



Ms Lorraine Usher  
Branch Secretary, NSW Energy District Branch  
Mining and Energy Division  
Construction, Forestry, Mining and Energy Union  
PO Box Q1641, QVB Post Office  
SYDNEY NSW 1230

Dear Ms Usher

**Re: Lodgement of Financial Statements and Accounts – Mining and Energy Division,  
NSW Energy District Branch – for year ending 31 December 2007 (FR2007/540)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 26 June 2008.

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

Yours sincerely,

A handwritten signature in black ink that reads "David Vale".

Statutory Services Branch

10 July 2008



Mining and Energy Division  
**NSW Energy District**

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Email [lusher@cfmeu.com.au](mailto:lusher@cfmeu.com.au)

President *Allen Drew* • Secretary *Lorraine Usher*

26th June, 2008.



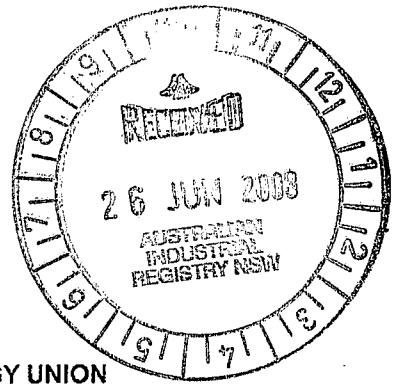
**Certificate of Secretary or other Authority Officer**  
s268 of Schedule 1B Workplace Relations Act 1996

I, LORRAINE USHER, being the Secretary of the NSW Energy District Branch, Mining and Energy Division of the Construction, Forestry, Mining and Energy Union, 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 23rd May 2008; and
- That the full report was presented to the last of a series of general meetings of members of the reporting unit on 17<sup>th</sup> June, 2008; in accordance with section 266 of the RAO Schedule.
- The resolution was adopted by the Board of Management on 25th June 2008.

SECRETARY

Encl.



**CONSTRUCTION FORESTRY MINING AND ENERGY UNION  
MINING AND ENERGY DIVISION  
NEW SOUTH WALES ENERGY DISTRICT**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2007**

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## **OPERATING REPORT**

Your Board of Management of Construction, Forestry, Mining and Energy Union - Mining & Energy Division, New South Wales Energy ("the Union") present their Operating Report on the Union for the year ended 31 December 2007.

### **Board of Management**

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

<b>Name</b>	<b>Position</b>	<b>Period of Appointment</b>
Mr A Drew	District President	1/1/2007 to 31/12/2007
Ms L Usher	District Secretary	1/1/2007 to 31/12/2007
Mr R Fuller	District Vice President	1/1/2007 to 31/12/2007
Mr P McGuire	District Vice President	1/1/2007 to 31/12/2007
Mr W De Vecchis	District Vice President	1/1/2007 to 31/12/2007
Mr R Chapman	Board of Management	1/1/2007 to 31/12/2007
Mr L Gleeson	Board of Management	1/1/2007 to 31/12/2007
Mr S Palfrey	Board of Management	1/1/2007 to 31/12/2007
Mr L Brydson	Board of Management	1/1/2007 to 31/12/2007
Mr P Fisher	Board of Management	1/1/2007 to 31/12/2007
Mr M McGrath	Board of Management	1/1/2007 to 31/12/2007
Mr A Warburton	Board of Management	1/1/2007 to 31/12/2007
Mr G Devine	Board of Management	1/1/2007 to 31/12/2007
Mr P Samaras	Board of Management	1/1/2007 to 31/12/2007
Mr P Compton	Board of Management	1/1/2007 to 31/12/2007
Mr M Robinson	Board of Management	1/1/2007 to 31/12/2007
Mr J Porter	Board of Management	1/1/2007 to 31/12/2007
Mr M Connor	Board of Management (Alternate)	1/1/2007 to 31/12/2007

### **Principal Activities**

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

- Adherence to the rules of the District in furtherance of the objects of the Union consistent with the industrial relations legislation.
- Implementation of the decisions of the District Executive and Board of Management.
- Implementation of the Union's organising agenda, including assistance and advice on organising site projects, training and development of officials and planning and resourcing campaigns.
- Industrial support including assistance with legal and legislative matters.
- The administration and variation of federal and state awards.
- Negotiation and registration of certified industrial instruments on behalf of members consistent with the objects of the Workplace Relations Act and the Union rules.
- Media and other communications to members and to the broader local communities of the District on issues affecting the rank and file.

### **Results of Activities**

The result for the year was a Loss of \$114,505 (2006: Profit of \$25,281). Membership contributions in the current year amounted to \$578,420 being a \$2,588 decrease on last year.

The District has been involved in lobbying and negotiating with different levels of Government and key industry organisations around issues of importance to the members, including but not limited to health and safety issues, industrial and compensation matters, superannuation entitlements and environmental matters impacting the mining industry.

The District has successfully implemented certified agreements and awards for the benefits of members.

## **OPERATING REPORT**

Continued

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

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

### ***Significant Changes in Financial Affairs***

Significant changes in the financial affairs of the Union includes the first time receipt of directors fees for it's position held on a Companies Board. Expenditure relating to salary & wages increased by 36%.

### ***Membership of the Union***

There were 1,018 members of the Union as at 31 December 2007. (2006: 1,029)

### ***Rights of Members to Resign***

All members of the Union have the right to resign in accordance with Rule 5 (iv)(a) of the Union Rules (and section 174 of the Workplace Relations Act), namely, by providing written notice addressed and delivered to the District Secretary.

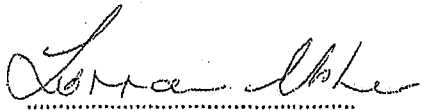
### ***Employees of the Union***

As at 31 December 2007 the Union employed 3 full time employees (2006: 3).

### ***Superannuation Trustees***

No officer or member of the Union acts:

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



Lorraine Usher

Signed this 5<sup>th</sup> day of March 2008.


### BOARD OF MANAGERMENTS' CERTIFICATE

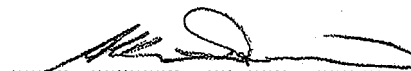
On 28<sup>th</sup> March 2007 the Board of Management of Construction, Forestry, Mining and Energy Union - Mining & Energy Division, New South Wales Energy, passed the following resolution in relation to the financial report of the Union for the year ended 31 December 2007.

The Board of Management declares in relation to the general purpose financial report that in its opinion:

- (i) The financial report and notes comply with Australian Accounting Standards;
- (ii) The financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (iii) 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 year ended 31 December 2007;
- (iv) 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
- (v) During the financial year to which the general purpose financial report relates and since the end of that year:-
  - (i) Meetings of the Board of Management were held in accordance with the rules of the Union; and
  - (ii) The financial affairs of the Union have been managed in accordance with the rules of the Union; and
  - (iii) The financial records of the Union have been kept and maintained in accordance with the RAO Schedules and the RAO Regulations; and
  - (iv) The financial records of the Union have been kept, as far as practicable, in a consistent manner to each other reporting unit of the Union; and
  - (v) No information has been sought in any request of a member of the Union or by a Registrar duly made under section 272 of the RAO Schedule; and
  - (vi) No orders have been made by the Commission in regard to inspection of the financial records under section 273 of the RAO Schedule.

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

  
Lorraine Usher

  
Allen Drew

Signed this 5<sup>th</sup> day of March 2008.

## INDEPENDENT AUDIT REPORT TO THE MEMBERS

Independent audit report to the members of the members of the Construction Forestry Mining and Energy Union – Mining and Energy Division, New South Wales Energy District (“the Union”);

### SCOPE

We have audited the financial report comprising the Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and Notes to the Financial Statements of the Union for the year ended 31 December 2007. The Union's Board of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Union.

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

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

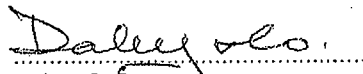
### AUDIT OPINION

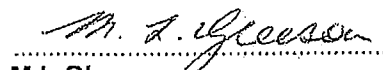
We have received all the information and explanations required for the purposes of our audit.

In our opinion, the financial report is in accordance with:

- (a) The Workplace Relations Act 1996, including:
  - (i) giving a true and fair view of the Union's financial position as at 31 December 2007 and of its performance and cash flows for the year ended on that date; and
  - (ii) complying with other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act.
- (b) The financial report has been prepared in accordance with Accounting Standards in Australia and other mandatory professional reporting requirements.

We have where necessary, obtained all the information and explanations that where necessary for the purposes of our audit.

  
Daley & Co  
Chartered Accountants

  
M L Gleeson  
Registered Company Auditor

Signed this 5<sup>th</sup> day of March 2008.

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

	NOTES	2007 \$	2006 \$
<b>Revenue</b>	3(a)	<u>664,555</u>	<u>608,023</u>
<b>Expenses</b>			
Salaries, Superannuation and On Costs		445,380	283,142
Sustentation Fees to Central Council		177,346	174,012
Delegate Expenses		54,186	26,231
Depreciation Expense		10,630	11,622
Motor Vehicle Expenses		19,296	18,879
Loss on Sale of Assets		10,226	8,008
Administration Costs		61,996	60,848
		<u>779,060</u>	<u>582,742</u>
<b>Net Profit (Loss) Attributable to Members</b>		<u>(114,505)</u>	<u>25,281</u>

The accompanying notes form part of this financial report



**BALANCE SHEET  
AS AT 31 DECEMBER 2007**

	NOTES	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	7,398	15,349
Trade and Other Receivables	5	52,227	34,488
Financial Assets	6	287,097	328,445
Other Current Assets		6,852	5,717
<b>TOTAL CURRENT ASSETS</b>		<b>353,574</b>	<b>383,999</b>
<b>NON-CURRENT ASSETS</b>			
Plant and Equipment	7	57,614	62,174
<b>TOTAL NON-CURRENT ASSETS</b>		<b>57,614</b>	<b>62,174</b>
<b>TOTAL ASSETS</b>		<b>411,188</b>	<b>446,173</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	8	35,204	25,703
Non Interest Bearing Liability	9	51,388	21,332
Provisions	10	183,963	142,543
<b>TOTAL CURRENT LIABILITIES</b>		<b>270,555</b>	<b>189,578</b>
<b>TOTAL LIABILITIES</b>		<b>270,555</b>	<b>189,578</b>
<b>NET ASSETS</b>		<b>140,633</b>	<b>256,595</b>
<b>ACCUMULATED FUNDS</b>			
Members' Funds		140,633	256,595

The accompanying notes form part of this financial report

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

	NOTE	2007 \$	2006 \$
Opening Balance as at 1 January		256,595	230,696
Net Gain (Loss) on Available for Sale Financial Assets	1(e)	(1,457)	618
Profit (Loss) Attributable to Members		(114,505)	25,281
Closing Balance as at 31 December		<u>140,633</u>	<u>256,595</u>

The accompanying notes form part of this financial report

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

	NOTES	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Contributions Received from Members		634,106	645,453
Payments to Suppliers and Employees		(769,772)	(650,933)
Interest Received		20,458	17,595
Reimbursement of Expenses		31,415	8,631
Sitting Fees		20,438	-
Other Receipts		1,753	1,661
<b>CASH FLOW PROVIDED BY OPERATING ACTIVITIES</b>	15(a)	<u>(61,602)</u>	<u>22,407</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds (Payments) for Investments		39,891	(17,078)
Proceeds from Sale of Property, Plant and Equipment		14,090	14,545
Payments for Property, Plant and Equipment		<u>(30,386)</u>	<u>(34,778)</u>
<b>CASH FLOW (USED IN) INVESTING ACTIVITIES</b>		<u>23,595</u>	<u>(37,311)</u>
<b>NET (DECREASE) IN CASH HELD</b>		<b>(38,007)</b>	<b>(14,904)</b>
<b>CASH AT THE BEGINNING OF THE YEAR</b>		<b>(5,983)</b>	<b>8,921</b>
<b>CASH AT THE END OF THE YEAR</b>	15(b)	<u><b>(43,990)</b></u>	<u><b>(5,983)</b></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 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**

*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 AND EQUIPMENT

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

**Property, Plant and Equipment**

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

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

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

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

**1. STATEMENT OF ACCOUNTING POLICIES**

(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:

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Furniture, Fittings and Equipment	7.5 - 20%
Motor Vehicles	15%

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

An assets' carrying amount is written down immediately to its recoverable amount if the 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) EMPLOYEE BENEFITS

Provision for employee benefits in the form of untaken Accrued Annual Leave have been made for the estimated accrued benefits of all employees on the basis of their terms of employment. Provision for employee benefits in the form of Long Service leave has also been made for the estimated accrued benefits of the Office Staff. Related on-costs are included in these provisions.

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

(c) INCOME TAX

No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act.

(d) PROVISIONS

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

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

**1. STATEMENT OF ACCOUNTING POLICIES**

Continued

(e) 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.

**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.

(f) IMPAIRMENT OF ASSETS

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

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

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

**1. STATEMENT OF ACCOUNTING POLICIES**

*Continued*

(g) 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.

(h) 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).

(i) COMPARATIVE FIGURES

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

(j) GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

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

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

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

- (1) A member of a Union, or a Registrar, may apply to the Union for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) An application must be made 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
	\$	\$
<b>3. OPERATING PROFIT FROM ORDINARY ACTIVITIES</b>		
Profit from ordinary activities is arrived at after taking into account:		
<b>(a) Revenue</b>		
<i>Operating Activities</i>		
Contributions and Levies	578,420	581,008
Interest Received	20,005	18,712
Sitting Fees	35,818	-
Other Income	30,312	8,303
	<u>664,555</u>	<u>608,023</u>
<b>(b) Expenses</b>		
Depreciation of Non Current Assets		
Motor Vehicles	8,298	8,835
Office Equipment	2,332	2,787
Total Depreciation	<u>10,630</u>	<u>11,622</u>
Movements in Employee Benefits	41,420	5,260
Remuneration of Auditors		
- Auditing of Financial Report	3,940	3,940
- Other Services	4,136	2,336
<b>4. CASH AND CASH EQUIVALENTS</b>		
Cash on Hand	300	300
Cash at Bank	7,098	15,049
	<u>7,398</u>	<u>15,349</u>
<b>5. TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Accounts Receivable	43,866	25,674
Accrued Interest	8,361	8,814
	<u>52,227</u>	<u>34,488</u>



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

	2007 \$	2006 \$
<b>6. FINANCIAL ASSETS</b>		
<b>Current</b>		
Held to Maturity Financial Assets	284,388	324,279
Available for Sale Financial Assets	2,709	4,166
	<u>287,097</u>	<u>328,445</u>
<b>(a) Held to maturity Financial Assets Comprise:</b>		
Term Deposits and Bank Bills held with Financial Institutions	284,388	324,279
<b>(b) Available for Sale Financial Assets Comprise:</b>		
Shares in Listed Corporations – at Fair Value	2,709	4,166
	<u>2,709</u>	<u>4,166</u>
<p>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.</p>		
<b>7. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Furniture, Fittings and Equipment</b>		
• At Cost	15,026	15,026
• Accumulated Depreciation	(11,790)	(9,458)
	<u>3,236</u>	<u>5,568</u>
<b>Motor Vehicles</b>		
• At Cost	62,364	64,743
• Accumulated Depreciation	(7,986)	(8,137)
	<u>54,378</u>	<u>56,606</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>	<u>57,614</u>	<u>62,174</u>

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

	2007	2006
	\$	\$

**7. PROPERTY, PLANT AND EQUIPMENT**

*Continued*

**Movements In Carrying Amounts**

Movements in the carrying amounts (written down values) for each class of property, plant and equipment between the start and end of the current financial year.

	FURNITURE, FITTINGS & EQUIPMENT	MOTOR VEHICLES	TOTAL
	\$	\$	\$
Balance at Start of Year	5,568	56,606	62,174
Additions	-	30,386	30,386
Disposals – Assets	-	(32,765)	(32,765)
Depreciation Expense	(2,332)	(8,298)	(10,630)
Disposals – Accum Dep'n	-	8,449	8,449
Balance at End of Year	<u>3,236</u>	<u>54,378</u>	<u>57,614</u>

**8. TRADE AND OTHER CREDITORS**

**Current**

Creditors and Accruals	<u>35,204</u>	<u>25,703</u>
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Amount(s) relating to: -

• CFMEU – Mining & Energy Division	<u>-</u>	<u>-</u>
• CFMEU – Mining & Energy Division – Nth District	<u>440</u>	<u>-</u>

**9. NON INTEREST BEARING LIABILITY**

Bank Overdraft	<u>51,388</u>	<u>21,332</u>
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
	\$	\$
<b>10. PROVISIONS</b>		
	<i>Provision for Annual Leave \$</i>	<i>Provision For LSL \$</i>
		TOTAL \$
Opening balance at 1 January	126,531	16,012
Additional provisions	59,784	2,432
Amounts used	(20,796)	-
Balance at 31 December	<u>165,519</u>	<u>18,444</u>
		<u>183,963</u>
<b>(a) Analysis of ageing of provisions</b>		
Current	183,963	142,543
Non Current	-	-
	<u>183,963</u>	<u>142,543</u>
<b>(b) Number of Employees at Balance Date</b>		
	<u>3</u>	<u>3</u>
<b>(c) Total Employee Benefits Attributable to:</b>		
Office Holders	146,545	113,562
Staff	37,418	28,981
	<u>183,963</u>	<u>142,543</u>

**11. ORGANISATION DETAILS**

The Union is a Trade Union registered and domiciled in Australia. The registered office and principle place of business of the Union is: Level One, 365 Sussex Street, Sydney NSW 2000

**12. 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 5<sup>th</sup> day of March 2007 by the Board of Management.

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

**13. RELATED PARTY INFORMATION**

**MEMBERS OF THE BOARD OF MANAGEMENT**

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

**DISTRICT EXECUTIVES**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| ➤ Mr A Drew (District President)   | ➤ Mr R Fuller (Vice President)  |
| ➤ Mr W De Vecchis (Vice President) | ➤ Mr P McGuire (Vice President) |
| ➤ Ms L Usher (District Secretary)  |                                 |

**DISTRICT BRANCH COUNCILORS**

- |                           |                |
|---------------------------|----------------|
| ➤ Mr L Gleeson            | ➤ Mr P Fisher  |
| ➤ Mr M Robinson           | ➤ Mr S Palfrey |
| ➤ Mr A Warburton          | ➤ Mr R Chapman |
| ➤ Mr L Brydson            | ➤ Mr G Devine  |
| ➤ Mr M McGrath            | ➤ Mr P Compton |
| ➤ Mr P Samaras            | ➤ Mr J Porter  |
| ➤ Mr M Connor (alternate) |                |

**(b) RELATED PARTY TRANSACTIONS**

- i) Office space was rented from Construction, Forestry Mining and Energy Union – Mining and Energy Division during the year. Commercial rent totaling \$12,000 (2006: \$12,000) was paid during the year.
- ii) Office space was rented from Construction, Forestry Mining and Energy Union – Mining and Energy Division, Northern District during the year. Commercial rent totaling \$5,200 (2006: \$5,700) was paid during the year.
- iii) Sustentation fees totaling \$177,346 (2006: \$174,012) were charged by the Construction, Forestry, Mining and Energy Union – Mining and Energy Division during the year.

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

	2007	2006
	\$	\$
<b>14. KEY MANAGEMENT PERSONNEL COMPENSATION</b>		
<b>Key Management Personnel</b>		
➤ Mr A Drew (District President)		➤ L Usher (District Secretary)
<b>Board of Management Members</b>		
➤ Mr R Fuller		➤ Mr P McGuire
➤ Mr L Gleeson		➤ Mr R Chapman
➤ Mr G Devine		➤ Mr P Fisher
➤ Mr A Warburton		➤ Mr S Palfrey
➤ Mr L Brydson		➤ Mr M McGrath
➤ Mr M Connor		➤ Mr W De Vecchis
		➤ Mr P Compton
		➤ Mr M Robinson
		➤ Mr J Porter
		➤ Mr P Samara
Total Compensation		
- Short Term Benefits	332,956	230,583
- Post Employment Benefits	57,906	25,876
- Termination Benefits	2,600	9,508
	<u>393,462</u>	<u>265,967</u>
<b>15. CASH FLOW INFORMATION</b>		
<b>(a) RECONCILIATION OF OPERATING RESULT TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating Profit (Loss) for the Year	(114,505)	25,281
<b>Non Cash Items:</b>		
Depreciation	10,630	11,622
Loss on Disposal of Property, Plant and Equipment	10,226	8,008
<b>Changes in Assets and Liabilities</b>		
(Increase) Decrease in Accounts Receivable	(17,739)	6,429
(Increase) in Other Current Assets	(1,133)	(552)
Increase (Decrease) in Accounts Payable	9,500	(34,004)
Increase in Provision	41,419	5,623
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>(61,602)</u>	<u>22,407</u>
<b>(b) Reconciliation of Cash</b>		
Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to items in the Balance Sheet as follows:		
Cash and Cash Equivalents [Note 4]	7,398	15,349
Bank Overdraft [Note 9]	(51,388)	(21,332)
	<u>(43,990)</u>	<u>(5,983)</u>
<b>(c) Net cash flows (excluding GST) relating to another reporting units of the organisation are as follows:</b>		
CFMEU – Mining & Energy Division	(146,173)	(219,924)
CFMEU – Mining & Energy Division – Nth District	(5,051)	(5,700)
CFMEU – Construction & General Division	(1,446)	(2,110)

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

**16. FINANCIAL INSTRUMENTS**

The Union's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivables and payable and loans to related parties.

The group does not have any derivative instruments at balance date.

The main risks the Union is exposed to through its financial instruments are interest rate risk and credit risk.

**(a) Interest Rate Risk**

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

2007	WEIGHTED AVERAGE EFFECTIVE INTEREST RATES %	FLOATING INTEREST RATE \$	FIXED INTEREST RATE MATURING		NON INTEREST BEARING \$	TOTAL \$
			WITHIN 1 YEAR \$	BETWEEN 1 & 5 YEARS \$		
<b>Financial Assets</b>						
Cash at Bank	0.30	7,098	-	-	-	7,098
Investments	6.35	-	284,388	-	-	284,388
Receivables	-	-	-	-	52,227	52,227
<b>Total Financial Assets</b>		<b>7,098</b>	<b>284,388</b>	<b>-</b>	<b>52,227</b>	<b>343,713</b>
<b>Financial Liabilities</b>						
Non Interest Bearing Liabilities	-	-	-	-	51,387	51,387
Trade & Sundry Creditors	-	-	-	-	35,204	35,204
<b>Total Financial Liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>86,591</b>	<b>86,591</b>
<b>2006</b>						
2006	WEIGHTED AVERAGE EFFECTIVE INTEREST RATES %	FLOATING INTEREST RATE \$	FIXED INTEREST RATE MATURING		NON INTEREST BEARING \$	TOTAL \$
			WITHIN 1 YEAR \$	BETWEEN 1 & 5 YEARS \$		
<b>Financial Assets</b>						
Cash at Bank	0.70	15,049	-	-	-	15,049
Investments	5.87	-	324,279	-	-	324,279
Receivables	-	-	-	-	34,488	34,488
<b>Total Financial Assets</b>		<b>15,049</b>	<b>324,279</b>	<b>-</b>	<b>34,488</b>	<b>373,816</b>
<b>Financial Liabilities</b>						
Non Interest Bearing Liabilities	-	-	-	-	21,332	21,332
Trade & Sundry Creditors	-	-	-	-	25,703	25,703
<b>Total Financial Liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>47,035</b>	<b>47,035</b>

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

**16. FINANCIAL INSTRUMENTS**

Continued

**(b) Credit Risk**

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

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

**(c) Net Fair Values**

The net fair values of all assets and liabilities approximate their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form.

**17. 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:

	2007	2006
	\$	\$
<b>i) ITEMS OF REVENUE</b>		
Donations or Grants Income	-	-
<b>ii) ITEMS OF EXPENSE</b>		
Affiliation fees/subscriptions to organisations with an interest in industrial matters.	3,553	3,397
Donations or Grant Expenses:		
• General (individually less than \$1,000)	-	658
Employee Benefits Expense:		
- Office Holders	330,228	206,893
- Employees (Other than Office Holders)	53,408	56,565
	<u>383,636</u>	<u>263,458</u>
Attendance Fees/Allowances – Conferences and Meetings	19,296	18,758
Expenses incurred in connection with meetings of members, councils, committees and panels to other bodies for which the Union was wholly or partly responsible.	10,507	7,473



**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: FR2007/540-[105N-NEST]**

Ms Lorraine Usher  
District Secretary  
Construction, Forestry, Mining and Energy Union-  
Mining and Energy Division - NSW Energy District  
365 Sussex Street  
SYDNEY NSW 2000

Dear Ms Usher

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

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

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

**Information on AIRC Website**

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

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

**Reporting Unit**

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

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



## Industrial Registrar's Guidelines

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

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

### Timeline Planner and Checklist

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

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

### Three Reports

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

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

(a) Financial Statements containing:

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

(b) Notes to the Financial Statements containing:

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

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

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

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

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

### First Meeting (Committee of Management)

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

### **The Auditor**

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

### **Informing Your Members**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Complying with time limits

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

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

## Extensions of Time

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

## Contact the Registry

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

Yours sincerely

A handwritten signature in black ink, consisting of a stylized initial 'C' followed by a horizontal line that ends in a small hook.

For Deputy Industrial Registrar...  
21 January 2008



**Documents Checklist**

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

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

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

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

**Committee Of Management Statement**

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

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

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

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

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

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

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