



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

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Telephone: (02) 8374 6666  
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Ref: FR2005/576-[105N-PPMI]

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

Dear Mr Millie,

**Pulp & Paper Workers' Millicent Sub-Branch – Financial Return for the year ending  
31 December, 2005**

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*.

**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.

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

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

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

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

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

## Reporting Unit

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

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

## Industrial Registrar's Guidelines

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

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

## Timeline Planner and Checklist

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

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

## Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

### **First Meeting (Committee of Management)**

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

### **The Auditor**

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

### **Informing Your Members**

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

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

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

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

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

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

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

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

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

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

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

## Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2005/576**.

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 [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

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

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

Yours sincerely



For Deputy Industrial Registrar  
2 February 2006



**Documents Checklist**

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

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

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

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

**Committee Of Management Statement**

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

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

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

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

Title of Office held:

Signature:

Date:

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

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



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

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

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

**Certificate of Secretary or other Authorised Officer**

S268 of Schedule 1B *Workplace Relations Act 1996*

I Kevin 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 *12 May 2006*; and
- that the full report was presented to a general meeting of members of the reporting unit on 28 June 2006 in accordance with section 266 of the RAO Schedule.

Signature:

*Kevin Millie*

Date:

*29/06/06*



### Committee of Management Statement

On 27<sup>th</sup> April 2006 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 31<sup>st</sup> December 2005:

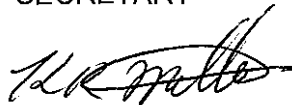
The Committee of Management declares in relation to the GPFR that in its opinion:

- 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 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 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 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:  
Title of Office held:

Kevin Millie  
SECRETARY

Signature:



Date: 27<sup>th</sup> April 2006

27/04/06

## **CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**

### **FORESTRY & FURNISHING PRODUCTS DIVISION**

#### **PULP & PAPER WORKERS' (No. 7) BRANCH**

#### **OPERATING REPORT *for the Millicent Sub Branch***

This Operating Report covers the activities of the Millicent Branch Sub Branch, of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31<sup>st</sup> December 2005, 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 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 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**

Kevin Millie is 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 31<sup>st</sup> December 2005, the membership of the Sub-Branch was 476

**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 31<sup>st</sup> December 2005:

<u>Name</u>	<u>Period of Appointment</u>
Cox, Darryl	1.1.05 – 31.12.05
Doyle, David J	1.1.05 – 31.12.05
Gurney, Graham	1.1.05 – 31.12.05
Millie, Kevin	1.1.05 – 31.12.05
Gurney, Marne	1.1.05 – 31.12.05
Richardson, Graeme	1.1.05 – 31.12.05
Sinclair, Trevor	1.1.05 – 31.12.05
<i>Jazepczyk Daniel</i>	1.1.05 – 31.12.05
<i>Mawson Duncan</i>	1.1.05 – 31.12.05
<i>Sherry Dave</i>	1.1.05 – 31.12.05
<i>Sneddon Malcom</i>	1.1.05 – 31.12.05

The following persons were members of the Sub-Branch Executive, during the year ended 31<sup>st</sup> December 2005:

<u>Name</u>	<u>Period of Appointment</u>
Millie Kevin	1.1.05 – 31.12.05
Sinclair Trevor	1.1.05 – 31.12.05
Mawson Duncan	1.1.05 – 31.12.05
Doyle David	1.1.05 – 31.12.05



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Kevin R Millie  
Secretary

27 April \_2006  
Dated

**HAMILTON NORTHWOOD & ASSOCIATES PTY LTD Certified Practising Accountants**

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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 2005**

**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  
A.B.N. 23 614 340 373**

**Scope**

**The Financial Report and Committee's Responsibility**

The financial report comprises the statement of financial position, statement of financial performance, 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 2005.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report in accordance with the Associations Incorporations Act SA. 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.

**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 Associations Incorporations Act SA, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the association's financial position, and of its performance as represented by the results of its operations and cash flows.

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**

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



**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE CONSTRUCTION, FORESTRY, MINING & ENERGY  
MILLCENT SUB BRANCH  
A.B.N. 23 614 340 373**

**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 applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of The Construction, Forestry, Mining & Energy Union Millicent Sub Branch as at 31 December 2005 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 Auditor:** Paul Joseph Hamilton  
Certified Practising Accountant

**Signature of Auditor:**



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**Address:** 65 George Street, Millicent SA 5280

**Dated this 28th day of April 2006**

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

**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 DECEMBER 2005**

	Note	2005 \$	2004 \$
<b>REVENUE</b>			
Membership Contributions		203,760	222,958
		<u>203,760</u>	<u>222,958</u>
<b>OTHER REVENUE</b>			
Interest Received		33,822	32,947
		<u>33,822</u>	<u>32,947</u>
		<u>237,582</u>	<u>255,905</u>
<b>EXPENDITURE</b>			
ALP Sustentation Fund		1,896	736
Audit Fees		2,400	1,400
Awards		-	589
Bank Charges		629	485
Bookeeping		2,840	1,245
Branch Expenses		3,202	9,620
Branch Wages Levy		-	14,000
Depreciation		93	89
Federal Office(Per Capita Contributions)		108,638	136,646
Federal Office Mortuary Fund		5,044	5,941
Honorariums		8,000	7,500
Insurance		565	257
Promotion Expenses		462	1,055
Printing & Stationery		-	9
Telephone & Postage		2,932	3,685
Travel & Accommodation		<u>25,392</u>	<u>29,775</u>
		<u>162,093</u>	<u>213,032</u>
Profit from ordinary activities before income tax		75,489	42,873
Extraordinary item after income tax		<u>220,000</u>	<u>-</u>
<b>Profit (Loss) from extraordinary activities after income tax</b>		<u>(144,511)</u>	<u>42,873</u>
Retained profits at the beginning of the financial year		<u>716,952</u>	<u>674,079</u>
<b>Retained profits (Accumulated losses) at the end of the financial year</b>		<u>572,441</u>	<u>716,952</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 FINANCIAL POSITION  
AS AT 31 DECEMBER 2005**

	Note	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash assets		586,213	716,095
Receivables	6	21,204	20,210
Investments	7	2	2
Accrued Income		3,866	4,510
<b>TOTAL CURRENT ASSETS</b>		<u>611,285</u>	<u>740,817</u>
<b>NON-CURRENT ASSETS</b>			
<b>Fixed Assets</b>			
Plant and equipment	8	-	93
		-	93
<b>TOTAL NON-CURRENT ASSETS</b>		<u>-</u>	<u>93</u>
<b>TOTAL ASSETS</b>		<u>611,285</u>	<u>740,910</u>
<b>CURRENT LIABILITIES</b>			
Sundry Creditors		3,490	-
CFMEU Per Capita Levy Payable		33,574	20,171
CFMEU Mortuary Levy Payable		1,780	877
GST Payable		-	2,910
<b>TOTAL CURRENT LIABILITIES</b>		<u>38,844</u>	<u>23,958</u>
<b>TOTAL LIABILITIES</b>		<u>38,844</u>	<u>23,958</u>
<b>NET ASSETS</b>		<u>572,441</u>	<u>716,952</u>
<b>MEMBERS' FUNDS</b>			
Retained profits	9	572,441	716,952
<b>TOTAL MEMBERS' FUNDS</b>		<u>572,441</u>	<u>716,952</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 2005**

	2005	2004
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers	241,948	202,748
Interest received	29,956	28,437
Payments to suppliers and employees	<u>(406,296)</u>	<u>(187,127)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>(129,882)</u>	<u>44,058</u>
Net increase (decrease) in cash held	(129,882)	44,058
Cash at beginning of year	<u>716,095</u>	<u>672,037</u>
Cash at end of year	<u>586,213</u>	<u>716,095</u>

The accompanying notes form part of these financial statements.

**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 2005**

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**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 applied.

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 2005**

	2005	2004
	\$	\$
<b>2 Interest Received</b>		
ANZ Banking Group Ltd - Term Deposit	-	3,243
ANZ Executors & Trustee Co. Ltd.	13,333	11,767
Australian Central Credit Union	18,076	17,685
ANZ Bank Current Account	2,413	252
	<u>33,822</u>	<u>32,947</u>
<b>3 Branch Expenses</b>		
Catering & Meals	965	2,013
Hall Hire	125	125
Entertainment	1,256	5,671
Training Expenses	200	1,811
Sundry Expenses	656	-
	<u>3,202</u>	<u>9,620</u>
<b>4 Travel &amp; Accommodation</b>		
Travel & Accommodation	7,040	11,624
Travel Allowance	8,739	10,248
Lost Wages & Delegate Expenses	9,613	7,903
	<u>25,392</u>	<u>29,775</u>
<b>5 Extraordinary Items</b>		
Extraordinary Items		
Federal Office Support Fund	220,000	-
	<u>220,000</u>	<u>-</u>
<b>6 Receivables</b>		
<b>Current</b>		
Contributions Receivable	4,017	20,210
GST Receivable	17,187	-
	<u>21,204</u>	<u>20,210</u>
	<u>21,204</u>	<u>20,210</u>
<b>7 Investments</b>		
<b>Current</b>		
Shares in A.C.C.U.	2	2
	<u>2</u>	<u>2</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 2005**

	2005 \$	2004 \$
<b>8 Plant and Equipment</b>		
Plant & Equipment	7,395	7,395
Less: Accumulated Depreciation	<u>(7,395)</u>	<u>(7,302)</u>
	-	93
<b>Total Plant and Equipment</b>	<u>-</u>	<u>93</u>
<b>9 Retained Profits</b>		
Retained profits at the beginning of the financial year	716,952	674,079
Net profit attributable to the association	75,489	42,873
Extraordinary items	<u>(220,000)</u>	<u>-</u>
Retained profits at the end of the financial year	<u>572,441</u>	<u>716,952</u>
<b>10 Cash Flow Information</b>		
<b>Reconciliation of cash</b>		
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	433,298	642,642
Cash at ANZ Bank	150,043	70,581
Cash at Australian Central Credit Union # 61344302	1,552	1,552
Australian Central Credit Union A/c61344303	<u>1,320</u>	<u>1,320</u>
	<u>586,213</u>	<u>716,095</u>
<b>Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax</b>		
Profit from ordinary activities after income tax	75,489	42,873
Extraordinary Payment	<u>(220,000)</u>	<u>-</u>
<b>Non-cash flows in profit (loss) from ordinary activities:</b>		
Depreciation	93	89

THE CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
MILLCENT SUB BRANCH  
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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

	2005	2004
	\$	\$
<b>Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries</b>		
(Increase)/decrease in other assets	644	(4,510)
(Increase)/decrease in receivables	(994)	(18,352)
Increase/(decrease) in payables	14,886	23,958
<b>Cash flows from operations</b>	<u>(129,882)</u>	<u>44,058</u>







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](mailto: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

**Lodgement of Financial Statements and Accounts for the CFMEU FFPD Pulp & Paper Workers' Millicent Sub-Branch for the year ending 31 December 2005 (FR2005/576)**

Receipt is acknowledged on the abovementioned financial statements and accounts, which were lodged in the Registry on 4 July 2006.

The following notice has been omitted from the documents lodged:

272 Notice – Information to be provided to Member or Registrar

This notice must be included in your future financial returns, for the information of your members. I have attached a copy of the notice for your future reference.

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

I would like to take this opportunity to advise you that for financial years beginning after 1 November 2004 information about any recovery of wages activity undertaken by the branch is required to be disclosed in the financial statements, and various declarations to be made in the Committee of Management Statement.

Further information is contained in the Industrial Registrars' Reporting Guidelines, which can be found at [www.airc.gov.au/organisations/rao/rao\\_253\\_a.pdf](http://www.airc.gov.au/organisations/rao/rao_253_a.pdf)

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna  
for Deputy Industrial Registrar

6 July 2006

## **Section 272 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).