



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/711-[105N-VDST]

Mr Luke Van Der Meulen
District President/Secretary
Construction, Forestry, Mining and Energy Union
Mining & Energy Division, Victorian District Branch
1 View Street
Moe VIC 3820

Dear Mr Van Der Meulen

Re: Construction, Forestry, Mining and Energy Union-Mining and Energy Division - Victorian District Branch - Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
12 January 2004



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: FR2003/711 -[105N-VDST]

Mr Luke Van Der Meulen
District President
CFMEU Mining & Energy Division
Victorian District Branch
14 Hazelwood Road
MORWELL VIC 3840

Dear Mr Van Der Meulen

**Re: CFMEU - Mining and Energy Division - Victorian District Branch - Outstanding
Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 2 November, 2004* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

- lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/711**.

Yours sincerely

Belinda Penna

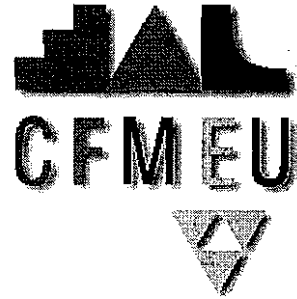
Belinda Penna

E-mail: belinda.penna@air.gov.au

12 October, 2004

CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION
MINING AND ENERGY DIVISION
VICTORIAN DISTRICT

Office: 14 Hazelwood Road,
Morwell, Victoria, 3840
Telephone: 03 51343311
Facsimile: 03 51337058
e-mail: lvcfmeu@nex.net.au



Sunday, 24 October 2004

Belinda Penna
Australian Industrial Registry
belinda.penna@air.gov.au
East Sydney, NSW

Your Ref: **FR2003/711 –[105N-VDST]**

Dear Belinda,

**Re: CFMEU – Mining and Energy Division – Victorian District Branch –
Outstanding Financial Documents – Workplace Relations Act 1996**

Thank-you for the reminder regarding the obligation of our union to lodge documentation.

By way of response to your request for written advice as to when the following is expected to be completed:

1. "preparation of the accounts and statements in compliance with section 273"

The accounts and statements were prepared prior to 9 June 2004.

2. "making of the audit report in compliance with section 276(4)"

The audit report was made on 9 June 2004.

3. "provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)"

The Summary of the Financial Report was published in the Union's bimonthly journal, **Common Cause** of Aug/Sept 2004, which is mailed out to each member. In addition, meetings of the members had the auditor's report, accounts and statements presented and explained. In accordance with the Union's Branch Rules, such meetings also endorsed the Board of Management's acceptance of the Financial Report.

4. "presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (following provision of copies to the members as per step 3 above)"

Whilst the Union Branch's Board of Management did meet on 2 July 2004 the publication of the financial report had not yet occurred and thus the final approval of the accounts did not occur. Given your reminder, a Board of Management meeting has immediately been organised for 27 October 2004 to address the matter.



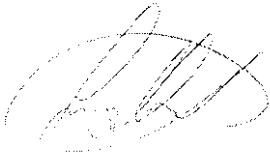
Mining and Energy Division

5. ***"lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) – such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above – the type of meeting and the date when it was held should be specified"***

Documentation is prepared and awaiting the meeting outlined above. Submission of the required documentation is expected to occur by 2 November 2004.

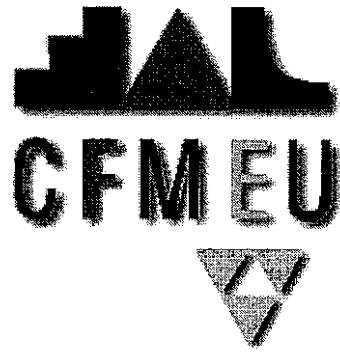
Please accept my apology for the late submission and I ask that the Registry accepts our Union's late submission.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Greg Hardy', written in a cursive style.

Greg Hardy
Secretary

CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION
MINING AND ENERGY DIVISION
VICTORIAN DISTRICT
Office: 14 Hazelwood Road,
Morwell, Victoria, 3840
Telephone: 03 51343311
Facsimile: 03 51337058
e-mail: lvcfmeu@nex.net.au



2 November 2004

Your Ref: 105N-SWDT

Australian Industrial Registry
Level 8
Terrace Towers
80 William Street
East Sydney NSW 2000

Attention: Belinda Penna

Dear Sir/Madam

RE: FINANCIAL DOCUMENTS – 31 DECEMBER 2003.

We refer to your letter dated 12 October 2004 regarding our Accounts for the year ended 31 December 2003.

As requested in your letter we detail below feedback pertaining to the various steps you have queried in respect of the 2003 year :-

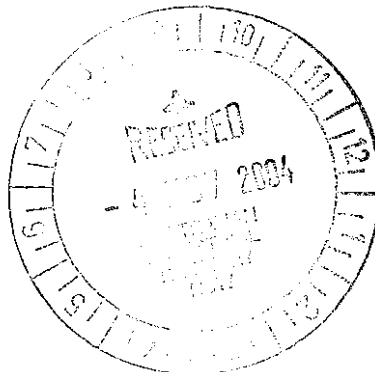
1. Our Organisation has prepared accounts in accordance with section 273 of the Workplace Relations Act 1996 (the Act);
2. Those accounts were audited in accordance with section 276 of the Act;
3. The accounts were presented to an Annual Board of the Committee of Management 9 June 2004;
4. Copies of the accounts were circulated to the members in September 2004 in conjunction with section 279(1) and (3);
5. The accounts were subsequently tabled at the next Committee of Management meeting held 27 October 2004; and

We now enclose a copy of the above mentioned accounts together with a certification in accordance with section 280(1).

Should you have any further questions on the above please contact our Wollongong office.

Yours faithfully,

Luke van der Meulen
District Secretary



I Luke van der Meulen, District Secretary of CFMEU – Mining & Energy Division Victorian District, hereby certify that the documents lodged herewith are true copies of the Financial Report, Auditors Report and Certificates presented to the Committee of Management meeting held on 9 June 2004 in respect of the financial year of the organisation ending 31 December, 2003.

The documents lodged herewith are:

- (i) copies of the financial statements prepared in accordance with the requirements of section 273(1) of the Act;
- (ii) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 276 of the Act;
- (iii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 273(2) of the Act;
- (iv) a copy of the certificate given by the committee of management in accordance with the requirements of section 273(2) of the Act; and
- (v) a statement by an officer in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 269(5) of the Act.



.....
District Secretary

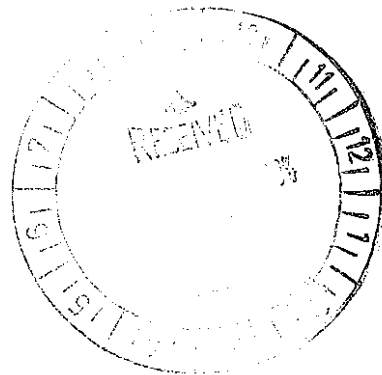
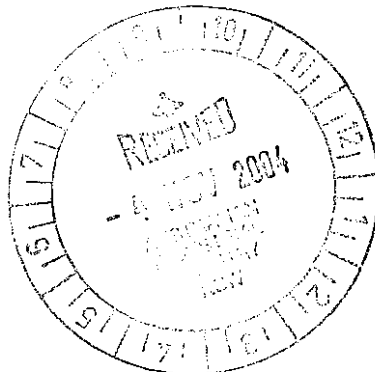
Dated this 2 day of Nov, 2004

**CONSTRUCTION FORESTRY MINING AND ENERGY UNION
MINING AND ENERGY DIVISION
VICTORIAN DISTRICT BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

CONTENTS

- 1 Accounting Officer's Certificate
- 2 Board of Managements' Certificate
- 3 Independent Audit Report to the Members
- 4 Statement of Financial Performance
- 5 Statement of Financial Position
- 6 Statement of Cash Flows
- 7-13 Notes to the Financial Statements
- 14 Disclaimer on Additional Financial Information
- 15-16 Detailed Statement of Financial Performance
- 17-18 Summary of the Financial Report

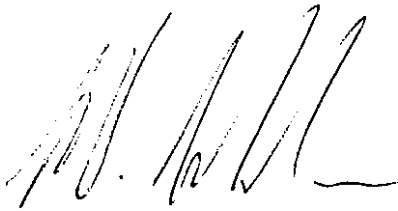


ACCOUNTING OFFICER'S CERTIFICATE

I, Luke van der Meulen, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining and Energy Union – Mining and Energy Division, Victorian District Branch ("the Union") certify that as at 31 December 2003, the number of members of the Union was 1062.

In my opinion,

- (i) The attached financial report shows a true and fair view of the financial affairs of the Union as at 31 December 2003;
- (ii) A record has been kept of all the monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union;
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the Union, were made to persons holding office in the Union;
- (vi) The register of members of the Union was maintained in accordance with the Act.



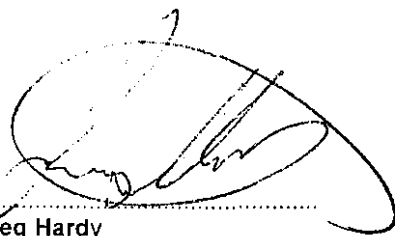
.....
Luke van der Meulen

Signed this 9th day of June 2004.


BOARD OF MANAGERMENTS' CERTIFICATE

We, Greg Hardy and Graeme Middlemiss, being two members of the Board of Management of the Construction Forestry Mining and Energy Union – Mining and Energy Division, Victorian District Branch ("the Union"), do state on behalf of the Board of Management and in accordance with a resolution passed by the Board of Management that;

- (i) In the opinion of the Board of Management, the attached financial report shows a true and fair view of the financial affairs of the Union as at 31 December 2003; and
- (ii) In the opinion of the Board of Management, meetings of the Board of Management were held during the year ended 31 December 2003 in accordance with the rules of the Union; and
- (iii) To the knowledge of any member of the Board of Management, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under sub-section 274(2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Union; and
- (iv) The Union has complied with Sections 279 (1) and 279 (6) of the Act in relation to the financial report in respect of the preceding financial year, and the Auditors' Report thereon.



.....
Greg Hardy



.....
Graeme Middlemiss

Signed this 9th day of June 2004.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

SCOPE

We have audited the financial report of the Construction Forestry Mining and Energy Union – Mining and Energy Division, Victorian District Branch ("the Union") for the year ended 31 December 2003 as set out on pages 4 to 13. The Union's Board of Management is responsible for the preparation and presentation of the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included 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. The procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements, so as to present a view which is consistent with our understanding of the Union's financial position and the results of its operations and cash flows.

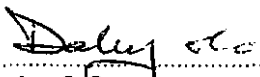
The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion:

- (a) Satisfactory accounting records have been kept by the Union so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the Union (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the Union; and
- (b) The financial report required to be prepared under Section 273 of the Workplace Relations Act 1996 has been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Union as at 31 December 2003; and
 - (ii) the income and expenditure, and result of the Union for the year ended on that date; and
- (c) The financial report has been prepared in accordance with Applicable Accounting Standards and other mandatory professional reporting requirements.

We have where necessary, obtained all the information and explanations that, to the best of our knowledge and belief, were necessary for the purposes of our audit.


.....
Daley & Co
Chartered Accountants
98 Kembla Street, Wollongong NSW 2500


.....
M L Gleeson
Registered Company Auditor

Signed at Wollongong NSW this 9th day of June 2004.

The liability of Daley & Co is limited by and to the extent of, the Accountants Scheme under the Professional Standards Act 1994 (NSW)

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
Revenues from Ordinary Activities	2	<u>789,029</u>	<u>336,158</u>
Expenses from Ordinary Activities			
Employee Benefits Expense		156,653	156,082
Depreciation and Amortisation Expense		7,079	7,471
Sustentation Fees		141,665	116,155
Membership Transfer Fee		50,000	-
Operating Expenditure		88,384	85,390
		<u>443,781</u>	<u>365,098</u>
OPERATING (DEFICIT) SURPLUS FOR THE YEAR		<u>345,248</u>	<u>(28,940)</u>

The accompanying notes form part of this financial report

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2003**

	NOTES	2003 \$	2002 \$
CURRENT ASSETS			
Cash	3	337,859	115,313
Receivables	4	32,780	35,658
Prepayments		6,170	2,662
TOTAL CURRENT ASSETS		376,809	153,633
NON-CURRENT ASSETS			
Property, Plant and Equipment	5	142,830	27,441
TOTAL NON-CURRENT ASSETS		142,830	27,441
TOTAL ASSETS		519,639	181,074
CURRENT LIABILITIES			
Accounts Payable	6	63,028	53,580
Provisions	7	31,751	48,289
Other	8	30,440	30,033
TOTAL CURRENT LIABILITIES		125,219	131,902
TOTAL LIABILITIES		125,219	131,902
NET ASSETS		394,420	49,172
ACCUMULATED FUNDS			
Members Funds	9	394,420	49,172

The accompanying notes form part of this financial report

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTES	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members		452,384	337,938
Interest Received		8,795	2,834
Rents Received		28,807	26,150
Other Income		5,545	1,201
Share of Assets on Translation		242,000	-
Payments to Suppliers and Employees		(512,653)	(414,370)
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	10	<u>224,878</u>	<u>(46,247)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for Property, Plant and Equipment		(2,468)	(7,362)
Proceeds from Sale of Property, Plant and Equipment		136	-
NET CASH USED IN INVESTING ACTIVITIES		<u>(2,332)</u>	<u>(7,362)</u>
NET (DECREASE) INCREASE IN CASH HELD		222,546	(53,609)
CASH AT THE START OF THE FINANCIAL YEAR		115,313	168,922
CASH AT THE END OF THE FINANCIAL YEAR	3	<u>337,859</u>	<u>115,313</u>

The accompanying notes form part of this financial report

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

1. STATEMENT OF ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act, 1996.

The financial report has been prepared on an accruals basis and is based on historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) ESTABLISHMENT OF VICTORIAN DISTRICT BRANCH

The CFMEU – Mining and Energy Division, Victorian District Branch has been formed under a translation process between the CFMEU – Federated Engine Drivers' & Firemen's Association Division (FEDFA) and the CFMEU – Construction and General Division, Victorian Branch.

Under the translation process the net assets of the FEDFA have been split between the CFMEU – Mining and Energy Division, Victorian District Branch and the CFMEU – Construction and General Division, Victorian Branch based on proportion of membership between the new entities. This process occurs under the National CFMEU scheme of amalgamation.

The translation process was completed during the 2003 year in accordance with a Translation Agreement dated 1 August 2003.

The CFMEU – Mining and Energy Division National Office, lodged its original rules alterations establishing this new Victorian Branch on 22 February 2001. These alterations were officially certified by the Australian Industrial Registrar on 13 August 2001. For the purposes of this financial report, the Union has been treated as being established from 1 January 2001 within the legal structure and rules of the National Office of the CFMEU – Mining and Energy Division.

(b) PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are carried at cost, less where applicable any accumulated depreciation. The carrying amount of property, plant and equipment is reviewed periodically by Board of Management to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

1. STATEMENT OF ACCOUNTING POLICIES

continued

(b) PROPERTY, PLANT AND EQUIPMENT CONTINUED

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated over their useful lives to the Union commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
	<i>%</i>
Buildings	2.50
Computer Equipment	40.00
Motor Vehicles	22.50

(c) EMPLOYEE BENEFITS

Provision is made in respect of the Union's liability for annual leave, sick leave and long service leave arising from services rendered by officers and employees to balance date. Long service leave is accrued in respect of all officers and employees with more than 5 years service. Related on-costs are included in these provisions.

Contributions are made to employee superannuation funds and are charged as expenses where incurred.

(d) INCOME TAX

No provision for income tax is necessary as the Union (being a registered Industrial Trade Union) is exempt from tax under section 50-15 of the Income Tax Assessment Act.

(e) OUTSTANDING CONTRIBUTIONS

District contributions have been accounted for on an accrual basis.

(f) CLASSIFICATION OF FINANCIAL INFORMATION

This financial report applies the revised standards AASB 1018 *Statement of Financial Performance*, AASB 1034 *Financial Report Presentation and Disclosures* and the new AASB 1040 *Statement of Financial Position*. Adoption of these standards has resulted in the transfer of the reconciliation of opening to closing accumulated funds from the face of the statement of financial performance to Note 9.

(g) COMPARATIVES

Where required, comparative figures have been adjusted to conform to changes in presentation in the current financial year.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

	2003 \$	2002 \$
2. OPERATING PROFIT FROM ORDINARY ACTIVITIES		
Profit from ordinary activities is arrived at after taking into account:-		
(a) REVENUE:		
<i>Operating Activities</i>		
Contributions	411,179	309,139
Interest Received	8,305	3,468
Rents Received	27,487	20,920
Refunds/Reimbursements	1,922	-
Other Income	-	2,631
	<u>448,893</u>	<u>336,158</u>
<i>Non-operating Activities</i>		
Proceeds from Sale of Fixed Assets	136	-
Share of Assets on Translation	340,000	-
	<u>340,136</u>	<u>-</u>
	<u>789,029</u>	<u>-</u>
(b) EXPENSES		
Depreciation of Non-Current Assets		
- Buildings	534	-
- Plant & Equipment	6,545	7,471
	<u>7,079</u>	<u>7,471</u>
Movements In Employee Entitlements	(15,341)	(2,948)
Remuneration of Auditors		
- Auditing the Financial Report	7,300	6,400
- Accounting & Taxation Services	2,412	4,865
	<u>9,712</u>	<u>11,265</u>
3. CASH		
Cash on Hand	300	300
Cash at Bank/Credit Unions		
• General Account	19,515	21,825
• Redundancy Account	46,731	44,685
• Term Deposit	271,313	48,503
	<u>337,859</u>	<u>115,313</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

continued

	2003 \$	2002 \$
4. RECEIVABLES		
Current		
Contributions Receivable	28,752	27,517
Other Debtors	3,522	7,145
Interest Receivable	506	996
	<u>32,780</u>	<u>35,658</u>
5. PROPERTY, PLANT AND EQUIPMENT		
LAND & BUILDINGS		
• Land	50,000	-
• Buildings	70,000	-
• Accumulated Depreciation	(534)	-
	<u>119,466</u>	<u>-</u>
OFFICE EQUIPMENT		
• At Cost	12,780	10,312
• Accumulated Depreciation	(4,843)	(2,776)
	<u>7,937</u>	<u>7,536</u>
MOTOR VEHICLES		
• At Cost	26,332	26,332
• Accumulated Depreciation	(10,905)	(6,427)
	<u>15,427</u>	<u>19,905</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>142,830</u>	<u>27,441</u>

Movements in Carrying Amounts

Movements in the carrying amounts (written down values) for each class of property, plant and equipment between the start and end of the current financial year.

	LAND & BUILDINGS	OFFICE EQUIPMENT	MOTOR VEHICLES	TOTAL
Balance at Start of Year	-	7,536	19,905	27,441
Additions	120,000	2,468	-	122,468
Disposals – Assets	-	-	-	-
Amort/Depreciation Expense	(534)	(2,067)	(4,478)	(7,079)
Disposals – Accum Dep'n	-	-	-	-
Balance at End of Year	<u>119,466</u>	<u>7,937</u>	<u>15,427</u>	<u>142,830</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

6. ACCOUNTS PAYABLE

Accrued Expenses	53,952	46,031
Tax Payable (GST)	9,076	7,549
	<u>63,028</u>	<u>53,580</u>

7. PROVISIONS

Current

Annual Leave	18,077	8,176
Long Service Leave	-	7,378
Redundancy	-	25,160
Sick Leave	13,674	6,378
Payroll Tax	-	1,197
	<u>31,751</u>	<u>48,289</u>

Employees as at balance date	<u>3</u>	<u>3</u>
------------------------------	----------	----------

8. OTHER LIABILITIES

Income in Advance	<u>30,440</u>	<u>30,033</u>
-------------------	---------------	---------------

9. MEMBERS FUNDS

Opening Balance at Start of Year	49,172	78,112
Add: Surplus (Deficit) from Ordinary Activities	367,248	(28,940)
Balance at End of Year	<u>416,420</u>	<u>49,172</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

	2003	2002
	\$	\$
10. CASH FLOW INFORMATION		
RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS		
Net Operating Result from Ordinary Activities	345,248	(28,940)
Non Cash Items		
• Depreciation	7,079	7,471
• Share in Assets on Translation	(120,000)	-
• Profit on Sale of Fixed Assets	(136)	-
Changes in Assets and Liabilities		
Increase in Contributions Receivable	(1,235)	(10,160)
Increase in Other Receivables	4,113	(2,064)
(Increase) Decrease in Prepayments	(3,508)	2,533
Increase (Decrease) in Accounts Payable	9,448	(19,804)
Increase (Decrease) in Provisions	(16,538)	(4,091)
Increase in Income in Advance	407	8,808
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>224,878</u>	<u>(46,247)</u>

11. SPECIFIED INFORMATION

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the following provisions of the Act:

S274

- ① A member of an organisation, or Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- ② An organisation shall, on application made under subsection (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 prescribed.
- ③ A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the registrar shall provide to a member information received because of an application made at the request of the member.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

12. RELATED PARTY INFORMATION

MEMBERS OF THE BOARD OF MANAGEMENT

Persons holding positions within the Union and as members of the Board of Management during the year:

➤ Luke van der Meulen	(District President/District Secretary)
➤ Stuart Sceney	(District Vice President – Mining)
➤ Graeme Middlemiss	(District Vice President – Energy)
➤ Brian Manley	(Board of Management)
➤ Trevor Birkbeck	(Board of Management)
➤ Jess Macri	(Board of Management)
➤ Greg Hardy	(Board of Management)
➤ Graeme Reid	(Board of Management)
➤ Justin Felsbourg	(Board of Management – Resigned 21/3/03)
➤ Neil Somerville	(Board of Management – Appointed 21/3/03)
➤ Wayne Van der Koogh	(Board of Management – Appointed 22/8/03)

DISCLAIMER ON ADDITIONAL FINANCIAL INFORMATION

The additional financial information presented on pages 15 to 16 is in accordance with the books and records of the Construction Forestry Mining and Energy Union – Mining and Energy Division Victorian District Branch ("The Union") which have been subjected to the auditing procedures applied in our statutory audit of the Union for the year ended 31 December 2003. It will be appreciated that our statutory audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given

In accordance with our firm policy, we advise that neither the firm nor any member or employee of the firm undertakes responsibility arising in any way whatsoever to any person (other than the Union) in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.

.....
Daley & Co
Chartered Accountants
Wollongong NSW 2500

Signed this 9th day of June 2004

**DETAILED STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
INCOME		
Rent Received – GTLC	1,167	-
Rent Received – Ryan Carlisle Thomas	5,400	-
Rent Received – FEDFA	10,920	11,000
Rent Received – CFMEU	10,000	9,920
Contributions	411,179	309,139
Commissions	-	2,631
Profit on Sale of Fixed Assets	136	
National Office Allowances & Reimbursements	1,922	-
Interest Income	8,305	3,468
TOTAL INCOME	<u>449,029</u>	<u>336,158</u>
EXPENDITURE		
Advertising	12	-
Affiliation Fees	2,569	2,848
Accounting and Audit Fees	9,712	12,460
Bank Charges	3,029	2,057
Campaign Expenses	-	520
Cleaning	2,936	2,595
Computer Expenses	578	2,301
Delegate Expenses	3,862	925
Depreciation	7,079	7,471
Donations	2,182	-
Electricity & Gas	1,415	1,980
Fringe Benefits Tax	2,203	1,913
Functions	960	2,028
Funeral Benefits	4,500	1,500
Insurance	5,866	7,472
Lease	10,608	4,215
Membership Transfer Fee	50,000	-
Motor Vehicle Expenses	4,430	4,236
Office Expenses	5,820	3,277
Payroll Tax	6,111	9,155
Petty Cash	2,215	2,451
Postage, Printing and Stationery	5,668	4,862
Promotional Material	1,012	-
Provision for Annual Leave	9,902	2,994
Provision for Long Service Leave	(7,378)	(13,482)
Provision for Redundancy	(25,160)	3,510

**DETAILED STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
EXPENDITURE		
<i>Continued</i>		
Provision for Sick Leave	7,296	4,030
Rates	1,156	1,169
Repairs and Maintenance	1,449	3,940
Salaries and Wages – Full – Time Officers	55,782	55,253
Salaries and Wages – Part – Time Officers (Honorarium)	3,400	-
Salaries and Wages – Employees	97,615	60,279
Security	454	1,655
Superannuation Contributions	15,196	43,498
Sustentation Fees	141,665	116,155
Telephone and Facsimile	9,637	8,518
Travelling Expenses	-	3,014
Union Dues	-	299
TOTAL EXPENDITURE	<u>443,781</u>	<u>365,098</u>
 OPERATING RESULT BEFORE NON RECURRING ITEMS	 <u>5,248</u>	 <u>(28,940)</u>
 NON RECURRING ITEMS		
Share of Assets on Translation	<u>340,000</u>	<u>-</u>
OPERATING RESULT FOR THE YEAR	<u><u>345,248</u></u>	<u><u>(28,940)</u></u>

**SUMMARY OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

The financial report of the Construction Forestry Mining and Energy Union – Mining and Energy Division Victorian District Branch ("The Union") has been audited in accordance with the provisions of the Workplace Relations Act 1996 ("The Act"), and the following summary is provided for members in accordance with Section 279(2) of the Act.

A copy of the Auditors' Report and Financial Report 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 Central Council have been completed in accordance with the provisions of the Act and contain no qualifications.

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application under subsection (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 prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

	2003 \$	2002 \$
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2003		
ACCUMULATED FUNDS	<u>394,420</u>	<u>49,172</u>
Represented by:		
ASSETS		
Cash	337,859	115,313
Receivables	32,780	35,658
Prepayments	6,170	2,662
Property, Plant and Equipment	<u>142,830</u>	<u>27,441</u>
TOTAL ASSETS	<u>519,639</u>	<u>181,074</u>
LIABILITIES		
Accounts Payable	63,028	53,580
Provisions	31,751	48,289
Other Liabilities	<u>30,440</u>	<u>30,033</u>
TOTAL LIABILITIES	<u>125,219</u>	<u>131,902</u>
NET ASSETS	<u>394,420</u>	<u>49,172</u>

**SUMMARY OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

continued

	2003	2002
	\$	\$
STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2003		
Contributions	411,179	309,139
Other Income	37,850	27,019
	<u>449,029</u>	<u>336,158</u>
Less: Expenditure	443,781	365,098
OPERATING RESULT BEFORE NON RECURRING ITEMS	<u>5,248</u>	<u>(28,940)</u>
 NON RECURRING ITEMS		
Share of Assets in Translation	340,000	-
OPERATING RESULT FOR THE YEAR	<u>345,248</u>	<u>(28,490)</u>

AUDITORS CERTIFICATE

We certify that the above summary is a fair and accurate summary of the financial report of the Construction, Forestry, Mining and Energy Union – Mining and Energy Division, for the year ended 31 December 2003. Our Auditors' Report dated 9th June 2004 on the Financial Report, did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.

.....
DALEY & CO
Chartered Accountants
98 Kembla Street, Wollongong NSW 2500

.....
M L Gleeson – Partner
Registered Company Auditor

Signed this 9th day of June 2004.

The liability of Daley & Co is limited by and to the extent of, the Accountants Scheme under the Professional Standards Act 1994 (NSW)



Australian Government

Australian Industrial Registry

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

Mr Luke van der Meulen
District Secretary
CFMEU Mining & Energy Division
Victorian District Branch
14 Hazelwood Road
MORWELL VIC 3840

Dear Mr van der Meulen

Re: Lodgement of Financial Statements and Accounts for the CFMEU Mining & Energy Division Victorian District Branch for the year ending 31 December 2003 (FR2003/711)

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 4 November 2004.

Loans, Grants and Donations

The Detailed Statement of Financial Performance (Income and Expenditure) identifies an amount of \$2,182 in "Donations and Sponsorship". I would like to remind you that if any individual donation in that amount exceeded \$1,000 additional information is required to be lodged in the Registry pursuant to s269 of the *Workplace Relations Act 1996*.

The relevant particulars required about each of these donations are:

- the amount of each
- the purpose for which each was made
- the name and address of the person to whom each amount was paid (unless the donation was made to relieve severe financial hardship - see s269(5)(c)).

Attachment "A" to this letter is a copy of s269 for your information.

The Financial Statements and Accounts have been filed, and may be viewed on the internet at www.e-airc.gov.au/105nvdst/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

4 November 2004

269 Organisations to notify particulars of loans, grants and donations

- (1) An organisation shall, as soon as practicable after the end of each financial year, lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.
- (2) A statement lodged in the Industrial Registry under subsection (1) shall be signed by an officer of the organisation.
- (3) A statement lodged in the Industrial Registry under subsection (1) may be inspected at any registry, during office hours, by a member of the organisation concerned.
- (4) The relevant particulars, in relation to a loan made by an organisation, are:
 - (a) the amount of the loan;
 - (b) the purpose for which the loan was required;
 - (c) the security given in relation to the loan; and
 - (d) except where the loan was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the loan was made and the arrangements made for the repayment of the loan.
- (5) **The relevant particulars, in relation to a grant or donation made by an organisation, are:**
 - (a) the amount of the grant or donation;**
 - (b) the purpose for which the grant or donation was made; and**
 - (c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.**
- (6) Where an organisation is divided into branches:
 - (a) this section applies in relation to the organisation as if loans, grants or donations made by a branch of the organisation were not made by the organisation; and
 - (b) this section applies in relation to each of the branches as if the branch were itself an organisation.
- (7) For the purposes of the application of this section in accordance with subsection (6) in relation to a branch of an organisation, the members of the organisation constituting the branch shall be taken to be members of the branch.