

18th July 2003

CONSTRUCTION
FORESTRY
MINING
ENERGY

ABN 72 880 539 797

UNION

SA Branch Office 3rd Floor, Trades Hall 11 - 16 South Tce ADELAIDE SA 5001

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Mr. P. Kinne Deputy Industrial Registrar Australian Industrial Registry South Australian Registry Po Box 8255 Hindley Street Adelaide SA 5000

Dear Peter,

Re: Lodged Financial Reports

FORESTA
BUILDING P.
MANUFACTA
DIVISION

STATEMENT AND THE OUTLING OF LIFE FOR WORKERS

CONTRACT AS

Please find attached a copy of the Financial Auditors Statement dated and signed for the South Australian Construction Forestry Mining & Energy Union – Forest, Furniture Building Products and Manufacturing Division for the period 1.1.2002 to 31.12.2002 financial year.

The financial report was tabled at the Committee of Management meeting on the 28th May 2003. At this meeting it was endorsed for the responsible officers to sign the summary audit for distribution to members (the 1st meeting).

The summary report was signed on the 28th May 2003 then distributed to the membership within seven days and following their receipt of 21 days. At the second meeting held on the 14th July 2003 in accordance with Divisional rule 43 it was further moved that the Financial Audit now be lodged to the registry.

I certify that the documents were endorsed by the Executive through the Committee of Management on the above dates and being supplied to the membership as listed above.

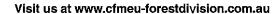
I request that the documents be lodged accordingly.

Yours faithfully,

D. Kirner
SA Branch Secretary

FFPD Division CFMEU

C:\My Documents\Paul\Industrial Registry Full Audit.doc



FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2002



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Prepared by:

Major, May & Associates Chartered Accountants ref:word\cfmeu\ffpdsabr02.doc

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

SUMMARY OF THE FINANCIAL STATEMENTS For the Year Ended 31st December, 2002 RECEIVED 2 1 JUL 2003

The Financial Statements of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, as amended (the Act), and the following Summary is provided for Members in accordance with Section 279 (2) of the Act.

A copy of the audited Accounts will be supplied free of charge to Members who request a copy, and the Union's responsibility in this regard is set out below.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Act, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which read as follows:-

- "(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member information received because of an application made at the request of the Member."

An Organisation shall not contravene Section 274 (1), (2) & (3). Penalty \$1,000.

Certificates required to be given under the Act, by the Accounting Officer and the Committee of Management, have been completed in accordance with the provisions of the Act, and contain no qualifications.

The Auditor's Report on the Accounts did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Act.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

ABRIDGED STATEMENT OF FINANCIAL PERFORMANCE For the Year Ended 31st December, 2002

	2002 \$	2001 \$
Income	Ψ	Ψ
Contributions	628,530	458,080
Representation Fees	87,511	89,627
Office Services	6,436	31,162
Workcover Reimbursements	42,339	36 <i>,7</i> 79
Other Reimbursements	29,194	14,439
Other Income	31,002	25,680
TOTAL INCOME	825,012	655,767
Expenditure		——·——
Salaries & On-Costs	566,496	395,408
Sustentation & Affiliation Fees	134,675	101,741
Depreciation	16, 444	17,706
Other	193,898	142,622
TOTAL EXPENDITURE	911,513	657,477
SUPRLUS/(DEFICIT) FOR THE YEAR	\$ (86,501)	\$ (1,710)

ABRIDGED STATEMENT OF FINANCIAL POSITION As at 31st December 2002

	2002 \$	2001 \$
Accumulated Funds	<u>\$ 172,202</u>	\$ 266,042
Represented by:-		
Current Assets	114,957	231,332
Fixed Assets	235,425	222,150
TOTAL ASSETS	350,382	453,482
Less		
Current Liabilities	176,861	173,940
Non Current Liabilities	1,319	13,500
TOTAL LIABILITIES	178,180	<u>187,440</u>
NET ASSETS	\$ 172,202	\$ 266,042

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

TO THE MEMBERS OF THE C.F.M.E.U., FORESTRY FURNITURE PRODUCTS DIVISION, SA DIVISIONAL BRANCH

In our opinion, the Summary of the Financial Statements on page 2 is a fair and accurate summary of the Reports, Accounts and Statements of the Branch, for the year ended 31st December, 2002.

The Auditor's Report on the Accounts did not contain any particulars of any deficiency, failure or shortcoming, as referred to in the Workplace Relations Act, 1996, Sub-Section 276(4). The Organisation will supply, free of charge, a copy of the Reports, Accounts and Statements to any Members who so request.

MAJOR, MAY & ASSOCIATES Chartered Accountants

Andrew Ma

Partner

Registered Company Auditor

COMMITTEE OF MANAGEMENT

DAVID ĶĪRNER

ACCOUNTING OFFICER

ØAVID KARNER

Signed at Adelaide this 26/4 day of

, 2003.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE For the Year Ended 31st December, 2002

We, DAVID KIRNER and JIM EMERY, being two members of the Committee of Management of the Construction, Forestry, Mining & Energy Union, Forestry Furniture Products Division, SA Divisional Branch, state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:-

- (1) In the opinion of the Committee of Management, the attached Accounts show a true and fair view of the financial affairs of the Branch, as at 31st December, 2002.
- (2) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31st December, 2002, in accordance with the Rules of the Division.
- (3) To the knowledge of any Member of the Committee, there have been no instances where records of the Branch or other documents, (not being documents containing information made available to a Member of the Branch, under Sub-Section 274 (2) of the Workplace Relations Act, 1996), or copies of those records or other documents, or copies of the Rules of the Branch, have not been furnished or made available to Members, as requested in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the Rules of the Branch.
- (4) The Branch has complied with Sub-Sections 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 31st December, 2002, and the Auditor's Report thereon.

DAVID KIRNER

Signed at Adelaide this 2814 day of

ÍM EMERY

, 2003.

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FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

ACCOUNTING OFFICER'S CERTIFICATE For the Year Ended 31st December, 2002

I, DAVID KIRNER, being the Officer responsible for keeping the accounting records of the Construction, Forestry, Mining & Energy Union, Forestry Furniture Products Division, SA Divisional Branch, certify that as at 31st December, 2002, the number of Members of the Branch was 2,566 (2001: 1,578).

In my opinion:-

- (1) The attached Accounts show a true and fair view of the financial affairs of the Branch, as at 31st December, 2002.
- (2) A record has been kept of all moneys paid by or collected from Members, and all moneys so paid or collected have been credited to the appropriate Bank Account in accordance with the Rules of the Branch.
- (3) Before any expenditure was incurred by the Branch, approval of that expenditure was obtained in accordance with the Rules of the Branch.
- (4) In the case of the Accounts prepared in accordance with Sub-Section 273 (1) of the Act, and, in particular, with regard to funds of the Branch, raised by compulsory levies or voluntary contributions from Members, or funds other than the General Fund, operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (5) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the Branch, were made to persons holding office in the Branch.
- (6) The register of Members of the Branch was maintained in accordance with the Act.

Signed at Adelaide this 28th day of May , 2003.

DAVID KIRNER

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

TIM MAJOR ANDREW MAY

$[m]^2$

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

AUDITOR'S REPORT TO THE MEMBERS For the Year Ended 31st December, 2002

SCOPE

We have audited the Accounts, being the Statement of Financial Position, Statement of Accumulated Funds, Statement of Financial Performance and Notes to and Forming part of the Accounts, of the Construction, Forestry, Mining & Energy Union, Forestry Furniture Products Division, SA Divisional Branch, for the year ended 31st December, 2002.

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, 2002, 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.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

AUDITOR'S REPORT TO THE MEMBERS (cont.)

- (2) The attached Accounts and Statements are properly drawn up:-
 - (a) in accordance with Section 273 of 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, 2002; 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.
- (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.

MAJOR, MAY & ASSOCIATES Chartered Accountants

ANDREW MAY ACA, BA (Acc)
Registered Company Auditor

Partner

Signed at Adelaide this 23th day of

May

, 2003.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

STATEMENT OF FINANCIAL POSITION As at 31st December, 2002

ACCUMULATED FUNDS Accumulated Surplus	Notes	2002 \$ 172,202	2001 \$ 266,042
TOTAL FUNDS		\$ 172,202	\$ 266,042
These Funds are represented by:- CURRENT ASSETS			
Commonwealth Bank Accounts	5	85,405	187,681
Sundry Petty Cash Floats	4	980	794
Accounts Receivable		19,995	30,923
Industrial Services (FFTS)		, _	3,357
Administration Services (Disability	Grant)	8,577	8,577
TOTAL CURRENT ASSETS		114,957	231,332
CURRENT LIABILITIES			
Other Creditors & Provisions	8	74,323	68,541
Provision for Annual Leave	1(d)	19,483	23,686
Provision for Sick Leave	1(d)	22,701	22,641
Provision for Long Service Leave	1(d)	39,153	51,187
Hire Purchase Liability	` ,	22,028	9,874
Less: Unexpired Interest		(827)	(1,989)
TOTAL CURRENT LIABILITIES		176,861	173,940
NET WORKING CAPITAL		(61,904)	57,392
TOTAL FIXED ASSETS	6	235,425	222,150
NON-CURRENT LIABILITIES Hire Purchase Liability		1,319	13,500
TOTAL NON-CURRENT LIABILITIES		1,319	13,500
NET ASSETS		\$ 172,202	\$ 266,042

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

STATEMENT OF ACCUMULATED FUNDS For the Year Ended 31st December, 2002

	2002 \$	2001 \$
Operating Surplus/(Deficit)	(86,501)	(1,710)
FFTS Merger Equity Add Accumulated Surplus at 1st January	(7,339) 266,042	- 267,752
ACCUMULATED SURPLUS AT 31ST DECEMBER	\$ 172,202	\$ 266,042

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

STATEMENT OF FINANCIAL PERFORMANCE For the Year Ended 31st December, 2002

	Notes	2002	2001
INCOME		\$	\$
Members' Contributions		628,530	458,080
Representation Fees		87,511	89,627
Office Services - Disability Grant		6,436	6,633
Office Services – FFTS		-	24,529
Interest Received		5 , 077	6,595
Workcover Reimbursements		42,339	36 <i>,</i> 779
Sundry Income	9	55,119	33,524
TOTAL INCOME		825,012	655,767
EXPENDITURE			
Affiliation Fees		16,007	11,531
Audit & Accountancy Fees		7,435	3,825
Bad Debts Written Off		2,868	-
Bank Charges		1,803	2,372
Cleaning		2,309	1,818
Commissions Paid		1,165	-
Committee Expenses & Attendance Fees		4, 116	3,772
Computer Expenses		7,779	4,257
Conference & Travelling Expenses		8,223	21,639
Debt Collection	-	657	494
Depreciation		16,444	17,706
Donations		1,100	2,220
Fringe Benefits Tax		7,360	7,602
Hire Purchase Finance Charges		952	2,858
Insurance		6,570	3,858
Legal Expenses		14,747	641
Light & Power		3,066	1,736
Loss on Asset Disposals		4,140	-
Motor Vehicle Expenses		29,570	18,612
Office & Sundry Expenses		3 <i>,</i> 753	3,834
Photocopier Expenses		6,654	-
Postage & Freight		11,395	3,858

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

STATEMENT OF FINANCIAL PERFORMANCE (cont.) For the Year Ended 31st December, 2002

	2002	<u>2001</u>
	\$	\$
Printing & Stationery	15,838	11,531
Provision for Motor Vehicle Purchase	2,300	13,800
Provision for Unit Purchase	-	_
Rates & Taxes	4,966	2,539
Rent	<i>7,7</i> 39	6,942
Salaries & On Costs		
Salaries & Allowances - Officials	335,133	157,195
- Other	181,822	150,083
Superannuation	62,031	31,506
Payroll Tax	31,072	18,918
Workcover	7,108	5,288
Provision for Annual Leave	(13,638)	5,605
Provision for Long Service Leave	(23,969)	4,172
Provision for Sick Leave	(16,043)	22,641
Provision for Maternity Leave	2,980_	
Total Salaries & On Costs	566,496	395,408
Staff Training	7,533	1,490
Strata Title Unit Maintenance	<i>7,</i> 500	2,524
Subscriptions & Memberships	1,019	922
Sustentation Fees	118,668	90,210
Telephone & Facsimile	21,341	19,478
TOTAL EXPENDITURE	911,513	657,477
SURPLUS/(DEFICIT) FOR THE YEAR	\$ (86,501)	\$ (1,710)

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 31st December, 2002

Note 1. Accounting Methods

The Accounts are prepared under the Historical Cost Convention 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 record either 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) No provision for Income Tax is necessary as "Trade Unions" are exempt from Income Tax under Section 50.15 of the Income Tax Assessment Act, 1997.
- (d) Provision for Employees' Benefits, in the form of Annual Leave and Long Service Leave, Sick Leave and Maternity Leave, has been made on the basis of all employees' terms of employment. Long Service Leave is accrued from the commencement of employment, and on the basis of historical data the total Provision is classified as a current liability.

Note 2. 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 274, which read as follows:-

"(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS (cont.) For the Year Ended 31st December, 2002

Note 2. Information to be Provided to Members or Registrar (cont.)

- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned and the Registrar shall provide to a Member information received because of an application made at the request of the Member."

An Organisation shall not contravene Section 274 (1), (2) and (3). Penalty \$1,000.

Note 3. Merger of Bodies

On 1st March 2002, the CFMEU, Federated Furnishing Trades Society, Union Division, SA Branch, merged its operations with the CFMEU, Forestry and Forest Products Division, SA Branch, to form the CFMEU, Forestry Furniture Products Division, SA Divisional Branch.

As a result of this merger, these accounts for the year ended 31st December 2002 represent the activity of the former F&FP Division, SA Branch, for the two months ended 28th February 2002, and of the merged body for the remaining ten months of the year.

The comparative information for the year ended 31st December 2001 is for the former F&FP Division, SA Branch.

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS (cont.) For the Year Ended 31st December, 2002

	Petty Cash - Adelaide Office Petty Cash - South East Office Contributions Float Cab Charge Bond		2002 \$ 550 150 180 100 \$ 980	2001 \$ 407 237 50 100 \$ 794
Note 5.	Cash at Bank			
	Cheque Account Cash Management (General) Cash Management (L.S.L.) Term Deposit Trust Account	-	13,575 7,448 29,096 35,091 195 \$ 85,405	24,146 25,880 40,750 96,799 106 \$ 187,681
Note 6.	Fixed Assets			
			<u>2002</u> \$	<u>2001</u> \$
	Strata Title Units 19 & 20 (80% Equity) Strata Title Unit 21 Strata Title Unit 25 (50% Equity)	7 7 7	147,047 20,194 11,177	147,047 20,194 ————
			178,418	167,241
	Office Furniture & Equipment at Cost Less: Provision for Depreciation		169,676 (161,920)	113,291 (106,390)
			7,756	6,901

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS (cont.) For the Year Ended 31st December, 2002

Note 6. Fixed Assets (cont.)

Motor Vehicles Less : Provision for Depreciation	88,657 (39,406)	120,737 (72,729)
	49,251	48,008
TOTAL FIXED ASSETS	\$ 235,425	\$ 222,150

Note 7. Strata Title Valuation

The Division's 80% equity in Strata Title Units 19 and 20, and ownership of Unit 21, are carried in the accounts at cost. The Committee of Management have reviewed these amounts in light of recent insurance and council related valuations, and believe that the carrying value of these units is appropriate.

The FFTS, Union Division, SA Branch, held a 50% equity in Unit 25. This equity was being carried at a 1998 Committee of Management valuation, and has subsequently been transferred to the merged body (refer Note 3.)

Note 8. Other Creditors & Provisions

	<u>2002</u>	<u>2001</u>
	\$	\$
Sunday Canditors	10 450	10.701
Sundry Creditors	12,458	10,701
Provision to purchase Motor Vehicle	39,152	36,852
Provision to purchase Units	20,000	20,000
Net GST Payable	(267)	988
Provision for Maternity Leave	2,980	-
		
	\$ 74,323	\$ 68,541

FORESTRY FURNITURE PRODUCTS DIVISION SA DIVISIONAL BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS (cont.) For the Year Ended 31st December, 2002

Note 9.	Sundry Income		
	•	2002	<u>2001</u>
		\$	\$
	Reimbursements - TISS	1,592	3,939
	- WELL	_	3,661
	- Airfares	_	3,846
	- Wages	23,163	4,396
	- Workcover	6,601	2,992
	- Leasing	943	5 <i>,</i> 754
	- Cleaning	636	-
	Rent Received	8,800	-
	Directors' Fees	4,72 8	-
	Other	8,656	8,936
		\$ 55,119	\$ 33,524

PENNA, Belinda

From:

PENNA, Belinda

Sent:

Wednesday, 4 June 2003 11:47 AM

To:

'Connie'

Subject: RE: Audited Statements year ending 31/12/02

Connie,

Thank you for your email - we will look forward to receiving the documents following the Executive Meeting being held in accordance with your Divisional Rules 41 and 43.

Regards,

Belinda Penna **NSW Registry** AIR Ph 02 8374 6618

----Original Message-----

From: Connie [mailto:conniecfmeu@optusnet.com.au]

Sent: Wednesday, 4 June 2003 10:21 AM

To: belinda.penna@air.gov.au

Subject: Re: Audited Statements year ending 31/12/02

Hi Belinda,

As was discussed with you last week we have decided to present our Financial Statements 31/12/02 at our next Executive Meeting (second meeting) which at this stage will be held in July 03. We will then lodge the copies of the accounts with the Industrial Registry.

If you have further queries please contact me.

Regards Connie Kiziridis Finance Officer CFMEU - FFPD 8211 8324 Ph

Fax: 8231 4496



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

Mr D Kirner
Branch Secretary, SA Branch, FFPD Division
CFMEU
3rd floor, Trades Hall, 11-16 South Terrace
ADELAIDE SA 5001

Dear Mr Kirner

Re Financial Return for Construction, Forestry, Mining and Energy Union - FFPD Division - South Australian Branch - for year ended 31 December 2002(FR2002/824)

Receipt is acknowledged of the above-mentioned financial statements which were lodged in the Registry on 21 July 2003.

I note that the financial statements represent the accounts of the former South Australian Branch of the Forestry Division for the first 2 months to 28 February 2002 and the merged accounts (resulting from the merger with the former South Australian Branch of the FFTS Division) for the remaining 10 months of the year.

The documents have been filed.

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Yours sincerely

Stephen Kellett

for Deputy Industrial Registrar

17 September 2003