



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: FR2004/685-[105N-PPBO]

Mr Stephen Zvillis
Secretary/Treasurer
CFMEU FFPD
Boyer Pulp & Paper Workers Sub-Branch
8 Sharron Drive
GRANTON TAS 7030

Dear Mr Zvillis

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: **FR2004/685**.

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:

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

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION



FORESTRY &
FURNISHING
PRODUCTS
DIVISION

Pulp & Paper
Workers' Branch
PO Box 415
Carlton South
VICTORIA 3059
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

Dear Deputy Registrar

REQUEST FOR EXTENSION OF TIME TO SUBMIT FINANCIAL REPORTS

I am writing under the specific authority of the Committee of Management of the Pulp & Paper Workers' Branch to request extensions of time for the Boyer Sub-Branch and the Wesley Vale Sub-Branch of the Pulp & Paper Workers' Branch of the CFMEU to submit their Financial Reports for the year ended 31st December 2004.

Both Sub-Branches have experienced difficulties in completing their Financial Reports in compliance with the Registration and Accountability of Organisations Schedule because they have had to communicate the new requirements to auditors who perform only a very limited number of auditor's reports that must meet the requirements of the Workplace Relations Act.

I am advised that both Sub-Branches will complete the financial reporting process before the end of the July 2005.

Accordingly, on behalf of the Pulp & Paper Workers' Branch and the Boyer and Wesley Vale Sub-Branches, I respectfully request that an extension of time for the submission of the outstanding financial reports be granted.

If further information or discussion is required, please contact me on 03 9349 2488. We look forward to hearing from you.

Yours sincerely

Tim Woods
SECRETARY





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
1st Floor, 500 Swanston Street
CARLTON SOUTH VIC 3053

Dear Mr Woods

Re: Request for Extension of Time Submit Financial Reports (FR2004/ 685, 691 and 695)

I refer to your letter of 21 June 2005 on behalf of the Committee of Management of the Boyer and Wesley Vale sub-branches and your letter of 28 June 2005 on behalf of the Myrtleford sub-branch requesting an extension of time for each sub-branch to submit its financial reports for the year ended 31 December 2004.

I have set out below what power a Registrar has to extend time limits for reporting under sections 265 and 266 of the RAO Schedule.

This will depend on which of the following two reporting options a reporting unit chooses:

s265(5)(a) - presenting full report to members' meeting(s)

The reporting unit provides the full report (or a concise report) to members and after no less than 21 days, presents the full report to a general meeting of members. If you choose this option, the general meeting must be held within 6 months of the end of a financial year.

Power to extend time

Under s265(5), a reporting unit may apply to a Registrar to extend the period during which the general meeting must be held by no more than one month, namely from 6 months to no more than 7 months from the end of a financial year.

Effect of Extending Time by one month

The general meeting must be held within 7 months of the end of the financial year; the full or concise report must still be provided to members at least 21 days before the general meeting.

s265(5)(b) - presenting full report to committee of management meeting

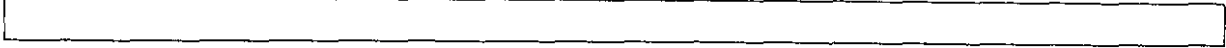
The reporting unit provides the full report (or a concise report) to members and presents the full report to a meeting of its committee of management. If you choose this option, you must provide the report to members within 5 months of the end of the financial year. The committee of management meeting must be held within six months of the end of the financial year - see s265(1) and (3). This option is only available if the rules of your reporting unit provide for the matters specified in s266(3).

Power to extend time

Under s265(5), a reporting unit may apply to a Registrar to extend the period to provide the full or concise report to members by no more than one month, namely from 5 months to no more than 6 months from the end of the financial year.

Effect of Extending Time by one month

The full or concise report must be provided within 6 months of the end of the financial year and the committee of management meeting must be held within 7 months of the end of the financial year.



Making an application under s265(5)

If the reporting unit considers it is eligible and wishes to apply for an extension of time, its application should state clearly:

- whether it intends to present the full report to members' meeting or a committee of management meeting; and
- the period of extension it seeks; and
- provide reasons.

An application should be signed by an officer of the reporting unit. I will regard your applications as having been lodged on the dates your letters of 21 and 24 June were received. Please provide the details requested above and I will advise you of my decision.

I have no power to grant any other form of extension of time than those specified above.

I note your comments regarding the difficulties experienced by the sub-branches in communicating the requirements of the RAO Schedule to their auditors. Thank you for keeping the Registry informed on the progress of these matters.

Should you wish to discuss this letter please contact me on 8374 6666

Yours sincerely,

Barry Jenkins
Deputy Industrial Registrar

4 July 2005



CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION



FORESTRY &
FURNISHING
PRODUCTS DIVISION

Pulp & Paper Workers'
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WWW.CFMEUPPW.ORG

11th July 2005

Mr B. Jenkins
Deputy Industrial Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Mr Jenkins

RE: FR2004/685, 691 & 695

In respect of each of the applications previously submitted, in accordance with your advice of 4th July 2005, we provide the following information:

Boyer Sub-Branch

Consistent with the requirements of s265 (5) (b), the Sub-Branch will present the full report to a Committee of Management meeting and seeks an extension to the 7th July 2005 for the completion of this process. The extension is sought on the basis of the previously advised difficulties in advising auditors of the requirements of the Registration and Accountability of Organisations Schedule.

Wesley Vale Sub-Branch

Consistent with the requirements of s265 (5) (b), the Sub-Branch will present the full report to a Committee of Management meeting and seeks an extension to the 21st July 2005 for the completion of this process. The extension is sought on the basis of the previously advised difficulties in advising auditors of the requirements of the Registration and Accountability of Organisations Schedule.

Myrtleford Sub-Branch

Consistent with the requirements of s265 (5) (a), the Sub-Branch will present the full report to a members' meeting and seeks an extension to the 31st July 2005 for the completion of this process. The extension is sought on the basis that the officers of the Sub-Branch are honorary representatives whose available time has recently been consumed by significant job losses of members of the Sub-Branch, including some officers. In addition, we refer to the previously advised difficulties in advising auditors of the requirements of the Registration and Accountability of Organisations Schedule.

We trust this is the information required for you to consider providing an extension. If further discussion is required, please contact me on 03 9349 2488.

Thank you for your assistance in this matter.

Yours sincerely

Tim Woods
SECRETARY

cc. Mr C. Jones, Secretary, Boyer Sub-Branch
Mr W. Davey, Secretary, Wesley Vale Sub-Branch
Mr D. Jessup, Secretary, Myrtleford Sub-Branch



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Mr Tim Woods
Branch Secretary
CFMEU FFPD
Pulp & Paper Workers' Branch
1st Floor, 500 Swanston Street
CARLTON SOUTH VIC 3053

Dear Mr Woods

**Re: Financial Documents - Boyer Sub-Branch (FR2004/685) Myrtleford Sub-Branch
(FR2004/691) and Wesley Vale Sub-Branch (FR2004/695)**

Receipt is acknowledged of your letter dated 11 July 2005, which was lodged in the Registry on 13 July 2005.

We will respond to your request shortly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

18 July 2005

Date: 07/07/05

Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2001

Dear Registrar

CFMEU
FORESTRY & FURNISHING PRODUCTS DIVISION
PULP & PAPER WORKERS' BRANCH
Boyer Sub-Branch

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

The Financial Report is enclosed. The following documents are attached:

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

I trust that the Financial Report meets the requirements of the Workplace Relations Act. If further information or discussion is required, please contact me.

Yours sincerely



Stephen Zvillis
President



**CONSTRUCTION FORESTRY MINING ENERGY UNION PULP &
PAPER WORKERS' BRANCH
BOYER SUB BRANCH**

FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2004

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4	Statement of Cash Flows
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10	Committee of Management's Report
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WHK Denison

Incorporating Garity Hurd and Moore Robsons

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH – BOYER SUB BRANCH**

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004**

Scope

We have audited the financial report, being a general purpose financial report, of the Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub Branch, for the year ended 31 December, 2004 comprising the Profit & Loss Statement, Balance Sheet, Statement of Cash Flows and Notes to the Financial Statements. The Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

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 Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub Branch which is consistent with our understanding of its financial position, and performance as represented by the results of its operations and its cash flows.

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

Audit Opinion

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

**WHK Denison
Accountants & Auditors**

Ian Wright - Partner
Registered Company Auditor No. 72206
Institute of Chartered Accountants Australia Member No. 2535

Dated this 15th day of June 2005.

Accountants & Auditors

WHK Denison ABN 52 123 325 587
admin@whkdenison.com.au

Offices at: Launceston Devonport Burnie & Smithton

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2004**

	Note	2004 \$	2003 \$
REVENUE FROM ORDINARY ACTIVITIES			
Contributions		11,419	12,103
Interest Received		4	5
		11,423	12,108
EXPENDITURE FROM ORDINARY ACTIVITIES			
Accountancy & Audit Fees		1,000	-
Bank Fees & Charges		19	15
Capitation Fees		5,055	10,684
Mortuary Fund Levy		220	461
Delegate Insurance Contribution		5	6
Travel Expenses		1,489	555
Motor Vehicle Expenses		818	75
Postage & Stationery		415	125
Office Equipment & Supplies		-	172
Telephone Expenses		277	277
Training Expenses		364	-
Allowances		2,024	-
Donations & Sponsorships		46	-
Prior Year Adjustments		(3,183)	-
		10,147	12,370
SURPLUS/(DEFICIT) FOR THE YEAR			
TOTAL CHANGES IN ACCUMULATED FUNDS			
		1,276	(262)

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**BALANCE SHEET
AS AT 31 DECEMBER 2004**

	Note	2004 \$	2003 \$
Current Assets			
Cash	4	3,263	2,447
Receivables	5	945	990
Total Current Assets		4,208	3,437
Non-Current Assets			
Property, Plant & Equipment	6	-	-
Total Non-Current Assets		-	-
Total Assets		4,208	3,437
Current Liabilities			
Payables	7	666	1,171
Total Current Liabilities		666	1,171
Total Liabilities		666	1,171
Net Assets		3,542	2,266
Members Equity			
Accumulated Funds	8	3,542	2,266
Total Members Equity		3,542	2,266

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	Note	2004 \$	2003 \$
Cash Flows From Operating Activities			
Receipts from Members		11,464	12,153
Interest Received		4	5
Payments to Suppliers		(11,453)	(12,370)
Net Flows from Goods & Services Tax		<u>801</u>	<u>(480)</u>
Net Cash Provided By Operating Activities	9 (b)	816	(692)
Net Increase/(Decrease) In Cash Held		816	(692)
Cash Held At The Beginning Of The Financial Year		<u>2,447</u>	<u>3,139</u>
Cash Held At The End Of The Financial Year	9 (a)	<u>3,263</u>	<u>2,447</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

1. Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial statements:

(a) Income Tax

No provision for income tax is necessary as the Branch is exempt from income tax under section 50-15 of the Income Tax Assessment Act, 1997.

(b) Fixed Assets

The depreciable amount of all fixed assets are depreciated using both the straight line basis and the diminishing value basis over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.

The depreciation rates used for Office Equipment range between 10-33%.

The carrying amount of fixed assets is reviewed annually to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

1. Statement of Significant Accounting Policies (cont.)

(c) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(d) Revenue

Subscription income is recognised in the period to which the subscriptions relate.

Revenue from the provision of services is recognised when the right to be compensated for the services has been attained.

Interest is recognised over the period for which the funds are invested.

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

(e) 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 Tax 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.

2. Information to be Provided to Members or Registrar

- (i) 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.
- (ii) 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.
- (iii) A reporting unit must comply with an application made under subsection (1)

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

3. Segmental Reporting

The Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub Branch provides services to Pulp & Paper Workers' in Boyer, Tasmania.

	2004	2003
	\$	\$
4. Cash		
Island State Working Account	<u>3,263</u>	<u>2,447</u>
	<u>3,263</u>	<u>2,447</u>
5. Receivables		
Other	<u>945</u>	<u>990</u>
	<u>945</u>	<u>990</u>
6. Property Plant & Equipment		
Office Equipment (at cost)	2,450	2,450
Less: Accumulated Depreciation	<u>(2,450)</u>	<u>(2,450)</u>
	-	-
	<u>-</u>	<u>-</u>
7. Payables		
Creditors	458	1,764
GST Liability	<u>208</u>	<u>(593)</u>
	<u>666</u>	<u>1,171</u>
8. Accumulated Funds		
Accumulated Funds at Beginning Of Year	2,266	2,528
Surplus/(Deficit) For the Year	<u>1,276</u>	<u>(262)</u>
	<u>3,542</u>	<u>2,266</u>

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	2004	2003
	\$	\$
9. (a) Reconciliation of Cash		
Cash at the end of the reporting period as shown in the Statement of Cash Flows is the same as cash per the Balance Sheet and Note 4 to the financial statements.		
(b) Reconciliation of net cash provided by Operating Activities to Operating Result:		
Net Surplus/(Deficit) For the Year	1,276	(262)
Decrease/(Increase) in receivables	45	48
(Decrease)/Increase in Operating Payables	<u>(505)</u>	<u>(478)</u>
Net Cash Used In Operating Activities	<u>(816)</u>	<u>(692)</u>

10. Financial Instruments

a) Terms, Conditions and Accounting Policies

The Branch's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument are as follow:

Recognised Financial Instruments	Balance Sheet Notes	Accounting Policies	Terms and Conditions
i) Financial Assets			
Receivables	5	Trade debtors are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full nominal amount is no longer probable.	Debtors are usually repaid in the following month.
ii) Financial Liabilities			
Payables	7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Branch.	Trade liabilities are normally settled on 30 day terms.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

10. Financial Instruments (cont.)

b) Interest Rate Risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities are as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing	
	2004 %	2003 %	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$
i) Financial Assets								
Cash	2.09	2.09	3,263	2,447	-	-	-	-
Receivables	N/A	N/A	-	-	-	-	945	990
ii) Financial Liabilities								
Payables	N/A	N/A	-	-	-	-	826	1,171

c) Net Fair Values

For all financial assets and liabilities, the net fair value approximates their carrying value.

d) Credit Risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the Balance Sheet and notes to the financial statements.

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

11. Capital and Leasing Commitments

There were no capital or leasing commitments as at 31 December 2004.

12. Branch Details

The registered office of the Branch is:



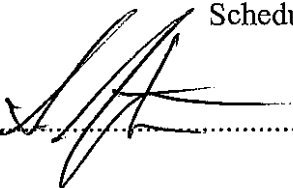
**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**COMMITTEE OF MANAGEMENT'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004**

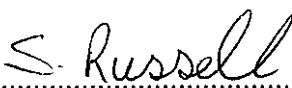
On this *Nineth* day of June 2005 the Committee of Management of the Construction, Forestry, Mining, Energy Union – Pulp & Paper Workers' Branch – Boyer Sub Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2004:

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) the organisation consists of 2 or more reporting units, the financial records if 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.


.....

Branch President


.....

Branch Vice President

Dated this

9th

day of June 2005

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004**

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch ('The Branch'), Boyer 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 Boyer 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 Boyer 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 40 members.

6. Employees of the Sub-Branch

The Sub-Branch has no employees.

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**


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>Craig Jones</i>	<i>1.1.04 – 31.12.04</i>
<i>Stephen Zvillis</i>	<i>1.1.04 – 31.12.04</i>
<i>Michael Burdon</i>	<i>1.1.04 – 31.12.04</i>
<i>Scott Perkins</i>	<i>1.1.04 – 31.12.04</i>
<i>Glenn Harback</i>	<i>1.1.04 – 31.12.04</i>
<i>Brendan Booth</i>	<i>1.1.04 – 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>Craig Jones</i>	<i>1.1.04 – 31.12.04</i>
<i>Stephen Zvillis</i>	<i>1.1.04 – 31.12.04</i>



Craig Jones
Secretary

9/6/05

Dated

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B *Workplace Relations Act 1996*

I, Stephen Zvillis, being the President of the Boyer sub-branch certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on **15/06/05** and
- that the full report was presented to a general meeting of members of the reporting unit on **07/07/05** in accordance with section 266 of the RAO Schedule.

Signature:



Date:

07/07/05



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
1st Floor, 500 Swanston St
CARLTON VIC 3053

Dear Mr Woods

Extension of Time - Financial Returns of Myrtleford (FR2004/691), Boyer (FR2004 /685) and Wesley Vale (FR2004/695) Sub-branches

I refer to your letter of 11 July about these sub-branches and earlier correspondence.

Wesley Vale Sub-branch

I note it is intended to present the full report to a meeting of the Sub-branch committee of management. In these circumstances, a Registrar may extend the period to provide the full report to members by no more than one month.

Under s265(5) of the RAO Schedule I hereby grant the Sub-branch an extension of time until 30 June 2005 (being the latest date allowable under s265(5)) in which to provide a copy of the financial report to its members

Myrtleford Sub-branch

I note that this Sub-branch intends to present its full report to a general meeting of members. In these circumstances, a Registrar may extend the period during which the general meeting must be held from within six months of the end of the financial year to seven months.

Under s265(5) of the RAO Schedule I hereby grant the Sub-branch an extension of time until 31 July 2005 to hold the general meeting of members.

Boyer Sub-branch

I note it is intended to present the full report to a meeting of the Sub-branch committee of management. In these circumstances, a Registrar may extend the period to provide the full report to members by no more than one month.

Under s265(5) of the RAO Schedule I hereby grant the Sub-branch an extension of time until 30 June 2005 (being the latest date allowable under s265(5)) in which to provide a copy of the financial report to its members

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Jenkins'.

Barry Jenkins
Deputy Industrial Registrar

22 July 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 Stephen Zvillis
Sub-Branch President
CFMEU FFPD
Pulp & Paper Workers' Boyer Sub-Branch
8 Sharron Drive
GRANTON TAS 7030

Dear Mr Zvillis

**Re: Financial Statements and Accounts for the CFMEU FFPD, Pulp & Paper Workers' Boyer
Sub-Branch for the year ending 31 December 2004 (FR2004/685)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 18 July 2005.

Thank you for your attention to this matter. The documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/105nppbo/financial.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

12 August 2005

Cc Mr Tim Woods
Pulp & Paper Workers' Branch Secretary