



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/690-[105N-PPBR]

Mr Andrew Ball
Secretary-Treasurer
Construction, Forestry, Mining and Energy Union-FFPD-
Pulp & Paper Workers Broadford Sub-Branch
PO Box 269
BROADFORD VIC 3658

Dear Mr Ball

Re: Construction, Forestry, Mining and Energy Union-FFPD- Broadford Sub-Branch of Pulp and Paper Workers Branch Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
12 January 2004



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Secretary-Treasurer
CFMEU - FFPD
Pulp & Paper Workers Broadford Sub-Branch
33 Casey Crescent
BROADFORD VIC 3658

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Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
29 January 2004



CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION



FOREST & FOREST
PRODUCTS DIVISION

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 Crescent
BROADFORD VIC
3658**

PHONE:
(03) 5784 1972

FAX:
(03) 5784 0273

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

4/8/04

Dear Stephen

Re: Lodgement of Financial Statements-Broadford
Sub-Branch for Year Ending 31 December 2003.

Please find enclosed Auditors report pursuing to Financial Accounts.
Also enclosed are Accounting Officers Certificate, and Committee of
Management's Certificate. This was passed by the Committee by resolution
On the 12/5/04.

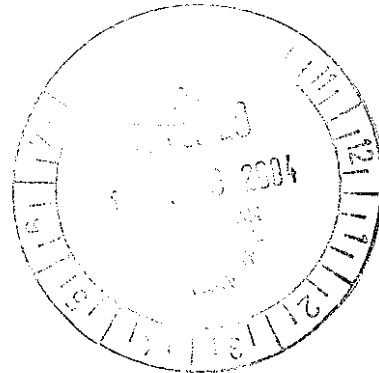
The Auditors report was conveyed to Members that from the 30/6/04 (the
date of the General Meeting) members wishing to obtain the report could
do so by obtaining one from the Unions Office or look at the one posted on
the Notice Board.

On the 3/8/04 the report & accounts were presented to the Committee and
adopted/accepted by resolution.

Please contact me should you need to.

Yours Sincerely

Broadford Sub-Branch Secretary





**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 2003, the number of the organisation was approximately 16.

In my opinion,

(i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December 2003;

(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

Broadford

Dated 12/5/04

CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION



**FOREST & FOREST
PRODUCTS DIVISION**

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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:



FOREST & FOREST
PRODUCTS DIVISION

- (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 2003.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ending 31st December 2003 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 2003 and the auditors report thereon.

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Workers' Branch
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ANDREW BALL

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BROADFORD VIC
3658

PHONE:
(03) 5784 1972

FAX:
(03) 5784 0273

Tony Potts

Andrew Ball

Broadford

Dated 12/5/04

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: admin@sjwa.net

Our Ref:

DA:jg

30 June, 2004

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

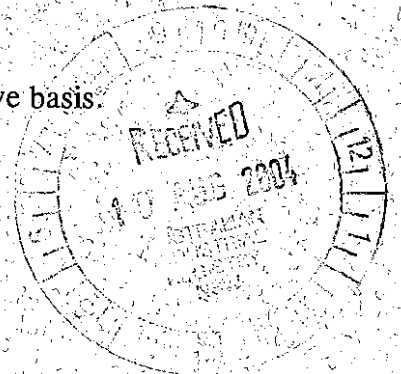
Scope

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 2003, comprising the Statement of Income & Expenditure and Statement of Assets & Liabilities as at 31 December 2003. 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.

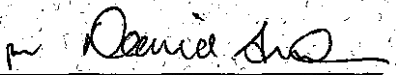


Audit Opinion

In my opinion, the Sub Branch has kept satisfactory accounting records including:

- (a) records of the sources and nature of the income of the sub branch (including income from members); and
- (b) records of the nature and purposes of the expenditure of the sub branch; and the accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the sub branch as at 31st December, 2003; and
 - (ii) the income and expenditure, and any surplus or deficit, of the sub branch for the year ended 31st December, 2003 and

all the information and explanations that, under subsection 2, officers or employees of the sub branch were required to be provided were provided.


SAMUEL J WATTS & ASSOC.

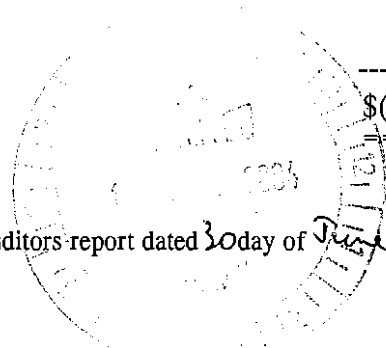
Signed at Seymour this 30th day of JUNE 2004

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 2003
(GST INCLUSIVE)

2002		2003
	INCOME	
7,053	Subscriptions	7,965
5	Interest Received	6
273	GST Refunds	91
<hr/>		<hr/>
7,331		8,062
	LESS EXPENDITURE	
755	Audit fees	715
2320	Conference & Meeting expenses	1,395
1,412	Telephone	1,121
76	Bank Charges	73
4,056	CFMEU Capitation fees	4,580
177	Mortuary Fund contributions	199
750	Honorarium	750
16	Postage & Stationary	25
323	Member Gifts	-
202	Office Equipment	-
115	Insurance	115
385	Training	-
-	Committee & Crew breakup expenses	168
-	Member Funeral Expenses	103
-	Trust Fund Contributions	60
15	GST Paid	18
<hr/>		<hr/>
10,602		9,322
<hr/>		<hr/>
\$(3,271)	NET SURPLUS (DEFICIT) FOR YEAR	\$(1,260)
<hr/>		<hr/>
(27)	GST Clearing Account Balance	(24)
<hr/>		<hr/>
\$(3,244)	Net Deficit after GST	\$(1,236)
<hr/>		<hr/>

This is the Statement of Income & Expenditure referred to in the Auditors report dated 30 day of Dec 2004.



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 2003

2002		2003
	BRANCH FUNDS	
5,214	Balance as at 01/01/2003	1,970
(3,244)	Add/Less Surplus (deficit) for year	(1,236)
-----		-----
\$1,970	TOTAL BRANCH FUNDS	\$734
=====		=====
	Represented by;	
\$2,110	Cash at Bank	\$850
=====		=====
	Less Current Liability	
140	GST owed	116
-----		-----
\$1,970		\$734
=====		=====

This is the Statement of Assets and Liabilities referred to in the Auditors Report dated 20 day of June 2004.

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 2003

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.



Australian Government
Australian Industrial Registry

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80 William Street, East Sydney, NSW 2011
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Mr Andrew Ball
Secretary
Broadford Sub Branch
CFMEU Pulp and Paper Workers Branch No.7
33 Casey Crescent
BROADFORD VIC 3658

Dear Mr Ball

**Financial Documents for the Broadford Sub Branch year ending 31 December 2003
(FR2003/690)**

I acknowledge receipt of the sub branch's financial documents lodged in the Registry on 10 August 2004. The documents have been filed.

Current financial year - new financial reporting requirements

The current financial year to 31 December 2004 will be subject to new legislative reporting requirements and timelines. These requirements tend to be more complex than those which have applied to previous financial years.

I strongly urge your organisation to consider these requirements carefully in preparation for next year's return.

A summary of the new requirements is set out in the enclosed Fact Sheets. This information and the legislation and reporting guidelines referred to can also be viewed and downloaded from our website www.airc.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina', written over a horizontal line.

Dean Superina
for Deputy Industrial Registrar

11 August 2004

enc.