



22 October 2019

Andrew Smith
Branch Secretary
CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch
Sent via email: wapou@wapou.asn.au
CC: martin@amwaudit.com.au

Dear Andrew,

CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch
Financial Report for the year ended 30 June 2019 – (FR2019/251)

I acknowledge receipt of the financial report of the CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 19 September 2019. I also acknowledge receipt of the amended designated officer's certificate which was lodged with the ROC on 15 October 2019.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009 (RO Act)* have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines (**RGs**) have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2020 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these concerns have been addressed prior to filing next year's report.

General purpose financial report (GPFR)

Officer's declaration statement – to include all nil activity disclosures not elsewhere disclosed

Item 21 of the RGs states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. I note that the officer's declaration statement includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the financial statements and body of the notes:

- Agree to receive financial support from another reporting unit to continue as a going concern (Note 1.21);

- Agree to provide financial support to another reporting unit to ensure they continue as a going concern (Note 1.21);
- Receive periodic or membership subscriptions (statement of comprehensive income);
- Receive capitation fees from another reporting unit (statement of comprehensive income and Note 3);
- Receive revenue via compulsory levies (statement of comprehensive income and Note 3);
- Receive donations or grants (statement of comprehensive income and Note 3);
- Receive revenue from undertaking recovery of wages activity (statement of comprehensive income);
- Incur fees as consideration for employers making payroll deductions of membership subscriptions (Note 4);
- Pay affiliation fees to another entity (statement of comprehensive income);
- Pay compulsory levies (Note 4);
- Pay a grant that was \$1,000 or less, pay a grant that exceeded \$1,000, pay a donation that was \$1,000 or less and pay a donation that exceeded \$1,000 (statement of comprehensive income);
- Pay employee expenses for holders of office and employees other than office holders (statement of comprehensive income);
- Pay legal costs relating to litigation or other legal matters (statement of comprehensive income and Note 4);
- Pay a penalty imposed under the RO Act for the *Fair Work Act 2009* (Note 4);
- Have a payable to employer as consideration for that employer making payroll deductions of membership subscriptions (Note 6)
- Have a payable in respect of legal costs relating to litigation or other legal matter (Note 6);
- Having a liability for employee benefit for holders of office and employees other than office holders (statement of financial position);
- Having a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch (Note 5); and
- Transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity (Note 5)

Please note that nil activities only need to be disclosed once.

I also note that the officer's declaration statement contains nil activities information for all prescribed RG categories except the following:

- Receive cash flows from another reporting units and/or controlled entity (RG18)

The statement of cash flows discloses a cash receipts from Western Australian Prison Officers' Union of Workers. Please note that the Western Australian Prison Officers' Union of Workers is neither a reporting unit under the RO Act nor controlled entity of the reporting unit. Therefore a nil activity disclosure is still required for the abovementioned RG category.

Inconsistency in disclosure of financial information

The statement of changes in equity discloses a balance of retained earnings of \$452 for the 2019 financial year (2018: \$451). The officer's declaration statement includes a nil disclosure in relation to a balance in the general fund. It would appear that retained earnings is the reporting unit's general fund.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 RGs and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 RGs and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at kylie.ngo@roc.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Kylie', written over a horizontal line.

Kylie Ngo
Registered Organisations Commission

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98 473 603 480

AMENDED CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the year ended 30 June 2019

I Andrew Smith being the Secretary of the CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch certify:

- That the documents lodged herewith are copies of the full report for the CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch for the year ended 30 June 2019 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- That the full report was provided to members of the reporting unit on 21 August 2019; and
- That the full report was presented to Annual General Meeting of the CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch on 18 September 2019 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.



Andrew Smith
Secretary

15 October 2019



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY
AUDITORS AND REGISTERED SMSF AUDITORS

Postal Address:

PO Box 229, JOONDALUP DC WA 6919

P: 1300 284 330

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16 August 2019

The Committee
CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch
63 Railway Parade
Mount Lawley WA 6050

Dear Committee Members,

MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2019

We advise that we have recently completed the final audit of CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch for the year ended 30 June 2019.

It must be appreciated that the matters dealt with in this letter came to our notice during the conduct of our normal audit procedures which are designed primarily with a view to the expression of our opinion on the accounts of the entity. Our comments cannot be expected to include all possible improvements in internal control which a more extensive special examination might develop.

During the audit, we did not note any matters which we believe need to be brought to your attention.

Please do not hesitate to call me on 9300 0400 if you would like to discuss any of the above. We take this opportunity to thank Andrew and Pem for helping us with our queries and providing information as required to enable us finalise the audit.

Yours faithfully

ANDERSON MUNRO & WYLLIE

MARTIN SHONE
Principal



Anderson Munro & Wyllie

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16 August 2019

The Committee
Western Australian Prison Officers' Union of Workers
63 Railway Parade
Mount Lawley WA 6050

Dear Committee Members,

We advise that we have completed our audit for CPSU-SPSF Group – Western Australian Prison Officers' Union of Workers (WAPOU) Branch for the year ended 30 June 2019 and enclose the following documents for your attention:

- Signed financial statements for CPSU-SPSF Group-WAPOU Branch; and
- Our management letters for the year ended 30 June 2019.

Our fee for the audit will be separately emailed to Pem Choki.

Please do not hesitate to contact us should you have any queries in relation to the audit.

Yours sincerely

ANDERSON MUNRO & WYLLIE

MARTIN SHONE
Principal

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH**

ABN 98 473 603 480

**GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019**

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480

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Anderson Munro & Wyllie

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU) BRANCH

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch"), which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2019, notes to the financial statements, including a summary of significant accounting policies; the Committee of Management Statement, the subsection 255(2A) report and the officer declaration statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch as at 30 June 2019 and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Branch is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Branch in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.



If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Branch is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Branch or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.



- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Branch to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Branch audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of Institute of Chartered Accountants in Australia and New Zealand and registered under the RO Act.

Anderson Munro + Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

Martin Shone

MARTIN SHONE

Principal & Registered Company Auditor

Member of the Institute of Chartered Accountants in Australia and New Zealand

Registration number AA2017/8

Dated at Perth, Western Australia this 14th day of August 2019



Anderson Munro & Wyllie

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**AUDITORS' INDEPENDENCE DECLARATION
TO THE MEMBERS OF
CPSU –SPSF GROUP – WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU)
BRANCH**

As auditor for the audit of CPSU – SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch for the period ended 30 June 2019, I declare that, to the best of my knowledge and belief, during the period ended 30 June 2019 there has been:

- i. No contraventions of any applicable code of professional conduct in relation to the audit.

Anderson Munro + Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Martin Shone

Principal

Dated at Perth, Western Australia this 14th day of August 2019



Anderson Munro & Wyllie

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CPSU-SPSF GROUP - WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU) BRANCH

STATEMENT OF RECOVERY OF WAGES

Based on representations made to us by the CPSU –SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch and our work undertaken for the period ended 30 June 2019, it appears that there was no recovery of wages activities occurred in the reporting period.

Anderson Munro + Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

MARTIN SHONE

Principal & Registered Company Auditor

RO Registration number AA2017/8

Dated at Perth, Western Australia this 14th day of August 2019.

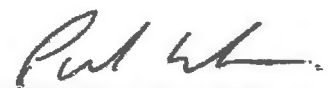
**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

**REPORT REQUIRED UNDER SUBSECTION 255(2A)
for the year ended 30 June 2019**

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2019.

Descriptive form

| Categories of expenditures | 2019 \$ | 2018 \$ |
|--|--------------------|--------------------|
| Remuneration and other employment-related costs and expenses - employees | - | - |
| Advertising | - | - |
| Operating costs | 40,772 | 42,188 |
| Donations to political parties | - | - |
| Legal costs | - | - |



Paul Ledingham
Acting Secretary

Dated this 13th day of August 2019

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2019**

The Committee of Management presents its operating report on the Reporting Unit for the year ended 30 June 2019.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

The principle activities of the Branch during the year ended 30 June 2019 were as follows:

- representing individual members in grievance disputes with employers resulting in members being treated fairly and their rights respected.
- representing all members at various workplaces regarding disputes with employers resulting in a fair outcome.
- negotiating Enterprise Bargaining Agreements resulting in increased wages and conditions for members covered by those Agreements.
- negotiating Industrial Agreements at a number of worksites resulting in the settlement of disputes or the resulting in flexibility working arrangements.
- providing Union Delegates and Worksite Committee members with training and education to enable them to better represent members in the workplace.

Significant changes in financial affairs

Members may resign from the Branch by giving written notice to the Branch in accordance with the rules of the Branch.

Right of members to resign

Members may resign from the Branch by giving written notice to the Branch in accordance with the rules of the Branch.

Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Number of members

Number of members as at 30 June 2019: 2,487 (30 June 2018: 2,462).

Number of employees

At the end of the financial period the Branch employed nil staff.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

**OPERATING REPORT (CONT'D)
FOR THE YEAR ENDED 30 JUNE 2019**

Members of the Committee of Management and period positions held during the financial year

The State Executive members who held office during the period were:

| | | |
|---------------|------------------------|----------------------------|
| K. Brown | Union President | 1 July 2018 – 30 June 2019 |
| A. Smith | Union Secretary | 1 July 2018 – 30 June 2019 |
| P. Ledingham | Union Asst. Secretary | 1 July 2018 – 30 June 2019 |
| M. Derbyshire | Union Treasurer | 1 July 2018 – 30 June 2019 |
| M. Cromb | Union Vice President | 1 July 2018 – 30 June 2019 |
| J. Vanpraag | Union Executive Member | 1 July 2018 – 30 June 2019 |
| T. Kennedy | Union Executive Member | 1 July 2018 – 30 June 2019 |
| P. Vose | Union Executive Member | 1 July 2018 – 30 June 2019 |

Members of the State Executive Committee were in office for the period covering the report until the date of this report unless otherwise stated.

The State Council members who held office during the period were:

| | |
|-----------------------------|---|
| Aaron Ryan- Casuarina | 1 July 2018 – 30 June 2019 |
| S. Szumskyj, Casuarina | 1 July 2018 – 30 June 2019 |
| A. Robertson, Casuarina | 1 July 2018 – 30 June 2019 |
| D. McAteer, Casuarina | 1 July 2018 – 30 June 2019 |
| J. Fisher, DDU | 1 July 2018 – 30 June 2019 |
| S. Parker, EGRP | 1 July 2019 – 30 June 2019 |
| N. Mitchell, Greenough | 1 July 2018 – 30 June 2019 |
| C. Pizzey, Greenough | 1 July 2018 – 30 June 2019 |
| B. Taulanga, Hakea | 1 July 2018 – 30 June 2019 |
| Siglinde Reynolds, Hakea | 1 July 2018 – 12 November 2018 (resigned) |
| A. Smith, Hakea | 1 July 2018 – 24 December 2018 (resigned) |
| J. Bohling, Hakea | 1 July 2018 – 30 June 2019 |
| C. Mitchell, Hakea | 1 July 2018 – 30 June 2019 |
| P. Curtis, Acacia | 1 July 2018 – 20 December 2018 (resigned) |
| J. Pennicott, Albany | 1 July 2018 – 30 June 2019 |
| C. Ferguson, Albany | 1 July 2018 – 30 June 2019 |
| J. Green, Albany | 1 July 2018 – 20 December 2018 (resigned) |
| J. Hampton Meagher, Bandyup | 1 July 2018 – 30 June 2019 |
| T. Morell, Bandyup | Temp delegate during the year to 30 June 2019 |
| B. Harris, Bandyup | 27 June 2018 (resigned) |
| M. Palmer, Bunbury | 1 July 2018 – 30 June 2019 |
| P. Cowie, Karnet | Temp delegate during the year to 30 June 2019 |
| T. Ford, Karnet | Temp delegate during the year to 30 June 2019 |
| P. Barratt, Pardelup | 1 July 2018 – 30 June 2019 |

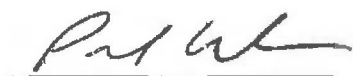
**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

**OPERATING REPORT (CONT'D)
FOR THE YEAR ENDED 30 JUNE 2019**

| | |
|------------------------|--|
| D. Dow, Bunbury | 1 July 2018 – 30 June 2019 |
| E. Reid, SOG | 1 July 2018 – 30 June 2019 |
| G. Kenna, Roebourne | 1 July 2018 – 30 June 2019 |
| A. Zouch, Work Camps | 1 July 2018 – 30 June 2019 |
| P. Shaw, Broome | 1 July 2018 – 30 June 2019 |
| B. Curtis, Wooroloo | 1 July 2018 – 30 June 2019 |
| I. Knott, Wandoo | 1 July 2018 – 30 June 2019 |
| R. Payne, Wandoo | Temp delegate during the year to 30 May 2019 |
| G. Whittaker, WKRP | 1 July 2018 – 30 June 2019 |
| D. Heard, Melaleuca | 1 July 2018 – 26 February 2019 (resigned) |
| N. Whatcott, Melaleuca | Temp delegate during the year to 2 May 2019 |

Members have been in office for the period covering the report until the date of this report unless otherwise stated.

Signed in accordance with a resolution of the Committee of Members passed on the 13 August 2019.



Paul Ledingham
Acting Secretary

Dated this 13th day of August 2019

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

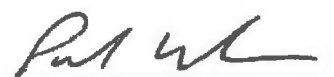
**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019**

On 13/08/2019 the Branch Committee of Management of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch") passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2019:

The Branch Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (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; and
- (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 RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the Committee of Management.



Paul Ledingham
Acting Secretary

Dated: 13 August 2019



Ken Brown
President

Dated: 13 August 2019

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2019**

| | Note | 2019 \$ | 2018 \$ |
|--|------|-----------------|-----------------|
| Revenue | | | |
| Membership Subscription | | - | - |
| Capitation Fees and other revenue from another reporting unit | | - | - |
| Levies | | - | - |
| Interest Received | 3A | 1 | 2 |
| Total Revenue | | <u>1</u> | <u>2</u> |
| Other Income | | | |
| Grants and/or donations | | - | - |
| Transfers from Western Australian Prison Officers' Union of Workers | 3B | 40,772 | 42,188 |
| Revenue from recovery of wages activity | | - | - |
| Total other income | | <u>40,772</u> | <u>42,188</u> |
| Total income | | <u>40,773</u> | <u>42,190</u> |
| Expenses | | | |
| Employee Expenses | | - | - |
| Affiliation Fees | | - | - |
| Capitation Fees and other expenses to Community and Public Sector Union - State Public Services Federation Group | 4A | (40,772) | (42,188) |
| Administration Expenses | | - | - |
| Grants or Donations | | - | - |
| Legal Costs | | - | - |
| Other Expenses | | - | - |
| Total expenses | | <u>(40,772)</u> | <u>(42,188)</u> |
| Surplus for the year | | <u>1</u> | <u>2</u> |
| Other Comprehensive Income | | - | - |
| Total Comprehensive Income for the year | | <u>1</u> | <u>2</u> |

The accompanying notes form part of these financial statements.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2019

| | Note | 2019 \$ | 2018 \$ |
|--------------------------------------|------|--------------|--------------|
| ASSETS | | | |
| CURRENT ASSETS | | | |
| Cash and Cash Equivalents | 5A | 452 | 451 |
| Trade and Other Receivables | 5B | 3,862 | 3,669 |
| TOTAL CURRENT ASSETS | | 4,314 | 4,120 |
| NON-CURRENT ASSETS | | | |
| TOTAL NON-CURRENT ASSETS | | - | - |
| TOTAL ASSETS | | 4,314 | 4,120 |
| LIABILITIES | | | |
| CURRENT LIABILITIES | | | |
| Trade Payables | 6A | 3,862 | 3,669 |
| Other Payables | | - | - |
| Employee Provisions | | - | - |
| TOTAL CURRENT LIABILITIES | | 3,862 | 3,669 |
| NON-CURRENT LIABILITIES | | | |
| Employee Provisions | | - | - |
| TOTAL NON-CURRENT LIABILITIES | | - | - |
| TOTAL LIABILITIES | | 3,862 | 3,669 |
| NET ASSETS | | 452 | 451 |
| EQUITY | | | |
| Retained Earnings | | 452 | 451 |
| TOTAL EQUITY | | 452 | 451 |

The accompanying notes form part of these financial statements.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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**STATEMENT OF CHANGES OF EQUITY
FOR THE YEAR ENDED 30 JUNE 2019**

| | Retained Earnings | Total |
|--------------------------------|------------------------------|--------------|
| | \$ | \$ |
| Balance at 1 July 2017 | 449 | 449 |
| Surplus for the Year | 2 | 2 |
| Balance at 30 June 2018 | 451 | 451 |
| Surplus for the Year | 1 | 1 |
| Balance at 30 June 2019 | 452 | 452 |

The accompanying notes form part of these financial statements.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019**

| | | 2019 | | 2018 |
|---|-----------|------------|--|------------|
| | | \$ | | \$ |
| OPERATING ACTIVITIES | | | | |
| Cash received | | | | |
| Receipts from Western Australian Prison Officers' Union of Workers | 7B | 40,772 | | 42,188 |
| Interest | | 1 | | 2 |
| Cash used | | | | |
| Payment to Community and Public Sector Union - State Public Services Federation Group | 7B | (40,772) | | (42,188) |
| Payment to suppliers | | - | | - |
| Net cash from Operating Activities | 7A | 1 | | 2 |
| INVESTING ACTIVITIES | | | | |
| Cash received | | - | | - |
| Cash used | | - | | - |
| Net cash from/(used by) Investing Activities | | - | | - |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | |
| Net cash from/(used by) Financing Activities | | - | | - |
| Net Increase in Cash held | | 1 | | 2 |
| Cash and Cash Equivalents at the Beginning of the Year | | 451 | | 449 |
| Cash and Cash Equivalents at the End of the Year | | 452 | | 451 |

The accompanying notes form part of these financial statements

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
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Note 1 Summary of significant accounting policies

1.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period, and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

1.2 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Key estimates

Impairment

Nil

Key judgments

Available-for-sale investments

Nil

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the application date stated in the standard. The accounting policies adopted are consistent with those of the previous financial year.

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch include:

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Note 1 Summary of significant accounting policies (cont'd)

Future Australian Accounting Standards Requirements (cont'd)

- AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019).

AASB 16 was issued in January 2016 and it replaces AASB 117 *Leases*, AASB Interpretation 4 *Determining whether an Arrangement contains a Lease*, AASB Interpretation – 115 *Operating Leases-Incentives* and AASB Interpretation 127 *Evaluating the Substance of Transactions Involving the Legal Form of a Lease*.

AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

For Not for profit entities, AASB 16 will commence from financial years beginning on or after 1 January 2019. Either a full retrospective application or a modified retrospective application is required for AASB 16. The CPSU-SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch plans to adopt AASB 16 on the required effective date 1 July 2019 of using modified retrospective method only if the Committee of Management decide to lease assets.

The main changes introduced by the new Standard are as follows:

- recognition of a right-of-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-of-use assets in line with AASB 116: *Property, Plant and Equipment* in profit or loss and unwinding of the liability in principal and interest components;
- inclusion of variable lease payments that depend on an index or a rate in the initial measurement of the lease liability using the index or rate at the commencement date;
- application of a practical expedient to permit a lease to elect not to separate non-lease components and instead account for all components as a lease; and
- inclusion of additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

1.5 Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

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Note 1 Summary of significant accounting policies (cont'd)

1.6 Gains

Sale of assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

1.7 Capitation fees and levies

Capitation fees and levies are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

1.8 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The Branch recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

1.9 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

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Note 1 Summary of significant accounting policies (cont'd)

1.9 Leases (cont'd)

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

1.10 Borrowing costs

All borrowing costs are recognised in profit and loss in the period in which they are incurred.

1.11 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

1.12 Financial instruments

Financial assets and financial liabilities are recognised when the Branch becomes a party to the contractual provisions of the instrument.

1.13 Financial assets

Initial recognition and measurement

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Branch's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the Branch initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Branch's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Branch commits to purchase or sell the asset.

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Note 1 Summary of significant accounting policies (cont'd)

Subsequent measurement

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss

Derecognition

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The Branch has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
 - a) the Branch has transferred substantially all the risks and rewards of the asset, or
 - b) the Branch has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

When the Branch has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the Branch continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

Offsetting

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

Impairment

(i) Trade receivables

For trade receivables that do not have a significant financing component, the [reporting unit] applies a simplified approach in calculating expected credit losses (ECLs) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the Branch does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Branch has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

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Note 1 Summary of significant accounting policies (cont'd)

Impairment

(ii) Debt instruments other than trade receivables

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the Branch recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Branch expects to receive, discounted at an approximation of the original effective interest rate.

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The Branch considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Branch may also consider a financial asset to be in default when internal or external information indicates that the Branch is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

1.14 Financial Liabilities

Initial recognition and measurement

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss.

All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

The Branch's financial liabilities include trade and other payables.

Subsequent measurement

Financial liabilities at amortised cost

After initial recognition, trade payables and interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

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Note 1 Summary of significant accounting policies (cont'd)

Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

1.15 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

1.16 Land, Buildings, Plant and Equipment

Asset Recognition Threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations—Land and Buildings

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are:

| | Depreciation Rate |
|----------------------------|--------------------------|
| Buildings and improvements | 2.5% - 25% |
| Furniture and equipment | 5% - 40% |
| Motor vehicles | 25% |

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Note 1 Summary of significant accounting policies (cont'd)

Derecognition

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

1.17 Investment property

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at fair value. Gains and losses arising from changes in the fair value of investment properties are included in profit and loss in the period in which they arise.

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

1.18 Impairment of non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

1.19 Taxation

The Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

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Note 1 Summary of significant accounting policies (cont'd)

1.20 Fair value measurement

The Branch measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 16A.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Branch. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Branch uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Branch determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Branch has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

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Note 1 Summary of significant accounting policies (cont'd)

1.21 Going concern

The Branch is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

The Branch has not agreed to provide financial support to another reporting unit to ensure they can continue as a going concern.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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Note 2 Events after the reporting period

There were no events that occurred after 30 June 2019, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

Note 3 Income

No income was received during the reporting period for Capitation Fees, Levies and Grants or Donations.

| | 2019 | 2018 |
|--|------|------|
| | \$ | \$ |

Note 3A: Interest received

| | | |
|----------|---|---|
| Deposits | 1 | 2 |
|----------|---|---|

Note 3B: Other revenue

Other revenue from another reporting unit:

| | | |
|---|--------|--------|
| Transfers from Western Australian Prison Officers' Union of Workers | 40,772 | 42,188 |
|---|--------|--------|

Note 4 Expenses

During the reporting year no expenses were incurred as consideration for employers making payroll deductions of membership subscriptions, compulsory levies imposed, legal costs or penalties imposed on the Branch under the RO Act with respect to its conduct.

Note 4A: Capitation fees

| | | |
|---|---------------|---------------|
| Community and Public Section Union – State Public Services Federation Group | 40,772 | 42,188 |
| Total capitation fees | 40,772 | 42,188 |

Capitation fees being payment to National Office for membership fees paid to CPSU – SPSFG

Note 5: Current Assets

The Branch has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets. The Branch has no fund or account (other than the general fund) the operation of which is required by its rules or by the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.

Note 5A: Cash and Cash Equivalents

| | | |
|--|------------|------------|
| Cash at bank | 452 | 451 |
| Total cash and cash equivalents | 452 | 451 |

Note 5B: Trade and Other Receivables

Receivables from other reporting units

| | | |
|--|--------------|--------------|
| Western Australian Prison Officers' Union of Workers | 3,862 | 3,669 |
| Less allowance for expected credit losses | - | - |
| Total receivables from other reporting units | 3,862 | 3,669 |

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Note 6: Current Liabilities

The Branch has no payables to employers as consideration for the employer making payroll deductions for membership subscriptions, or in respect of legal costs and other expenses related to litigation or other legal matters.

| | 2019 | 2018 |
|---|--------------|--------------|
| | \$ | \$ |
| Note 6A: Trade Payables | | |
| Payables to other reporting units | | |
| Community and Public Section Union – State Public Services Federation Group | 3,862 | 3,669 |
| Subtotal payables to other reporting units | 3,862 | 3,669 |
| | | |
| Total trade payables | 3,862 | 3,669 |

Settlement is usually made within 30 days.

Note 7: Cash Flow

Note 7A: Cash Flow Reconciliation

Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:

Cash and cash equivalents as per:

| | | |
|---------------------|----------|----------|
| Cash flow statement | 452 | 451 |
| Balance sheet | 452 | 451 |
| Difference | - | - |

Reconciliation of profit to net cash from operating activities:

| | | |
|--|----------|----------|
| Profit for the year | 1 | 2 |
| <i>Increase/decrease in working capital items:</i> | | |
| (Increase)/decrease in accounts receivable | (193) | (485) |
| Increase/(decrease) in payables | 193 | 485 |
| Net cash from operating activities | 1 | 2 |

Note 7B: Cash flow information

| | | |
|---|-----------------|-----------------|
| Cash inflows | | |
| Transfer from WAPOU to cover capitation fees payment | 40,772 | 42,188 |
| Total cash inflows | 40,772 | 42,188 |
| | | |
| Cash outflows | | |
| Community and Public Section Union – State Public Services Federation Group | (40,772) | (42,188) |
| Total cash outflows | (40,772) | (42,188) |

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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2019 **2018**
\$ **\$**

Note 8: Related Party Disclosures

Note 8A: Related Party Transactions for the Reporting Period

The following table provides the total amount of transactions that have been entered into with related parties for the relevant financial year.

Revenue received from the following:

| | | |
|--|---------------|--------|
| Western Australian Prison Officers' Union of Workers | 40,772 | 42,188 |
|--|---------------|--------|

Expenses paid to the following:

| | | |
|---|-----------------|----------|
| Community and Public Section Union – State Public Services Federation Group | (40,772) | (42,188) |
|---|-----------------|----------|

Amounts owed by the following:

| | | |
|--|--------------|-------|
| Western Australian Prison Officers' Union of Workers | 3,862 | 3,669 |
|--|--------------|-------|

Amounts owed to the following:

| | | |
|---|----------------|---------|
| Community and Public Section Union – State Public Services Federation Group | (3,862) | (3,669) |
|---|----------------|---------|

Terms and conditions of transactions with related parties

The sales and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables and payables. For the year ended 30 June 2019, the Branch has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2018:\$Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

Note 8B: Key Management Personnel Remuneration for the Reporting Period

Short-term employee benefits

| | | |
|---------------------------------------|---|---|
| Salary (including annual leave taken) | - | - |
| Annual leave accrued | - | - |
| Performance bonus | - | - |
| Committee honorariums | - | - |
| | - | - |

Total short-term employee benefits

Post-employment benefits:

| | | |
|----------------|---|---|
| Superannuation | - | - |
| | - | - |

Total post-employment benefits

| | | |
|--|---|---|
| | - | - |
|--|---|---|

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

Note 8B: Key Management Personnel Remuneration for the Reporting Period (cont'd)

| | 2019 | 2018 |
|---------------------------------------|----------|----------|
| | \$ | \$ |
| Other long-term benefits: | | |
| Long-service leave | - | - |
| Total other long-term benefits | <u>-</u> | <u>-</u> |
| Termination benefits | - | - |
| Total | <u>-</u> | <u>-</u> |

Note 9: Remuneration of Auditors

Value of the services provided

| | | |
|---------------------------------------|----------|----------|
| Financial statement audit services | - | - |
| Other services | - | - |
| Total remuneration of auditors | <u>-</u> | <u>-</u> |

Auditors' remuneration recognised & paid by Western Australian Prison Officers' Union of Workers.

Note 10: Events after the reporting period

There were no events that occurred after 30 June 2019, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

Note 11: Financial Instruments

The Union's financial instruments consist mainly of deposits with banks, accounts receivable and payables.

Note 11A: Categories of Financial Instruments

The totals of each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

Financial assets

| | | |
|-----------------------------|--------------|--------------|
| Cash and cash equivalents | 452 | 451 |
| Trade and other receivables | 3,862 | 3,669 |
| Total | <u>4,314</u> | <u>4,120</u> |

Financial liabilities

| | | |
|----------------|--------------|--------------|
| Trade payables | 3,862 | 3,669 |
| Total | <u>3,862</u> | <u>3,669</u> |

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS’ UNION (WAPOU) BRANCH
ABN 98 473 603 480**

2019 2018
\$ \$

Note 11B: Net Income and Expense from Financial Assets

Cash and cash equivalents

| | | |
|------------------|---|---|
| Interest revenue | 1 | 2 |
| | 1 | 2 |
| | 1 | 2 |

The net income/expense from financial assets not at fair value from profit and loss is \$1 (2018: \$2).

Note 11C: Net income and expense from financial liabilities

The Union had no net income and expense from financial liabilities during the period ended 30 June 2019.

Note 11D: Credit Risk

The Branch is exposed to credit risk on account of (a) default by individual members to pay their maximum membership contributions; and (b) default by tenants to pay for the rent charges.

The Branch’s maximum exposure to credit risk is the carrying amount of trade and other receivable at reporting date. The Branch does not monitor the credit risks in relation to cash and cash equivalent, which are transacted through creditworthy financial institutions. The management believes that these institutions are being subject to strict prudential norms imposed by Legislation, Reserve Bank and other regulatory authorities.

The following table illustrates the entity’s gross exposure to credit risk, excluding any collateral or credit enhancements.

Financial assets

| | | |
|-----------------------------|--------------|-------|
| Trade and other receivables | 3,862 | 3,669 |
| Total | 3,862 | 3,669 |
| | 3,862 | 3,669 |

Financial liabilities

| | | |
|--------------------------|--------------|-------|
| Trade and other payables | 3,862 | 3,669 |
| Total | 3,862 | 3,669 |
| | 3,862 | 3,669 |

In relation to the entity’s gross credit risk no collateral is held (2018: nil).

Credit quality of financial instruments not past due or individually determined as impaired

| | Not Past Due Nor Impaired 2019 | Past due or impaired 2019 | Not Past Due Nor Impaired 2018 | Past due or impaired 2018 |
|-----------------------------|--------------------------------------|---------------------------------|--------------------------------------|---------------------------------|
| | \$ | \$ | \$ | \$ |
| Trade and other receivables | 3,862 | - | 3,669 | - |
| Total | 3,862 | - | 3,669 | - |
| | 3,862 | - | 3,669 | - |

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

Ageing of financial assets that were past due but not impaired for 2019

| | 0 to 30 days | 31 to 60 days | 61 to 90 days | 90+ days | Total |
|-----------------------------|--------------|---------------|---------------|----------|--------------|
| | \$ | \$ | \$ | \$ | \$ |
| Trade and other receivables | 3,862 | - | - | - | 3,862 |
| Total | 3,862 | - | - | - | 3,862 |

Ageing of financial assets that were past due but not impaired for 2018

| | 0 to 30 days | 31 to 60 days | 61 to 90 days | 90+ days | Total |
|-----------------------------|--------------|---------------|---------------|----------|--------------|
| | \$ | \$ | \$ | \$ | \$ |
| Trade and other receivables | 3,669 | - | - | - | 3,669 |
| Total | 3,669 | - | - | - | 3,669 |

Note 11E: Liquidity Risk

Liquidity risk is the risk that the Branch will encounter difficulties in meeting the contractual obligations of its financial liabilities (principally due to shortage of funds).

Liquidity risk is kept continually under review and managed to ensure that cleared funds are held to meet the obligations on the respective due dates.

Liquidity risk is managed through:

- (a) Monitoring short term forecasted in-flows and the committed cash outflows of financial liabilities;
- (b) Monitoring the unused withdrawal facilities with banks.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities.

The Branch does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement date.

Contractual maturities for financial liabilities 2019

| | On Demand | < 1 year | 1– 2 years | 2– 5 years | >5 years | Total |
|----------------|--------------|----------|------------|------------|----------|--------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Trade payables | 3,862 | - | - | - | - | 3,862 |
| Total | 3,862 | - | - | - | - | 3,862 |

Contractual maturities for financial liabilities 2018

| | | | | | | |
|----------------|--------------|----------|----------|----------|----------|--------------|
| Trade payables | 3,669 | - | - | - | - | 3,669 |
| Total | 3,669 | - | - | - | - | 3,669 |

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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Note 11F: Market Risk

(a) Interest rate risk

Interest rate risk is the risk that the fair values and cash-flows of Branch's financial instruments will be affected by changes in the market interest rates.

The management of the Union believes that the risk of interest rate movement would not have material impact on Branch's operations.

(b) Other price risk

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk) of securities held.

Sensitivity analysis

The following table illustrates sensitivities to the Branch's exposures to changes in interest rates and equity prices. The table indicates the impact on how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables.

| | Risk Variable | Change in risk variable % | Effect on | |
|--------------------------------|---------------|---------------------------|-----------|--------|
| | | | Profit | Equity |
| | | | \$ | \$ |
| Year ended 30 June 2019 | | | | |
| Interest rate risk | - | +/-1% | - | - |

Sensitivity analysis of the risk that the entity is exposed to for 2017

| | Risk variable | Change in risk variable % | Effect on | |
|--------------------------------|---------------|---------------------------|-----------|--------|
| | | | Profit | Equity |
| | | | \$ | \$ |
| Year ended 30 June 2018 | | | | |
| Interest rate risk | - | +/-1% | - | - |

No sensitivity analysis has been performed on foreign exchange risk as the Branch has no material exposures to currency risk.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

Note 12: Fair Value Measurement

Note 12A: Financial Assets and Liabilities

Management of the reporting unit assessed that cash and cash equivalents, trade receivables and trade payables approximate their carrying amounts largely due to the short term maturities of these instruments.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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Note 12A: Financial Assets and Liabilities (cont'd)

The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values:

- Fair values of the reporting unit's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The own performance risk as at 30 June 2019 was assessed to be insignificant.
- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the Branch based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at 30 June 2019 the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

The following table contains the carrying amounts and related fair values for the Branch's financial assets and liabilities:

| | Carrying amount 2019 \$ | Fair value 2019 \$ | Carrying amount 2018 \$ | Fair value 2018 \$ |
|------------------------------|----------------------------------|-----------------------------|----------------------------------|-----------------------------|
| Financial Assets | | | | |
| Cash and cash equivalent | 452 | 452 | 451 | 451 |
| Trade and other receivables | 3,862 | 3,862 | 3,669 | 3,669 |
| Total | 4,314 | 4,314 | 4,120 | 4,120 |
| Financial Liabilities | | | | |
| Trade payables | 3,862 | 3,862 | 3,669 | 3,669 |
| Total | 3,862 | 3,862 | 3,669 | 3,669 |

Note 12B: Description of Significant Unobservable Inputs

There were no significant unobservable inputs for Level 3 assets and liabilities at fair value (i.e investment property, financial assets/liabilities) noted during the reporting period.

Note 13: Administration of financial affairs by a third party

The Branch did not engage a third party to administer their financial affairs during the year ended 30 June 2019.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
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Note 14:Section 272 *Fair Work (Registered Organisations) Act 2009*

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commissioner:

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

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

OFFICER DECLARATION STATEMENT

I, Paul Ledingham, being the Acting Secretary of the CPSU-SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch, declare that the following activities did not occur during the reporting period ended 30 June 2019.

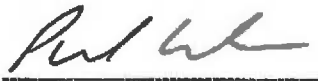
The reporting unit did not:

- agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not dollar amount)
- agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount)
- acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission
- receive periodic or membership subscriptions
- receive capitation fees from another reporting unit
- receive revenue via compulsory levies
- receive donations or grants
- receive revenue from undertaking recovery of wages activity
- incur fees as consideration for employers making payroll deductions of membership subscriptions
- pay affiliation fees to other entity
- pay compulsory levies
- pay a grant that was \$1,000 or less
- pay a grant that exceeded \$1,000
- pay a donation that was \$1,000 or less
- pay a donation that exceeded \$1,000
- pay wages and salaries to holders of office
- pay superannuation to holders of office
- pay leave and other entitlements to holders of office
- pay separation and redundancy to holders of office
- pay other employee expenses to holders of office
- pay wages and salaries to employees (other than holders of office)
- pay superannuation to employees (other than holders of office)
- pay leave and other entitlements to employees (other than holders of office)
- pay separation and redundancy to employees (other than holders of office)
- pay other employee expenses to employees (other than holders of office)

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98 473 603 480**

OFFICER DECLARATION STATEMENT (cont'd)

- pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- incur expenses due to holding a meeting as required under the rules of the organisation
- pay legal costs relating to litigation
- pay legal costs relating to other legal matters
- pay a penalty imposed under the RO Act or the Fair Work Act 2009
- have a payable to an employer for that employer making payroll deductions of membership subscriptions
- have a payable in respect of legal costs relating to litigation
- have a payable in respect of legal costs relating to other legal matters
- have an annual leave provision in respect of holders of office
- have a long service leave provision in respect of holders of office
- have a separation and redundancy provision in respect of holders of office
- have other employee provisions in respect of holders of office
- have a annual leave provision in respect of employees (other than holders of office)
- have a long service leave provision in respect of employees (other than holders of office)
- have a separation and redundancy provision in respect of employees (other than holders of office)
- have other employee provisions in respect of employees (other than holders of office)
- have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- have a balance within the general fund
- make a payment to a former related party of the reporting unit



Paul Ledingham
Acting Secretary

Dated this 13th day of August 2019



2 July 2019

Andrew Smith
SPSF Group - WAPOU Branch Secretary
CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch
Sent via email: wapou@wapou.asn.au

Dear Andrew Smith,

**Re: Lodgement of Financial Report - FR2019/251
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch (the reporting unit) ended on 30 June 2019. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2019.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2019 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,

Kylie Ngo
Registered Organisations Commission

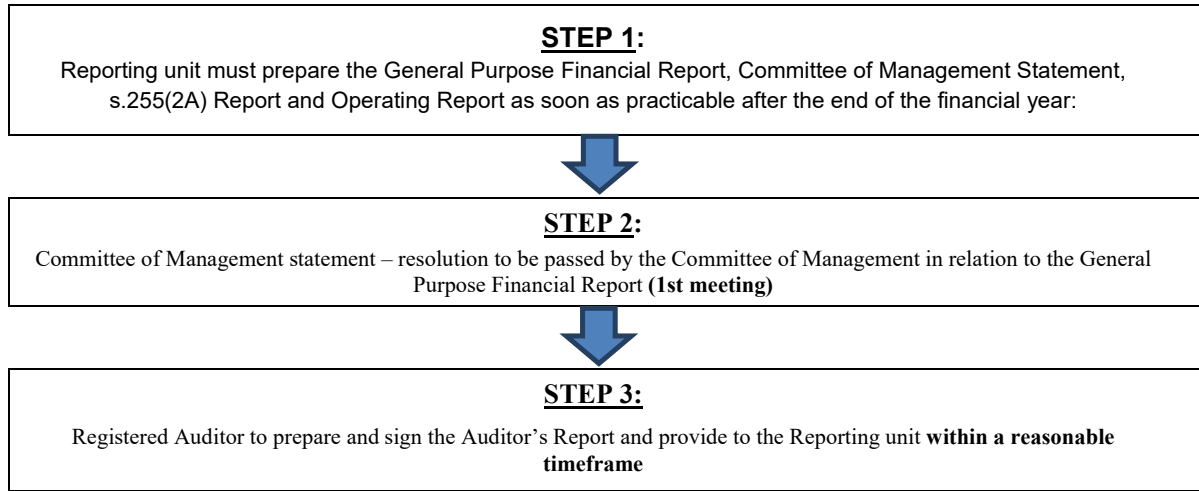


Fact sheet

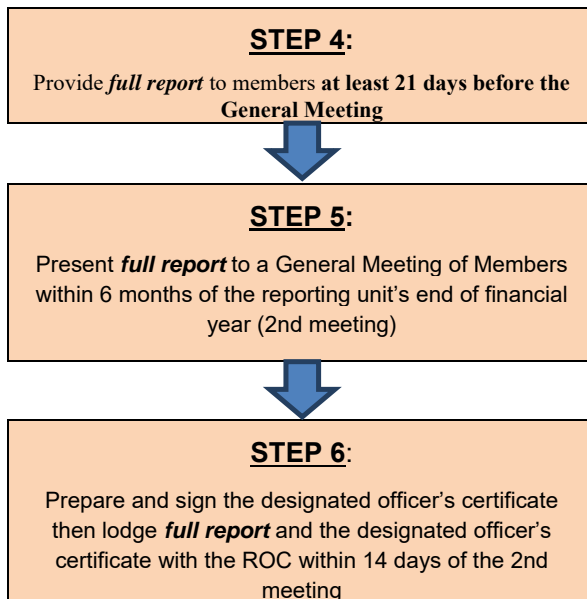
Summary of financial reporting timelines – s.253 financial reports

General Information:

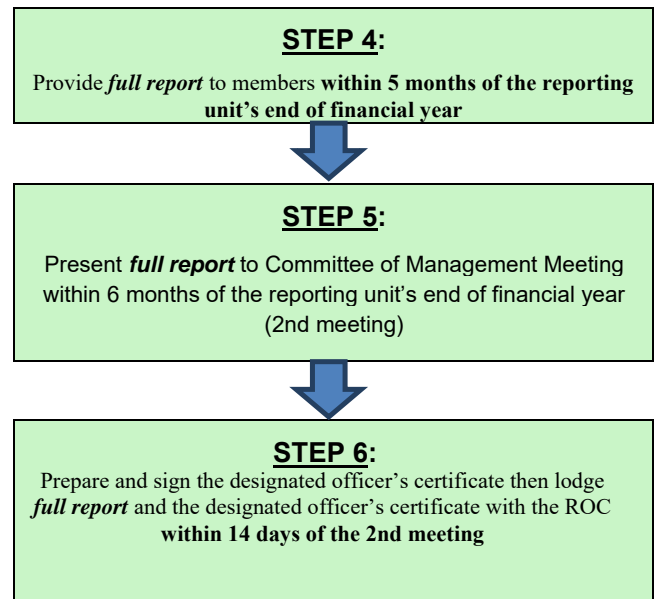
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT
AT GENERAL MEETING OF MEMBERS
(this is the default process in the RO Act)



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT
COMMITTEE OF MANAGEMENT MEETING
(Special rules must be in the rulebook to use this process)



Misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Financial Reporting Process. They include:

| Misconception | Requirement |
|--|--|
| <p>X The Committee of Management statement is just copied from the Reporting Guidelines</p> | <p>✓ The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p> |
| <p>X The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p> | <p>✓ The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p> |
| <p>X The Designated Officer's Certificate must be signed before the report is sent to members</p> | <p>✓ The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p> |
| <p>X Documents can be dated when they should have been signed or when the events in the document occurred</p> | <p>✓ Documents must always be dated at the date they are actually signed by an officer or auditor</p> |
| <p>X Any auditor can audit a financial report</p> | <p>✓ Only registered auditors can audit the financial report</p> |
| <p>X The Committee of Management statement can be signed at any time</p> | <p>✓ The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p> |
| <p>X Any reporting unit can present the Full Report to a second COM meeting</p> | <p>✓ Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p> |
| <p>X Everything can be done at one Committee of Management meeting</p> | <p>✓ If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p> |
| <p>X The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p> | <p>✓ The reporting unit must lodge the financial report within 14 days of the second meeting</p> |

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.



Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:

- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

| Misconception | Requirement |
|---|--|
| ✘ Only reporting units must lodge the Statement. | ✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches. |
| ✘ Employees can sign the Statement. | ✔ The statement must be signed by an elected officer of the relevant branch. |
| ✘ Statements can be lodged with the financial report. | ✔ The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late. |

Grants & Donations within the Financial Report

Item 14(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

| | 2017 | 2016 |
|--|------|------|
| Grants: | | |
| Total expensed that were \$1,000 or less | - | - |
| Total expensed that exceeded \$1,000 | - | - |
| Donations: | | |
| Total expensed that were \$1,000 or less | - | - |
| Total expensed that exceeded \$1,000 | - | - |
| Total grants or donations | - | - |

The Commissioner's Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer's declaration statement, even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au