



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

FA2002/810

**BROADFORD  
SUB BRANCH No 7**

**FAX COVER  
SHEET.**

Date: 27/06/03

Number of pages including cover sheet: 7

To: STEPHEN KELLETT

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Phone: \_\_\_\_\_

Fax phone: 02 9380 6990

CC: \_\_\_\_\_

From: ANDREW BALL

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Phone: 03 57 840 273

Fax phone: \_\_\_\_\_

REMARKS:     Urgent     For your review     Reply ASAP     Please comment

DEAR STEPHEN,

ROUGH LETTER & DOCUMENT AS PER OUR

PREVIOUS CONVERSATION.

REGARDS

Andrew Ball

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CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION



Pulp & Paper  
Workers' Branch  
1st FLOOR  
500 SWANSTON STREET  
CARLTON SOUTH  
VICTORIA 3053  
PH: (03) 9349 2488  
FAX: (03) 9349 2580

**BROADFORD  
SUB-BRANCH**

ABN:  
37 599 823 654

SECRETARY:  
ANDREW BALL

33 CASEY CRESENT  
BROADFORD VIC  
3658

PHONE/FAX:  
(03) 5784 0273

MR STEPHEN KELLETT  
AUSTRALIAN INDUSTRIAL REGISTRY  
LEVEL 8, TERRACE TOWERS  
80 WILLIAM ST EAST SYDNEY NSW 2011

27/6/09

DEAR STEPHEN

RE LODGMENT OF FINANCIAL STATEMENTS - BROADFORD SUB-BRANCH  
FOR YEAR ENDING 31 DECEMBER 2002.

PLEASE FIND ENCLOSED AUDITORS REPORT PURSUANT TO  
FINANCIAL ACCOUNTS.

ALSO ENCLOSED IS ACCOUNTING OFFICERS CERTIFICATE, AND  
COMMITTEE OF MANAGEMENT'S CERTIFICATE. THIS WAS PASSED  
BY THE COMMITTEE BY RESOLUTION ON THE 17/3/03

THE AUDITORS REPORT WAS MADE AVAILABLE TO MEMBERS  
AT A GENERAL MEETING ON THE 19/5/03. MEMBERS  
WERE ADVISED THAT COPIES WERE MADE & THAT THEY WERE  
OPEN TO TAKE ONE NOW OR LATER. (AVAILABLE IN  
UNIONS OFFICE - POSTED ON NOTICE BO.)

ON THE 26/6/03 THE REPORT & ACCOUNTS WERE  
PRESENTED TO THE COMMITTEE AND WERE ADOPTED / ACCEPTED  
BY RESOLUTION

PLEASE CONTACT ME SHOULD YOU NEED TO.

YOURS SINCERLY

SECRETARY.



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

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

I, Tony Potts & Andrew Ball, being members of the Committee of Management of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Broadford Sub Branch do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

(i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December 2001. 2002

(ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ending 31<sup>st</sup> December 2001 in accordance with the rules of the organisation; 2002

(iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Industrial Relations Act 1988) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, the Regulations thereto, or the rules of the organisation; and

(iv) the organisation has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ending 31st December 2001 and the auditors report thereon.

✓  
Tony Potts                      Andrew Ball  
- *Tony Potts*                      *Andrew Ball*

Broadford  
Dated 17/3/03



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

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Andrew Ball, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Broadford Sub-Branch certify that as at 31st December 2002, the number of the organisation was approximately 26.

In my opinion,

(i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December 2002;

(ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;

(iii) before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;

(iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;

(v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;

(vi) the register of members of the organisation was maintained in accordance with the Act.

**ANDREW BALL**

*Andrew Ball*

Broadford

Dated 17/3/03

# Samuel J. Watts & Associates

CERTIFIED PRACTISING ACCOUNTANTS

92-94 Station Street, (P.O. Box 286) Seymour, Victoria 3660  
Telephone: (03) 5792 2580 Facsimile: (03) 5799 1347  
email: sjwa@ancc.com.au

Our Ref:

DA:cj

9 May, 2003

To the Members,  
Construction Forestry, Mining & Energy Union  
Forestry & Forest Products Manufacturing Division  
Pulp & Paper Workers Branch (No 7 Branch)  
Broadford Sub Branch

## Scope

We have audited the attached special purpose financial report of the Broadford Sub Branch of the No 7 Pulp & Paper Workers Branch, Construction Forestry Mining and Energy Union ("the Sub Branch") for the year ended 31 December 2002, comprising the Statement of Income & Expenditure and Statement of Assets & Liabilities as at 31 December 2002. The Committee of Management is responsible for the preparation and presentation of the financial report and the information contained therein, and have determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

The special purpose financial report has been prepared for distribution to the members of the "Sub branch" for the purpose of fulfilling the Committee's accountability requirements. 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 of any purpose other than that for which it was prepared.

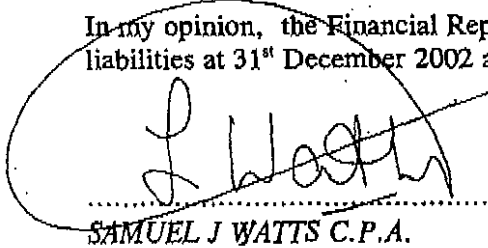
Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts in the financial report. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly.

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

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Audit Opinion

In my opinion, the Financial Report of "the Sub Branch" presents fairly the assets and liabilities at 31<sup>st</sup> December 2002 and Income & Expenditure for the year then ended.



.....  
SAMUEL J WATTS C.P.A.

Signed at Seymour this 12<sup>th</sup> day of MAY 2003

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION**  
**PULP AND PAPER WORKERS BRANCH(NO 7 BRANCH)**  
**BROADFORD SUB BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED**  
**31 DECEMBER 2002**

NOTICE IN RELATION TO SECTION 274

In accordance with Section 274 of the Workplace Relations Act the following information is provided for the advice of members and should be read in conjunction with the Financial Statements attached:

- (1) A member of the organisation, or Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under section 274 subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to the member, information received because of an application made at the request of the member.



CONSTRUCTION  
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UNION



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PH: (03) 9349 2488  
FAX: (03) 9349 2580

Mr Stephen Kellett  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William St East Sydney NSW 2011

27/6/03

Dear Stephen

Re: Lodgement of Financial Statements-Broadford  
Sub-Branch for Year Ending 31 December 2002.

Please find enclosed Auditors report pursuant to Financial Accounts. Also enclosed is Accounting Officers Certificate, and Committee of Management's Certificate. This was passed by the Committee by resolution on the 17/3/03.  
The Auditors report was made available to the Members at a General Meeting on the 19/5/03.  
Members were advised that copies were made & that they were open to take one now or later. (Available in the Unions Office- Posted on Notice Bd).  
On the 26/6/03 the report & accounts were presented to the Committee and were adopted/accepted by resolution.  
Please Contact me should you need to.

Yours Sincerely

Broadford Sub-Branch Secretary

**BROADFORD  
SUB-BRANCH**

ABN:  
37 599 823 654

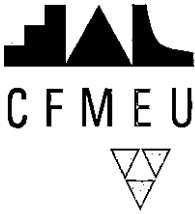
SECRETARY:  
ANDREW BALL

33 CASEY CRESENT  
BROADFORD VIC  
3658

PHONE/FAX:  
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**CONSTRUCTION FORESTRY MINING ENERGY UNION**  
**PULP & PAPER WORKERS' BRANCH**  
**BROADFORD SUB BRANCH**

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**ACCOUNTING OFFICER'S CERTIFICATE**

I, Andrew Ball, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Broadford Sub-Branch certify that as at 31st December 2002, the number of the organisation was approximately 26.

In my opinion,

(i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December 2002;

(ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;

(iii) before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;

(iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;

(v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;

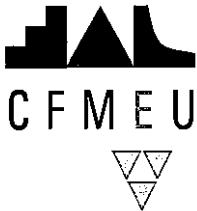
(vi) the register of members of the organisation was maintained in accordance with the Act.

**ANDREW BALL**

- *Andrew Ball*

Broadford

Dated 17/3/03



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

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

I, Tony Potts & Andrew Ball, being members of the Committee of Management of the ~~Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Broadford Sub Branch~~ do state on behalf of the ~~Committee~~ and in accordance with a resolution passed by the Committee that:

(i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December 2001.

(ii) in the opinion of the Committee of Management, meetings of the ~~Committee were held during the year ending 31<sup>st</sup> December 2001~~ in accordance with the rules of the organisation;

(iii) to the knowledge of any member of the Committee, there have ~~been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Industrial Relations Act 1988) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, the Regulations thereto, or the rules of the organisation; and~~

(iv) the organisation has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ending 31st December 2001 and the auditors report thereon.

  
FOREST & FOREST  
PRODUCTS DIVISION

Pulp & Paper  
Workers' Branch  
1st FLOOR  
500 SWANSTON STREET  
CARLTON SOUTH  
VICTORIA 3053  
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SECRETARY:  
ANDREW BALL  
33 CASEY CRESENT  
BROADFORD VIC  
3658

PHONE/FAX:  
(03) 5784 0273

Tony Potts

Andrew Ball





Broadford  
Dated 17/3/03

# Samuel J. Watts & Associates

CERTIFIED PRACTISING ACCOUNTANTS

92-94 Station Street, (P.O. Box 286) Seymour, Victoria 3660  
Telephone: (03) 5792 2580 Facsimile: (03) 5799 1347  
email:sjwa@ancc.com.au

Our Ref:

DA:cj

9 May, 2003

**To the Members,  
Construction Forestry, Mining & Energy Union  
Forestry & Forest Products Manufacturing Division  
Pulp & Paper Workers Branch(No 7 Branch)  
Broadford Sub Branch**

## Scope

We have audited the attached special purpose financial report of the Broadford Sub Branch of the No 7 Pulp & Paper Workers Branch, Construction Forestry Mining and Energy Union ("the Sub Branch") for the year ended 31 December 2002, comprising the Statement of Income & Expenditure and Statement of Assets & Liabilities as at 31 December 2002. The Committee of Management is responsible for the preparation and presentation of the financial report and the information contained therein, and have determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

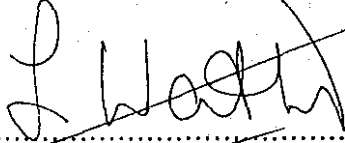
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Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts in the financial report. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly.

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

**Audit Opinion**

In my opinion, the Financial Report of "the Sub Branch" presents fairly the assets and liabilities at 31<sup>st</sup> December 2002 and Income & Expenditure for the year then ended.

A handwritten signature in cursive script, appearing to read "S. Watts", is written over a horizontal dotted line. A large, hand-drawn oval encircles the signature and extends upwards into the text above.

.....  
SAMUEL J WATTS C.P.A.

Signed at Seymour this 12<sup>th</sup> day of MAY 2003

CONSTRUCTION FORESTRY MINING AND ENERGY UNION  
PULP AND PAPER WORKERS BRANCH(NO 7 BRANCH)  
BROADFORD SUB BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED  
31 DECEMBER 2002

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**CONSTRUCTION FORESTRY MINING AND ENERGY UNION**  
**PULP AND PAPER WORKERS BRANCH(NO 7 BRANCH)**  
**BROADFORD SUB BRANCH**

**STATEMENT OF INCOME & EXPENDITURE**  
**FOR THE YEAR ENDED 31 DECEMBER 2002**  
**(GST INCLUSIVE)**

2001		2002
	<b>INCOME</b>	
7,355	Subscriptions	7,053
66	Interest Received	5
-	GST Refunds	273
7,421		7,331
	<b>LESS EXPENDITURE</b>	
630	Audit fees	755
1,350	Conference & Meeting expenses	2,320
1,062	Telephone	1,412
97	Bank Charges	76
4,069	CFMEU Capitation fees	4,056
177	Mortuary Fund contributions	177
750	Honorarium	750
34	Postage & Stationary	16
370	Member Gifts	323
10	Office Equipment	202
-	Insurance	115
-	Training	385
281	Committee & Crew breakup expenses	-
46	Polo Shirts	-
48	Posters & Brochures	-
206	GST Paid	15
9,130		10,602
\$(1,709)	<b>NET SURPLUS (DEFICIT) FOR YEAR</b>	\$(3,271)
132	GST Clearing Account Balance	(27)
\$(1,841)	Net Deficit after GST	\$(3,244)

This is the Statement of Income & Expenditure referred to in the Auditors report dated 12<sup>th</sup> day of May 2003.

**CONSTRUCTION FORESTRY, MINING AND ENERGY UNION**  
**PULP AND PAPER WORKERS BRANCH(NO 7 BRANCH)**  
**BROADFORD SUB BRANCH**

**STATEMENT OF ASSETS & LIABILITIES**  
**AS AT 31 DECEMBER 2002**

2001		2002
	<b>BRANCH FUNDS</b>	
7,055	Balance as at 01/01/2002	5,214
(1,841)	Add/Less Surplus (deficit) for year	(3,244)
-----		-----
<b>\$5,214</b>	<b>TOTAL BRANCH FUNDS</b>	<b>\$1,970</b>
=====		=====
	Represented by;	
\$5,381	Cash at Bank	\$2,110
=====		=====
	Less Current Liability	
167	GST owed	140
-----		-----
<b>\$5,214</b>		<b>\$1,970</b>
=====		=====

This is the Statement of Assets and Liabilities referred to in the Auditors Report dated      day of      2003.



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

Mr A Ball  
Secretary, Broadford Sub-Branch  
Pulp & Paper Workers' Branch, FFPD Division  
CFMEU  
33 Casey Crescent  
BROADFORD VIC 3658

Dear Mr Ball

**Re: Financial Documents for the Pulp & Paper Workers' Branch - Broadford Sub-Branch - for the year ending 31 December 2002 (FR2002/810)**

Receipt is acknowledged of the above financial documents which were lodged in the Registry on 3 July 2003.

The documents have been filed and no further action is required.

Yours sincerely,

Wendy Burgess  
NSW Statutory Services Branch

18 July 2003