



Australian Government
Australian Industrial Registry

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

Ref: FR2004/704-[105N-TAST]

Mr Scott McLean
Divisional Branch Secretary
CFMEU FFPD
Tasmanian Divisional Branch
PO Box 1562
LAUNCESTON TAS 7250

Dear Mr McLean

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: **FR2004/704**.

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 (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	within 6 months of end of financial year
	/ /	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:

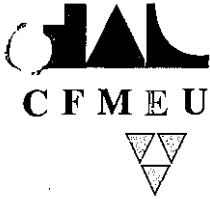
¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(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*



**CONSTRUCTION,
FORESTRY,
MINING &
ENERGY
UNION**

**FORESTRY & FURNISHING
PRODUCTS DIVISION**

**TASMANIAN
DIVISIONAL
HEAD OFFICE:**

237 Wellington Street
LAUNCESTON 7250

**ACCOUNTS &
GENERAL ENQUIRIES**

PHONE: (03) 6331 7955

FAX: (03) 6334 2935

All correspondence should
be addressed to:
DIVISIONAL
SECRETARY
P.O. BOX 1562
LAUNCESTON 7250

Email:
cfmeutas@bigpond.net.au

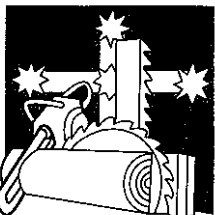
SCOTT McLEAN
Phone: (03) 6331 7955
Mobile: 0418 131 901

MARTIN CLIFFORD
Phone: (03) 6331 7955
Mobile: 0418 137 274

**TIMBER INDUSTRY
SUPERANNUATION
SCHEME (TISS)**

CO-ORDINATOR

QUENTIN COOK
Phone: (03) 6331 7119
Mobile: 0419 325 815



3rd June 2005

Belinda Penna
Aust Industrial Registry
Level 8 Terrace Towers
80 William Street
East Sydney NSW 2011

Dear Belinda

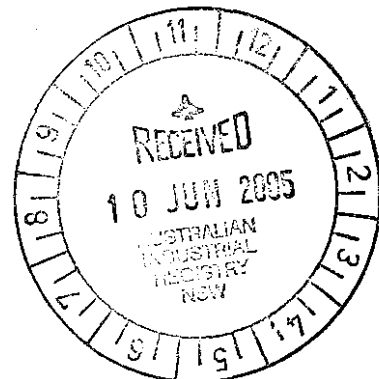
Re: Audit for Financial Year ending 31st December 2004

Please find enclosed the following documents in relation to the financial year ending 31st December 2004:

- Certificate of Secretary or Other Authorised Officer
- Copy of the Audited Financial Statements – General Purpose Report containing Auditor's Report, Operating Report, Committee of Management Statement and Financial Reports
- Copy of the Concise Report provided to members

Yours faithfully

Scott A McLean
State Secretary



Certificate of Secretary or Other Authorised Officer
s268 of Schedule 1B Workplace Relations Act 1996

I, Scott Andrew McLean the State Secretary of the Construction Forestry Mining & Energy Union Forestry & Furnishing Products Division, Tasmanian Branch certify:

- that the documents lodged herewith are copies of the full report, and the concise report, referred to in s268 of the RAO Schedule; and
- that the concise report, was provided to members on 29th April 2005; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 27th May 2005; in accordance with section 266 of the RAO Schedule.

Signature:



Date: 30th May 2005

Launceston Office:
46-54 Cameron Street
P.O. Box 1368, Launceston, Tas. 7250
Postcode DX70151
Telephone (03) 6324 1166
Fax (03) 6331 7309
E-mail info@camerons-ca.com.au
Website www.camerons-ca.com.au



Scottsdale Office:
22 King Street
P.O. Box 62, Scottsdale, Tas. 7260
Telephone (03) 6352 5755

Devonport Office:
26 Forbes Street
P.O. Box 166, Devonport, Tas. 7310
Telephone (03) 6421 4777

ACCOUNTANTS & ADVISORS

**CFMEU
FORESTRY & FURNISHING
PRODUCTS DIVISION
TASMANIAN BRANCH**

AUDITED FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31ST DECEMBER 2004**

[CLIENT COPY - PLEASE RETAIN FOR YOUR RECORDS]

FINANCIAL & BUSINESS ADVISORS

Also at: • King Island • St Helens • Deloraine • Bicheno • Swansea • Flinders Island • Smithton

Launceston Office:
46-54 Cameron Street
P.O. Box 1368, Launceston, Tas. 7250
Postcode DX70151
Telephone (03) 6324 1166
Fax (03) 6331 7309
E-mail info@camerons-ca.com.au
Website www.camerons-ca.com.au



Scottsdale Office:
22 King Street
P.O. Box 62, Scottsdale, Tas. 7260
Telephone (03) 6352 5755

Devonport Office:
26 Forbes Street
P.O. Box 166, Devonport, Tas. 7310
Telephone (03) 6421 4777

ACCOUNTANTS & ADVISORS

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

Scope

We have audited the financial report of the CFMEU forestry & furnishing products division (Tasmanian branch) for the year ended 31 December 2004 being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The committee is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, reporting requirements under the Workplace Relations Act 1996 and other mandatory professional reporting requirements so as to present a view that is consistent with our understanding of the union's financial position and performance as represented by the results of its operations and its cash flows.

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

Audit Opinion

In our opinion, the financial report presents fairly in accordance with applicable accounting standards, reporting requirements under the Workplace Relations Act 1996 and other mandatory professional reporting requirements the financial position of the CFMEU forestry & furnishing products division (Tasmanian branch) as at 31 December 2004, and the results of its operations and cash flows for the year then ended.



MICHAEL WILLIAMS

CAMERONS
Chartered Accountants
46 Cameron Street
Launceston Tasmania

Date 27th April 2005

FINANCIAL & BUSINESS ADVISORS

Also at: • King Island • St Helens • Deloraine • Bicheno • Swansea • Flinders Island • Smithton

AUDIT REPORT

FINANCIAL STATEMENTS

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

OPERATING REPORT

FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2004

This Operating Report covers the activities of the Union, for the financial year ended 31st December 2004, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Union

The principal activities of the Union during the past year fell into the following categories:

- Implementation of the decisions of the Committee of Management.
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising, projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, pursuing relevant changes to the conditions of eligibility rules of the union, and responding to other unions' rules applications where they impact on membership of the CFMEU.
- The administration of awards and making applications to vary awards on behalf of branches.
- Management of information technology and strategic membership system designs to support organising.

Where appropriate, the Union has assisted in the implementation of relevant decisions via the variation of awards.

The Union has also been involved in lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to CFMEU members.

2. The Union's Financial Affairs

A change in the financial affairs of the Union include a rise in Other Income due to association and promotion within industry communication. Membership has remained at a similar level as the previous financial year.

3. Right of Members to Resign

All Members of the Union have the right to resign from the Union in accordance with Rule 11 of the National Rules of the Union, (and Section 174 of the Workplace Relations Act); by providing written notice addressed and delivered to the Secretary of the relevant Branch, including via email.

4. Superannuation Trustees

Scott Andrew McLean is an officer of the Union and is a Trustee and Member of the Board of Directors of the Timber Industry Superannuation Scheme.

5. Membership

The number of financial members as at the 31st December 2004 was 821.

6. Employees of the Union

As at the 31st December 2004, the Union employed 4 full time employees and 2 part time employees with a total number of employees measured on a full-time equivalent basis of 4.8.

7. Divisional Branch Management Committee members are:

Name:	Period:
Colin J Butler	1-1-04 to 31-12-04
Scott A McLean	1-1-04 to 31-12-04
Margaret A Watson	1-1-04 to 31-12-04
Leanne J Hardy	1-1-04 to 31-12-04
Narelle A Bassett	1-1-04 to 31-12-04
Kylie M Dundas	1-1-04 to 31-12-04
Paul R Worker	1-1-04 to 31-12-04
Robert B Bowen	1-1-04 to 31-12-04
Ronald R Brown	1-1-04 to 31-12-04
Adrian J Littlejohn	1-1-04 to 31-12-04
Joseph M Kelly	1-1-04 to 31-12-04
Lindsay R Hills	1-1-04 to 31-12-04
Shiralee A Gillespie	1-1-04 to 31-12-04
Peter M Mason	1-1-04 to 31-12-04

Signature: 
Scott Andrew McLean

Date: 26. 04. 05.

Committee of Management Statement

On Twenty Sixth day of April 2005 the Committee of Management of CFMEU Forestry & Furnishing Products Division Tasmanian Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31st December 2004:

The Committee of Management declares in relation to the general purpose financial report 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 CFMEU F&FPD Tas Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the CFMEU F&FPD Tas Branch will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report 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 and the rules of the committee of management; and
 - ii. the financial affairs of the Union have been managed in accordance with the rules of the organisation and the rules of the Union; and
 - iii. the financial records of the Union have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - iv. the financial records of the Union have been kept, as far as practicable, in a consistent manner to each of the other Branches of the organisation; and
 - v. no information has been sought in any request of a member of the Union or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - vi. no orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996 during the period.

For Committee of Management: Margaret Ann Watson

Title of Office held: Vice-President

Signature:



Date: 26th April 2005

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2004

ADDITIONAL INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996 and the Registration and Accountability of Organisations Schedule of the Act drawn up in accordance with Reg 161 (s265), the attention of members is drawn to the following information:

1. A reporting unit must provide on the application of a member or a Registrar at the request of a member specified prescribed information in relation to the reporting unit. The information is to be made available to the applicant within the period specified in the application which must not be less than 14 days after the application is given to the reporting unit (s272(1), (2), (3) and (4)).
2. The application to a reporting unit of an organisation must be made in writing addressed to the secretary or any other executive officer of the organisation and delivered by hand at, or sent by prepaid post to, the office of the organisation.
3. The information that may be sought under section 272 is prescribed in Regulation 166 and relates only to the last financial year in respect of which an auditor's report was made.

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTES	2004 \$	2003 \$
Revenues from ordinary activities	1	306,147	288,638
Forestry Tas. - industry communications		63,636	-
Loss on sale of fixed assets		2,184	-
Employee expenses			
- Office Holders		100,467	-97,368
- Others		112,334	-78,596
Affiliation Fees ALP		2,083	-2,230
Conference and meeting costs		12,844	-9,809
Depreciation and amortisation expenses		5,075	-6,388
Other expenses from ordinary activities		121,684	-111,575
Profit from Ordinary activities before income tax expense	2	13,112	-17,328
Income tax expense relating to ordinary activities			-
Profit or loss from ordinary activities after income tax expense		13,112	-17,328
Profit or loss from abnormal items after income tax expense			-
Profit or loss from extraordinary items after income tax expense			-
Total Changes in equity of the union		13,112	-17,328

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTES	2004 \$	2003 \$
CURRENT ASSETS			
Cash	3	72,930	44,487
Receivables		4,090	4,000
TOTAL CURRENT ASSETS		<u>77,020</u>	<u>48,487</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	4	20,309	22,544
Investments	5	116,260	116,268
TOTAL NON-CURRENT ASSETS		<u>136,569</u>	<u>138,812</u>
TOTAL ASSETS		<u>213,589</u>	<u>187,299</u>
CURRENT LIABILITIES			
Trade Creditors		11,209	11,168
Other	6	19,390	22,073
Provisions	7	52,081	36,261
TOTAL CURRENT LIABILITIES		<u>82,680</u>	<u>69,502</u>
TOTAL LIABILITIES		<u>82,680</u>	<u>69,502</u>
NET ASSETS		<u>130,909</u>	<u>117,797</u>
EQUITY			
Retained Profits	8	130,909	117,797
TOTAL EQUITY		<u>130,909</u>	<u>117,797</u>

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTES	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		258,356	244,672
Payments to suppliers and employees		(336,234)	(284,204)
Interest received		2,747	1,385
Other		108,598	43,010
Net cash provided from operating activities	9(a)	33,467	4,863
CASH FLOWS FROM INVESTING ACTIVITIES			
Fixed asset purchases		(7,751)	-
Proceeds from sale of fixed assets		2,727	-
Net cash flow from investing activities		(5,024)	-
Net increase / (decrease) in cash held		28,443	4,863
Cash at the beginning of the financial year		41,487	39,624
Cash at the end of the financial year	9(b)	72,930	44,487

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	2004	2003
	\$	\$
Note 1 - Revenue		
Operating activities		
Membership contributions	258,356	244,672
Non-operating activities		
Interest Received	2,747	1,385
Reimbursements	2,600	2,689
TISS office support services	20,517	17,093
Mining & Energy Division - Wages C Hinds	20,337	12,202
Miscellaneous	1,044	7,497
Other	546	3,100
	47,791	43,966
Total Revenue	306,147	288,638
 Note 2 - Profit from Ordinary Activities		
Profit from ordinary activities before income tax expense has been determined after :		
(a) Expenses		
Remuneration of Auditor	1,450	1,600
Sustentation CFMEU National Divisional office	51,672	48,932

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

CONTINUED:

Note 3 - Cash Assets

	2004 \$	2003 \$
ISCU at call account 53786	7,535	4,508
Payroll clearing account	8,239	5,395
ISCU No 2 account 60345	8,240	7,295
ISCU Term Deposit 60345	36,883	2,637
ISCU Members relief fund 11570	7,655	20,274
CBA property account	4,178	4,178
Petty Cash	200	200
	<u>72,930</u>	<u>44,487</u>

Note 4 - Property, Plant and Equipment

	2004 \$	2003 \$
Office Equipment at cost	52,203	50,636
Accumulated Depreciation	(44,103)	(42,152)
	<u>8,100</u>	<u>8,484</u>
Motor Vehicles at cost	20,890	25,811
Accumulated Depreciation	(8,681)	(11,751)
	<u>12,209</u>	<u>14,060</u>
	<u>20,309</u>	<u>22,544</u>

(a) Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial

	Office Equipment	Motor Vehicles	Total
Balance at beginning of year	8,484	14,060	22,544
Additions	1,387	6,364	7,751
Disposals	-	(2,727)	(2,727)
Loss on sale	-	(2,184)	(2,184)
Depreciation Expense	(1,771)	(3,304)	(5,075)
Carrying Amount at end of year	<u>8,100</u>	<u>12,209</u>	<u>20,309</u>

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

CONTINUED:

Note 5 - Investments

	2004 \$	2003 \$
ISCU investment::Shares	10	10
Partnership equity CFMEU & NLDA	116,250	116,258
	<u>116,260</u>	<u>116,268</u>

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

CONTINUED:

	2004 \$	2003 \$
Note 6 - Payables		
Payroll Liabilities	4,430	4,100
GST Control Account	2,069	2,082
National Office Benevolent Fund Levy		3,000
Relief funds held in trust	12,891	12,891
	<hr/>	<hr/>
Total Payables	19,390	22,073
Note 7 - Provisions		
Employee Benefits - Officers		
Annual Leave	12,369	8,344
Long Service Leave	9,784	7,642
Sick Leave	11,087	8,816
	<hr/>	<hr/>
	33,239	24,801
Employee Benefits - Others		
Annual Leave	7,900	4,236
Long Service Leave	7,709	6,422
Sick Leave	3,233	802
	<hr/>	<hr/>
	18,842	11,460
	<hr/>	<hr/>
Total Provisions	52,081	36,261
Number of Employees at years end	5	5

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

CONTINUED:

	2004	2003
	\$	\$
Note 8 - Retained Profits		
Retained Profits at beginning of the financial year	117,797	135,125
Net profit attributable to the association	13,112	-17,328
Retained Profits at end of the financial year	130,909	117,797

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

CONTINUED:

Note 9 - Cash Flow Information

(a) Reconciliation of Net Cash provided by Operating Activities to Profit from Ordinary Activities after Income Tax

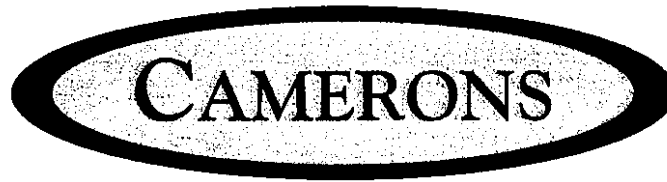
	2004 \$	2003 \$
Profit or loss from ordinary activities after income tax expense	13,112	-17,328
Non-cash flows in profit from ordinary activities		
Depreciation	5,075	6,388
Distribution CFMEU & NLDA Partnership	1,177	526
Net loss on disposal of plant & equipment	2,184	-
Changes in assets and liabilities		
decrease/(increase) receivables	89	-97
increase/(decrease) in payables	2,642	6,025
increase/(Decrease) in provisions	15,820	9,349
Net cash provided by operating activities	<u>33,467</u>	<u>4,863</u>

(b) Reconciliation of Cash

ISCU at call account 53786	7,565	4,508
Payroll clearing account	8,239	5,395
ISCU No 2 account 60345	8,240	7,295
ISCU Term Deposit 60345	36,883	2,637
ISCU Members relief fund 11570	7,655	20,274
CBA property account	4,178	4,178
Petty Cash	200	200
	<u>72,930</u>	<u>44,487</u>

CONCISE AUDIT REPORT

Launceston Office:
46-54 Cameron Street
P.O. Box 1368, Launceston, Tas. 7250
Postcode DX70151
Telephone (03) 6324 1166
Fax (03) 6331 7309
E-mail info@camerons-ca.com.au
Website www.camerons-ca.com.au



Scottsdale Office:
22 King Street
P.O. Box 62, Scottsdale, Tas. 7260
Telephone (03) 6352 5755

Devonport Office:
26 Forbes Street
P.O. Box 166, Devonport, Tas. 7310
Telephone (03) 6421 4777

ACCOUNTANTS & ADVISORS

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004

WORKPLACE RELATIONS ACT 1996
INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996 and the registration and accountability of organisations schedule of the act drawn up in accordance with reg 161 (s265), the attention of members is drawn to the following information:

1. A reporting unit must provide on the application of a member or a registrar at the request of a member specified prescribed information in relation to the reporting unit. The information is to be made available to the applicant within the period specified in the application which must not be less than 14 days after the application is given to the reporting unit (s272(1), (2), (3) and (4)).
2. The application to a reporting unit of an organisation must be made in writing addressed to the secretary or any other executive officer of the organisation and delivered by hand at, or sent by prepaid post to the office of the organisation.
3. The information that may be sought under section 272 is prescribed in regulation 166 and relates only to the last financial year in respect of which an auditors report was made.

Auditors' Certificate

We certify that the attached concise financial report is a fair and accurate reflection of the summary of the Report, Accounts and Statements of the CFMEU Forestry & Furnishing Products Division Tasmanian Branch, for the year ended 31st December 2004. Our Auditor's Report on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996 and complies fairly with the relevant Australian Accounting Standards.

CAMERONS ACCOUNTANTS AND ADVISORS


MICHAEL WILLIAMS
46 Cameron Street
LAUNCESTON

Dated 27th April 2005

FINANCIAL & BUSINESS ADVISORS

Also at: • King Island • St Helens • Deloraine • Bicheno • Swansea • Flinders Island • Smichton

**CONCISE FINANCIAL
STATEMENTS**

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

OPERATING REPORT

FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2004

This Operating Report covers the activities of the Union, for the financial year ended 31st December 2004, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Union

The principal activities of the Union during the past year fell into the following categories:

- Implementation of the decisions of the Committee of Management.
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising, projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, pursuing relevant changes to the conditions of eligibility rules of the union, and responding to other unions' rules applications where they impact on membership of the CFMEU.
- The administration of awards and making applications to vary awards on behalf of branches.
- Management of information technology and strategic membership system designs to support organising.

Where appropriate, the Union has assisted in the implementation of relevant decisions via the variation of awards.

The Union has also been involved in lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to CFMEU members.

2. The Union's Financial Affairs

A change in the financial affairs of the Union include a rise in Other Income due to association and promotion within industry communication. Membership has remained at a similar level as the previous financial year.

3. Right of Members to Resign

All Members of the Union have the right to resign from the Union in accordance with Rule 11 of the National Rules of the Union, (and Section 174 of the Workplace Relations Act); by providing written notice addressed and delivered to the Secretary of the relevant Branch, including via email.

4. Superannuation Trustees

Scott Andrew McLean is an officer of the Union and is a Trustee and Member of the Board of Directors of the Timber Industry Superannuation Scheme.

5. Membership

The number of financial members as at the 31st December 2004 was 821.

6. Employees of the Union

As at the 31st December 2004, the Union employed 4 full time employees and 2 part time employees with a total number of employees measured on a full-time equivalent basis of 4.8.

7. Divisional Branch Management Committee members are:

Name:	Period:
Colin J Butler	1-1-04 to 31-12-04
Scott A McLean	1-1-04 to 31-12-04
Margaret A Watson	1-1-04 to 31-12-04
Leanne J Hardy	1-1-04 to 31-12-04
Narelle A Bassett	1-1-04 to 31-12-04
Kylie M Dundas	1-1-04 to 31-12-04
Paul R Worker	1-1-04 to 31-12-04
Robert B Bowen	1-1-04 to 31-12-04
Ronald R Brown	1-1-04 to 31-12-04
Adrian J Littlejohn	1-1-04 to 31-12-04
Joseph M Kelly	1-1-04 to 31-12-04
Lindsay R Hills	1-1-04 to 31-12-04
Shiralee A Gillespie	1-1-04 to 31-12-04
Peter M Mason	1-1-04 to 31-12-04

Signature: 
Scott Andrew McLean

Date: 26 . 04 . 05 .

Committee of Management Statement

On Twenty Sixth day of April 2005 the Committee of Management of CFMEU Forestry & Furnishing Products Division Tasmanian Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31st December 2004:

The Committee of Management declares in relation to the general purpose financial report 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 CFMEU F&FPD Tas Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the CFMEU F&FPD Tas Branch will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report 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 and the rules of the committee of management; and
 - ii. the financial affairs of the Union have been managed in accordance with the rules of the organisation and the rules of the Union; and
 - iii. the financial records of the Union have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - iv. the financial records of the Union have been kept, as far as practicable, in a consistent manner to each of the other Branches of the organisation; and
 - v. no information has been sought in any request of a member of the Union or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - vi. no orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996 during the period.

For Committee of Management: Margaret Ann Watson

Title of Office held: Vice-President

Signature:



Date: 26th April 2005

CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2004

ADDITIONAL INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996 and the Registration and Accountability of Organisations Schedule of the Act drawn up in accordance with Reg 161 (s265), the attention of members is drawn to the following information:

1. A reporting unit must provide on the application of a member or a Registrar at the request of a member specified prescribed information in relation to the reporting unit. The information is to be made available to the applicant within the period specified in the application which must not be less than 14 days after the application is given to the reporting unit (s272(1), (2), (3) and (4)).
2. The application to a reporting unit of an organisation must be made in writing addressed to the secretary or any other executive officer of the organisation and delivered by hand at, or sent by prepaid post to, the office of the organisation.
3. The information that may be sought under section 272 is prescribed in Regulation 166 and relates only to the last financial year in respect of which an auditor's report was made.

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2004**

	2004	2003
	\$	\$
Revenues from ordinary activities	303,963	288,638
Forestry Tas. - Industry Communications	63,636	0
Employee expenses*	-212,801	-175,964
Affiliation fees ALP	-2,085	-2,230
Depreciation and amortisation expenses	-5,075	-6,388
Conference and meeting costs	-12,844	-9,809
Other expenses from ordinary activities	-121,684	-111,575
Profit from Ordinary activities before income tax expense	13,112	-17,328
Income tax expense relating to ordinary activities	0	0
Profit or loss from ordinary activities after income tax expense	13,112	-17,328
Profit or loss from abnormal items after income tax expense	0	0
Profit or loss from extraordinary items after income tax expense	0	0
Total Changes in equity of the union	13,112	-17,328

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2004**

	2004 \$	2003 \$
CURRENT ASSETS		
Cash	72,930	44,487
Other	4,090	4,000
TOTAL CURRENT ASSETS	77,020	48,487
NON-CURRENT ASSETS		
Investments	116,260	116,268
Property, Plant & Equipment	20,309	22,544
TOTAL NON-CURRENT ASSETS	136,569	138,812
TOTAL ASSETS	213,589	187,299
CURRENT LIABILITIES		
Payables	11,209	11,168
Provisions	52,081	36,261
Other	19,390	22,073
TOTAL CURRENT LIABILITIES	82,680	69,502
TOTAL LIABILITIES	82,680	69,502
NET ASSETS	130,909	117,797
EQUITY		
Opening members funds	117,797	135,125
changes in equity	-13,112	-17,328
TOTAL EQUITY	130,909	117,797

**CFMEU FORESTRY & FURNISHING PRODUCTS DIVISION
TASMANIAN BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2004**

	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members	258,356	244,672
Payments to suppliers and employees	336,234	-284,204
Interest received	2,747	1,385
Other	108,598	43,010
Net cash provided from operating activities	63,467	4,863
CASH FLOWS FROM INVESTING ACTIVITIES		
Fixed asset purchases	7,751	0
Proceeds from sale of fixed assets	2,727	0
Net cash flow from investing activities	5,024	0
Net increase / (decrease) in cash held	28,443	4,863
Cash at the beginning of the financial year	44,487	39,624
Cash at the end of the financial year	72,930	44,487



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 Scott McLean
Branch Secretary
CFMEU FFPD
Tasmanian Divisional Branch
PO Box 1562
LAUNCESTON TAS 7250

Dear Mr McLean

Re: Lodgement of Financial Statements and Accounts for the CFMEU FFPD Tasmanian Branch for the year ending 31 December 2004 (FR2004/704)

Receipt is acknowledged of the abovenamed financial documents that were lodged in the Registry on 10 June 2005.

I would like to draw your attention to some matters relating to the Concise Report that was published for the members, and which will need to be included in future concise reports.

Section 272(5) Notice

The notice entitled "Additional Information to be provided to Members or Registrar" included in the Concise report does not comply with s272 of the RAO Schedule. I have attached a copy of the required format of a notice under section 272 for you, to be included in your next financial return.

Section 265(3)(e) Statement

This statement is to ensure that the members are aware that they can request a copy of full (financial) report and auditor's report be sent to them free of charge. I have attached a copy of Section 265 for your information. The statement should be included in future concise reports to members.

Regulation 161(1) Statement

The purpose of this statement is to ensure that members are aware that the concise report has been derived from the full report, and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report. I have attached a copy of Regulation 161 for your information. The statement should be included in future concise reports to members.

Thank you for your attention to these matters. The documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/105ntast/financial. If you have any enquiries about this letter please contact me on 02 8374 6666.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

22 June 2005

cc. Camerons Accountants & Advisors Launceston

Section 272(5) Notice

Information to be provided to Member or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 of the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) which reads as follows: -

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

265 - Copies of full report or concise report to be provided to members

Section 265 (3)

A concise report for a financial year consists of:

- (a) a concise financial report for the year drawn up in accordance with the regulations; and
- (b) the operating report for the year; and
- (c) a statement by the auditor:
 - (i) that the concise financial report has been audited; and
 - (ii) whether, in the auditor's opinion, the concise financial report complies with the relevant Australian Accounting Standards; and
- (d) a copy of anything included under subsection 257(5), (6) or (7) in the auditor's report on the full report; and
- (e) a statement that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them**

Regulation 161 - Concise report (RAO Schedule, s 265 (3) (a))

(1) For subsection 265 (3) of the RAO Schedule, a concise financial report must include:

(a) the following financial statements presented as in the full report except for the omission of cross-references to notes to the financial statements in the full report:

- (i) a profit and loss statement for the financial year;
- (ii) a balance sheet for the end of the financial year;
- (iii) a statement of cash flows for the financial year; and

(b) disclosure of information for the preceding financial year corresponding to the disclosures made for the current financial year; and

(c) discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members; and

(d) any reports or statements mentioned in paragraph 253 (2) (c) of the RAO Schedule; and

(e) in addition to the statement required by paragraph 265 (3) (e) of the RAO Schedule, a statement that the concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report; and

(f) the notice mentioned in subsection 272 (5) of the RAO Schedule.

(2) A concise report may include any other information consistent with the full report.



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 Michael Williams
Camerons Accountants & Advisors
PO Box 1368
LAUNCESTON TAS 7250

Dear Mr Williams

**Re: Lodgement of Financial Statements and Accounts for the CFMEU FFPD Tasmanian
Divisional Branch for the year ending 31 December 2004 (FR2004/704)**

Please find enclosed a copy of a letter to your client Mr Scott McLean, the Branch Secretary of the CFMEU Forestry, Furnishing, Building Products and Manufacturing Division, Tasmanian Divisional Branch.

The letter is for your information for the preparation of any future financial statements and accounts for the organisation.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

23 June 2005