



Australian Government
Australian Industrial Registry

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Ref: FR2004/703-[105N-TAS]

Mr Anthony Benson
Divisional Branch Secretary
CFMEU Construction & General Division
Tasmanian Divisional Branch
33a New Town Road
NEW TOWN TAS 7008

Dear Mr Benson

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: **FR2004/703**.

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

TIMELINE/ PLANNER

| | | |
|--|-----|--|
| Financial reporting period ending: | / / | |
| FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1) | / / | as soon as practicable after end of financial year |
| Auditor's Report prepared and signed and given to the Reporting Unit - s257 | / / | within a reasonable time of having received the GPFR |
| Provide full report free of charge to members. (a) if the report is to be presented before 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, or (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. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i> | / / | |
| SECOND MEETING: Present full report to: | | |
| (a) General Meeting of Members - s266 (1),(2), or | / / | within 6 months of end of financial year |
| (b) where rules of organisation allow, a Committee of Management meeting - s266 (3) | / / | within 6 months of end of financial year |
| Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268 | / / | within 14 days of meeting |

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Attachment B

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

³*Insert whichever is applicable*



**CFMEU Construction &
General Division (Tasmanian
Divisional Branch)**
Financial Statements

For the year ended 31 December, 2004

CFMEU Construction & General Division (Tasmanian Divisional Branch)

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CFMEU Construction & General Division (Tasmanian Divisional Branch)
Operating Report
For the year ended 31 December, 2004

Your Committee of Management submit the financial accounts of the CFMEU Construction & General Division Tasmanian Divisional Branch (the Union) for the financial year ended 31 December, 2004.

Committee Members

The names of committee members during the financial year are (unless otherwise stated held office for the full year): B.White, D.Cracknell, D.Post, J Morgan, M.Norris, M.Van De Kamp, P.Ridgeway, P.Riley, P.McCarthy, R.Vincent, R.Smedley, S.Hevey, T.Jenkins, T.Benson (Secretary) and T.Jones.

Principal Activities

The principal activities of the Union during the financial year were: implementation of Divisional Executive Decisions, maintenance of Union Rules, Registrations and Affiliations, co-ordinating seminars and courses for Branch Officers to inform them of current relevant developments, representing the Divisions interest on various state and national committees and organisations, and the provision of member support with industrial and related issues.

There were 933 financial members, and 4 salaried employees, plus one paid by honorarium as at 31 December 2004.

Significant Changes in Activities and Financial Position

So significant change in the nature of the Union's activities occurred during the year. However, there was a significant change in the financial position of the branch with the CFMEU National Office forgiving a loan to the value of \$153,970. This amount has been included in the total surplus amount for the year of \$155,103 (Detailed Statement of Financial Performance). Excluding this item the Union made a surplus of \$1,133 for the year.

Rights of Members to Resign

All members of the Union have the right to resign in accordance with Rule 11 of the Union Rules (National) and s174 of the RAO Schedule.

Signed in accordance with a resolution of the Members of the Committee on 10th May 2005.



Secretary - (T.Benson)

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Committee of Management Statement
For the year ended 31 December, 2004

On 10th May 2005 the Committee of Management of CFMEU - Construction and General Division (Tasmanian Divisional Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2004:

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 year:
 - (i) meetings of 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;
 - (iv) the financial records of the reporting unit have have been kept, as far as practicable, in a consistent inanner 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 duly made under section 272 of the RAO schedule has been furnished to the member.

Signed for the Committee of Management



A R Benson - State Secretary

Date: 10th May 2005

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Independent Audit Report

Scope

I have audited and inspected the accounting records kept by the Construction, Forestry, Mining & Energy Union, Construction & General Division, Tasmanian Divisional Branch in respect of the year ended 31 December 2004, and have received all the information and explanations for the purposes of my audit.


In my opinion:

1. There were kept by the union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure in accordance with s252 of the RAO schedule, and
2. The attached general purpose financial report has been prepared in accordance with s253 of the RAO schedule. The accounts set out on the accompanying pages have been prepared from the accounting records of the Union Branch and are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Union as at 31 December 2004; and
 - (b) the Income and Expenditure and surplus of the Union for the year ended on that date.

Audit opinion

In my opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of CFMEU Construction & General Division (Tasmanian Divisional Branch) as at 31 December, 2004 and the results of its operations for the year then ended.

Signed on : 11th May 2005



M C Watts (BBus CPA)

429 Elizabeth Street, North Hobart. TAS 7000.

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Income and Expenditure Statement
For the year ended 31 December, 2004

| | 2004 \$ | 2003 \$ |
|---|------------|------------|
| Income | | |
| Administration & Directors Fees | 14,040 | 7,600 |
| Member Contributions | 304,253 | 247,828 |
| Training Fees | 12,806 | 9,055 |
| Sundry Income | 2,993 | 1,287 |
| Donations From Other Branches (Qld) | 10,000 | - |
| Advertising & Sponsorship Income | 400 | 1,861 |
| Insurance recoveries | 1,595 | - |
| Interest received | 4,868 | 4,149 |
| Loan forgiveness (from National Office) | | |
| Non-Recurring | 153,970 | - |
| Total income | 504,925 | 271,780 |
| Expenses | | |
| Advertising and promotion | 820 | 498 |
| Affiliation & Capitation | 34,278 | 28,208 |
| Accountancy & Audit fees | 2,900 | 2,700 |
| Bank Fees And Charges | 2,523 | 3,556 |
| Computer Software | - | 365 |
| Depreciation - M/V & Eq. | 4,692 | 5,322 |
| Donations & Sponsorships | 2,410 | 2,173 |
| Donations Over \$1,000 | - | 4,791 |
| Electricity | 2,137 | 2,162 |
| Entertainment & Xmas Dinner | 3,600 | 2,281 |
| Executives expenses | - | 4,803 |
| Fees & charges | 130 | - |
| Fringe benefits tax | 3,772 | 3,705 |
| Honorariums | 7,000 | - |
| Insurance | 8,830 | 7,525 |
| Legal Fees | - | 22 |
| Long service leave | 405 | 1,345 |
| Meeting & Executive Expenses | 3,155 | 3,593 |
| M/V - car expenses | 20,209 | 15,996 |
| Payroll tax | 13,507 | 11,696 |
| Printing, Postage & Office Expenses | 16,168 | 16,062 |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Income and Expenditure Statement
For the year ended 31 December, 2004

| | 2004 \$ | 2003 \$ |
|---|----------------|-----------------|
| Protective clothing | 2,500 | 2,553 |
| Rates & land taxes | 2,751 | 1,683 |
| Rent -Plant & Equip | 3,870 | 2,308 |
| Repairs & maintenance | 2,035 | 9,613 |
| Salaries - ordinary | 64,255 | 40,916 |
| Salaries - Office Bearers | 93,713 | 94,885 |
| Security | 1,210 | 796 |
| Sundry expenses | 2,208 | 797 |
| Superannuation | 22,397 | 17,957 |
| Telephone, Fax & I'net | 16,500 | 17,466 |
| Travel, Accom & Organisers expenses | 11,845 | 19,862 |
| Total expenses | 349,821 | 325,641 |
| Surplus from activities before income tax | 155,103 | (53,861) |
| Income tax revenue relating to ordinary activities | - | - |
| Net surplus attributable to the union branch | 155,103 | (53,861) |
| Items recognised directly in equity: | | |
| Net increase in Asset Revaluation Reserve | - | - |
| Increase (decrease) in retained profits due to: | | |
| - recognition of loan to NSW branch | - | (10,000) |
| Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity | - | (10,000) |
| Total changes in equity of the association | 155,103 | (63,861) |
| Opening accumulated surpluses | 122,124 | 185,985 |
| Net surplus attributable to the union branch | 155,103 | (53,861) |
| Adjustments: | | |
| - Addition To Member Funds | - | (10,000) |
| Closing accumulated surpluses | 277,227 | 122,124 |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Statement of Financial Position As At 31 December, 2004

| | Note | 2004 | 2003 |
|--------------------------------------|------|----------------|----------------|
| Current Assets | | | |
| Cash assets | 2 | 144,057 | 135,020 |
| Receivables | 3 | - | 7,602 |
| Prepayments | | 4,290 | - |
| Total Current Assets | | 148,347 | 142,622 |
| Non-Current Assets | | | |
| Property, plant and equipment | 4 | 215,825 | 215,517 |
| Total Non-Current Assets | | 215,825 | 215,517 |
| Total Assets | | 364,172 | 358,140 |
| Current Liabilities | | | |
| Payables | 5 | 21,342 | 26,139 |
| Current tax liabilities | 7 | 9,774 | 10,078 |
| Provisions | 8 | 25,829 | 25,829 |
| Total Current Liabilities | | 56,945 | 62,046 |
| Non-Current Liabilities | | | |
| Non-Interest-bearing liabilities | 6 | 30,000 | 173,970 |
| Total Non-Current Liabilities | | 30,000 | 173,970 |
| Total Liabilities | | 86,945 | 236,016 |
| Net Assets | | 277,227 | 122,124 |
| Equity | | | |
| Accumulated surpluses | | 277,227 | 122,124 |
| Total Members' Funds | | 277,227 | 122,124 |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Statement of Cash Flows

For the year ended 31 December, 2004

| | 2004 | 2003 |
|--|-----------------------|-----------------------|
| Cash Flow From Operating Activities | | |
| Receipts from customers | 353,689 | 260,029 |
| Payments to Suppliers and employees | (354,520) | (329,611) |
| Interest received | 4,868 | 4,149 |
| Net cash provided by (used in) operating activities (note 2) | <u>4,037</u> | <u>(65,434)</u> |
| Cash Flow From Investing Activities | | |
| Payment for: | | |
| Payments for property, plant and equipment | <u>(5,000)</u> | <u>(2,068)</u> |
| Net cash provided by (used in) investing activities | <u>(5,000)</u> | <u>(2,068)</u> |
| Cash Flow From Financing Activities | | |
| Proceeds of borrowings | <u>10,000</u> | <u>-</u> |
| Net cash provided by (used in) financing activities | <u>10,000</u> | <u>-</u> |
| Net increase (decrease) in cash held | 9,037 | (67,502) |
| Cash at the beginning of the year | <u>135,020</u> | <u>202,522</u> |
| Cash at the end of the year (note 1) | <u><u>144,057</u></u> | <u><u>135,020</u></u> |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Statement of Cash Flows

For the year ended 31 December, 2004

2004

2003

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

| | | |
|-------------------------|----------------|----------------|
| Cash At Bank -CBA | 50,118 | 26,563 |
| Cash at Bank -ISCU | 2,221 | 1,569 |
| Cash At Bank - ISCU GST | 3,304 | 3,362 |
| Term Deposits - CBA | 88,158 | 103,290 |
| Petty Cash On Hand | 256 | 236 |
| | <u>144,057</u> | <u>135,020</u> |

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

| | | |
|---|---------------------|------------------------|
| Operating surplus (loss) after tax | 1,133 | (53,861) |
| Depreciation | 4,692 | 5,322 |
| Changes in assets and liabilities net of effects of purchases and disposals of controlled entities: | | |
| (Increase) decrease in trade and term debtors | 7,602 | (7,602) |
| (Increase) decrease in prepayments | (4,290) | - |
| Increase (decrease) in trade creditors and accruals | (4,587) | 841 |
| Increase (decrease) in other creditors | (210) | (16,777) |
| Increase (decrease) in sundry provisions | (304) | 6,643 |
| Net cash provided by operating activities | <u>4,037</u> | <u>(65,434)</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Notes to the Financial Statements
For the year ended 31 December, 2004

Note 1: Statement of Accounting Policies

The accounts have been prepared in accordance with the Statement of Accounting Concepts and applicable Accounting Standards. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated. The report is a general purpose financial report and has been prepared under the RAO schedule.

In accordance with the requirements of s272 of the RAO schedule, members attention is drawn to the following:

- (1) A member of a reporting unit, or 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 made 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).
-

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 2: Cash assets

Bank accounts:

| | | |
|---------------------------|--------|---------|
| - Cash At Bank -CBA | 50,118 | 26,563 |
| - Cash at Bank -ISCU | 2,221 | 1,569 |
| - Cash At Bank - ISCU GST | 3,304 | 3,362 |
| - Term Deposits - CBA | 88,158 | 103,290 |

Other cash items:

| | | |
|----------------------|----------------|----------------|
| - Petty Cash On Hand | 256 | 236 |
| | <u>144,057</u> | <u>135,020</u> |

Note 3: Receivables

Current

| | | |
|----------------|----------|--------------|
| Sundry debtors | - | 7,602 |
| | <u>-</u> | <u>7,602</u> |

Note 4: Property, Plant and Equipment

Buildings:

| | | |
|-----------|----------------|----------------|
| - At cost | 198,090 | 193,090 |
| | <u>198,090</u> | <u>193,090</u> |

Plant and equipment:

| | | |
|----------------------------------|--------------|---------------|
| - At cost | 37,922 | 37,922 |
| - Less: Accumulated depreciation | (29,087) | (26,979) |
| | <u>8,835</u> | <u>10,943</u> |

Motor vehicles:

| | | |
|----------------------------------|----------------|----------------|
| - At cost | 34,765 | 34,765 |
| - Less: Accumulated depreciation | (25,865) | (23,281) |
| | <u>8,900</u> | <u>11,484</u> |
| | <u>215,825</u> | <u>215,517</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 5: Payables

Unsecured:

| | | |
|--------------------------|---------------|---------------|
| - Trade creditors | 2,194 | 6,781 |
| - Capitaion fees payable | 19,148 | 19,358 |
| | <u>21,342</u> | <u>26,139</u> |
| | <u>21,342</u> | <u>26,139</u> |

Note 6: Non-Interest-Bearing Loans

Non-Current

Unsecured*:

| | | |
|-------------------------|---------------|----------------|
| - Loans from NSW Branch | 30,000 | 173,970 |
| | <u>30,000</u> | <u>173,970</u> |
| | <u>30,000</u> | <u>173,970</u> |

* Total Current and Non-Current unsecured loans

| | | |
|--------------------------------------|---------------|----------------|
| Loans from other Branch & Nat Office | 30,000 | 173,970 |
| | <u>30,000</u> | <u>173,970</u> |

Note 7: Tax Liabilities

Current

| | | |
|--|--------------|---------------|
| GST payable control account | 5,157 | 5,948 |
| Input tax credit control account | (857) | (3,205) |
| Amounts withheld from salary and wages | 4,548 | 3,630 |
| FBT Payable | 926 | 3,705 |
| | <u>9,774</u> | <u>10,078</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 8: Provisions

Current

| | | |
|--------------------------|---------------|---------------|
| Employee entitlements* | 13,919 | 13,919 |
| Provision for Redundancy | 11,910 | 11,910 |
| | <u>25,829</u> | <u>25,829</u> |

There were 4 employees at the end of the year.

PENNA, Belinda

From: PENNA, Belinda
Sent: Friday, 22 July 2005 4:17 PM
To: 'office@tas.cfmeu.asn.au'
Subject: Financial Documents for the year ending 31 December 2004 (FR2004/703)

Dear Mr Benson,

The Registry has received the financial statements and accounts for the Construction & General Division, Tasmanian Divisional Branch for the year ending 31 December 2004. However, the documents cannot yet be filed as they did not contain a Secretary's Certificate.

I have attached an example document for your information and assistance. Please complete a Secretary's certificate and forward it to the Sydney Registry. If you have any queries about what is required, or would like to send a "draft" of the Certificate to be checked in the first instance, please contact me by return email or by phone on 02 8374 6618. I will not be in the office on Monday 25 July 2005, but would be happy to help you any time after then.



RAO Sec's Cert.doc
(27 KB)

Regards

Belinda Penna

Certificate of Secretary or other Authorised Officer¹

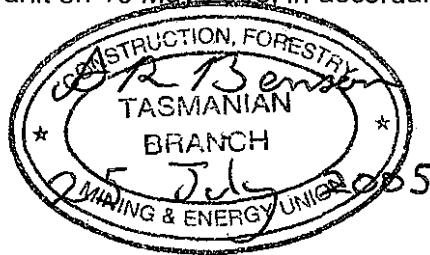
s268 of Schedule 1B Workplace Relations Act 1996

I *Anthony Ross Benson* being the *Branch Secretary* of the *Construction, Forestry, Mining and Energy Union (Construction & General Division) Tasmanian Divisional Branch (CFMEU)* 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 *concise report* was provided to members on *29 June 2005*; and
- that the full report was presented to *meeting of the committee of management* of the reporting unit on *10 May 2005*; 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 Tasmanian Divisional Branch
 Concise Report of the Financial Accounts
 for the year ended 31 December 2004.**

The financial accounts of the Construction, Forestry, Mining & Energy Union, Construction & General Division, Tasmanian Divisional Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996 and the following summary is provided for members in accordance with Section 279 (2) of the Act.

A copy of the Auditors' Report, Accounts and Statements will be supplied free of charge to members who request the same. 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.

Income and expenditure for the year ending 31 December 2004

| | 2004 | 2003 |
|---|-----------------------|-----------------------|
| | \$ | \$ |
| Contributions | 304,253 | 247,828 |
| Other income | 36,701 | 23,952 |
| Donation from Qld Branch | 10,000 | |
| Total Income | 350,954 | 271,780 |
| Total Expenditure | <u>349,821</u> | <u>325,641</u> |
| Operating Surplus (Deficit) for the year | 1,133 | - 53,861 |
| Debt forgiveness (Nat Office) -once off | 153,970 | -10,000 |
| Net Surplus (deficit) for year | 155,103 | -63,861 |

Balance sheet as at 31 December 2004

| | | |
|--------------------------|-----------------------|-----------------------|
| Accumulated Funds | <u>277,227</u> | <u>122,124</u> |
| Represented by: | | |
| Current Assets | 148,347 | 142,622 |
| Investments | | |
| Fixed Assets | <u>215,825</u> | <u>215,518</u> |
| Total Assets | 364,172 | 358,140 |
| Total Liabilities | 86,945 | 236,016 |
| Net Assets | 277,227 | 122,124 |

Information to be provided to members

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1) (2) and (3) of Section 274 which reads 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 a 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 a member.

AUDITOR'S CERTIFICATE

I certify that the above summary is a fair and accurate summary of the Report, Accounts and Statements of the Construction, Forestry, Mining and Energy Union Construction & General Division, Tasmanian Divisional Branch, for the year ended 31 December 2003. My Auditor's Report dated 26 April 2004 on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.


 Michael Watts BBus CPA
 Auditor 11/1/05

429 Elizabeth Street
 North Hobart TAS 7000

Attention: Belinda Penner A.I.R.
 Regards Tony Benson
 Tassie

McFARROW, Peter

To: cfmeu@tas.asn.au
Subject: Financial Return (FR2004/703)

Mr Tony Benson
Divisional Branch Secretary
CFMEU C&G Division
Tasmanian Divisional Branch
By email: cfmeu@tas.asn.au

Dear Mr Benson

As discussed with Belinda Penna yesterday and with me today, the document the Branch published in its journal, a copy of which was faxed to the Registry on 27 July and which is described as the "concise report" provided to members, does not meet the requirements for a "concise report" under the RAO Schedule. Copies of the relevant provisions of the RAO Schedule and the RAO Regulations referred to below can be viewed and downloaded from our website: www.airc.gov.au

Below I have identified the reasons why the document does not appear to comply:

As you may be aware, s265(3) of the RAO Schedule and RAO Regulation 161 set out the contents of a "concise report". Regulation 161 describes the contents of the "concise financial report" which with the other matters in s265(3) comprise the complete "concise report".

The following issues arise:

Concise Financial Report (Reg. 161)

- * Profit and Loss Statement (Statement of Income and Expenditure) - 161(1)(a) - although there is an abbreviated form of this Statement in the documents, the Statement must be presented "as in the full report"
- * Balance Sheet/Statement of Financial Position- this is abbreviated in the concise report - it should also be presented as in the full report although cross references to Notes can be omitted (161(a)(ii))
- * Statement of Cash Flows - this appears to be omitted from the concise report- a copy should be included - (161(a)(iii))
- * discussion and analysis of the principal factors etc. - this does not appear to be included (161(1)(c))
- * reports or statements mentioned in s253(2)(c) - the Reporting Guidelines provide for a Committee of Management Statement which should therefore be included in the Concise Financial Report (161(1)) - this is omitted
- * a statement that the concise financial report is derived from the full report and cannot be expected to provide as full information on matters as the full report ((161(1)(e)) - this appears to be omitted
- * the notice specified in s272(5) - is omitted

The concise report should also include:

- * the statement by the auditor referred to in s265(3)(c) - appears to be omitted

Further Action

As the document provided to members was not a "concise report" and the full report has not been provided, the Branch should arrange to provide either a concise report in the proper form or the full report to its members and then present the report to its committee of management. As noted in the Registry's letter of 19 January 2005, it is open to the Branch to provide the full report by publication on its website. The members should be informed of its availability on the site.

After the report is provided to members and presented to the committee, you should complete a new certificate inserting the relevant dates of provision and presentation and lodge it in the Registry. Would you also in your covering letter confirm that the full report lodged on 7 July 2005 is the same document provided and presented. This will avoid the need to lodge a further set of documents.

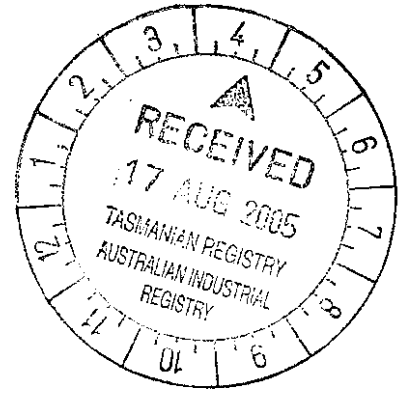
If you have any questions, please call me on (02) 8374 6666.

Regards

Peter McKerrow

Assistant Manager NSW

Australian Industrial Registry



**CFMEU Construction &
General Division (Tasmanian
Divisional Branch)**
Financial Statements

For the year ended 31 December, 2004

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Contents

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Detailed Statement of Financial Performance

Statement of Financial Position

Statement of Cash Flows

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CFMEU Construction & General Division (Tasmanian Divisional Branch)

Certificate by State Secretary

For the year ended 31 December, 2004

Certificate by State Secretary

I Anthony Ross Benson being the Secretary of the Construction, Forestry, Mining and Energy Union, Construction and General Division, Tasmania Divisional Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was presented to members on the branch's website during the week ending 12th August 2005; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 10th May 2005; in accordance with section 266 of the RAO schedule.

AR Benson

A R Benson, State Secretary

Date *16 August 2005*

CFMEU Construction & General Division -Tasmanian Branch.

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Operating Report

For the year ended 31 December, 2004

Your Committee of Management submit the financial accounts of the CFMEU Construction & General Division Tasmanian Divisional Branch (the Union) for the financial year ended 31 December, 2004.

Committee Members

The names of committee members during the financial year are (unless otherwise stated held office for the full year): B.White, D.Cracknell, D.Post, J Morgan, M.Norris, M.Van De Kamp, P.Ridgeway, P.Riley, P.McCarthy, R.Vincent, R.Smedley, S.Hevey, T.Jenkins, T.Benson (Secretary) and T.Jones.

Principal Activities

The principal activities of the Union during the financial year were: implementation of Divisional Executive Decisions, maintenance of Union Rules, Registrations and Affiliations, co-ordinating seminars and courses for Branch Officers to inform them of current relevant developments, representing the Divisions interest on various state and national committees and organisations, and the provision of member support with industrial and related issues.

There were 933 financial members, and 4 salaried employees, plus one paid by honorarium as at 31 December 2004.

Significant Changes in Activities and Financial Position

No significant change in the nature of the Union's activities occurred during the year. However, there was a significant change in the financial position of the branch with the CFMEU National Office forgiving a loan to the value of \$153,970. This amount has been included in the total surplus amount for the year of \$155,103 (Detailed Statement of Financial Performance). Excluding this item the Union made a surplus of \$1,133 for the year.

Rights of Members to Resign

All members of the Union have the right to resign in accordance with Rule 11 of the Union Rules (National) and s174 of the RAO Schedule.

Signed in accordance with a resolution of the Members of the Committee on 10th May 2005.



Secretary - (T.Benson)

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Committee of Management Statement
For the year ended 31 December, 2004

On 10th May 2005 the Committee of Management of CFMEU - Construction and General Division (Tasmanian Divisional Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2004:

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 year:
 - (i) meetings of 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;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit duly made under section 272 of the RAO schedule has been furnished to the member.

Signed for the Committee of Management



A R Benson - State Secretary

Date: 10th May 2005

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Independent Audit Report

Scope

I have audited and inspected the accounting records kept by the Construction, Forestry, Mining & Energy Union, Construction & General Division, Tasmanian Divisional Branch in respect of the year ended 31 December 2004, and have received all the information and explanations for the purposes of my audit.

In my opinion:

1. There were kept by the union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure in accordance with s252 of the RAO schedule, and
2. The attached general purpose financial report has been prepared in accordance with s253 of the RAO schedule. The accounts set out on the accompanying pages have been prepared from the accounting records of the Union Branch and are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Union as at 31 December 2004; and
 - (b) the Income and Expenditure and surplus of the Union for the year ended on that date.

Audit opinion

In my opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of CFMEU Construction & General Division (Tasmanian Divisional Branch) as at 31 December, 2004 and the results of its operations for the year then ended.

Signed on : 11th May 2005



M C Watts (BBus CPA)
429 Elizabeth Street, North Hobart. TAS 7000.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Income and Expenditure Statement

For the year ended 31 December, 2004

| | 2004 | 2003 |
|--|----------------|----------------|
| | \$ | \$ |
| Income | | |
| Administration & Directors Fees | 14,040 | 7,600 |
| Member Contributions | 304,253 | 247,828 |
| Training Fees | 12,806 | 9,055 |
| Sundry Income | 2,993 | 1,287 |
| Donations From Other Branches (Qld) | 10,000 | - |
| Advertising & Sponsorship Income | 400 | 1,861 |
| Insurance recoveries | 1,595 | - |
| Interest received | 4,868 | 4,149 |
| Loan forgiveness (from National Office) Non-Recurring | 153,970 | - |
| Total income | <u>504,925</u> | <u>271,780</u> |

Expenses

| | | |
|-------------------------------------|--------|--------|
| Advertising and promotion | 820 | 498 |
| Affiliation & Capitation | 34,278 | 28,208 |
| Accountancy & Audit fees | 2,900 | 2,700 |
| Bank Fees And Charges | 2,523 | 3,556 |
| Computer Software | - | 365 |
| Depreciation - M/V & Eq. | 4,692 | 5,322 |
| Donations & Sponsorships | 2,410 | 2,173 |
| Donations Over \$1,000 | - | 4,791 |
| Electricity | 2,137 | 2,162 |
| Entertainment & Xmas Dinner | 3,600 | 2,281 |
| Executives expenses | - | 4,803 |
| Fees & charges | 130 | - |
| Fringe benefits tax | 3,772 | 3,705 |
| Honorariums | 7,000 | - |
| Insurance | 8,830 | 7,525 |
| Legal Fees | - | 22 |
| Long service leave | 405 | 1,345 |
| Meeting & Executive Expenses | 3,155 | 3,593 |
| M/V - car expenses | 20,209 | 15,996 |
| Payroll tax | 13,507 | 11,696 |
| Printing, Postage & Office Expenses | 16,168 | 16,062 |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Income and Expenditure Statement

For the year ended 31 December, 2004

| | 2004 \$ | 2003 \$ |
|---|----------------|-----------------|
| Protective clothing | 2,500 | 2,553 |
| Rates & land taxes | 2,751 | 1,683 |
| Rent -Plant & Equip | 3,870 | 2,308 |
| Repairs & maintenance | 2,035 | 9,613 |
| Salaries - ordinary | 64,255 | 40,916 |
| Salaries - Office Bearers | 93,713 | 94,885 |
| Security | 1,210 | 796 |
| Sundry expenses | 2,208 | 797 |
| Superannuation | 22,397 | 17,957 |
| Telephone, Fax & I'net | 16,500 | 17,466 |
| Travel, Accom & Organisers expenses | 11,845 | 19,862 |
| Total expenses | 349,821 | 325,641 |
| Surplus from activities before income tax | 155,103 | (53,861) |
| Income tax revenue relating to ordinary activities | - | - |
| Net surplus attributable to the union branch | 155,103 | (53,861) |
| Items recognised directly in equity: | | |
| Net increase in Asset Revaluation Reserve | - | - |
| Increase (decrease) in retained profits due to: | | |
| - recognition of loan to NSW branch | - | (10,000) |
| Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity | - | (10,000) |
| Total changes in equity of the association | 155,103 | (63,861) |
| Opening accumulated surpluses | 122,124 | 185,985 |
| Net surplus attributable to the union branch | 155,103 | (53,861) |
| Adjustments: | | |
| - Addition To Member Funds | - | (10,000) |
| Closing accumulated surpluses | 277,227 | 122,124 |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)
Statement of Financial Position As At 31 December, 2004

| | Note | 2004 | 2003 |
|--------------------------------------|------|----------------|----------------|
| Current Assets | | | |
| Cash assets | 2 | 144,057 | 135,020 |
| Receivables | 3 | - | 7,602 |
| Prepayments | | 4,290 | - |
| Total Current Assets | | <u>148,347</u> | <u>142,622</u> |
| Non-Current Assets | | | |
| Property, plant and equipment | 4 | 215,825 | 215,517 |
| Total Non-Current Assets | | <u>215,825</u> | <u>215,517</u> |
| Total Assets | | <u>364,172</u> | <u>358,140</u> |
| Current Liabilities | | | |
| Payables | 5 | 21,342 | 26,139 |
| Current tax liabilities | 7 | 9,774 | 10,078 |
| Provisions | 8 | 25,829 | 25,829 |
| Total Current Liabilities | | <u>56,945</u> | <u>62,046</u> |
| Non-Current Liabilities | | | |
| Non-Interest-bearing liabilities | 6 | 30,000 | 173,970 |
| Total Non-Current Liabilities | | <u>30,000</u> | <u>173,970</u> |
| Total Liabilities | | <u>86,945</u> | <u>236,016</u> |
| Net Assets | | <u>277,227</u> | <u>122,124</u> |
| Equity | | | |
| Accumulated surpluses | | 277,227 | 122,124 |
| Total Members' Funds | | <u>277,227</u> | <u>122,124</u> |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)**Statement of Cash Flows**

For the year ended 31 December, 2004

| | 2004 | 2003 |
|--|-----------------------|-----------------------|
| Cash Flow From Operating Activities | | |
| Receipts from customers | 353,689 | 260,029 |
| Payments to Suppliers and employees | (354,520) | (329,611) |
| Interest received | 4,868 | 4,149 |
| Net cash provided by (used in) operating activities (note 2) | <u>4,037</u> | <u>(65,434)</u> |
| Cash Flow From Investing Activities | | |
| Payment for: | | |
| Payments for property, plant and equipment | <u>(5,000)</u> | <u>(2,068)</u> |
| Net cash provided by (used in) investing activities | <u>(5,000)</u> | <u>(2,068)</u> |
| Cash Flow From Financing Activities | | |
| Proceeds of borrowings | <u>10,000</u> | <u>-</u> |
| Net cash provided by (used in) financing activities | <u>10,000</u> | <u>-</u> |
| Net increase (decrease) in cash held | 9,037 | (67,502) |
| Cash at the beginning of the year | <u>135,020</u> | <u>202,522</u> |
| Cash at the end of the year (note 1) | <u><u>144,057</u></u> | <u><u>135,020</u></u> |

The accompanying notes form part of these financial statements.

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Statement of Cash Flows

For the year ended 31 December, 2004

2004

2003

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

| | | |
|-------------------------|----------------|----------------|
| Cash At Bank -CBA | 50,118 | 26,563 |
| Cash at Bank -ISCU | 2,221 | 1,569 |
| Cash At Bank - ISCU GST | 3,304 | 3,362 |
| Term Deposits - CBA | 88,158 | 103,290 |
| Petty Cash On Hand | 256 | 236 |
| | <u>144,057</u> | <u>135,020</u> |

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

| | | |
|---|---------------------|------------------------|
| Operating surplus (loss) after tax | 1,133 | (53,861) |
| Depreciation | 4,692 | 5,322 |
| Changes in assets and liabilities net of effects of purchases and disposals of controlled entities: | | |
| (Increase) decrease in trade and term debtors | 7,602 | (7,602) |
| (Increase) decrease in prepayments | (4,290) | - |
| Increase (decrease) in trade creditors and accruals | (4,587) | 841 |
| Increase (decrease) in other creditors | (210) | (16,777) |
| Increase (decrease) in sundry provisions | (304) | 6,643 |
| Net cash provided by operating activities | <u>4,037</u> | <u>(65,434)</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

Note 1: Statement of Accounting Policies

The accounts have been prepared in accordance with the Statement of Accounting Concepts and applicable Accounting Standards. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated. The report is a general purpose financial report and has been prepared under the RAO schedule.

In accordance with the requirements of s272 of the RAO schedule, members attention is drawn to the following:

- (1) A member of a reporting unit, or 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 made 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).
-

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 2: Cash assets

Bank accounts:

| | | |
|---------------------------|--------|---------|
| - Cash At Bank -CBA | 50,118 | 26,563 |
| - Cash at Bank -ISCU | 2,221 | 1,569 |
| - Cash At Bank - ISCU GST | 3,304 | 3,362 |
| - Term Deposits - CBA | 88,158 | 103,290 |

Other cash items:

| | | |
|----------------------|----------------|----------------|
| - Petty Cash On Hand | 256 | 236 |
| | <u>144,057</u> | <u>135,020</u> |

Note 3: Receivables

Current

| | | |
|----------------|----------|--------------|
| Sundry debtors | - | 7,602 |
| | <u>-</u> | <u>7,602</u> |

Note 4: Property, Plant and Equipment

Buildings:

| | | |
|-----------|----------------|----------------|
| - At cost | 198,090 | 193,090 |
| | <u>198,090</u> | <u>193,090</u> |

Plant and equipment:

| | | |
|----------------------------------|--------------|---------------|
| - At cost | 37,922 | 37,922 |
| - Less: Accumulated depreciation | (29,087) | (26,979) |
| | <u>8,835</u> | <u>10,943</u> |

Motor vehicles:

| | | |
|----------------------------------|----------------|----------------|
| - At cost | 34,765 | 34,765 |
| - Less: Accumulated depreciation | (25,865) | (23,281) |
| | <u>8,900</u> | <u>11,484</u> |
| | <u>215,825</u> | <u>215,517</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 5: Payables

Unsecured:

| | | |
|--------------------------|---------------|---------------|
| - Trade creditors | 2,194 | 6,781 |
| - Capitaion fees payable | 19,148 | 19,358 |
| | <u>21,342</u> | <u>26,139</u> |
| | <u>21,342</u> | <u>26,139</u> |

Note 6: Non-Interest-Bearing Loans

Non-Current

Unsecured*:

| | | |
|-------------------------|---------------|----------------|
| - Loans from NSW Branch | 30,000 | 173,970 |
| | <u>30,000</u> | <u>173,970</u> |
| | <u>30,000</u> | <u>173,970</u> |

* Total Current and Non-Current unsecured loans

| | | |
|--------------------------------------|---------------|----------------|
| Loans from other Branch & Nat Office | 30,000 | 173,970 |
| | <u>30,000</u> | <u>173,970</u> |

Note 7: Tax Liabilities

Current

| | | |
|--|--------------|---------------|
| GST payable control account | 5,157 | 5,948 |
| Input tax credit control account | (857) | (3,205) |
| Amounts withheld from salary and wages | 4,548 | 3,630 |
| FBT Payable | 926 | 3,705 |
| | <u>9,774</u> | <u>10,078</u> |

CFMEU Construction & General Division (Tasmanian Divisional Branch)

Notes to the Financial Statements

For the year ended 31 December, 2004

2004

2003

Note 8: Provisions

Current

| | | |
|--------------------------|---------------|---------------|
| Employee entitlements* | 13,919 | 13,919 |
| Provision for Redundancy | 11,910 | 11,910 |
| | <u>25,829</u> | <u>25,829</u> |

There were 4 employees at the end of the year.

McKERRROW, Peter

From: McKERRROW, Peter
Sent: Tuesday, 23 August 2005 1:52 PM
To: 'cfmeu@tas.asn.au'
Cc: PENNA, Belinda
Subject: Branch Financial Return (FR2004/703)

Attn: Mr Tony Benson, Branch Secretary

Dear Mr Benson

We have received the Branch financial documents with your certificate. However, we need to know when, after you posted the documents to your website on 12 August, they were presented to the "second meeting". Your certificate refers to second meeting on 10 May 2005 which is before the documents were given to members.

The sequence is broadly as follows:

- * preparation of financial documents and consideration by committee of management (this is usually the occasion on which the committee signs off on the Committee of Management Statement verifying the accounts are in order and is sometimes called the "first meeting") following which (either on the same day or later) the auditor gives his report on the accounts to the Branch.
- * provision of copies of the reports to members
- * presentation of the copies to meeting of committee or general meeting (sometimes called the "second meeting")
- * lodgement of copies presented to meeting in the Registry

If you have not yet conducted a second meeting at which the copies posted to the website have been presented, please advise in writing when you have and confirm that they were presented and the date of presentation.

Regards

Peter McKerrow
Australian Industrial Registry

Tel: 02 8374 6666

KELLETT, Stephen

From: KELLETT, Stephen
Sent: Friday, 18 November 2005 1:56 PM
To: 'office@tas.cfmeu.asn.au'
Subject: Attention Sharon, Tony Benson - re Financial return 2004

Dear Sharon

As promised I am writing to confirm that all that is required for the Branch's financial return to be filed is for us to know that the financial documents and auditor's report have been "presented" to a second meeting of the committee of management.

Tony has already advised us that there had been an initial meeting of the committee on 10 May 2005 and that the documents were placed on the website on 12 August. The legislation requires the documents to be put before a subsequent committee meeting which takes place at least 21 days after the members get to see the documents which would mean no earlier than say 2 or 3 September 2005.

If therefore they haven't yet been formally presented before a committee meeting held since then, could this be arranged at the next one and could we be then advised when it has taken place?

Many thanks. Please don't hesitate to email me at stephen.kellett@air.gov.au if any questions or updates in the meantime.

Yours sincerely

Stephen Kellett

KELLETT, Stephen

From: CFMEUTAS [office@tas.cfmeu.asn.au]
Sent: Thursday, 1 December 2005 4:50 PM
To: stephen.KELLETT@air.gov.au
Subject: Financial Return 2004

Good afternoon Stephen

Attached is the relevant documentation from the recent Committee Meeting at which the financial reports and documents were tabled for a second time.

I hope this adequate for your requirements.

Please contact the office if you need any further clarification.

Sharon

CFMEU Construction & General Division
Tasmanian Branch
Ph: 03 6228 9595
Fax: 03 6228 9594
email: office@tas.cfmeu.asn.au
web: www.cfmeu.asn.au/construction

STATE MANAGEMENT COMMITTEE

CONSTRUCTION FORESTRY MINING & ENERGY UNION CONSTRUCTION & GENERAL DIVISION (TASMANIAN BRANCH)

MINUTES OF MEETING HELD, 33A NEW TOWN ROAD, NEW TOWN

DATE: 29 November 2005

GENERAL BUSINESS

The Secretary tabled the Audited Financial statements for the year ended 31 December 2004.

MOTION: That the Audited Financial Statements for the year ended 31 December 2004 be accepted as a true and correct account.

MOVED: Roy Smedly

SECONDED: Phil McCarthy

CARRIED

MEETING CLOSED: 7:50pm



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 Tony Benson
Branch Secretary
CFMEU Construction & General Division
33a New Town Road
NEW TOWN TAS 7008

Dear Mr Benson

Lodgement of Financial Statements and Accounts for the CFMEU Construction & General Division, Tasmanian Branch for the year ending 31 December 2004 (FR2004/703)

I refer to the emailed correspondence of 1 December 2004, and the attached copy of the records of the Committee of Management meeting of 29 November 2004. The documents confirm that the financial statements and accounts have been accepted by the Committee of Management following distribution to the members of the organisation.

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

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

9 December 2005