NOTE	2007 \$	2006 \$
<b>16. CASH FLOW INFORMATION</b>			
<b>(a) RECONCILIATION OF CASH</b>			
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:			
Cash	4	<u>1,949,951</u>	<u>1,505,856</u>
<b>BALANCE PER STATEMENT OF CASH FLOWS</b>		<b><u>1,949,951</u></b>	<b><u>1,505,856</u></b>
<b>(b) RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES</b>			
Operating Surplus for the Year		<u>1,003,582</u>	<u>2,107,979</u>
Depreciation		143,150	152,587
(Profit)/Loss on disposal of property, plant & equipment		29,825	77,000
Non recurring (profit)/loss on sale of investment		-	(994,125)
Share of Joint Venture entities net (profit)/loss		-	(344,323)
Fair value (gain)/loss		-	-
Donation of equipment		-	126,108
Changes in Assets and Liabilities			
(Increase)/Decrease in debtors		186,816	(491,931)
(Increase)/Decrease in inventories		6,449	3,683
(Increase)/Decrease in prepayments		5,362	(7,718)
Increase/(Decrease) in creditors		43,108	19,703
Increase/(Decrease) in employee provisions		<u>163,081</u>	<u>(64,619)</u>
<b>NET CASH INFLOW FROM OPERATING ACTIVITIES</b>		<b><u>1,581,373</u></b>	<b><u>584,344</u></b>
<b>(c) STANDBY ARRANGEMENTS AND UNUSED CREDIT FACILITIES</b>			
Standby arrangements with the Union's bankers to provide funds and support facilities comprise:			
Other Short-Term Credit			
• Limit		-	-
• Amount utilised		<u>-</u>	<u>-</u>
<b>UNUSED CREDIT FACILITY</b>		<b><u>-</u></b>	<b><u>-</u></b>

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

			NOTE	2007 \$	2006 \$
<b>17. FINANCIAL INSTRUMENTS</b>					
	Floating Interest Rate	1 year or less	Fixed Interest Rate Over 1 to 5 years	Non Interest Bearing	Total
	\$	\$	\$	\$	\$
31 December 2007					
Financial Assets					
Cash	1,949,451	-	-	500	1,949,951
Receivables	-	-	-	381,712	381,712
Investments	-	14,969,072	-	-	14,969,072
	<u>1,949,451</u>	<u>14,969,072</u>	<u>-</u>	<u>382,212</u>	<u>17,300,735</u>
Weighted average interest	4.59%	6.80%			
Financial Liabilities					
Payables	-	-	-	459,971	459,971
Net financial assets/(liabilities)	<u>1,949,451</u>	<u>14,969,072</u>	<u>-</u>	<u>(77,759)</u>	<u>16,840,764</u>
31 December 2006					
Financial Assets					
Cash	1,505,856	-	-	500	1,506,356
Receivables	-	-	-	568,528	568,528
Investments	-	14,030,508	-	-	14,030,508
	<u>1,505,856</u>	<u>14,030,508</u>	<u>-</u>	<u>569,028</u>	<u>16,105,392</u>
Weighted average interest	4.47%	6.45%			
Financial Liabilities					
Payables	-	-	-	416,863	416,863
Net financial assets/(liabilities)	<u>1,505,856</u>	<u>14,030,508</u>	<u>-</u>	<u>152,165</u>	<u>15,688,529</u>

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

	2007	2006
	\$	\$

18. 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:

- Mr Ian Murray - President
- Mr Grahame Kelly - Secretary
- Mr Peter Jordan - Vice President
- Mr Gregory Sharp - Vice President
- Mr Ronald Stothard - Senior District Check Inspector
- Mr Keith Shaw - District Check Inspector

Persons holding honorary positions as members of the Committee of Management during the year:

- |                |                 |
|----------------|-----------------|
| Michael Dunn   | Ross Smith      |
| Ronald Edwards | Russell Trappel |
| Geoffrey Gal   | Ross Whitaker   |
| Todd Hardy     | Robin Williams  |
| David Power    | Mark Wilson     |
| Colin Shaw     |                 |

(b) RELATED PARTY TRANSACTIONS

Sustentation fees paid to the Construction Forestry Mining and Energy Union, Mining & Energy Division, Federal Office during the year totalled \$3,087,546 (2006: \$2,849,356).

19. SALARIES

The following analysis of salaries paid during the year is given in compliance with the requirements of the Workplace Relations Act, 1996:

Paid to office holders	729,881	909,194
Paid to employees	490,800	418,357
	1,220,681	1,327,551

20. AUDITORS' REMUNERATION

Amounts received, or due and receivable by the auditors for:

• Auditing	26,500	26,500
• Other services	27,523	32,650
TOTAL	54,023	59,150



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

	2007	2006
	\$	\$

**21. ORGANISATION DETAILS**

The Union is a Trade Union registered and domiciled In Australia. The registered office and principal place of business of the Union is: 67A Aberdare Road Aberdare NSW 2325

**22. 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 8 May 2008 by the Committee of Management.

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

In accordance with the requirements of Section 272 of the RAO Schedule, the attention of members is drawn to the following:

- (1) A member of the Union, or a Registrar, may apply to the Union for specified prescribed information in relation to the Union 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 Union
- (3) The Union must comply with an application made under subsection (1).

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

2007  
\$

2006  
\$

**24. ADDITIONAL DISCLOSURES REQUIRED UNDER THE RAO SCHEDULE**

In accordance with the requirements of Section 255 of Schedule 1B [the Registration and Accountability of Organisations (RAO) schedule], the following necessary disclosures are made:

**i) INCOME STATEMENT**

**ITEMS OF REVENUE**

Compulsory levies raised from members or appeals for voluntary contributions:

- CFMEU National Assistance Fund	1,296,385	1,226,980
Donations or Grants Income	-	-

**ITEMS OF EXPENSE**

Expenses paid to employers for payroll deduction costs incurred relating to membership contributions.

Affiliation fees/subscriptions to organisations with an interest in industrial matters.	35,206	29,107
-----------------------------------------------------------------------------------------	--------	--------

Compulsory levies imposed on the Union.	-	-
Donations or Grant Expenses.	139,821	154,693

Employee Benefits Expense:

- Office Holders	993,814	1,191,206
- Employees (Other than Office Holders)	571,620	497,242
	<u>1,565,434</u>	<u>1,688,448</u>

Attendance Fees/Allowances – Conferences and Meetings	75,375	-
Legal Costs and Related Expenses	58,439	56,120

Expenses incurred in connection with meetings of members, councils, committees, panels to other bodies for which the Union was wholly or partly responsible.	96,329	58,800
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------	--------

Penalties imposed under the Act or Regulations.	-	-
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**OTHER BALANCES**

Transfers (from)/to a fund or account kept for specific purposes:

- CFMEU National Assistance Fund	1,296,385	1,226,980
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**DETAILED STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007 \$	2006 \$
<b>INCOME</b>		
Contributions	6,583,441	6,279,617
Fair value gain	-	-
Interest received	1,078,729	785,677
Rents received and building outgoings	102,302	97,012
Medical & legal fees reimbursements	107,265	145,326
Share of Joint Venture income	-	344,323
Wage subsidy & reimbursement	291,135	382,392
Sundry Income	260,301	50,082
<b>TOTAL INCOME</b>	<u>8,423,173</u>	<u>8,084,429</u>
<b>EXPENDITURE</b>		
Accountancy fees	4,815	1,529
Advertising	3,161	-
Affiliation fees	35,206	29,107
Audit fees	54,023	59,150
Bank fees & charges	3,840	3,747
Board of management expenses	32,200	36,538
Cleaning expenses	17,297	36,324
Delegates & members expenses	551,469	260,562
Depreciation	143,150	152,587
Donations	139,821	154,693
Electricity	20,297	19,652
Fringe benefits tax	58,427	28,812
Functions & entertainment	23,229	17,618
Funeral benefits expenses	201,509	192,008
Hire of plant & equipment	26,861	18,187
Honorariums	59,729	58,012
Industrial action expenses	3,708	-
Insurance	46,529	54,539
Internet expenses	2,529	2,594
Legal fees	58,439	56,120
Loss on disposal of fixed assets	29,825	77,000
Medical expenses	50,094	46,191
Motor vehicle expenses	64,139	66,074
Payroll tax	139,695	139,117
Postage, printing & stationery	46,519	27,741
Provision for annual leave & sick leave	289,256	236,236
Provision for long service leave	21,522	23,984
Provision for LSL trf to Central	-	70,894
Rates	17,398	18,221
Repairs & maintenance	107,081	69,461
Brought forward over page	<u>2,251,768</u>	<u>1,956,698</u>

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**DETAILED STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
	\$	\$
EXPENDITURE (Continued)		
Carried over from previous page	<u>2,251,768</u>	<u>1,956,698</u>
Research expenses	10,040	-
Salaries & wages	1,220,681	1,327,551
Security services	4,535	5,151
Special levy payments	53,960	172,000
Staff amenities	3,277	4,196
Staff training	6,910	2,476
Subscriptions	11,978	10,871
Superannuation	379,710	356,836
Sustentation fees	3,087,546	2,849,356
Telephone	109,098	111,188
Travel & accommodation	149,008	65,460
General office expenses	131,080	108,792
TOTAL EXPENDITURE	<u>7,419,591</u>	<u>6,970,575</u>
OPERATING SURPLUS FOR THE YEAR BEFORE NON RECURRING ITEMS	<u>1,003,582</u>	<u>1,113,854</u>
NON RECURRING ITEMS		
Profit on disposal of investments	<u>-</u>	<u>994,125</u>
	<u>-</u>	<u>994,125</u>
OPERATING SURPLUS FOR THE YEAR AFTER NON RECURRING ITEMS	<u>1,003,582</u>	<u>2,107,979</u>



**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: FR2007/539-[105N-NDST]**

Mr Grahame Kelly  
District Secretary  
CFMEU - Mining and Energy Division Northern  
District Branch  
PO Box 364  
CESSNOCK NSW 2325

Dear Mr Kelly

**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.

2

## 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".

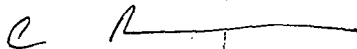
## Extensions of Time

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, appearing to be 'C. R.', written over a horizontal line.

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<sub>1</sub>

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*