



FAIR WORK  
AUSTRALIA

5 July 2011

Mr Anthony Benson  
Secretary, Tasmanian Construction and General Divisional Branch  
Construction, Forestry, Mining and Energy Union  
33A New Town Road  
NEW TOWN TAS 7008



Dear Mr Benson

**Lodgment of Financial Accounts and Statements - Construction, Forestry, Mining and Energy Union, Construction and General Division, Tasmanian Branch (FR2010/2839)**

Thank you for lodging the abovementioned financial accounts and statements which were received by Fair Work Australia on 16 June 2011.

The documents have been filed. However I draw your attention to the following.

The Income and Expenditure Statement shows an amount of \$5,000 for "Donations Over \$1,000". Section 237 of the *Fair Work (Registered Organisations) Act 2009* requires a separate statement showing the prescribed particulars of any grants or donations exceeding \$1,000 to be lodged within 90 days of the end of the financial year. The prescribed particulars are:

(a) the amount; (b) the purpose for which the grant or donation was made; (c) the name and address of the person to whom the grant or donation was made except where the grant or donation was made to relieve a member of the branch or a dependant of such member from severe financial hardship.

You should lodge a Statement under s237 in respect of the item(s) encompassed by the above amount at your earliest opportunity.

Yours sincerely,

Stephen Kellett  
Statutory Services Branch  
Fair Work Australia

FR 2010/2839



**CFMEU Construction And  
General Division (Tasmanian  
Divisional Branch)**

Financial Statements  
For the year ended 31 December 2010

# CFMEU Construction & General Division (Tasmanian Divisional Branch)

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

**Certificate by State Secretary**

**For the year ended 31 December, 2010**

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**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 on the week ending 20th May 2011; and
- that the full report will be presented to a meeting of the committee of management of the reporting unit at the 2nd meeting on the 15th June 2011; in accordance with section 266 of the RAO schedule.



15-6-2011

Date

CFMEU Construction & General Division -Tasmanian Branch.

**CFMEU Construction & General Division (Tasmanian Divisional Branch)**  
**Operating Report**  
**For the year ended 31 December, 2010**

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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, 2010.

**Committee Members**

The names of committee members during the financial year are (unless otherwise stated held office for the full year): W.White, M.Huxley, D.Cracknell (President), D.Post, J Morgan, M.Norris, M.Van De Kamp, P.Ridgeway, P.Rainey, P.McCarthy, K. Spouse, R.Smedley, S.Hevey, T.Jenkins, T.Benson (Secretary), N. Williamson 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 793 financial members, and 4 salaried employees, plus one paid by honorarium as at 31 December 2010.

**Significant Changes in Activities and Financial Position**

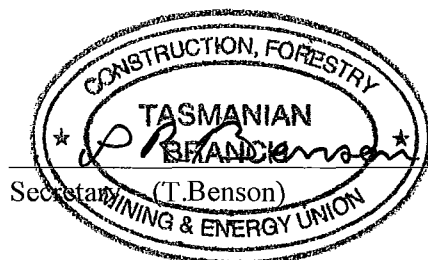
The Tasmanian union branch recorded an increase in total income for 2010 of \$47,996 over the 2009 year. Additional income of \$25,000 from CBUS superannuation fund was the main factor in increased total revenue. Membership subscriptions were \$4,596 higher, due to an increase in financial members.

Total costs increased by \$24,939 from 2009 with wages costs the main contributor, up by \$12,000. Overall the branch recorded a surplus of \$20,132 in 2010 compared to a deficit of \$2,924 in 2009.

**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 2011.



**CFMEU Construction & General Division (Tasmanian Divisional Branch)**  
**Committee of Management Statement**  
**For the year ended 31 December, 2010**

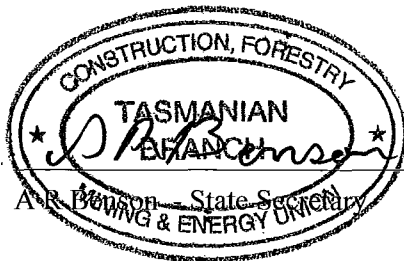
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On 10th May 2011 the Committee of Management of CFMEU - Construction and General Division (Tasmanian Divisional Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2010:

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 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



Date: 10th May 2011

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

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## 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 2010, and have received all the information and explanations for the purposes of my audit.

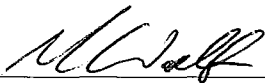
In my opinion:

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 2010; 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, 2010 and the results of its operations for the year then ended.

Signed on : 12th May 2011



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M C Watts (BBus CPA)

429 Elizabeth Street, North Hobart. TAS 7000.

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# CFMEU Construction And General Division (Tasmanian Divisional Branch)

## Income and Expenditure Statement For the year ended 31 December 2010

	2010	2009
	\$	\$
<b>Income</b>		
Administration & Directors Fees	25,890	26,390
Member Contributions	278,172	273,576
Training Fees	25,237	17,818
Sundry Income	6,406	473
Training & Promotion Income	25,000	-
Interest received	8,166	4,819
Loss On Disposal Of Vehicle	-	(2,201)
Total income	<u>368,871</u>	<u>320,875</u>
<b>Expenses</b>		
Advertising and promotion	2,510	100
Affiliation & Capitation	29,544	28,459
Accountancy & Audit fees	3,000	3,000
Bank Fees And Charges	2,085	2,926
Cleaning/rubbish removal	-	257
Computer Software	450	879
Consultants fees	-	330
Depreciation - M/V & Eq.	9,340	9,940
Donations - Non-Political	1,050	945
Donations Over \$1,000	5,000	-
Electricity	2,777	2,935
Xmas And Member Events	2,812	2,560
Fees & charges	51	93
Fringe benefits tax	2,361	2,361
Honorariums	7,792	7,486
Insurance	8,426	6,753
Redundancy And Leave Expenses	10,000	6,000
Meeting & Executive Expenses	2,084	3,718
M/V - car expenses	11,144	10,433
Payroll tax	11,971	10,289
Printing, Postage & Office Expenses	10,182	15,302
Protective clothing	2,073	2,062
Rates & land taxes	3,523	3,865
Water Charges	965	202

The accompanying notes form part of these financial statements.



**CFMEU Construction And General Division (Tasmanian Divisional Branch)****Income and Expenditure Statement****For the year ended 31 December 2010**

	2010	2009
	\$	\$
Repairs & maintenance	3,438	288
Salaries - ordinary	50,543	46,916
Salaries - Office Bearers	114,500	105,998
Security	940	1,268
Staff training	743	45
Sundry expenses	1,268	410
Superannuation	23,999	21,959
Telephone, Fax & I'net	12,173	15,443
Travel, Accom & Organisers expenses	11,995	10,578
Total expenses	<u>348,739</u>	<u>323,800</u>
<b>Surplus from ordinary activities before income tax</b>	<b>20,132</b>	<b>(2,924)</b>
Income tax revenue relating to ordinary activities	-	-
<b>Net surplus attributable to the union</b>	<b><u>20,132</u></b>	<b><u>(2,924)</u></b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	-	191,910
<b>Total revenues, expenses and valuation adjustments attributable to the union and recognised directly in equity</b>	<b><u>-</u></b>	<b><u>191,910</u></b>
<b>Total changes in equity of the union</b>	<b><u>20,132</u></b>	<b><u>188,986</u></b>
Opening retained surplus	316,266	319,191
Net surplus attributable to the union	<u>20,132</u>	<u>(2,924)</u>
<b>Closing retained surplus</b>	<b><u>336,398</u></b>	<b><u>316,266</u></b>

The accompanying notes form part of these financial statements.

**CFMEU Construction And General Division (Tasmanian Divisional Branch)**  
**Detailed Statement of Financial Position As At 31 December 2010**

	2010	2009
	\$	\$
<b>Current Assets</b>		
<b>Cash Assets</b>		
Cash At Bank -CBA	69,313	89,034
Members Equity Term Deposit	173,630	115,459
Petty Cash On Hand	211	30
	<u>243,154</u>	<u>204,523</u>
<b>Total Current Assets</b>	<b><u>243,154</u></b>	<b><u>204,523</u></b>
<b>Non-Current Assets</b>		
<b>Property, Plant and Equipment</b>		
Building -New Town - At Cost	198,090	198,090
Building New Town- Revaluation Increment	191,910	191,910
Office equipment	44,074	44,074
Less: Accumulated Depreciation	(39,604)	(38,419)
Motor vehicles - at cost	43,555	43,555
Less: Accumulated depreciation	(19,086)	(10,931)
	<u>418,938</u>	<u>428,278</u>
<b>Total Non-Current Assets</b>	<b><u>418,938</u></b>	<b><u>428,278</u></b>
<b>Total Assets</b>	<b><u>662,092</u></b>	<b><u>632,801</u></b>

The accompanying notes form part of these financial statements.

**CFMEU Construction And General Division (Tasmanian Divisional Branch)**  
**Detailed Statement of Financial Position As At 31 December 2010**

	2010 \$	2009 \$
<b>Current Liabilities</b>		
<b>Payables</b>		
<b>Unsecured:</b>		
Other Creditors -Capitation Payable	(8,385)	(1,692)
Trade Creditors	11,746	6,274
	<u>3,361</u>	<u>4,582</u>
<b>Current Tax Liabilities</b>		
GST payable control account	4,258	3,438
Amounts withheld from salary and wages	3,305	3,744
FBT Payable	2,360	2,361
	<u>9,923</u>	<u>9,543</u>
<b>Provisions</b>		
Provision for Annual Leave	2,500	2,500
Provision for Long Service Leave	18,000	12,000
Provision for Redundancy	100,000	96,000
	<u>120,500</u>	<u>110,500</u>
<b>Total Current Liabilities</b>	<u><b>133,785</b></u>	<u><b>124,625</b></u>
<b>Total Liabilities</b>	<u><b>133,785</b></u>	<u><b>124,625</b></u>
<b>Net Assets</b>	<u><b>528,308</b></u>	<u><b>508,176</b></u>
<b>Members' Funds</b>		
<b>Reserves</b>		
Assets revaluation reserve	191,910	191,910
Accumulated surplus (deficit)	336,398	316,266
<b>Total Members' Funds</b>	<u><b>528,308</b></u>	<u><b>508,176</b></u>

The accompanying notes form part of these financial statements.

**CFMEU Construction And General Division (Tasmanian Divisional Branch)**

**Statement of Cash Flows**

**For the year ended 31 December 2010**

	2010	2009
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	360,705	318,257
Payments to Suppliers and employees	(330,240)	(313,131)
Interest received	8,166	4,819
Net cash provided by (used in) operating activities (note 2)	<u>38,631</u>	<u>9,945</u>
<b>Cash Flow From Investing Activities</b>		
<b>Payment for:</b>		
Net Payments for property, plant and equipment	<u>-</u>	<u>(20,156)</u>
Net cash provided by (used in) investing activities	<u>-</u>	<u>(20,156)</u>
Net increase (decrease) in cash held	38,631	(10,211)
Cash at the beginning of the year	<u>204,523</u>	<u>214,734</u>
Cash at the end of the year (note 1)	<u><u>243,154</u></u>	<u><u>204,523</u></u>

The accompanying notes form part of these financial statements.

# CFMEU Construction And General Division (Tasmanian Divisional Branch)

## Statement of Cash Flows

For the year ended 31 December 2010

2010

2009

### 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	69,313	89,034
Members Equity Term Deposit	173,630	115,459
Petty Cash On Hand	211	30
	<u>243,154</u>	<u>204,523</u>

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

Operating profit (loss) after tax	20,132	(2,924)
Depreciation	9,340	9,940
(Profit) / Loss on sale of property, plant and equipment	2,201	2,201
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in other creditors	(1,221)	5,744
Increase (decrease) in sundry provisions	10,380	(5,015)
<b>Net cash provided by operating activities</b>	<u><b>38,631</b></u>	<u><b>9,945</b></u>

# CFMEU Construction & General Division (Tasmanian Divisional Branch)

## Notes to the Financial Statements

For the year ended 31 December, 2010

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### 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).
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FAIR WORK  
AUSTRALIA

11 January 2011

Mr Anthony Benson  
Branch Secretary  
Construction, Forestry, Mining and Energy Union - Construction and General Division,  
Tasmanian Divisional Branch  
office@tas.cfmeu.asn.au

Dear Mr Benson,

**Lodgement of Financial Documents for year ended 31 December 2010 [FR2010/2839]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Construction, Forestry, Mining and Energy Union - Construction and General Division, Tasmanian Divisional Branch (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements, but I also describe the sequence here.

When the accounts have been prepared ready for the auditor, you or other officers of the Committee of Management must complete, sign and date a "Committee of Management Statement". This Statement effectively approves the accounts for audit and is usually completed at a "first" Committee meeting.

When the auditor has completed his or her audit, he or she must sign and date the "Auditor's Report". The signing and dating of the Auditor's Report may coincide with the date of the "first" Committee Meeting.

Only when the Auditor's Report has been signed and dated is the financial report ready for distribution or publication for the members. This is because the members must be able to see that the report has been audited.

The final event is a formal presentation of the financial report to a "second" meeting. This can be a general meeting of the members, or a separate meeting of the Committee. A general meeting of the members is the default format unless your rules provide for members to petition a special general meeting to consider the report, in which case you can avail itself of the convenience of a Committee meeting instead (see s266).

If you intend to present the report to a general meeting, you must not hold the meeting until at least 21 days have elapsed since distributing or publishing the report to your members. (see s265(5)) If you intend and are permitted to present the report to a Committee meeting, this can be held at any time after the Auditor has signed his report. But this must be a "second" Committee meeting, separate from that at which the various documents were originally signed.

The documents must be lodged within 14 days of the "second" meeting. Your Certificate should provide the date the report was distributed/made available to the members and the date of presentation to the "second" meeting. This will enable Fair Work Australia to be satisfied that you have complied with the relevant sections of the Act

For additional information, if you need it, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website ([www.fwa.gov.au](http://www.fwa.gov.au)). You will find that the legislative requirements remain largely unchanged to that of the former requirements under Schedule 1 of the Workplace Relations Act 1996. The information can be viewed at [FWA Registered Organisations Fact Sheets](#)

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at [RIASydney@fwa.gov.au](mailto:RIASydney@fwa.gov.au). Alternatively, you can forward the documents by fax to (02) 9380 6990 .

If you need any further information or if you believe you will be unable to lodge the full financial report within the period mentioned above please contact me on (02) 8374 6666 or by email at [RIASydney@fwa.gov.au](mailto:RIASydney@fwa.gov.au).

Yours sincerely,



Steve Teece  
Registered Organisations – New South Wales  
Fair Work Australia



**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.  (b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	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 (NB: Auditor's report <u>must</u> be dated on or after date of Committee of Management Statement
Provide full report free of charge to members – s265 The full report includes: <input type="checkbox"/> the General Purpose Financial Report (which includes the Committee of Management Statement); <input type="checkbox"/> the Auditor's Report; and <input type="checkbox"/> the Operating Report.	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,  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.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate <sup>++</sup> – s268	/ /	Within 14 days of meeting

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

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

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