



Australian Government
Australian Industrial Registry

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

Ref: FR2004/698-[105N-SA1]

Mr Martin O'Malley
Divisional Branch Secretary
CFMEU Construction & General Division
South Australian Divisional Branch
1st Floor, Trades Hall
11-16 South Terrace
ADELAIDE SA 5000

Dear Mr O'Malley

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 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). When lodging the financial return please quote: **FR2004/698**.

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:

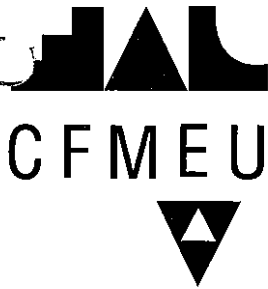
¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION


CONSTRUCTION &
GENERAL DIVISION
ABN 46 243 168 565

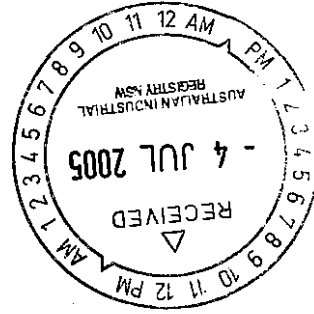
JOHN SUTTON
National Secretary

FEDERAL OFFICE
LEVEL 2
15 WENTWORTH AVENUE
SYDNEY NSW 2000

PO BOX Q235
QUEEN VICTORIA BLDG
POST OFFICE
SYDNEY NSW 1230

PH: (02) 9267 7644
FAX: (02) 9267 8863
WEB:

www.cfmeu.asn.au/construction



30 June 2005

Deputy Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2010


Attn: Mr B Jenkins

Dear Sir

Attached please find signed certificate re Section 268, from the CFMEU South Australian Divisional Branch.

The documents referred to in this certificate have previously been filed in the Registry.

Yours faithfully


Tom Roberts
Senior Legal Officer
Construction & General Division

Construction, Forestry, Mining and Energy Union

**(Construction and General Division
South Australian Divisional Branch)**

FOR THE YEAR ENDED 31 DECEMBER, 2004.

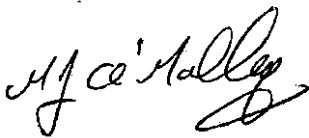
Schedule 1B

Workplace Relations Act 1996

Section 268

CERTIFICATE

Pursuant to Section 268 of Schedule 1B the *Workplace Relations Act 1996*, I, Martin O'Malley, certify that the documents attached hereto are copies of the documents presented to members of the above-named Division on 25th May, 2005 and presented to a presentation meeting being a meeting of the Divisional Branch Management Committee on 15th June, 2005.



Divisional Branch Secretary
CFMEU
Construction & General Division
South Australian Divisional Branch

28th June 28, 2005

Date

Construction, Forestry, Mining and Energy Union

**(Construction and General Division
South Australian Divisional Branch)**

FOR THE YEAR ENDED 31 DECEMBER, 2004.

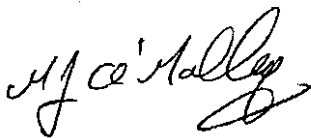
Schedule 1B

Workplace Relations Act 1996

Section 268

CERTIFICATE

Pursuant to Section 268 of Schedule 1B the *Workplace Relations Act 1996*, I, Martin O'Malley, certify that the documents attached hereto are copies of the documents presented to members of the above-named Division on 25th May, 2005 and presented to a presentation meeting being a meeting of the Divisional Branch Management Committee on 15th June, 2005.

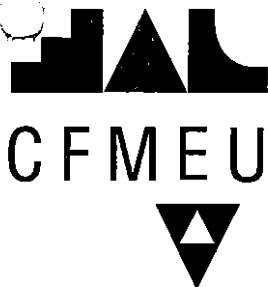


Divisional Branch Secretary
CFMEU
Construction & General Division
South Australian Divisional Branch

28th June 28, 2005

Date





TR/nd.returns

CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

23rd June, 2005

Industrial Registrar
Australian Industrial Registry
Level 8
80 William Street
SYDNEY NSW 2011

Dear Sir/Madam,

Re: Financial Returns

Please find enclosed herewith the financial returns of the Construction Forestry Mining and Energy Union, Construction & General Division, South Australian Branch, for the year ending 31st December, 2004.

Please confirm receipt at your earliest convenience.

Yours faithfully,

TOM ROBERTS
National Legal Officer

Encl.



CONSTRUCTION &
GENERAL DIVISION
ABN 46 243 168 565

JOHN SUTTON
National Secretary

FEDERAL OFFICE
LEVEL 2
15 WENTWORTH AVENUE
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WEB:

www.cfmeu.asn.au/construction

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31ST DECEMBER, 2004

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Statement of Financial Position	7
Statement of Accumulated Funds	8
Statement of Financial Performance	9-10
Statement of Cash Flows	11
Notes to the Accounts	12-15

Prepared by:

Major, May & Associates
Chartered Accountants

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CONSTRUCTION, FORESTRY, MINING & ENERGY UNION CONSTRUCTION & GENERAL DIVISION - SA BRANCH

OPERATING REPORT FOR THE YEAR ENDED 31ST DECEMBER 2004

Principal Activities

CFMEU, Construction & General Division – SA Branch (“the Union”) is committed to advancing the wages, conditions and well-being of its membership.

The Union’s principal activities during the year were:

- Joining up new members.
- Representation of members and others on the job.
- Union-negotiated collective agreements.
- Assisting members with legal representation.
- Facilitating access to training courses.
- Informing members through meetings and newsletters.
- Sale of products to union members.
- Representing members and other workers through Tri partite and Bi partite key Government and Industry Committees.
- Pursuing the objectives of the organization as prescribed by Rule 4, Objects of the CFMEU.

Financial Affairs

There were no significant changes to the Union’s financial affairs during the year.

Members’ Rights to Resign

Members have the right to resign from the Union in accordance with section 174 of Schedule 1B of the Workplace Relations Act 1996 and Rule 11 of the Federal Rules.

Superannuation Fund Trustees

The officers and members listed below were trustees or directors of a trustee company of a Superannuation Fund as a consequence of their position with the Union:

- Ben Carslake Deputy Director CBUS

Number of Members

The number of members at the end of the financial year recorded in the register of members and taken to be members of the Union was 3802.

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
CONSTRUCTION & GENERAL DIVISION - SA BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 31ST DECEMBER 2004
(CONT)

Number of Employees

The number of full-time equivalent employees of the Union at the end of the financial year was 5.

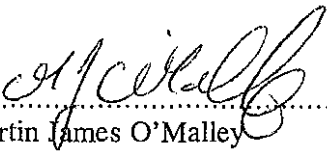
Committee of Management

The members of the Committee of Management at any time during the financial year were as follows:

Martin O'Malley	Allen Harris	Mark McEwen
Ben Carslake	Peter Kaine	Ross Lane
Chris Chisholm	Darren Roberts	Justin Feehan
Aaron Cartledge	Craig Fry	

All Appointments were for the Period 1st January 2004 – 31st December 2004

Signed on behalf of the Committee of Management by:


.....
Martin James O'Malley
Secretary
CFMEU,
Construction and General Division, SA Branch

Date: 25.05.05
.....

CONSTRUCTION, FORESTRY MINING AND ENERGY UNION CONSTRUCTION AND GENERAL DIVISION, SA BRANCH


COMMITTEE OF MANAGEMENT STATEMENT

On the *25th May* 2005, the Committee of Management of the Union passed the following resolution to the general purpose financial report (GPFR) of the Union for the year ended 31st December, 2004.

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

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year ended 31st December 2004;
- (d) there are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31st December, 2004 and since the end of the financial year:
 - (i) meetings of the COM were held in accordance with the rules of the organisation and the rules of the COM;
 - (ii) the financial affairs of the Union have been managed in accordance with the rules of the organisation and the rules of the Union;
 - (iii) the financial records of the Union have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003;
 - (iv) the financial records of the Union have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation;
 - (v) no information has been sought in any request of a member of the Union or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - (vi) no orders have been made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996.

For the Committee of Management


.....
Martin James O'Malley
Secretary

**CONSTRUCTION, FORESTRY,
MINING & ENERGY UNION
CONSTRUCTION & GENERAL DIVISION
SOUTH AUSTRALIAN BRANCH**

**MAJOR, MAY
& ASSOCIATES**
CHARTERED ACCOUNTANTS

66 PROSPECT ROAD
PROSPECT SA 5082
PO BOX 110
PROSPECT SA 5082
TELEPHONE 08 8269 5776
FACSIMILE 08 8269 7235

TIM MAJOR
ANDREW MAY

**AUDITOR'S REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2004**



SCOPE

We have audited the Accounts, being the Statement of Financial Position, Statement of Accumulated Funds, Statement of Financial Performance, Statement of Cash Flows and Notes to and forming part of the Accounts, of the Construction, Forestry, Mining & Energy Union, Construction & General Division, South Australian Branch, for the year ended 31st December, 2004.

The Committee of Management is responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion as to whether, in all material respects, the Accounts are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion:-

- (1) There were kept by the Branch in respect of the year ended 31st December, 2004, satisfactory accounting records detailing the sources and nature of the Income of the Branch (including Income from Members) and the nature and the purposes of Expenditure.
- (2) The attached Accounts and Statements are properly drawn up:-
 - (a) in accordance with the Workplace Relations Act, 1996, as amended;
 - (b) so as to give a true and fair view of;
 - (i) the state of affairs of the Branch as at 31st December, 2004; and
 - (ii) the Income and Expenditure and Deficit of the Branch for the year ended on that date;
 - (c) in accordance with applicable Accounting Standards. and
 - (d) so as to comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act.

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
CONSTRUCTION & GENERAL DIVISION
SOUTH AUSTRALIAN BRANCH**

AUDITOR'S REPORT (cont.)

AUDIT OPINION (cont.)

- (3) We received from the Officers and Employees of the Branch all the information and explanations which we required for the purposes of our audit.

Signed at Prospect this 25th day of May, 2005.
MAJOR, MAY & ASSOCIATES
Chartered Accountants



ANDREW MAY ACA, BA (Acc)
Registered Company Auditor
Partner

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION as at 31st December 2004

	Note	2004 \$	2003 \$
ACCUMULATED FUNDS			
Accumulated Surplus		299,418	327,560
Asset Revaluation Reserve	7	540,473	-
Members' Assistance Fund		8,346	5,826
Trust Account		3,804	1,004
TOTAL FUNDS		\$852,041	\$334,390
These funds are represented by:-			
CURRENT ASSETS			
Petty Cash		1,250	1,250
Cash at Bank	5	106,273	174,679
Other Debtors		-	7,091
Interdivisional Loan Accounts		1,275	19,878
TOTAL CURRENT ASSETS		108,798	202,898
CURRENT LIABILITIES			
Sundry Creditors & Accruals		80,944	60,496
Wages in Trust		-	-
Provision for Annual Leave		17,810	16,240
Provision for Long Service Leave		35,955	30,790
Provision for Mortality & Funeral Benefits		2,400	2,400
Loan from ABCWF		9,438	33,539
TOTAL CURRENT LIABILITIES		146,547	143,465
NET WORKING CAPITAL/(DEFICIENCY)		(\$37,749)	\$59,433
NON CURRENT ASSETS			
Cash Management Account		199	199
Commercial Bills		154,423	124,483
Term Deposits		11,146	10,969
Fixed Assets	6	724,022	139,306
TOTAL NON CURRENT ASSETS		889,790	\$274,957
NET ASSETS		\$852,041	\$334,390
Contingent Liabilities	8		

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

**CONSTRUCTION & GENERAL DIVISION
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF ACCUMULATED FUNDS
For the year ended 31st December, 2004**

	2004	2003
	\$	\$
Operating Surplus/(Deficit)	(28,142)	39,824
Add Accumulated Surplus at the beginning of the Year	327,560	287,736
ACCUMULATED SURPLUS AT THE END OF THE YEAR	\$299,418	\$ 327,560

To be read in conjunction with the notes to the accounts

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE For the year ended 31st December, 2004

	2004	2003
	\$	\$
INCOME		
Members' Contributions	953,154	880,892
Meeting Attendance	674	4,162
Interest Received	7,037	10,078
BIRST Payments Received	-	73,432
Rent Received	5,455	5,564
Advertising Income	16,818	-
Sundry Income	10,921	2,386
	994,059	976,514
LESS EXPENDITURE		
Advertising	68	506
Audit & Accountancy Fees	3,600	3,765
Bank Fees & Taxes	10,227	9,193
Building Industry Redundancy Scheme	9,200	9,200
Cleaning	3,615	2,995
Computer Expenses	686	2,410
Debt Collection Expenses	1,953	6,269
Depreciation	10,238	10,547
Donations	3,478	4,042
Entertainment & Public Relations	5,914	1,624
Equipment Hire	-	2,172
Fringe Benefits Tax	9,784	10,281
Insurance (General)	17,973	9,406
Insurance (Members)	19,508	17,824
Legal & Industrial Expenses	12,189	9,917
Light & Power	2,337	1,358
Minor Asset Purchases	800	-
Motor Vehicle Expenses	42,197	49,857
Office Expenses	3,151	3,163
Organisers' Expenses	618	597
Papers & Publications	3,056	4,370
Parking Rental	2,387	2,917
Photocopier Rental	5,916	-
Postage & Contract Mailing	11,968	12,118
Printing & Stationery	19,834	15,515
Promotional Items	1,107	-
Rates & Taxes	9,856	7,627
Secretarial Expenses	1,980	1,773
Service Fees & Consulting Charges	2 310,055	262,982

To be read in conjunction with the notes to the accounts

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE For the year ended 31st December, 2004 (continued)

	Note	2004 \$	2003 \$
Strata Title Maintenance		18,200	22,407
Subscriptions		5,990	5,314
Sundry Expenses		2,975	1,405
Sustentation & Capitation Fees	4	126,447	87,889
Telephone		35,740	37,137
Travel & Accommodation		25,707	14,306
Employment Expenses			
Salaries – Officials		201,177	202,448
Salaries – Others		-	58,184
Superannuation		17,112	20,369
Workcover		2,609	3,752
Payroll Tax		47,551	-
Uniforms & Clothing		11,211	10,430
Provisions for Annual & Long Service Leave		8,939	3,740
Casual Labour		(5,152)	6,881
Total Employment Expenses		283,447	305,804
TOTAL EXPENDITURE		1,022,201	936,690
OPERATING SURPLUS/(DEFICIT)		(\$28,142)	\$ 39,824

To be read in conjunction with the notes to the accounts

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS For the year ended 31st December, 2004

	Notes	<u>2004</u> \$
CASH FROM OPERATING ACTIVITIES		
Members' Contributions		953,154
Payments to Suppliers and Employees		(990,523)
Other Income		43,478
Interest Received		7,037
NET CASH USED BY OPERATING ACTIVITIES	10	<u>13,146</u>
CASH FROM INVESTING ACTIVITIES		
Proceeds from Sale of Plant & Equipment		-
Payment for Unit 13		(46,680)
Payment for Plant & Equipment		(4,753)
NET CASH USED IN INVESTING ACTIVITIES		<u>(51,433)</u>
NET INCREASE/(DECREASE) IN CASH HELD		(38,287)
Cash at Beginning of Year	9	311,579
CASH AT END OF YEAR	9	<u>\$273,292</u>

Note: This is the first time a Statement of Cash Flows has been prepared. As such, no comparative information is available for 2003.

To be read in conjunction with the notes to accounts.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the year ended 31st December, 2004

Note 1. Accounting Methods

Membership Contributions are accounted for on a cash basis. Otherwise, the Accounts are prepared under the Historical Cost Convention on an accruals basis, and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular:-

- (a) The Accounts have not been adjusted to reflect changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Provision is made for depreciation of Fixed Assets at rates considered appropriate to the useful lives of such assets.
- (c) Provisions for Employee Benefits, in the form of Accrued Annual and Long Service Leave, have been made based on the estimated accrued entitlements of all employees on the basis of their terms of employment.

Note 2. Service Fees and Consulting Charges

On 1st September, 1996, the South Australian operations of the Workers' Divisional Branch and the Labourers' Divisional Branch of the CFMEU, Construction and General Division, were amalgamated to form the CFMEU, Construction and General Division, South Australian Branch.

Assets, liabilities and the accumulated surplus of the former Workers' Divisional Branch of the CFMEU were transferred to the new Construction and General Division on that date.

Staff employed by the Australian Building and Construction Workers' Federation are utilised in the ongoing operations of the new branch, and a "Service Fee" is charged accordingly.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the year ended 31st December, 2004

Note 3. Information to be provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Section 272 of Schedule 1B, which read 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).”

Note 4. Sustentation Fees

	2004	2003
	\$	\$
C.F.M.E.U. - Federal Office	114,233	75,675
U.T.L.C.	12,214	12,214
	<u>\$126,447</u>	<u>\$87,889</u>

Note 5. Cash at Bank

Commonwealth Bank

Cheque Account	95,717	169,314
Trust Account	7,256	4,457
Members' Assistance Account	3,300	908
TOTAL CASH AT BANK	<u>\$ 106,273</u>	<u>\$ 174,679</u>

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the year ended 31st December, 2004

Note 6.	Fixed Assets	2004 \$	2003 \$
	Strata Title Units at COM Valuation (Refer Note 7)	716,425	215,294
	Less Accumulated Depreciation	-	(77,795)
		716,425	137,499
	Office Furniture & Equipment at Cost	75,034	134,816
	Less Accumulated Depreciation	(67,437)	(133,009)
		7,597	1,807
	TOTAL FIXED ASSETS	\$724,022	\$139,306

Note 7. Strata Title Units

The Strata Title Units at 11 South Terrace, Adelaide (Trades Hall) are in the names of, and are valued, as follows:-

- * Units 7 & 12 Amalgamated Construction, Mining & Energy Union of Australia, at COM valuation
- * Units 8 & 9 Operative Plasterers & Plaster Workers' Federation of Australia, at COM valuation
- * Unit 10 Operative Painters & Decorators' Union, at COM valuation
- * Unit 11 Building Workers Industrial Union of Australia, at COM valuation
- * Unit 25 CFMEU, Construction & General Division, 50% equity, at COM valuation

The members of the Committee of Management have considered the carrying value of the Strata Title Units, and in view of the recent contract to sell Trades Hall believe it is appropriate to revalue the Units in the Accounts based on the SA Branch's share of the ultimate Contract Price. The Contract will settle in June 2005.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the year ended 31st December, 2004

Note 8. Contingent Liabilities

There are no Contingent Liabilities at 31st December 2004.

Note 9. Reconciliation of Cash

For the purpose of the Statement of Cash Flows, Cash includes Cash on Hand, and in At Call Deposits with Banks or Financial Institutions, net of Bank Overdrafts.

	<u>2004</u>	<u>2003</u>
	\$	\$
Cash at Bank	272,042	310,329
Cash on Hand	1,250	1,250
	<u>\$273,292</u>	<u>\$311,579</u>

Note 10. Reconciliation of Cash Flow from Operations with Net Deficit

	<u>2004</u>
	\$
Net Surplus/(Deficit)	(28,142)
Non Cash Flows in Net Surplus	
Depreciation	10,238
Employee Leave Provisions	8,939
Changes in Assets and Liabilities	
(Increase)/Decrease in Receivables	28,214
Increase/(Decrease) in Creditors	(6,172)
CASH FLOWS PROVIDED BY OPERATIONS	<u>\$13,146</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

Mr Tom Roberts
Senior Legal Officer
Construction & General Division
CFMEU
PO Box Q235
QVB NSW 1230

Dear Mr Roberts

South Australian Divisional Branch - financial return (FR2004/698)

I refer to your letters of 23 and 30 June 2005 enclosing the Branch's financial documents.

The certificate of the Secretary of 28 June 2005 states the documents were "presented to members" on 25 May 2005.

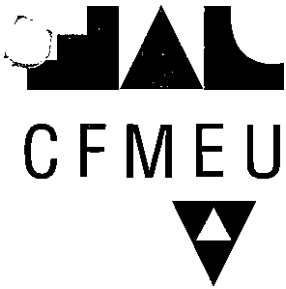
As you know, a reporting unit must provide its members with copies of the full report by sending them a copy or publishing it in its journal or on its website. Could you please clarify whether the Branch has done so.

Yours sincerely

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

Peter McKerrow
Deputy Industrial Registrar

8 July 2005



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

20 July 2005

Australian Industrial Registry
Level 8
80 William Street
EAST SYDNEY NSW 2010

Attn: Mr P McKerrow



Dear Sir

**Re: South Australian Divisional Branch
Financial Return (FR2004/698)**


CONSTRUCTION &
GENERAL DIVISION
ABN 46 243 168 565

I refer to your letter dated 8 July 2005 in regard to the above return.

I confirm that according to information provided by the Branch the report was published on the Branch website, the address for which was also advertised in the May newsletter to members, published by the Branch.

Should you have any further queries please contact this office.

Yours faithfully



Tom Roberts
Senior National Legal Officer
Construction & General Division

JOHN SUTTON
National Secretary

FEDERAL OFFICE
LEVEL 2
15 WENTWORTH AVENUE
SYDNEY NSW 2000

PO BOX Q235
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Australian Government
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Level 8, Terrace Towers
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Email: sydney@air.gov.au

Mr Martin O'Malley
Branch Secretary
CFMEU Construction & General Division
South Australian Branch
1st Floor, Trades Hall
11-16 South Terrace
ADELAIDE SA 5000

Dear Mr O'Malley

Re: Lodgement of financial Statements and Accounts for the Construction & General Division South Australian Branch for the year ending 31 December 2004 (FR2004/698)

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 4 July 2005, under cover of a letter from the Construction and General Division Senior Legal Officer, Mr Tom Roberts.

A further letter dated 20 July 2005 was received clarifying that the documents were published on the Branch website, the address for which was advertised in the May newsletter to members.

Following the receipt of this information, the documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/105nsa1/financial.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

26 July 2005

Cc Mr Tom Roberts
Senior National Legal Officer
Construction & General Division



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 Tom Roberts
Senior National Legal Officer
Construction & General Division
PO Box Q235
Queen Victoria Building Post Office
SYDNEY NSW 1230

Dear Mr Roberts

Re: Lodgement of financial Statements and Accounts for the Construction & General Division South Australian Branch for the year ending 31 December 2004 (FR2004/698)

Please find attached, for your information, a copy of a letter sent to Mr Martin O'Malley, advising that the financial documents for the branch have been filed.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

26 July 2005