

30 June 2014

Mr Aaron Cartledge
Secretary, South Australian Divisional Branch
Construction and General Division
CFMEU
Level 1, 32 South Terrace
ADELAIDE SA 5000



Dear Mr Cartledge

Re: Lodgement of Financial Accounts and Statements – Construction, Forestry, Mining and Energy Union, Construction and General Division, South Australian Branch – for year ending 31 December 2013 (FR2013/418)

I acknowledge receipt of the financial report of the South Australian Branch of the Construction and General Division [‘the reporting unit’]. The documents were lodged with the Fair Work Commission on 17 June 2014.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 December 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year’s report.

Application of Tier 1 reporting requirements

Paragraph 8 of the Reporting Guidelines states ‘*It is a requirement that all reporting units apply the Tier 1 reporting requirements as per the Australian Accounting Standard AASB 1053 Application of Tiers of Australian Accounting Standards*’.

The reporting unit is required to prepare the financial statements for the year ended 31 December 2014 in accordance with the Tier 1 reporting requirements.

Revenue recognition

The Australian Accounting Standard *AASB 101 Presentation of Financial Statements* paragraph 117 and *AASB 118: Revenue* paragraph 35(a) require that the entity must disclose the measurement basis or bases used in recognising revenue.

The accounting policy for member subscriptions for the reporting unit has not been disclosed.

Auditor’s report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor’s statement a declaration that as part of the audit of the financial statement they have concluded that management’s use of the going concern basis of accounting in the preparation of the reporting unit’s financial statements is appropriate. This declaration was not included in the auditor’s statements.

Key Management Personnel

General Purpose Financial Report's are required to disclose within the statements or the notes compensation paid to key management personnel.

This normally includes a listing of the key management personnel for the organisation, the total amount of compensation paid to all key management personnel, and then totals for each of the following categories:

- Short term employee benefits
- Post employment benefits
- Other long term employee benefits
- Termination benefits
- Any share based payments.

The definition for these categories can be found within accounting standard *AASB 119: Employee Benefits*.

Disclosure of employee expenses/benefits to office holders and other employees

The Reporting Guidelines require reporting units to disclose in the statement of comprehensive income or in the notes to the financial statements employee expenses to holders of office (item 17(f)¹) and employee expenses to other employees (item 17(g)²). The statement of income and expenditure only discloses employee benefits expenses for "officials" which may represent "holders of office". Also, the statement does not separately disclose separation/redundancy expense.

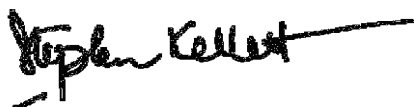
The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 21(c) and 21 (d)³). The Balance Sheet discloses provisions for annual and long service leave for "officials" and "other" employees but does not separately disclose provisions for separation/redundancy or 'other' liabilities.

Activities under Reporting Guidelines not disclosed

Item(s) 18 and 22⁴ of the Reporting Guidelines state that if the activities identified in items 17 and 21 respectively have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR⁵. I note that for the omitted employee benefits expenses or provisions identified in the preceding paragraphs, and for the category of capitation received (see item 15(b)) as well as various other activities described in the Reporting Guidelines, no such disclosure has been made.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6723 7237 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely



Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

¹ Now item 16(f) of the new Reporting Guidelines

² Now item 16(g) of the new Reporting Guidelines

³ Now items 20(c) and 20(d) of the new Reporting Guidelines

⁴ Now items 17 and 21 of the new Reporting Guidelines

⁵ Or a nil balance as per the model financial statements at <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

From: KELLETT, Stephen
To: ["ggorman@sa.cfmeu.asn.au"](mailto:ggorman@sa.cfmeu.asn.au)
Subject: Attention Mr Aaron Cartledge - Financial report y/e 31 Dec 2013 - filing
Date: Monday, 30 June 2014 10:30:00 AM
Attachments: [s253-Reporting-Guidelines-4th-edition.pdf](#)
[Model-financial-statements.pdf](#)
[CFMEU_SA1_FR2013_418_\(primary_final\)_270614.pdf](#)

Dear Ms Gorman,

Please see attached my letter in relation to the above. I also attach a copy of the new Reporting Guidelines, and a copy of the Model Financial Statements, for reference.

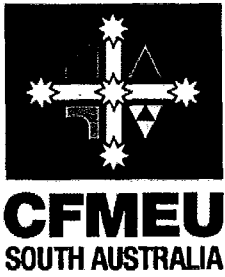
Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

FR 2013/418



Construction Forestry Mining & Energy Union

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P: 8231 5532 F: 8231 3822

queries@sa.cfmeu.asn.au

www.cfmeu.asn.au

ABN: 71 560 759 083

Fair Work Australia
Level 8, Terrace Tower
80 William Street
East Sydney 2011



13th June 2014

Re: Financial Statements and Accounts

Dear Sir/Madam,

Please find enclosed 2013 Audited Accounts for the

CFMEU Construction & General Division SA Branch & Certificate (Section 268)

If you require any further information please contact the writer.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Gail Gorman".

Gail Gorman (Ms)
Administration Manager
Email: ggorman@sa.cfmeu.asn.au

Construction, Forestry, Mining and Energy Union

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

FOR THE YEAR ENDED 31 DECEMBER 2013

Fair Work (Registered Organisations) Act 2009

Section 268

DESIGNATED OFFICER'S CERTIFICATE

I, Aaron Cartledge, being the Secretary of the Construction Forestry Mining & Energy Union, Construction & General Division, South Australian Branch, certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2009, and
- that the full report was provided to members on the 19th May 2014, and
- that the full report was presented to a meeting of the Divisional Branch Management Committee of the reporting unit on the 11th June 2014, in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.



Divisional Branch Secretary
CFMEU
Construction & General Division
South Australian Branch

13th June 2014

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

FINANCIAL REPORT FOR THE
YEAR ENDED 31ST DECEMBER 2013

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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 2013

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.
- Keeping members informed via 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 organisation 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 the Fair Work (Registered Organisations) Act 2009 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:

- Nil

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 3,398 (2012: 3,249).

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

OPERATING REPORT FOR THE YEAR ENDED 31ST DECEMBER 2013
(CONT)

Number of Employees

The number of full-time equivalent employees of the Union at the end of the financial year was 3.

Committee of Management

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

Aaron Cartledge	Craig Fry	Mark Gava
Tony Jarrett	Scott Jeffs	Michael McDermott
Mark McEwen	Jack Merx	John Nelson
Gregory O'Donohoe	Andrew Penny	Tony Priddle
Darren Roberts	David Sahlberg	

All appointments were for the Period 1st January 2013 – 31st December 2013

Signed on behalf of the Committee of Management by:



.....
Aaron Cartledge
Secretary,
CFMEU,
Construction and General Division, SA Branch

Date:.....19th May.....2014.....

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

COMMITTEE OF MANAGEMENT STATEMENT

On the *19th May* 2014, the Committee of Management (COM) of the Union passed the following resolution to the general purpose financial report (GPFR) of the Union for the year ended 31st December 2013.

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

- (a) the financial report and notes comply with the applicable 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 2013;
- (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 2013 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 the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
 - (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 the Fair Work (Registered Organisations) Act 2009; and
 - (vi) no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.

For the Committee of Management


.....

Aaron Cartledge
Secretary,
CFMEU,
Construction and General Division, SA Branch

Date:.....*19th May 2014*.....

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

AUDITOR'S REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2013



Report on the Financial Report

We have audited the Financial Report, being the Balance Sheet, Statement of Accumulated Funds, Income Statement, 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 2013.

Committee's Responsibility for the Financial Report

The Committee of Management is responsible for the preparation and fair presentation of the Financial Report and has determined that the accounting policies described in Note 1 to the Financial Report, which form part of the Financial Report, are consistent with the financial reporting requirements of the Fair Work (Registered Organisations) Act 2009, and are appropriate to meet the needs of the members. The Committee's responsibilities also include establishing and maintaining internal controls relevant to the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the Financial Report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the Financial Report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement in the Financial Report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Financial Report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the Financial Report.

The Financial Report has been prepared for distribution to members for the purpose of fulfilling the Committee's financial reporting obligations under the Fair Work (Registered Organisations) Act 2009. We 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 other purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

AUDITOR'S REPORT (cont.)


Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Audit Opinion

- (1) There were kept by the Branch in respect of the year ended 31st December 2013, 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 Financial Report and Statements are properly drawn up:-
 - (a) in accordance with the Fair Work (Registered Organisations) Act 2009,
 - (b) so as to give a true and fair view of;
 - (i) the state of affairs of the Branch as at 31st December 2013; and
 - (ii) the Income and Expenditure and Surplus 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 the Act.
- (3) We received from the Officers and Employees of the Branch all the information and explanations that we required for the purposes of our audit.

Signed at Adelaide this *19th* day of *May* 2014
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

BALANCE SHEET as at 31st December 2013

	Note	2013 \$	2012 \$
ACCUMULATED FUNDS			
Accumulated Surplus		954,063	895,498
Trust Account		1,284	1,284
Leigh Creek Levy Fund		22,048	22,149
Port Pirie Welfare Fund		24,422	25,085
TOTAL FUNDS		<u>\$1,001,817</u>	<u>\$944,016</u>
These funds are represented by:-			
CURRENT ASSETS			
Petty Cash		500	500
Cash at Bank	5	829,609	566,428
Trade & Other Debtors		16,500	10,295
Prepayments		95,788	94,405
TOTAL CURRENT ASSETS		<u>942,397</u>	<u>671,628</u>
CURRENT LIABILITIES			
Sundry Creditors & Accruals		184,447	35,709
Income Received in Advance		164,383	162,758
Loan from Federal Office		44,750	44,750
Provision for Annual Leave - Officials		20,116	16,540
Provision for Annual Leave - Other		2,444	-
Provision for Long Service Leave - Officials		35,454	31,840
Provision for Long Service Leave - Other		1,816	-
TOTAL CURRENT LIABILITIES		<u>453,410</u>	<u>291,597</u>
NET WORKING CAPITAL		<u>\$488,987</u>	<u>\$380,031</u>
NON CURRENT ASSETS			
Loan to ABCWF		484,280	541,791
Fixed Assets	6	28,550	22,194
TOTAL NON CURRENT ASSETS		<u>512,830</u>	<u>563,985</u>
NET ASSETS		<u>\$1,001,817</u>	<u>\$944,016</u>
Contingent Liabilities	7		

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

**CONSTRUCTION & GENERAL DIVISION
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF ACCUMULATED FUNDS
For the year ended 31st December 2013**

	2013	2012
	\$	\$
Total Surplus/(Deficit)	58,566	30,897
Add Accumulated Surplus at the beginning of the Year	895,498	864,601
ACCUMULATED SURPLUS AT THE END OF THE YEAR	<u>954,063</u>	<u>895,498</u>

To be read in conjunction with the Notes to the Financial Report.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

INCOME STATEMENT For the year ended 31st December 2013

	Note	2013 \$	2012 \$
INCOME			
Members' Contributions		1,320,089	1,212,629
Meeting Attendance & Board Fees		41,057	30,120
Healthy Workers Healthy Future Net Funding		30,085	36,469
Interest Received		15,836	12,551
BIRST Distribution		286,605	142,110
SafeWork SA Net Funding		128,881	132,891
Aboriginal Support Fund Net Funding		-	(4,089)
Advertising Income		84,091	55,000
Assistance Fund Income		5,529	-
Donations Received		-	6,000
Sundry Income		797	161
		1,912,970	1,623,842
LESS EXPENDITURE			
Accounting		1,650	-
Advertising		2,072	-
Audit		6,290	-
Audit & Accounting		-	6,480
Bank Charges & Credit Card Fees		11,018	11,019
Building Industry Redundancy Scheme		5,040	3,280
Cleaning		6,062	6,566
Computer Expenses		2,208	1,952
Conferences & Training		15,152	11,018
Depreciation		9,157	7,617
Donations		10,700	7,000
Emergency Transport		86,174	22,333
Entertainment & Public Relations		4,306	7,656
Fringe Benefits Tax		9,343	12,841
Insurance (General, Members & Income Protection)		211,050	109,812
Internet Connection Fees		7,255	3,568
Legal & Industrial Expenses		4,971	(3,939)
Levies		-	10,000
Light & Power		15,379	11,238
Motor Vehicle Expenses		86,934	73,102
Office Expenses		13,697	11,878
Papers & Publications		1,749	3,013
Photocopier Rental		9,384	8,602
Port Pirie Social Club		1,304	1,004
Postage & Contract Mailing		10,908	9,499
Printing & Stationery		21,617	17,225
Promotional Items		20,234	11,562

To be read in conjunction with the Notes to the Financial Reports.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

INCOME STATEMENT For the year ended 31st December 2013 (continued)

	Note	2013 \$	2012 \$
Rent		95,000	95,000
Repairs & Maintenance		1,919	3,191
Service Fees & Consulting Charges	2	720,584	636,966
Subscriptions		659	857
Sundry Expenses		1,269	1,605
Sustentation & Capitation Fees	4	160,517	132,757
Telephone		30,775	24,891
Travel & Accommodation		46,021	33,741
Employment Expenses – Officials			
Salaries & Allowances		162,626	137,549
Superannuation		24,394	20,571
Workcover		3,001	1,862
Payroll Tax		11,330	10,950
Provisions for Annual & Long Service Leave		22,655	38,980
Total Employment Expenses		<u>224,006</u>	<u>209,912</u>
TOTAL EXPENDITURE		<u>1,854,404</u>	<u>1,503,246</u>
TOTAL OPERATING SURPLUS/(DEFICIT)		<u>\$58,566</u>	<u>\$120,596</u>
Less Forgiveness of Loan to M&E Division		<u>-</u>	<u>89,699</u>
TOTAL SURPLUS		<u>\$58,566</u>	<u>\$30,897</u>

To be read in conjunction with the Notes to the Financial Report.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS For the year ended 31st December, 2013

	Notes	2013 \$	2012 \$
CASH FROM OPERATING ACTIVITIES			
Members' Contributions		1,320,089	1,212,629
Payments to Suppliers, Employees & ATO		(1,771,100)	(1,554,389)
Grant Received from SafeWork SA		135,000	135,000
Distribution Received from BIRST		288,605	284,220
Advertising Income		84,091	55,000
Meeting Attendances & Board Fees		41,057	30,120
Project Income Received		273,674	88,593
Project Income Expended		(114,153)	(32,497)
Other Income		6,326	1,161
Interest Received		15,836	12,551
NET CASH GENERATED/(USED) BY OPERATING ACTIVITIES	9	<u>279,425</u>	<u>232,388</u>
CASH FROM INVESTING ACTIVITIES			
Payment for Plant & Equipment		(16,244)	(14,846)
Cash Transferred In from Mining & Energy Division		-	44,701
NET CASH (USED)/PROVIDED BY INVESTING ACTIVITIES		<u>(16,244)</u>	<u>29,855</u>
NET INCREASE/(DECREASE) IN CASH HELD		263,181	262,243
Cash at Beginning of Year	8	<u>566,928</u>	<u>304,685</u>
CASH AT END OF YEAR	8	<u>\$830,109</u>	<u>\$566,928</u>

To be read in conjunction with the Notes to the Financial Report.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
For the year ended 31st December, 2013

Note 1. Accounting Methods

The Financial Report is 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 Financial Report has 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

Staff employed by the Australian Building & Construction Workers' Federation are utilised in the ongoing operations of the CFMEU, Construction & General Division, 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 FINANCIAL REPORT
For the year ended 31st December, 2013

Note 3. Information to be provided to Members or Registrar

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of Members is drawn to the provisions of Section 272, 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

	2013	2012
	\$	\$
C.F.M.E.U. - Federal Office	144,049	115,966
SA Unions	16,467	16,791
	<u>\$160,516</u>	<u>\$132,757</u>

Note 5. Cash at Bank

Commonwealth Bank

Cheque Account	206,333	53,221
Trust Account	4,454	4,454
Business Online Saver	574,884	464,052
Port Pirie Bank Accounts	24,422	25,085
Leigh Creek Bank Account	19,516	19,616
	<u>\$ 829,609</u>	<u>\$ 566,428</u>

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
For the year ended 31st December, 2013

Note 6.	Fixed Assets	2013 \$	2012 \$
	Office Furniture & Equipment at Cost	97,574	82,352
	Less Accumulated Depreciation	(69,024)	(60,158)
		<u>28,550</u>	<u>22,194</u>
	TOTAL FIXED ASSETS	<u>\$28,550</u>	<u>\$22,194</u>

Note 7. Contingent Liabilities

There were no Contingent Liabilities at 31st December 2013.

Note 8. 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.

	2013 \$	2012 \$
Cash at Bank	829,609	566,428
Cash on Hand	500	500
	<u>\$830,109</u>	<u>\$566,928</u>

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

CONSTRUCTION & GENERAL DIVISION SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
For the year ended 31st December, 2013

Note 9. Reconciliation of Cash Flow from Operations with Net Surplus/(Deficit)

	2013	2012
	\$	\$
Net Surplus/(Deficit)	58,566	30,897
Non Cash Flows in Net Surplus		
Depreciation	9,157	7,617
Employee Leave Provisions	11,575	29,123
Changes in Assets and Liabilities		
(Increase)/Decrease in Receivables	51,306	71,895
(Increase)/Decrease in Prepayments	(1,383)	(94,405)
Increase/(Decrease) in Creditors	148,579	24,503
Increase/(Decrease) in Income Received in Advance	1,625	162,758
CASH FLOWS PROVIDED/(USED) BY OPERATIONS	<u>\$279,425</u>	<u>\$232,388</u>

**MAJOR, MAY
& ASSOCIATES**
CHARTERED ACCOUNTANTS

196 MAGILL ROAD
NORWOOD SA 5067
PO BOX 3460
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TIM MAJOR
ANDREW MAY

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE MEMBERS OF
CONSTRUCTION, FORESTRY,
MINING & ENERGY UNION
CONSTRUCTION & GENERAL DIVISION
SOUTH AUSTRALIAN BRANCH**


[m]²

In accordance with the requirements of Section 307C of the Corporations Act 2001, as lead auditor for the audit of the Branch for the year ended 31st December 2013, I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit.

Signed at Norwood, South Australia,
this *27th* day of *May* 2014

MAJOR, MAY & ASSOCIATES
Chartered Accountants


ANDREW MAY
Partner
Registered Company Auditor



28 February 2014

Mr Aaron Cartledge
Divisional Branch Secretary
Construction, Forestry, Mining and Energy Union-Construction and Gen. Division, SA Divisional Branch

Sent by email: queries@sa.cfmeu.asn.au

Dear Mr Cartledge,

**Re: Lodgement of Financial Report - [FR2013/418]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Construction and General Division, SA Divisional Branch of the Construction, Forestry, Mining and Energy Union (the reporting unit) ended on 31 December 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2014 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Additionally, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2013, are also available on the website as is our webinar on the financial Reporting Guidelines.

The Fair Work Commission has also developed a model set of financial statements for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Compliance & litigation](#).

The financial report and any statement of loans, grants or donations made during the financial year [statement must be lodged within 90 days of end of financial year] can be emailed to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents no.5](#)

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	<p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.