



Ref: FR2006/574 -[105N-PPMA]

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

Dear Mr Moule

**Re: Construction, Forestry, Mining and Energy Union-FFPD- Maryvale Sub-Branch of Pulp and Paper Workers Branch (No. 7 Branch) - Outstanding Financial Documents
*Workplace Relations Act 1996***

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2007.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **13 August, 2007:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report


¹ Schedule 1B of the Workplace Relations Act 1996

- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/574.**

Yours sincerely



Belinda Penna

E-mail: belinda.penna@air.gov.au

23 July 2007



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: FR2006/574-[105N-PPMA]

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

Dear Mr Moule

Financial Return - year ending 31 December, 2006

Our records show the 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*.

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.

Information on AIRC Website

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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).

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".

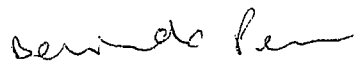
Extensions of Time

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.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at 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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...
19 January 2007

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	<i>as soon as practicable after end of financial year</i>
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<i>within a reasonable time of having received the GPFR</i>
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	<i>within 6 months of end of financial year</i>
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	<i>within 14 days of meeting</i>

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
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).

Attachment C

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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the

requirements of the reporting guidelines of the Industrial Registrar; and

(ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and

(iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and

(iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

(v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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."

Attachment D

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:

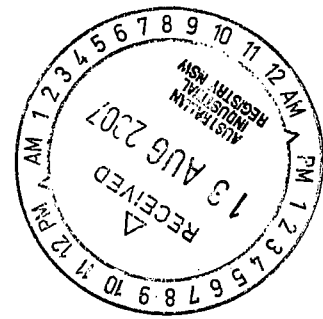
¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(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' (NO. 7) BRANCH
MARYVALE SUB-BRANCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2006

**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 2006, 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 2006, the membership of the Sub-Branch was 602.

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 2006.

Name	Period
Greg Stewart (President)	1/01/06- 31/12/06
Danny Dekleva (Vice President)	1/01/06 - 31/12/06
Louise Down (Junior Vice President)	1/01/06 - 31/12/06
Ian Moule (Secretary)	1/01/06 - 31/12/06
Tim Allen	1/01/06 - 31/12/06
David Brown	1/01/06 - 31/12/06
David Henry	1/01/06 - 31/12/06
Gidge Fabris	1/01/06 - 31/12/06
Shane Dalton	1/01/06 - 31/12/06
Billy Duncan	26/7/06 - 31/12/06
Anthony Pavey	26/7/06 - 31/12/06
Michael Peterson	1/01/06 - 31/12/06
Steven Gilham	1/01/06 - 31/12/06

I L Moule
.....
Secretary

7th June 2007

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

Committee of Management Statement

On 7th June 07 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 2006.

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) 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:

Ian Moule

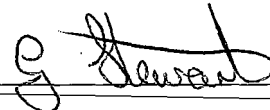
Greg Stewart

Title of Office held

Secretary

President

Signature:



Date:

7th June 2007

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 7 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 2006. 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 2006 and the results of its operations and its cash flows for the year then ended.

ARMITAGE DOWNIE & CO

JUSTIN BROOK
PARTNER

Date: June 2007
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 8th June 07 and
- that the full report was presented to a general meeting of members of the reporting unit on 29th June 07 in accordance with section 266 of the RAO Schedule.

Signature:

Ian Moule

Date:

28th June 2007

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

BALANCE SHEET AS AT 31 DECEMBER 2006

	NOTE	2006	2005
CURRENT ASSETS			
Ancor Savings Account		-	42,840
ANZ Cheque Account		86,315	-
ANZ Term Deposit		65,000	-
Commonwealth Main Account		30,681	92,999
Latrobe Savings Account		-	45,919
Levy Accounts		318,893	335,624
Total Cash at bank		<u>500,889</u>	<u>517,382</u>
GST receivable		(2,326)	14,978
Total Current Assets		<u>498,563</u>	<u>532,360</u>
NON CURRENT ASSETS			
Fixed assets	2	5,819	10,016
Total Non- Current assets		<u>5,819</u>	<u>10,016</u>
TOTAL ASSETS		<u>504,382</u>	<u>542,376</u>
CURRENT LIABILITIES			
<u>Accruals</u>			
Federal office		55,557	32,952
Motor expenses		334	171
President expenses		20	40
Secretary expenses		200	800
Telephone		270	288
Wages		5,866	13,611
Total Current Liabilities		<u>62,247</u>	<u>47,862</u>
NON CURRENT LIABILITIES			
Levy Balances Payable to Members		354,034	354,758
Total Non Current Liabilities		<u>354,034</u>	<u>354,758</u>
TOTAL LIABILITIES		<u>416,281</u>	<u>402,620</u>
NET ASSETS		<u>88,102</u>	<u>139,756</u>
EQUITY			
Retained Profit		88,102	139,756
TOTAL MEMBER'S FUNDS		<u>88,102</u>	<u>139,756</u>

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

CASH FLOW STATEMENT FOR THE YEAR ENDING 31 DECEMBER 2006

	Note	2006 \$	2005 \$
Cash at beginning of year		517,382	646,317
CASH RECEIPTS			
Australian Paper		194,153	244,692
Bank Interest		3,872	2,839
Brambles		2,289	-
Cleanaway		1,600	3,837
Enviro Resources		4,263	2,958
Levy Account receipts		32,877	37,863
Lindow Pty Ltd		1,267	1,586
Program Maintenance		1,270	704
Toll Metro		771	974
		<u>242,362</u>	<u>295,453</u>
CASH PAYMENTS			
Accounting Fees		-	2,969
Audit Fees		2,400	2,440
Bank Fees		252	281
Conference		1,582	4,911
Donations		-	1,000
Federal Office		151,069	103,285
Meeting		8,140	522
Mortuary Fund		644	6,060
Motor Expenses		936	1,382
Net GST		(17,304)	14,741
Petrol		3,354	3,131
Postage		50	-
President Expenses		470	240
Repairs and Maintenance		333	-
Secretary Expenses		2,600	2,000
Stationary		172	45
Sundry		-	72
Telephone		1,284	1,652
Temp Office Assist		15,969	17,024
Training Expenses		2,520	159
Travel Expenses		283	1,528
Wages - Office Holder		50,500	40,946
Workers Support Fund		33,601	220,000
		<u>258,855</u>	<u>424,388</u>
Net cash movement	3	<u>(16,493)</u>	<u>(128,935)</u>
Cash at end of year		<u><u>500,889</u></u>	<u><u>517,382</u></u>

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

INCOME STATEMENT FOR THE YEAR ENDING 31 DECEMBER 2006

	2006	2005
	\$	\$
INCOME		
Australian Paper	194,153	244,692
Bank Interest	3,872	2,839
Brambles	2,289	-
Cleanaway	1,600	3,837
Enviro Resources	4,263	2,958
Lindow Pty Ltd	1,267	1,586
Program Maintenance	1,270	704
Toll Metro	771	974
	<u>209,485</u>	<u>257,590</u>
EXPENDITURE		
Accounting Fees	-	2,969
Audit Fees	2,400	2,440
Bank Fees	249	281
Conference	1,582	4,911
Depreciation Laptop Computer	1,288	1,288
Depreciation Motor Vehicle	2,909	2,909
Donations	-	1,000
Federal Office	173,674	125,957
Meeting	8,140	522
Mortuary Fund	644	5,613
Motor Expenses	1,099	1,553
Petrol	3,354	3,131
Postage	50	-
President Expenses	450	240
Repairs and Maintenance	333	-
Secretary Expenses	2,000	2,400
Stationary	170	45
Sundry	-	72
Telephone	1,266	1,940
Temp Office Assist	15,969	21,852
Training Expenses	2,520	159
Travel Expenses	283	1,528
Wages - Office Holder	42,755	46,377
	<u>261,135</u>	<u>227,187</u>
NET SURPLUS/ (DEFICIT)	<u>(51,650)</u>	<u>30,403</u>

**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 2006

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.

NOTE 2: FIXED ASSETS	2006	2005
	\$	\$
Motor vehicle	14,546	14,546
Less accumulated depreciation	<u>(8,728)</u>	<u>(5,819)</u>
	5,818	8,727
Laptop computer	3,866	3,866
Less accumulated depreciation	<u>(3,865)</u>	<u>(2,577)</u>
	1	1,289
Total fixed assets	<u><u>5,819</u></u>	<u><u>10,016</u></u>

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

NOTE 3: CASH FLOW INFORMATION

Net (deficit)/surplus	(51,650)	30,403
- Depreciation	4,197	4,197
- Levy account payment to support fund	(33,601)	(220,000)
- Levy account cash receipts	32,877	27,328
- Levy account interest	-	10,535
- Net GST movement	17,299	(14,741)
Changes in Assets and Liabilities		
- Increase/(decrease) in payables	14,385	33,343
Net Cash Flow From Operating Activities	<u>(16,493)</u>	<u>(128,935)</u>

NOTE 4: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with subsection 272(5) of the RAO Schedule:

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.

The application must be in writing and must specify the period within which, and the matter 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.

A reporting unit must comply with an application.

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 7 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 2006. 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 2006 and the results of its operations and its cash flows for the year then ended.

Armitage Downie TL

ARMITAGE DOWNIE & CO

JB

JUSTIN BROOK
PARTNER

Date: 7 June 2007
Place: Warragul

Total Financial Solutions

WHK Business Services Pty Ltd ABN 84 006 466 351
Armitage Downie & Co ABN 27 621 602 883

3 Napier Street Warragul Vic 3820
PO Box 346 Warragul Vic 3820 DX 82007
Telephone 03 5622 7500 Facsimile 03 5623 6948
Email armitage@whkarmitagedownie.com.au
www.whkarmitagedownie.com.au



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 Ian Moule
Secretary, Maryvale Sub-Branch, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
PO Box 37
MORWELL VIC 3840

Dear Mr Moule

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Maryvale Sub-Branch – for year ending 31 December 2006 (FR2006/574)

I refer to the above financial statements which were lodged in the Registry on 13 August 2007.

The legislative requirements appear to have been met, apart from the delay between presenting the documents to the second meeting on 29 June and lodging the documents in the Registry on 13 August. (s268 of the RAO Schedule requires the documents to be lodged within 14 days).

Accordingly the documents have been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read "S. Kellett".

Stephen Kellett
Statutory Services Branch

29 August 2007



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


Ms Melinda Morley
Administration Manager, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
PO Box 415
CARLTON SOUTH VIC 3053

Dear Ms Morley

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Maryvale Sub-Branch – for year ending 31 December 2006 (FR2006/574)

Please find enclosed a copy of a letter sent to the Maryvale Sub-Branch Secretary, Mr Ian Moule, in relation to the abovementioned financial statements and accounts which were lodged in the Registry on 13 August 2007.

Yours sincerely,


fol

Stephen Kellett
Statutory Services Branch

29 August 2007



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 Ian Moule
Secretary, Maryvale Sub-Branch, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
PO Box 37
MORWELL VIC 3840

COPY

Dear Mr Moule

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Maryvale Sub-Branch – for year ending 31 December 2006 (FR2006/574)

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Yours sincerely,

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Stephen Kellett
Statutory Services Branch

29 August 2007