



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 9374 6666
Fax: (02) 9380 6990

Ref: FR2004/684-[105N-PPAL]

Mr Phil Boyd
Secretary/Treasurer
CFMEU FFPD
Albury Pulp & Paper Workers Sub-Branch
PO Box 158
JINDERA NSW 2642

Dear Mr Boyd

Financial Return - year ending 31 December, 2004

Our records show your 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*.

New legislation

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.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that 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 refer to your organisation as a 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:

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

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); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

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 and the second meeting 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). When lodging the financial return please quote: **FR2004/684**.

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.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

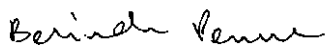
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au or belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

- [RAO Schedule and 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 new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



for Deputy Industrial Registrar
19 January 2005

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

Note to file:

Mr Boyd phoned the Registry on Friday 25 February 2005 and advised he is no longer the Secretary/Treasurer of the sub-Branch and that its financial reporting obligations are being handled by the Branch in Melbourne.

Peter McKerrow

28 February 2005



Contact Officer: Belinda Penna
Telephone No: 02 8374 6618
Facsimile No: 02 9380 6990

Your Reference:
My Reference:

**Outstanding Financial Returns - Pulp & Papers Workers Sub Branches
Albury, Myrtleford, Boyer, Burnie & Wesley Vale**

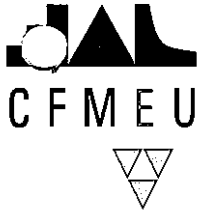
I received a phone call from Tim Woods, Secretary of the Pulp & Paper Workers' Branch, in response to my fax regarding the Albury Sub Branch.

Mr Woods stated that the sub branch only has about seven members, and they do not have anyone to with the resources to undertake the financial obligations of the sub branch.

Mr Woods will be assisting in the administration of the accounts for the five sub branches noted above in the future, as these branches do not have the resources.

With regards to the Albury 2003 financial return, the Auditor is currently finalising the accounts and they will distributed to the members shortly.

Belinda Penna
30 March 2005



30th August 2005

Deputy Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2010

CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION

Dear Deputy Registrar

2004 AUDITED FINANCIAL REPORTS
Albury Sub-Branch
Pulp & Paper Workers' Branch
Forestry & Furnishing Products Division
Construction, Forestry, Mining & Energy Union

Following a request from the Registry for information on the 2004 financial reports of the Albury Sub-Branch, we have reviewed our records and can advise that on 21st June 2005, the Branch posted the attached information to the Registry in Sydney.

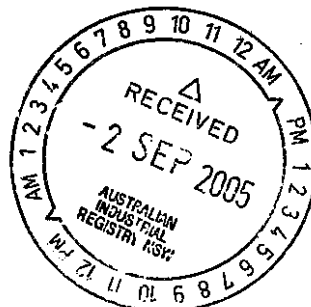
Accordingly, please find attached an exact copy of the documents posted on that date.

In the event that further information is required, please contact me on 03 9349 2488.

Yours sincerely

Tim Woods
SECRETARY

Pulp & Paper
Workers' Branch
PO Box 415
Carlton South
VICTORIA 3053
PH: (03) 9349 2488
FAX: (03) 9349 2580
Email: info@cfmeuppw.org
www.cfmeuppw.org





21st June 2005

Deputy Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2010

CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION



FORESTRY &
FURNISHING
PRODUCTS
DIVISION

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Dear Deputy Registrar

2004 AUDITED FINANCIAL REPORTS

**Albury Sub-Branch
Pulp & Paper Workers' Branch
Forestry & Furnishing Products Division
Construction, Forestry, Mining & Energy Union**

I am writing to lodge the financial reports of the Albury Sub-Branch of the Pulp & Paper Workers' Branch of the CFMEU for the year ended 31st December 2004.

Enclosed is the Full Financial Report. The following documents are attached:

- General Purpose Financial Report
- Operating Report
- Committee of Management Statement
- Concise Financial Report
- Auditor's Report
- Secretary's Certificate

Because the Albury Sub-Branch does not currently have any elected officers or Committee of Management members, the financial reports were prepared by the Federal Office of the Pulp & Paper Workers' Branch and were presented to the Branch Committee of Management on 23rd February 2005. At that time it was resolved that the Operating Report be signed, the Committee of Management statement be signed and that the Full Financial Report be distributed to members.

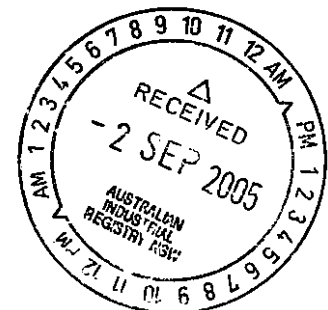
The Full Financial Report was provided to members on 15th April 2005.

A complete report was provided to the Branch Committee of Management on 2nd June 2005 and was adopted by the meeting. The Secretary's Certificate was subsequently completed.

If further information or discussion is required, please contact me on 03 9349 2488.

Yours sincerely

Tim Woods
SECRETARY





21st June 2005

Deputy Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2010

CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

Dear Deputy Registrar

2004 AUDITED FINANCIAL REPORTS
Albury Sub-Branch
Pulp & Paper Workers' Branch
Forestry & Furnishing Products Division
Construction, Forestry, Mining & Energy Union

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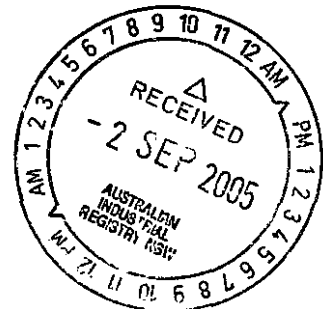
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Yours sincerely


Tim Woods
SECRETARY



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Workers' Branch
PO Box 415
Carlton South
VICTORIA 3053

PH: (03) 9349 2488
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Email: info@cfmeuppw.org

www.cfmeuppw.org

**Construction Forestry Mining &
Energy Union - Albury Sub
Branch**

A.B.N. 82 029 959 355

**Financial Statements
For the year ended 31 December,
2004**

D G Skinner & Associates

552-554 Stanley Street
Albury 2640

Phone: (02) 6021 5922 Fax: (02) 6021 5364
Email: law@skinner.com.au

Construction Forestry Mining & Energy Union - Albury Sub Branch
A.B.N. 82 029 959 355

Contents

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Detailed Balance Sheet

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Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Detailed Profit and Loss Statement

For the year ended 31 December, 2004

	2004	2003
	\$	\$
Income		
Members Dues	4,951.81	5,034.58
Interest received - Bank	2.58	1.74
Total income	4,954.39	5,036.32
Expenses		
Accountancy	240.00	240.00
Federal Office - Union Due	2,269.68	3,223.44
Meeting Expenses	395.50	
Mortuary Levy	98.68	
Telephone - Mobile	526.51	190.03
Travel, accom & conference	156.36	1,166.07
Total expenses	3,686.73	4,819.54
Profit from ordinary activities before income tax	1,267.66	216.78
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	1,267.66	216.78
Total changes in equity of the association	1,267.66	216.78
Opening retained profits	(943.49)	(1,160.27)
Net profit attributable to the association	1,267.66	216.78
Closing retained profits	324.17	(943.49)

The accompanying notes form part of these financial statements.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Detailed Balance Sheet As At 31 December, 2004

	Note	2004 \$	2003 \$
Current Assets			
Cash Assets			
Cash At Bank		<u>1,523.51</u>	<u>1,247.82</u>
		<u>1,523.51</u>	<u>1,247.82</u>
Current Tax Assets			
GST payable control account		(366.61)	(503.42)
Input tax credit control account		282.93	391.77
GST clearing		<u>149.08</u>	<u>149.08</u>
		<u>65.40</u>	<u>37.43</u>
Total Current Assets		<u>1,588.91</u>	<u>1,285.25</u>
Total Assets		<u>1,588.91</u>	<u>1,285.25</u>
Current Liabilities			
Payables			
Unsecured:			
- Outstanding cheques			<u>964.00</u>
			<u>964.00</u>
Total Current Liabilities			<u>964.00</u>
Total Liabilities			<u>964.00</u>
Net Assets		<u>1,588.91</u>	<u>321.25</u>
Members' Funds			
Reserves			
Capital profit reserve		592.96	592.96
General reserve		671.78	671.78

The accompanying notes form part of these financial statements.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Detailed Balance Sheet As At 31 December, 2004

	Note	2004 \$	2003 \$
Accumulated surplus (deficit)		<u>324.17</u>	<u>(943.49)</u>
Total Members' Funds		<u><u>1,588.91</u></u>	<u><u>321.25</u></u>

The accompanying notes form part of these financial statements.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Notes to the Financial Statements

For the year ended 31 December, 2004

Note 1: Statement of Significant Accounting Policies

This financial report is a general purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act and the following Australian Accounting Standards:

AAS 3:	Accounting for Income Tax (Tax-effect Accounting)
AAS 5:	Materiality
AAS 8:	Events Occurring After Reporting Date
AAS 17:	Leases

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

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

(a) Income tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based on the operating profit before income tax adjusted for any permanent differences.

Non-member income of the association is only assessable for tax, as member income is excluded under the principle of mutuality.

(b) Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

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

(c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entity, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are amortised on a straight line basis over their useful lives where it is likely that the entity will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Statement of Cash Flows

For the year ended 31 December, 2004

	2004	2003
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	4,951.81	5,034.58
Payments to Suppliers and employees	(4,678.70)	(4,628.49)
Interest received	2.58	1.74
Net cash provided by (used in) operating activities (note 2)	<u>275.69</u>	<u>407.83</u>
Net increase (decrease) in cash held	275.69	407.83
Cash at the beginning of the year	<u>1,247.82</u>	<u>839.99</u>
Cash at the end of the year (note 1)	<u><u>1,523.51</u></u>	<u><u>1,247.82</u></u>

The accompanying notes form part of these financial statements.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Statement of Cash Flows

For the year ended 31 December, 2004

2004

2003

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash At Bank	1,523.51	1,247.82
	<u>1,523.51</u>	<u>1,247.82</u>

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

Operating profit (loss) after tax	1,267.66	216.78
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in trade creditors and accruals	(964.00)	246.40
Increase (decrease) in sundry provisions	(27.97)	(55.35)
Net cash provided by operating activities	<u>275.69</u>	<u>407.83</u>

The accompanying notes form part of these financial statements.

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Independent Auditor Report

Scope

We have audited the attached financial report, being a general purpose financial report comprising the Statement by Members of the Committee, Statement of Financial Performance, Statement of Financial Position, and Notes to the Financial Statements for the year ended 31 December, 2004 of Construction Forestry Mining & Energy Union - Albury Sub Branch. The Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Workplace Relations Act and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of Construction Forestry Mining & Energy Union - Albury Sub Branch. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the association's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

Audit opinion

In our opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Construction Forestry Mining & Energy Union - Albury Sub Branch as at 31 December, 2004 and the results of its operations for the year then ended.

Signed on :

Timothy M. Hoffmann, B.Bus (Acctg), CPA
D G Skinner & Associates
552-554 Stanley Street, Albury

Construction Forestry Mining & Energy Union - Albury Sub Branch

A.B.N. 82 029 959 355

Compilation Report to Construction Forestry Mining & Energy Union - Albury Sub Branch

On the basis of the information provided by the Committee of Management of Construction Forestry Mining & Energy Union - Albury Sub Branch, we have compiled, in accordance with APS 9: Statement on Compilation of Financial Reports the general purpose financial report of Construction Forestry Mining & Energy Union - Albury Sub Branch for the period ended 31 December, 2004, comprising the attached Income and Expenditure Statement and Balance Sheet.

The specific purpose for which the general purpose financial report has been prepared is to provide financial information to the trustees. Accounting Standards and other mandatory professional reporting requirements have not been adopted in the preparation of the general purpose financial report.

The Committee of Management is solely responsible for the information contained in the general purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Association's Constitution and are appropriate to meet the needs of the Committee of Management for the purposes of complying with the Association's Constitution.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Committee of Management provided into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Association, may suffer arising from any negligence on our part. No person should rely on the general purpose financial report without having an audit or review conducted.

The general purpose financial report was prepared for the benefit of the Association and the purpose identified above. We do not accept responsibility to any other person for the contents of the general purpose financial report.

552-554 Stanley Street
Albury

D G Skinner & Associates

16 June, 2005

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

FORESTRY & FURNISHING PRODUCTS DIVISION

PULP & PAPER WORKERS' (No. 7) BRANCH

[ALBURY SUB-BRANCH]

OPERATING REPORT

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch ('The Branch'), Albury Sub-Branch of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31st December 2004, the results of those activities and the significant changes in the nature of those activities during the year.

1. Principal Activities of the Albury Sub-Branch

The principal activities of the Sub-Branch over the year were:

- Implementation of the decisions of the Sub-Branch COM and Executive.
- Conduct of meetings of members.
- Representation of members in matters involving their employment.
- Participation in dispute resolution processes, including referring matters to the Pulp & Paper.
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Preparations for the application of the RAO schedule.

2. The Albury Sub-Branch Financial Affairs

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. Right of Members to Resign

All members of the union have the right to resign from the union in accordance with the Union Rules (and Section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Sub-Branch, including via email.

4. Superannuation Trustees

There are no officers or members of the Sub-Branch Committee of Management who are Trustees of any superannuation fund.

5. Membership of the Sub-Branch

At 31st December 2004, the membership of the Sub-Branch was 10 members.

6. Employees of the Sub-Branch

The Sub-Branch has no employees.

7. Committee of Management and Executive

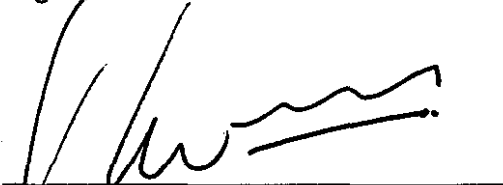
The following persons were members of the Sub-Branch Committee of Management, during the year ended 31st December 2004:

<u>Name</u>	<u>Period of Appointment</u>
<i>Noel Johnston</i>	<i>01/01/04 – 31/12/04</i>
<i>Max Hamilton</i>	<i>01/01/04 – 31/12/04</i>
<i>Phil Boyd</i>	<i>01/01/04 – 31/12/04</i>
<i>Paul Graham</i>	<i>01/01/04 – 31/12/04</i>
<i>Peter Norris</i>	<i>01/01/04 – 31/12/04</i>

The following persons were members of the Sub-Branch Executive, during the year ended 31st December 2004: _

<u>Name</u>	<u>Period of Appointment</u>
<i>Phil Boyd</i>	<i>01/01/04 – 31/12/04</i>
<i>Noel Johnston</i>	<i>01/01/04 – 31/12/04</i>
<i>Max Hamilton</i>	<i>01/01/04 – 31/12/04</i>

Signed



Tim Woods
Secretary
CFMEU Pulp & Paper Workers Branch

22/2/05

Dated

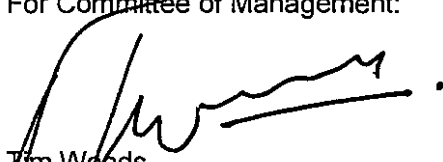
Committee of Management Statement

On 23rd February 2005 the Committee of Management of the Pulp & Paper Workers' Branch of the Construction, Forestry, Mining & Energy Union passed the following resolution in relation to the general purpose financial report (GPFR) of the Albury Sub-Branch of the reporting unit for the financial year ended 2004:

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

- the financial statements and notes comply with the Australian Accounting Standards;
- the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- the financial statements and notes give a true and fair view of the financial year to which they relate;
- 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;
- during the financial year to which the GPFR relates:
 - 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 kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iv) 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
 - v) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:



Tim Woods
Secretary

23rd February 2005



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 Tim Woods
Branch Secretary
CFMEU FFPD
Pulp & Paper Workers' Branch
PO Box 415
CARLTON SOUTH VIC 3053

Dear Mr Woods

**Re: Financial Statements and Accounts for the Pulp & Paper Workers' Albury Sub-Branch
for the year ending 31 December 2004 (FR2004/684)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 2 September 2005.

The documents have been filed, but I would like to draw to your attention a couple of matters for reference when preparing future financial returns for the sub-branch.

Provision of documents to members

The copy of the audit opinion lodged in the Registry is not signed or dated. Please ensure that a signed and dated audit report is sent to the members, and a copy of that report is lodged in the Registry.

Section 272 Notice

Please ensure that this notice is included in future financial returns. A copy is attached for your information.

The documents may be viewed on the internet at www.e-airc.gov.au/105nppal/financial.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

9 September 2005

Section 272(5) Notice

Information to be provided to Member or Registrar

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

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