



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ref: FR2004/690-[105N-PPMI]

Mr Robert Johnston
Secretary-Treasurer
CFMEU FFPD
Millicent Pulp & Paper Workers Sub-Branch
PO BOX 716
MILLICENT SA 5280

Dear Mr Johnston

Financial Return - year ending 31 December, 2004

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (Attachment A) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (Attachment B) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFER consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/690**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au or belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



for Deputy Industrial Registrar
19 January 2005

Attachment B

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

9th May 2005

65 George Street,
Millicent SA 5280
PO Box 72, Millicent SA 5280

Telephone:.....(08) 8733 3777
Fax:.....(08) 8733 3728

Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Email: manager@hamilton-northwood.com.au

Consulting by appointment each
Friday in Robe and Penola

RE: CFMEU – MILLICENT SUB BRANCH

We enclose the original Annual Financial Report for the year ended 31st December 2004 in respect of the above client, including our Audit Report and the Operating Report for the year.

We believe these reports comply with the new regulations but welcome any feedback if there are deficiencies.

Yours faithfully

HAMILTON NORTHWOOD & ASSOCIATES PTY LTD


.....
PAUL J HAMILTON



HAMILTON NORTHWOOD & ASSOCIATES PTY LTD Certified Practising Accountants

65 George Street, Millicent SA 5280

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**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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



**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLCENT SUB BRANCH
A.B.N. 23 614 340 373**

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**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

Scope

The Financial Report and Committee's Responsibility

The financial report comprises the balance sheet, income and expenditure statement, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the committee for The Construction, Forestry, Mining & Energy Union Millicent Sub Branch (the association), for the year ended 31 December 2004.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Associations Incorporations Act SA and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Associations Incorporations Act SA. I 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 for any purpose other than that for which it was prepared. The financial report also reports on any Recovery of Wages activity, if applicable, and the requirements of Schedule 1B of the Workplace Relations Act 1996.

Audit Approach

I conducted an independent audit in order to express an opinion to the members of the association. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies as described in Note 1, so as to present a view which is consistent with our understanding of the company's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate for the needs of the members.

I formed my audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, my audit was not designed to provide assurance on internal controls.

Independence

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the financial report of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch as at 31 December 2004 and the results of its operations and its cash flows for the year then ended. The financial report also complies with the reporting guidelines required under the Workplace Relations Act 1996.

Name of Firm: Hamilton Northwood & Associates
Certified Practicing Accountants

Name of Director:


Paul Hamilton

Address: 65 George Street, Millicent SA 5280

Dated this 9th day of May 2005

THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLCENT SUB BRANCH
A.B.N. 23 614 340 373

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2004

	Note	2004 \$	2003 \$
INCOME			
Membership Contributions		222,958	211,097
Interest Received			
ANZ Banking Group Ltd - Term Deposit		3,243	5,150
ANZ Executors & Trustee Co. Ltd.		11,767	5,237
Australian Central Credit Union		17,685	17,477
ANZ Bank Current Account		252	-
		<u>255,905</u>	<u>238,961</u>
EXPENDITURE			
ALP Sustentation Fund		736	1,330
Audit Fees		1,400	1,400
Awards		589	-
Bank Charges		485	360
Bookkeeping		1,245	1,735
Branch Expenses		9,620	2,555
Branch Wages Levy		14,000	14,000
Depreciation		89	180
Federal Office(Per Capita Contributions)		136,646	112,984
Federal Office Mortuary Fund		5,941	4,912
Honorariums		7,500	8,000
Insurance		257	-
Promotion Expenses		1,055	-
Printing & Stationery		9	-
Telephone & Postage		3,685	3,727
Travel & Accommodation		29,775	32,359
GST Payments		-	545
		<u>213,032</u>	<u>184,087</u>
Profit from ordinary activities before income tax		42,873	54,874
Income tax expense attributable to operating profit		-	-
Profit from ordinary activities after income tax		42,873	54,874
Retained Profits - Beginning of Year		674,079	619,205
Retained profits at the end of the financial year		716,952	674,079

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

**BALANCE SHEET
AS AT 31 DECEMBER 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets		716,095	672,037
Receivables	2	20,210	1,858
Investments	3	2	2
Accrued Income		4,510	-
TOTAL CURRENT ASSETS		<u>740,817</u>	<u>673,897</u>
NON-CURRENT ASSETS			
Fixed Assets			
Plant and equipment	4	93	182
		<u>93</u>	<u>182</u>
TOTAL NON-CURRENT ASSETS		<u>93</u>	<u>182</u>
TOTAL ASSETS		<u>740,910</u>	<u>674,079</u>
CURRENT LIABILITIES			
CFMEU Per Capita Levy Payable		20,171	-
CFMEU Mortuary Levy Payable		877	-
GST Payable		2,910	-
TOTAL CURRENT LIABILITIES		<u>23,958</u>	<u>-</u>
TOTAL LIABILITIES		<u>23,958</u>	<u>-</u>
NET ASSETS		<u>716,952</u>	<u>674,079</u>
MEMBERS' FUNDS			
Accumulated Losses	5	716,952	674,079
TOTAL MEMBERS' FUNDS		<u>716,952</u>	<u>674,079</u>

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	202,748	209,239
Interest received	28,437	27,864
Payments to suppliers and employees awards	(191,895)	(183,907)
Net cash provided by (used in) operating activities	<u>39,290</u>	<u>53,196</u>
Net increase (decrease) in cash held	39,290	53,196
Net increase in GST payable	4,768	-
Cash at beginning of year	672,037	618,841
Cash at end of year	<u>716,095</u>	<u>672,037</u>

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

1 Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act SA. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act and the following Australian Accounting Standards:

AAS 5 :	Materiality
AAS 6 :	Accounting Policies
AASB 1018 :	Statement of Financial Performance
AAS 36 :	Statement of Financial Position
AAS 37 :	Financial Report Presentation and Disclosures

No other applicable Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been

The financial report is also 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 specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLCENT SUB BRANCH
A.B.N. 23 614 340 373

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

	2004	2003
	\$	\$
2 Receivables		
Current		
Contributions Receivable	20,210	-
	<u>20,210</u>	<u>-</u>
Other debtors	-	1,858
	<u>20,210</u>	<u>1,858</u>
3 Investments		
Current		
Shares in Listed Companies	2	2
	<u>2</u>	<u>2</u>
4 Plant and Equipment		
Plant & Equipment	7,395	7,395
Less: Accumulated Depreciation	<u>(7,302)</u>	<u>(7,213)</u>
	93	182
Total Plant and Equipment	<u>93</u>	<u>182</u>
5 Retained Profits		
Retained profits at the beginning of the financial year	674,079	619,205
Net profit attributable to the association	<u>42,873</u>	<u>54,874</u>
Retained profits at the end of the financial year	<u>716,952</u>	<u>674,079</u>
6 Cash Flow Information		
Reconciliation of cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Deposits - Interest Bearing	642,642	568,163
Cash at ANZ Bank	70,581	102,323
Cash at Australian Central Credit Union # 61344302	1,552	1,551
Australian Central Credit Union A/c61344303	<u>1,320</u>	<u>-</u>
	<u>716,095</u>	<u>672,037</u>

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

	2004	2003
	\$	\$
Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Profit from ordinary activities after income tax	42,873	54,874
Non-cash flows in profit (loss) from ordinary activities:		
Depreciation	89	180
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries		
(Increase)/decrease in other assets	(4,510)	-
(Increase)/decrease in receivables	(18,352)	(1,858)
Increase/(decrease) in payables	23,958	-
Cash flows from operations	44,058	53,196

THE CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION
MILLICENT SUB-BRANCH

YEAR ENDED 31ST DECEMBER 2004

STATEMENT BY THE COMMITTEE OF MANAGEMENT

The attached accounts have been prepared in accordance with applicable approved accounting standards.

In the opinion of the Committee of Management –

- a) The accompanying Statement of Receipts & Payments and Statement of Assets & Liabilities are drawn up so as to fairly present the results of the operations of the Sub Branch for the year ended 31st December 2004 and of the state of affairs as at that date.
- b) There are reasonable grounds to believe that the Sub Branch will be able to pay its debts as and when they fall due.

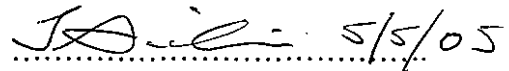
The Sub Branch has, during the financial year –

- i) kept such accounting records as correctly record and explain the transactions and financial position of the Sub Branch .
- ii) kept its accounting records in such a manner as would enable the preparation of accounts presenting fairly the results of the Sub Branch's operations from time to time; and
- iii) kept its accounting records in such a manner as would enable the accounts of the Sub Branch to be conveniently and properly audited.

The accounts of the Sub Branch have been properly prepared by a competent person.

Signed at Millicent on the 23rd of March 2005.


.....
K. MILLIE


.....
T. SINCLAIR

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

FORESTRY & FURNISHING PRODUCTS DIVISION

PULP & PAPER WORKERS' (No. 7) BRANCH

Millicent Sub Branch

OPERATING REPORT

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch, the *Millicent* Sub-Branch, of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31st December 2004, the results of those activities and the significant changes in the nature of those activities during the year.

1. **Principal Activities of the *Millicent* Sub-Branch**

The principal activities of the Sub-Branch over the year were:

- Implementation of the decisions of the Sub-Branch Committee of Management 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 Workers' Branch.
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Preparations for the application of the RAO schedule.

2. **The *Millicent* Sub-Branch Financial Affairs**

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. **Right of Members to Resign**

All members of the union have the right to resign from the union in accordance with the Union Rules (and Section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Sub-Branch, including via email.

4. ***Superannuation Trustees***

Robert Johnston was a member of and Trustee Director of the Pulp & Paper Workers' Superannuation Fund, appointed by the CFMEU Pulp & Paper Workers' Branch Committee of Management.

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

At 31st December 2004, the membership of the Sub-Branch was 439.

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

The Sub-Branch has no employees.

7. **Committee of Management and Executive**

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

<u>Name</u>	<u>Period of Appointment</u>
Walker, Mike R	1.1.04 – 31.12.04
Cowin, Allan	1.1.04 – 31.12.04
Cox, Darryl	1.1.04 – 31.12.04
Doyle, David J	1.1.04 – 31.12.04
Gurney, Graham	1.1.04 – 31.12.04
Holland, Peter	1.1.04 – 31.12.04
Millie, Kevin	1.1.04 – 31.12.04
Moore, Joy	1.1.04 – 31.12.04
Rehnan, Donald	1.1.04 – 31.12.04
Smith, Phillip	1.1.04 – 31.12.04
Johnston, Bob	1.1.04 – 31.12.04
Gurney, Marne	1.1.04 – 31.12.04
Richardson, Graeme	1.1.04 – 31.12.04
Sinclair, Trevor	1.1.04 – 31.12.04

The following persons were members of the Sub-Branch Executive, during the year ended 31st December 2004:

<u>Name</u>	<u>Period of Appointment</u>
Johnston, Bob	1.1.04 – 31.12.04
Gurney, Marne	1.1.04 – 31.12.04
Richardson, Graeme	1.1.04 – 31.12.04
Sinclair, Trevor	1.1.04 – 31.12.04



Kevin R Millie
Secretary

14/04/05.
Dated



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 Kevin Millie
Secretary/Treasurer
CFMEU FFPD
Millicent Pulp & Paper Workers Sub-Branch
PO Box 716
MILLICENT SA 5280

Dear Mr Millie

Financial Return - year ending 31 December 2004 (FR2004/690)

I refer to the documents received in the Registry on 16 May 2005.

Before the documents can be filed I would appreciate your comments on the following matters:

As summarised in the Registry's letter of 19 January 2005 (copy attached), new financial reporting requirements applied to the sub-branch for its financial year ending 31 December 2004.

With the exception of the operating report, the documents lodged do not appear to meet these requirements for the following reasons (references are to page numbers of the letter of 19 January 2005):

General Purpose Financial Report (GPFR)

The documents lodged include a "special purpose financial report", Note 1 of which states it has been prepared to satisfy the requirements of the Associations Incorporation Act of South Australia. As page 2 of the letter of 19 January 2005 indicates, the sub-branch must prepare a GPFR which complies with the RAO Schedule of the Workplace Relations Act 1996 and the Reporting Guidelines of the Industrial Registrar.

The Committee should now arrange for the preparation of a GPFR which meets these requirements. The GPFR should include the Statement of the Committee of Management required by paragraphs 16 and 17 of the Guidelines, a copy of which was at attachment C of the letter.

The GPFR should also include the statement required by s272(5) of the RAO Schedule.

Auditor's Report

In the absence of a GPFR, the auditor has provided an opinion on the special purpose financial report. Although there are references to the RAO Schedule and the Guidelines in the auditor's report, the report appears directed at determining if the requirements of the South Australian State legislation referred to in Note 1 have been met. Subject to any comments the sub-branch may wish to make, it should arrange for a GPFR to be prepared and audited and for the auditor to give an opinion as required by s257(5) of the RAO Schedule.

Provision of Documents to Members

It appears the auditor has sent the documents directly to the Registry as there is no certificate of the secretary attached. The sub branch is responsible for lodging the full report and providing a certificate which confirms that the documents have been provided to members and then presented to a meeting. A copy of a sample certificate is at Attachment D of the letter.

Further Action

As outlined in the letter of 19 January, the GPFR, auditor's report and operating report ("the Full Report") should be provided to members and then presented either to a general meeting of members held not earlier than 21 days after provision, or to a committee of management meeting if the rules of the organisation contain the relevant provision (see "second meeting" on page 4).

Following presentation of the full report to the "second meeting", you should complete the secretary's certificate and lodge copies of the full report in the Registry.

I have sent a copy of this letter to the sub-branch auditor enclosing copies of relevant legislation and other information for his assistance. I attempted to contact the auditor today to clarify the nature of the documents prepared but I understand he is away from the office until next week.

If you or the auditor have any queries about the reporting process or if you wish to submit any draft documents to the Registry for comment before finalising them, please contact me on (02) 8374 6666 or by email. Please advise as soon as practicable when the sub-branch expects to be able to lodge the full report.

Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

24 May 2005

Hamilton Northwood & Associates Pty Ltd

Date
1 July 2005

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

Dear Registrar

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

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

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

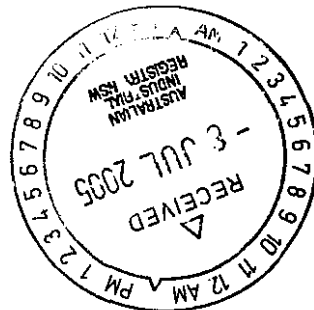
- General Purpose Financial Report
- Operating Report
- Committee of Management Statement
- Concise Financial Report
- Auditor's Report
- Secretary's Certificate

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

Yours sincerely



Kevin Millie
Secretary



HAMILTON NORTHWOOD & ASSOCIATES PTY LTD Certified Practising Accountants

65 George Street, Millicent SA 5280

Telephone - (08) 8733 3777

Fax - (08) 8733 3728

email - manager@hamilton-northwood.com.au

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLCENT SUB BRANCH
A.B.N. 23 614 340 373**

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

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

Scope

The Financial Report and Committee's Responsibility

The financial report comprises the balance sheet, profit and loss statement, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the committee for The Construction, Forestry, Mining & Energy Union Millicent Sub Branch (the association), for the year ended 31 December 2004.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Workplace Relations Act 1996 and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Workplace Relations Act 1996, and the Reporting Guidelines of the Industrial Registrar. I 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 for any purpose other than that for which it was prepared.

Audit Approach

I conducted an independent audit in order to express an opinion to the members of the association. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies as described in Note 1, so as to present a view which is consistent with our understanding of the company's financial position, and of its performance as represented by the results of its operations in accordance with mandatory professional reporting requirements in Australia.

I formed my audit opinion on the basis of these procedures, which included:

examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, my audit was not designed to provide assurance on internal controls.

Independence

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the financial report of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch as at 31 December 2004 and the results of its operations and its cash flows for the year then ended. The financial report also complies with the Reporting Guidelines of the Industrial Registrar under the Workplace Relations Act 1996.

Name of Firm: Hamilton Northwood & Associates
Certified Practicing Accountants

Name of Director: _____
Paul Hamilton

Address: 65 George Street, Millicent SA 5280

Dated this 9th day of May 2005

THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2004

Note	2004 \$	2003 \$
INCOME		
Membership Contributions	222,958	211,097
Interest Received		
ANZ Banking Group Ltd - Term Deposit	3,243	5,150
ANZ Executors & Trustee Co. Ltd.	11,767	5,237
Australian Central Credit Union	17,685	17,477
ANZ Bank Current Account	252	-
	<u>255,905</u>	<u>238,961</u>
EXPENDITURE		
ALP Sustentation Fund	736	1,330
Audit Fees	1,400	1,400
Awards	589	-
Bank Charges	485	360
Bookeeping	1,245	1,735
Branch Expenses	9,620	2,555
Branch Wages Levy	14,000	14,000
Depreciation	89	180
Federal Office(Per Capita Contributions)	136,646	112,984
Federal Office Mortuary Fund	5,941	4,912
Honorariums	7,500	8,000
Insurance	257	-
Promotion Expenses	1,055	-
Printing & Stationery	9	-
Telephone & Postage	3,685	3,727
Travel & Accommodation	29,775	32,359
GST Payments	-	545
	<u>213,032</u>	<u>184,087</u>
Profit from ordinary activities before income tax	<u>42,873</u>	<u>54,874</u>
Income tax expense attributable to operating profit	-	-
Profit from ordinary activities after income tax	<u>42,873</u>	<u>54,874</u>
Retained Profits - Beginning of Year	674,079	619,205
Retained profits at the end of the financial year	<u>716,952</u>	<u>674,079</u>

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

**BALANCE SHEET
AS AT 31 DECEMBER 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets		716,095	672,037
Receivables	2	20,210	1,858
Investments	3	2	2
Accrued Income		4,510	-
TOTAL CURRENT ASSETS		<u>740,817</u>	<u>673,897</u>
NON-CURRENT ASSETS			
Fixed Assets			
Plant and equipment	4	93	182
		<u>93</u>	<u>182</u>
TOTAL NON-CURRENT ASSETS		<u>93</u>	<u>182</u>
TOTAL ASSETS		<u>740,910</u>	<u>674,079</u>
CURRENT LIABILITIES			
CFMEU Per Capita Levy Payable		20,171	-
CFMEU Mortuary Levy Payable		877	-
GST Payable		2,910	-
TOTAL CURRENT LIABILITIES		<u>23,958</u>	<u>-</u>
TOTAL LIABILITIES		<u>23,958</u>	<u>-</u>
NET ASSETS		<u>716,952</u>	<u>674,079</u>
MEMBERS' FUNDS			
Accumulated Losses	5	716,952	674,079
TOTAL MEMBERS' FUNDS		<u>716,952</u>	<u>674,079</u>

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	202,748	209,239
Interest received	28,437	27,864
Payments to suppliers and employees awards	(191,895)	(183,907)
Net cash provided by (used in) operating activities	<u>39,290</u>	<u>53,196</u>
Net increase (decrease) in cash held	39,290	53,196
Net increase in GST payable	4,768	-
Cash at beginning of year	672,037	618,841
Cash at end of year	<u>716,095</u>	<u>672,037</u>

The accompanying notes form part of these financial statements.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

1 Statement of Significant Accounting Policies

This financial report is a general purpose financial report prepared in order to comply with the RAO Schedule of the Workplace Relations Act 1996 and the Reporting Guidelines of the Industrial Registrar.

The financial report has been prepared in accordance with the following Australian Accounting Standards:

AAS 5 :	Materiality
AAS 6 :	Accounting Policies
AASB 1018 :	Statement of Financial Performance
AAS 36 :	Statement of Financial Position
AAS 37 :	Financial Report Presentation and Disclosures

The financial report is also 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 specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

Fixed Assets

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

	2004 \$	2003 \$
2 Receivables		
Current		
Contributions Receivable	20,210	-
	<u>20,210</u>	<u>-</u>
Other debtors	-	1,858
	<u>20,210</u>	<u>1,858</u>
3 Investments		
Current		
Shares in Listed Companies	2	2
	<u>2</u>	<u>2</u>
4 Plant and Equipment		
Plant & Equipment	7,395	7,395
Less: Accumulated Depreciation	(7,302)	(7,213)
	<u>93</u>	<u>182</u>
Total Plant and Equipment	<u>93</u>	<u>182</u>
5 Retained Profits		
Retained profits at the beginning of the financial year	674,079	619,205
Net profit attributable to the association	42,873	54,874
Retained profits at the end of the financial year	<u>716,952</u>	<u>674,079</u>
6 Cash Flow Information		
Reconciliation of cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Deposits - Interest Bearing	642,642	568,163
Cash at ANZ Bank	70,581	102,323
Cash at Australian Central Credit Union # 61344302	1,552	1,551
Australian Central Credit Union A/c61344303	1,320	-
	<u>716,095</u>	<u>672,037</u>

**THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
MILLICENT SUB BRANCH
A.B.N. 23 614 340 373**

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

	2004	2003
	\$	\$
Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Profit from ordinary activities after income tax	42,873	54,874
Non-cash flows in profit (loss) from ordinary activities:		
Depreciation	89	180
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries		
(Increase)/decrease in other assets	(4,510)	-
(Increase)/decrease in receivables	(18,352)	(1,858)
Increase/(decrease) in payables	23,958	-
Cash flows from operations	44,058	53,196

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

FORESTRY & FURNISHING PRODUCTS DIVISION

PULP & PAPER WORKERS' (No. 7) BRANCH

Millicent Sub Branch

OPERATING REPORT

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch, the *Millicent* Sub-Branch, of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31st December 2004, the results of those activities and the significant changes in the nature of those activities during the year.

1. **Principal Activities of the *Millicent* Sub-Branch**

The principal activities of the Sub-Branch over the year were:

- Implementation of the decisions of the Sub-Branch Committee of Management 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 Workers' Branch.
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Preparations for the application of the RAO schedule.

2. **The *Millicent* Sub-Branch Financial Affairs**

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. **Right of Members to Resign**

All members of the union have the right to resign from the union in accordance with the Union Rules (and Section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Sub-Branch, including via email.

4. ***Superannuation Trustees***

Robert Johnston was a member of and Trustee Director of the Pulp & Paper Workers' Superannuation Fund, appointed by the CFMEU Pulp & Paper Workers' Branch Committee of Management.

5. Membership of the Sub-Branch

At 31st December 2004, the membership of the Sub-Branch was 439.

6. Employees of the Sub-Branch

The Sub-Branch has no employees.

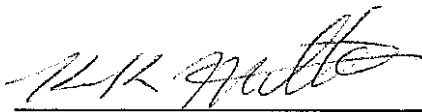
7. Committee of Management and Executive

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

<u>Name</u>	<u>Period of Appointment</u>
Walker, Mike R	1.1.04 – 31.12.04
Cowin, Allan	1.1.04 – 31.12.04
Cox, Darryl	1.1.04 – 31.12.04
Doyle, David J	1.1.04 – 31.12.04
Gurney, Graham	1.1.04 – 31.12.04
Holland, Peter	1.1.04 – 31.12.04
Millie, Kevin	1.1.04 – 31.12.04
Moore, Joy	1.1.04 – 31.12.04
Rehahan, Donald	1.1.04 – 31.12.04
Smith, Phillip	1.1.04 – 31.12.04
Johnston, Bob	1.1.04 – 31.12.04
Gurney, Marne	1.1.04 – 31.12.04
Richardson, Graeme	1.1.04 – 31.12.04
Sinclair, Trevor	1.1.04 – 31.12.04

The following persons were members of the Sub-Branch Executive, during the year ended 31st December 2004:

<u>Name</u>	<u>Period of Appointment</u>
Johnston, Bob	1.1.04 – 31.12.04
Gurney, Marne	1.1.04 – 31.12.04
Richardson, Graeme	1.1.04 – 31.12.04
Sinclair, Trevor	1.1.04 – 31.12.04



Kevin R Millie
Secretary

14/04/05.
Dated

Committee of Management Statement

On 14/04/05 the Committee of Management of the *Millicent Sub Branch* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 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 ; 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 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: *Kevin R Millie*

Title of Office held: Millicent Sub Branch Secretary

Signature:



Date:

14/04/05.

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B *Workplace Relations Act 1996*

I *Kevin R Millie* being the Secretary of the *Millicent Sub Branch* certify:

- that the documents lodged herewith are copies of the full report,, referred to in s268 of the RAO Schedule; and
- that the *full report* , was provided to members on *8/06/2005* ; and
- that the full report was presented to a *general meeting of members* of the reporting unit on *30/06/05* ; in accordance with section 266 of the RAO Schedule.

Signature:



Date:

30/06/05.

PENNA, Belinda

From: PENNA, Belinda
Sent: Monday, 11 July 2005 3:48 PM
To: 'manager@hamilton-northwood.com.au'
Subject: CFMEU Pulp & Paper Workers Millicent Sub-Branch - Financial Statements and Accounts for the Year ending 31 December 2004

Attn: Mr Paul Hamilton

The Registry is in receipt of an Audit Opinion from your organisation, dated 9 May 2005. This amended opinion was prepared in response to an email to you, dated 24 May 2005, from Mr Peter McKerrow of this office. However, the document received by the Registry was unfortunately unsigned.

Could you please forward a signed copy of your amended opinion, by facsimile to 02 9380 6990 if this is convenient, or by post marked to my attention at the Australian Industrial Registry, Level 8 / 80 William Street, East Sydney NSW 2011.

If you would like to discuss this matter please contact either myself, or Mr Peter McKerrow on 02 8374 6666.

sincerely

Belinda Penna
NSW Registry RIA Team
Australian Industrial Registry
belinda.penna@air.gov.au
(02) 8374 6618

Hamilton Northwood & Associates Pty Ltd

CERTIFIED PRACTISING ACCOUNTANTS



ABN 19 105 322 450

65 George Street,
Millicent SA 5280
PO Box 72, Millicent SA 5280

Telephone:.....(08) 8733 3777
Fax:.....(08) 8733 3728

Email: manager@hamilton-northwood.com.au

Consulting by appointment each
Friday in Robe and Penola

FACSIMILE COVER SHEET

Date 12-7-2005

Fax Number 02 9380 6990

Number of Pages 3

To AUSTRALIAN INDUSTRIAL REGISTRY

Attention BELINDA PENNA

From PAUL HAMILTON

Message COPY OF SIGNED AUDIT REPORT

AS REQUESTED

DIRECTORS:
Paul J. Hamilton CPA
John D. Northwood CPA
Ron Hateley FTIA

ACCOUNTANTS:
John McLoughlin MTMA
Rex Whittaker CPA
Bronwyn Turner CPA

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

Scope

The Financial Report and Committee's Responsibility

The financial report comprises the balance sheet, profit and loss statement, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the committee for The Construction, Forestry, Mining & Energy Union Millicent Sub Branch (the association), for the year ended 31 December 2004.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Workplace Relations Act 1996 and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Workplace Relations Act 1996, and the Reporting Guidelines of the Industrial Registrar. I 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 for any purpose other than that for which it was prepared.

Audit Approach

I conducted an independent audit in order to express an opinion to the members of the association. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies as described in Note 1, so as to present a view which is consistent with our understanding of the company's financial position, and of its performance as represented by the results of its operations in accordance with mandatory professional reporting requirements in Australia.

I formed my audit opinion on the basis of these procedures, which included:

examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, my audit was not designed to provide assurance on internal controls.

Independence

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY
MILLICENT SUB BRANCH**

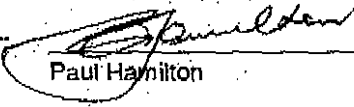
In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the financial report of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch as at 31 December 2004 and the results of its operations and its cash flows for the year then ended. The financial report also complies with the Reporting Guidelines of the Industrial Registrar under the Workplace Relations Act 1996.

Name of Firm: Hamilton Northwood & Associates
Certified Practising Accountants

Name of Director:


Paul Hamilton

Address: 65 George Street, Millicent SA 5280

Dated this 9th day of May 2005



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Kevin Millie
Sub-Branch Secretary
CFMEU FFPD
Pulp & Paper Workers' Millicent Sub-Branch
PO Box 156
MILLICENT SA 5280

Dear Mr Millie

**Re: Financial Statements and Accounts for the CFMEU FFPD Pulp & Paper Workers'
Millicent Sub-Branch for the year ending 31 December 2004 (FR2004/690)**

I refer to the abovementioned financial statements and accounts which were lodged on 16 May 2005, and the additional documents lodged in the Registry on 8 July 2005.

Audit Opinion

The audit opinion lodged in the Registry on 8 July 2005 was unsigned. I have contacted the auditor and obtained a signed copy of the report. Please ensure that in future all relevant documents lodged in the Registry are signed and dated.

Section 272 Notice

A section 272 notice was not included in the lodged documents. Please find enclosed a copy, for your information, of the required notice.

Please ensure that this notice is included in future financial returns.

Presentation of Full Report to Committee of Management Meeting

I enclose a copy of a letter from the Deputy Industrial Registrar to the Divisional Secretary for your information.

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

Yours sincerely,

A handwritten signature in black ink that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

13 July 2005

Section 272(5) Notice

Information to be provided to Member or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 of the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) which reads as follows: -

- (1) 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.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).



Australian Government
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Mr Trevor Smith
Divisional Secretary
CFMEU - Forestry, Furnishing, Building Products & Manufacturing Division
Level 1, 125 Port Road
HINDMARSH SA 5007

Dear Mr Smith

Financial Return - year ending 31 December 2004 (FR2004/671)

I refer to the copies of the full report of the Division lodged in the Registry on 22 Jun 2005. The documents have been filed.

As foreshadowed in the recent phone discussion with an officer of the Registry, I note that the full report was presented to the Division's committee of management on 10 June 2005. As you know, s266(1) of the RAO Schedule provides that a reporting unit must present the full report to a general meeting of members within the time specified. If the rules of a reporting unit provide for the matters specified in s266(3), the reporting unit may instead, present the report to a meeting of its committee of management.

In assessing whether a reporting unit's rules provide for those matters the Registry has taken the view that the reference to "members" in s266(3) should not be confined only to "financial members" of a reporting unit. I note that sub-rule 40(c) of the Division's rules provides for a petition to call a meeting to consider the full report but requires that those signing the petition be "financial members".

In coming to this view, the Registry has taken into account the absence of any legislative definition of the term "member". We have also considered the general objects of the RAO Schedule in s5 which include encouraging members' participation in the affairs of their organisation and high standards of financial and other forms of accountability by organisations to members.

I note that the alteration which inserted sub-rule 40(c) in the Division's rules was certified in matter R2003/361 on 5 February 2004.

As there is no decision of any Court on this provision and in the circumstances I am prepared to accept that the Division has on this occasion satisfied its financial reporting obligations. The Division should however amend this provision when next considering alterations to its rules.

As other reporting units of the Division lodge their financial returns in the Registry, I will draw their attention to this matter if relevant and provide them with a copy of this letter for their information.

If you have any questions please contact Peter McKerrow or me on (02) 8374 6666.

Yours sincerely

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

Barry Jenkins
Deputy Industrial Registrar

5 July 2005