



**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: FR2004/688-[105N-PPMA]**

Mr Ian Moule  
Secretary/Treasurer  
CFMEU FFPD  
Maryvale Pulp & Paper Workers Sub-Branch  
C/- PO Box 37  
MORWELL VIC 3840

Dear Mr Moule

**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'<sup>1</sup>). 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.

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<sup>1</sup> 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](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2004/688**.

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](mailto:peter.mckerrow@air.gov.au) or [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on 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](http://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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

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

## Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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



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

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

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



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION



FOREST & FOREST  
PRODUCTS DIVISION

Pulp & Paper  
Workers' Branch  
1<sup>st</sup> Floor  
500 SWANSTON  
STREET  
CARLTON SOUTH  
VICTORIA 3053

PH: (03) 9349 2488  
FAX: (03) 93492580

**MARYVALE  
SUB-BRANCH**

**ABN:**  
57 252 797 376

**SECRETARY:**  
IAN MOULE

**C/- PO BOX 37  
MORWELL VIC  
3840**

**PHONE:**  
(03) 51360306

**FAX:**  
(03) 51360407

28th July 05

The Industrial Registrar  
Principle Registry  
Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

Dear Sir / Madam,

Please find enclosed a copy of the 2004 Financial Statements of the Maryvale Sub Branch of the Pulp and Paper Workers' Branch of the Forestry Division, of the Construction, Forestry, Mining and Energy Union- CFMEU.

I apologise for the late mailing of this document. This branch has had the unfortunate situation of a workplace fatality and it has demanded considerable amount of our time, during the past 2 months.

Should you have any queries regarding the above and enclosed information, please do not hesitate to contact the undersigned.

Yours sincerely,

Ian Moule  
Secretary  
CFMEU  
Maryvale Sub Branch

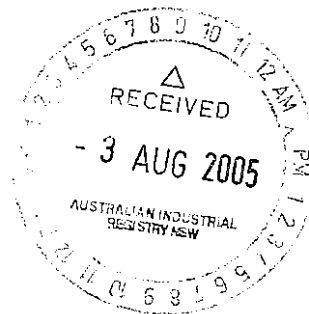


**CONSTRUCTION FORESTRY MINING & ENERGY UNION  
FORESTRY & FURNISHING PRODUCTS DIVISION  
PULP & PAPER WORKERS' (NO. 7) BRANCH  
MARYVALE SUB-BRANCH**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2004**



**Construction, Forestry, Mining & Energy Union  
Forestry & Furnishing Products Division  
Pulp & Paper Workers' (No. 7) Branch  
Maryvale Sub-Branch**

**OPERATING REPORT**

This Operating Report covers the activities of the Pulp & Paper Workers' (No.7) Branch, Maryvale Branch of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31 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 Maryvale 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.
- Preparation for the application of the RAO schedule.

**2. The Maryvale 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 Secretary of the Sub-Branch, including via email.

**4. Superannuation Trustees**

Ian Moule is a member of and Trustee Director of the Pulp and Paper Workers' Superannuation Fund, appointed by the CFMEU Pulp and Paper Workers' Branch Committee of Management.

**1. Membership of the Sub-Branch**

At 31 December 2004, the membership of the Sub-Branch was 595.

**6. Employees of the Sub-Branch**

At 31 December, the Sub-Branch employed one full time employee and nil part time employees for a total of one employee on a full time equivalent basis.

**7. Committee of Management and Executive**

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

<b>Name</b>	<b>Period</b>
Greg Stewart (President)	1/01/04 – 31/12/04
Danny Dekleva (Vice President)	1/01/04 – 31/12/04
Louise Down (Junior Vice President)	1/01/04 – 31/12/04
Ian Moule (Secretary)	1/01/04 – 31/12/04
Tim Allen	1/01/04 – 31/12/04
David Brown	1/01/04 – 31/12/04
David Henry	1/01/04 – 31/12/04
Gidge Fabris	1/01/04 – 31/12/04
Shane Dalton	1/01/04 – 31/12/04
Billy Duncan	26/7/04 – 31/12/04
Anthony Pavey	26/7/04 – 31/12/04
Rick Heuer	1/01/04 – 31/12/04
Brian McNamara	1/01/04 – 31/12/04

*Ian Moule*

.....  
Secretary

*9-6-05*

.....  
Dated

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
FORESTRY & FURNISHING PRODUCTS DIVISION  
PULP & PAPER WORKERS' (NO. 7) BRANCH  
MARYVALE SUB-BRANCH**

**BALANCE SHEET AS AT 31 DECEMBER 2004**

	NOTE	2004
<b>CURRENT ASSETS</b>		
Commonwealth Main Account		23,318
Latrobe Savings Account		43,688
Ancor Savings Account		42,416
Levy Accounts		536,895
Total Cash at bank		<u>646,317</u>
GST receivable		237
<b>Total Current Assets</b>		<u><b>646,554</b></u>
<b>NON CURRENT ASSETS</b>		
Fixed assets	2	14,213
<b>Total Non- Current assets</b>		<u><b>14,213</b></u>
<b>TOTAL ASSETS</b>		<u><b>660,767</b></u>
<b>CURRENT LIABILITIES</b>		
<u>Accruals</u>		
Mortuary fund		447
Secretary expenses		400
President expenses		40
Federal office		10,280
Wages		3,352
<b>Total Current Liabilities</b>		<u><b>14,519</b></u>
<b>NON CURRENT LIABILITIES</b>		
Levy Balances Payable to Members		536,895
<b>Total Non Current Liabilities</b>		<u><b>536,895</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>551,414</b></u>
<b>NET ASSETS</b>		<u><b>109,353</b></u>
<b>EQUITY</b>		
Retained Profit		109,353
<b>TOTAL MEMBER'S FUNDS</b>		<u><b>109,353</b></u>

The accompanying notes form part of this financial report

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
FORESTRY & FURNISHING PRODUCTS DIVISION  
PULP & PAPER WORKERS' (NO. 7) BRANCH  
MARYVALE SUB-BRANCH**

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

	Note	2004 \$
CASH AT START 1/1/2004		638,253
<b>CASH RECEIPTS</b>		
Lindow Pty Ltd		1,272
Enviro Resources		3,995
Australian Paper		262,816
Toll Metro		905
Program Maintenance		1,015
Levy Account receipts		32,590
Other		1,916
Bank Interest		13,596
Net GST		2,474
		<u>320,579</u>
<b>CASH PAYMENTS</b>		
Mortuary Fund		5,811
Transfer to Levy Account		32,590
Temp Office Assist		30,596
Petrol		2,254
Secretary Expenses		2,000
Phone		2,205
President Expenses		200
Bank Fees		1,807
Conference		8,015
Federal Office		138,943
Audit Fees		1,490
Car Expenses		1,140
Stationary		194
Travel Expenses		56
Meeting		2,146
Wages -office holder		39,724
Litigation costs		42,801
Sundry		543
		<u>312,515</u>
<b>Net cash movement</b>	3	8,064
<b>CASH AT END 31/12/2004</b>		<u><u>646,317</u></u>

The accompanying notes form part of this financial report

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
FORESTRY & FURNISHING PRODUCTS DIVISION  
PULP & PAPER WORKERS' (NO. 7) BRANCH  
MARYVALE SUB-BRANCH**

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDING 31 DECEMBER 2004**

	<b>2004</b>
	\$
<b>INCOME</b>	
Lindow Pty Ltd	1,272
Enviro Resources	3,995
Australian Paper	230,226
Toll Metro	905
Program Maintenance	1,015
Other	1,916
Bank Interest	2,591
	<u>241,920</u>
<b>EXPENDITURE</b>	
Mortuary Fund	6,258
Temp Office Assist	30,596
Petrol	2,254
Secretary Expenses	2,400
Phone	2,205
President Expenses	240
Bank Fees	527
Conference	8,015
Federal Office	149,223
Audit Fees	1,490
Car Expenses	1,140
Stationary	194
Travel Expenses	56
Meeting	2,146
Wages -office holder	43,076
Sundry	543
Depreciation Motor Vehicle	2,910
Depreciation Laptop Computer	1,289
	<u>254,562</u>
<b>NET SURPLUS/ (DEFICIT)</b>	<u><u>(12,642)</u></u>

The accompanying notes form part of this financial report



**CONSTRUCTION FORESTRY MINING ENERGY UNION  
FORESTRY & FURNISHING PRODUCTS DIVISION  
PULP & PAPER WORKERS' (NO. 7) BRANCH  
MARYVALE SUB-BRANCH**

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

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

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

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) Revenue**

Revenue is recognised when the right to receive the revenue arises. Interest revenue is recognised as it accrues.

**(b) Levy Accounts**

Levies received from members are recognised as a liability. Interest on the levy accounts is recognised as a liability, representing future payments to, or on behalf of members. Litigations costs on behalf of members are recognised as a decrease in the levy account liability.

	<b>2004</b>
	<b>\$</b>
<b>NOTE 2: FIXED ASSETS</b>	
Motor vehicle	14,546
Less accumulated depreciation	<u>(2,910)</u>
	11,636
Laptop computer	3,866
Less accumulated depreciation	<u>(1,289)</u>
	<u>2,577</u>
Total fixed assets	<u><u>14,213</u></u>

**NOTE 3: CASH FLOW INFORMATION**

Net (deficit)/surplus	(12,642)
- Depreciation	4,199
- Levy account litigation costs	(42,801)
- Levy account bank fees	(1,281)
- Levy account cash receipts	32,590
- Levy account interest	11,006
- Net GST movement	2,474
Changes in Assets and Liabilities	
- Increase/(decrease) in payables	14,519
Net Cash Flow From Operating Activities	<u><u>8,064</u></u>

**Construction, Forestry, Mining & Energy Union  
Forestry & Furnishing Products Division  
Pulp & Paper Workers' (No. 7) Branch  
Maryvale Sub-Branch**

**Committee of Management Statement**

On 9 June 2005 the Committee of Management of Maryvale 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:

- 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 and since the end of that year:
  - i) meetings of the committee of management were held in accordance with the rules of the organisation; and
  - ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rule of the 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 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:

Ian Moule

Greg Stewart

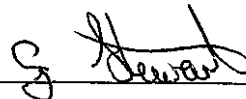
Title of Office held

Secretary

President

Signature:





Date:

9-6-05

9-6-05

**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**  
**FORESTRY & FURNISHING PRODUCTS DIVISION**  
**PULP & PAPER WORKERS' (NO. 7) BRANCH**  
**MARYVALE SUB-BRANCH**

***Scope***

We have audited the financial report set out on pages 3 to 6 of Construction, Forestry, Mining & Energy Union, Forestry & Furnishing Products Division, Pulp & Paper Workers' (No. 7) Branch, Maryvale Sub-Branch for the year ended 31 December 2004. The organisation's officers are 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 statements, and the evaluation of accounting policies and 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 Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view, which is consistent with our understanding of the organisation's financial position and performance 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 financial report presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia the financial position of Construction, Forestry, Mining & Energy Union, Forestry & Furnishing Products Division, Pulp & Paper Workers' (No. 7) Branch, Maryvale Sub-Branch as at 31 December 2004 and the results of its operations and its cash flows for the year then ended.



**ARMITAGE DOWNIE & CO**  
**ACCOUNTANTS AND ADVISERS**



**E.W. JEWELL B Com FCA**  
**PARTNER**

Date: 9 June 2005  
Place: Warragul

**Construction, Forestry, Mining & Energy Union  
Forestry & Furnishing Products Division  
Pulp & Paper Workers' (No. 7) Branch  
Maryvale Sub-Branch**

**Certificate of Secretary or other Authorised Officer**

I, Ian Moule, being the Secretary of the Maryvale Sub-Branch, certify:

- that the documents lodged herewith are copies of the full report, referred to s268 of the RAO Schedule; and
- that the full report was provided to members of 9 June 2005; and
- that the full report was presented to a general meeting of members of the reporting unit on 30 June 2004 in accordance with section 266 of the RAO Schedule.

Signature:           *Ian Moule*          

Date:           30-6-05



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
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Mr Ian Moule  
Secretary/Treasurer  
CFMEU FFPD  
Maryvale Pulp & Paper Workers Sub-branch  
c/- PO Box 37  
MORWELL VIC 3840

Dear Mr Moule

**Financial Return for year ending 31 December 2004 (FR2004/688)**

The Branch financial documents lodged in the Registry on 3 August 2005 have been filed.

Would you please note the following when preparing next year's return and draw them to the attention of the Branch auditor.

Comparative figures

The accounts did not provide information for the preceding financial year. Please note that comparative information will be required in the Branch's next report.

Notice Required by s272(5) of the RAO Schedule

This was omitted from the general purpose financial report. The text of the notice is set out in s272 and should be incorporated in future financial reports.

Committee of Management Statement

Under the Industrial Registrar's Reporting Guidelines the committee must express an opinion on all the matters referred to in the Statement. The Committee did not express an opinion on whether the financial records of the [Sub[branch]] had been kept consistently with other Sub-branches and branches of the CFMEU.

A copy of the statement was attached to the Registry's letter of 19 January 2005. Please ensure when preparing next year's financial report that the Committee addresses this issue in its Statement.

If you have any questions, please contact me on (02) 8374 6666.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal flourish extending to the right.

Peter McKerrow  
for Deputy Industrial Registrar

9 August 2005