



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr. D. Boner  
Employee Industrial Relations Manager  
CSR & Rinker Salaried Staff Association  
Locked Bag 6  
CHATSWOOD NSW 2057

Mr Boner,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2004 - FR2004/392**

I have received the financial reports of your organisation for year ended 30 June 2004. The documents were lodged in the Industrial Registry on 24 September 2004.

The documents have been filed.

The following matter concerning the financial reporting requirement of the RAO schedule requires further attention.

Operating report

An operating report is required to be lodged under section 254 of the RAO Schedule and regulation 159 of the RAO Regulations. I note that the Annual Report lodged along with the Financial reports does include some information, however all the required information needs to be incorporated in an Operating report. Enclosed is a copy of section 254 of the RAO Schedule and Regulation 159 of the RAO Regulations.

Could you please lodge the operating report as soon as possible and circulate a copy to the members at the next available opportunity.

I would like to further comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports and you do not need to take any further action in respect of the financial reports already lodged.

1. Financial report provided to members

Your organisation must always allow a minimum of 21 clear days for members to receive the full Financial report (see section 265(5) of the RAO Schedule) before presenting it to a general meeting under section 266 of the RAO Schedule. From the dates provided in the Secretary Certificate it would seem your organisation did not allow for a minimum of 21 clear days. See section 36 of the Acts Interpretations Act 1901 in relation to clear days.

## 2. Auditor Opinion

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act by using the words “a true and fair view”. An acceptable wording would be as follows:

“In our opinion the general purpose report presents fairly in accordance with the applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule”

I have forwarded a copy of this letter to the auditor for their views about this matter.

## 3. Notes to accounts

### a. Information to be provided to members

The notes of the Financial report should contain a notice drawing attention to provisions of the RAO Schedule which require that prescribed information is available to members on request and which sets out a copy of subsections 272(1), (2) and (3) - refer to subsection 272(5) of the RAO Schedule.

The information notice contained in Item 1 of the notes does not contain the correct setting out of subsections 272(1), (2) and (3). Enclosed is a copy of section 272(1), (2) and (3) of the RAO Schedule.

## 4. Accounting Officer's Certificate

There is no such requirement under the RAO Schedule to lodge an accounting officer's certificate. Such certificate was previously required by section 273(2) of the Workplace Relations Act 1996 and regulation 109(1)(a) of the Workplace Relations Regulations.

## 5. Committee of Management's Certificate

### a. Certificate undated

Please note the committee of management's certificate is undated. All certificates should be dated as a matter of due course. Under reporting Guideline 18(d) for the purpose of section 253 of the RAO Schedule, this certificate need only be signed by a designated officer.

b. Items worded incorrectly

Items (a) and (b) of the certificate may be worded incorrectly. Perhaps the following wording may be appropriate: -

*“(a) In the opinion of the Committee of Management, the attached financial statements and notes of the CSR & Rinker Salaried Staff Association as at 30 June 2004 comply with the Australian Accounting Standards*

*(b) In the opinion of the Committee of Management, the attached financial statements and notes of the CSR & Rinker Salaried Staff Association as at 30 June 2004 comply with the reporting guidelines of the Industrial Registrar”*

6. Loans, grants and donations

A statement of Loans, Grants and Donations of a nil return for the financial year ending 30 June 2004 was received on 18 October 2004. The content of the statement has been noted and has been placed on a Registry file that is not available to the general public.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss this letter.

Yours sincerely



Lynette Markovski  
Statutory Services Branch

26 October 2004

cc Albert Mok  
Registered Company Auditor  
1 Silver Street  
RANDWICK NSW 2031

**Certificate of Secretary**  
S268 of Schedule 1B Workplace Relations Act 1996

I, Jon Hanlon, being the Secretary of the CSR & Rinker Salaried Staff Association certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 19<sup>th</sup> August 2004; and
- That the full report was presented at the Annual General Meeting of members on 9<sup>th</sup> September 2004; in accordance with section 266 of the RAO Schedule.

Signature:

*Jon Hanlon*

Date:

*22 Sep 2004*

# CSR & Rinker Salaried Staff Association

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## Committee of Management's Certificate for the year ended 30 June 2004

We, Jon Hanlon and Eric Ip, being two members of the Committee of Management of the CSR & Rinker Salaried Staff Association for the purpose of paragraph 253(2)(c) of the Schedule 1B under the Workplace Relations Act 1996 do state on behalf of the Committee in relation to the general purpose financial report, and in accordance with a resolution passed by the Committee that:-

(a) In the opinion of the Committee of Management, the attached financial statements and notes comply with the Australian Accounting Standards of the CSR & Rinker Salaried Staff Association as at 30 June 2004.

(b) In the opinion of the Committee of Management, the attached financial statements and notes comply with the reporting guidelines of the Industrial Registrar of the CSR & Rinker Salaried Staff Association as at 30 June 2004.

(c) In the opinion of the Committee of Management, the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the the CSR & Rinker Salaried Staff Association as at 30 June 2004.

(d) In the opinion of the Committee of Management, there are reasonable grounds to believe that the CSR & Rinker Salaried Staff Association will be able to pay its debts as and when they become due and payable.

(e) In the opinion of the Committee of Management, during the financial year to which the general purpose financial report relates and since the end of 30 June 2004:

(1) meetings of the Committee were held during the year ended 30 June 2004 in accordance with the rules of the CSR & Rinker Salaried Staff Association; and

(2) the financial affairs of the CSR & Rinker Salaried Staff Association have been managed in accordance with the rules of the Association; and

(3) the financial records of the CSR & Rinker Salaried Staff Association have been kept and maintained in accordance with the Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations Regulations 2003; and

(4) the information sought in any request of a member of the CSR & Rinker Salaried Staff Association or a Registrar duly made under section 272 of the Schedule 1B to the Workplace Relations Act 1996; and

(5) there has been compliance with any order for inspection of financial records made by the Commission under Section 273 Schedule 1B to the Workplace Relations Act 1996.

  
Jon Hanlon

  
Eric Ip

## Accounting Officer's Certificate

In accordance with section 253 of Schedule 1B of the Workplace Relations Act 1996 I, Eric Ip, being the Officer responsible for keeping the accounting records of the CSR & Rinker Salaried Staff Association, certify that as at 30 June 2004 the number of members of the CSR & Rinker Salaried Staff Association was 1,340.

In my opinion:

(a) The attached financial statements show a true and fair view of the financial affairs of the CSR & Rinker Salaried Staff Association as at 30 June 2004.


(b) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the CSR & Rinker Salaried Staff Association.

(c) Before expenditure was incurred by the CSR & Rinker Salaried Staff Association, approval of the incurring of the expenditure was obtained in accordance with the rules of the CSR & Rinker Salaried Staff Association.

(d) With regard to funds of the CSR & Rinker Salaried Staff Association raised by compulsory levies of voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.

(e) No loans or other financial benefits, other than remuneration in respect of their full time employment with the CSR & Rinker Salaried Staff Association, were made to persons holding office in the CSR & Rinker Salaried Staff Association.

(f) The register of members of the CSR & Rinker Salaried Staff Association was maintained in accordance with Schedule 1B of the Workplace Relations Act 1996.

  
Eric Ip  
4 August 2004.

# CSR & Rinker Salaried Staff Association

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## Statement of Income and Expenditure for the year ended 30 June 2004

	2004	2003
<b>INCOME</b>	<b>\$</b>	<b>\$</b>
Membership Contributions	269607	275657
Interest Received	34238	36526
Miscellaneous Income	15000	-
Sundries	<u>5030</u>	<u>55</u>
<b>Total Income</b>	<b><u>323875</u></b>	<b><u>312238</u></b>
<b>EXPENDITURE</b>		
Accounting and Auditing Fees	4430	3850
Accrued Annual Leave	(3860)	(6380)
Bank Fees	65	126
Computer Services	3600	3600
Depreciation	1665	2130
Executive Meetings - air fares	2437	6901
Executive Meetings - expenses	9360	12593
Fringe Benefits Tax	4051	2474
Insurance	7818	7082
Legal and Consulting Fees	37768	26222
Long Service Leave Expense	5937	11794
Meeting expenses – Retirees	8114	-
Motor Vehicle Expenses	592	962
Newspapers	783	664
Office Staff (Employees) Salaries	169387	151851
Other Meetings - air fares	4681	3610
Other Meetings - expenses	9146	6022
Photocopier Expenses	2824	2768
Parking	1320	1320
Printing and Stationery	12618	10920
Publications and Subscriptions	632	970
Rental	1200	1200
Repairs and Maintenance	260	218
Sundry Expenses	2678	3005
Superannuation	20704	17583
Training	<u>181</u>	<u>918</u>
<b>Total Expenditure</b>	<b><u>308391</u></b>	<b><u>272403</u></b>
<b>Operating Surplus for the Year</b>	<b>15484</b>	<b>39835</b>
Accumulated Funds at the Beginning of the Year	<u>671784</u>	<u>631949</u>
<b>Accumulated Funds at end of the Year</b>	<b><u>687268</u></b>	<b><u>671784</u></b>

The accompanying notes form part of these financial statements.

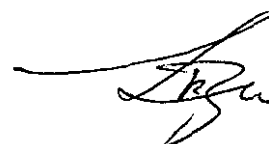
# CSR & Rinker Salaried Staff Association

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## Statement of Cash Flows for the year ended 30 June 2004

	Note	2004 \$ Inflows/ (Outflows)	2003 \$ Inflows/ (Outflows)
Cash Flows from Operating Activities			
Receipts from Members		269607	275657
Payments to Suppliers and Employees		(291751)	(260334)
Interest Received		37229	29155
Sundries		<u>13968</u>	<u>2624</u>
Net cash from Operating Activities	3(b)	<u>29053</u>	<u>47102</u>
Cash Flows from Investing Activities			
Payments for Investment Securities		<u>(11325)</u>	<u>(52348)</u>
Net Cash used in Investing Activities		<u>(11325)</u>	<u>(52348)</u>
Net Increase/(Decrease) in cash held		<u>17728</u>	<u>(5246)</u>
Cash at the beginning of the financial year		<u>43226</u>	<u>48472</u>
Cash at the end of the financial year	3(a)	<u>60954</u>	<u>43226</u>

  
Secretary

  
Treasurer

The accompanying notes form part of these financial statements.

# CSR & Rinker Salaried Staff Association

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## Balance Sheet as at 30 June 2004

	Note	2004 \$	2003 \$
<b>Accumulated Funds</b>			
General Funds		<u>687268</u>	<u>671784</u>
Represented by Net Assets as follows:			
<b>Assets</b>			
<b>Current Assets</b>			
Cash	3(a)	60954	43226
Investments	4	689429	678104
Interest Receivable		12775	15766
Sundry Debtors		<u>12110</u>	<u>6048</u>
<b>Total Current Assets</b>		<u>775268</u>	<u>743144</u>
<b>Non Current Assets</b>			
Property, Plant and Equipment	5	<u>2586</u>	<u>4251</u>
<b>Total Non Current Assets</b>		<u>2586</u>	<u>4251</u>
<b>Total Assets</b>		<u>777854</u>	<u>747395</u>
<b>Current Liabilities</b>			
Creditors and Borrowings	6	57196	44298
Employee Entitlements	7	<u>33390</u>	<u>31313</u>
<b>Total Current Liabilities</b>		<u>90586</u>	<u>75611</u>
<b>Net Assets</b>		<u>687268</u>	<u>671784</u>

The accompanying notes form part of these financial statements.



# CSR & Rinker Salaried Staff Association

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## Notes to the financial statements for the year ended 30 June 2004

### **1. Section 253 of Schedule 1B (the RAO Schedule) of the Workplace Relations Act 1996(the Act)**

Under subsection 253(1) of Schedule 1B of the Workplace Relations Act 1996 the financial reports have been prepared from the financial records kept under subsection 252(1) in relation the the financial year ended 30 June 2004. The financial reports have been compiled in accordance with Australian Accounting Standards Board and the Corporations Act 2001. The financial statements and notes for the year ended 30 June 2004 presented a true and fair view of the financial position and performance of the CSR & Rinker Salaried Staff Association.

The members of the association are provided with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the association.

Under section 253 during the financial year ended 30 June 2004 no payment by the CSR & Rinker Salaried Staff Association to employers as consideration for the employers making payroll deductions of membership subscriptions.

The financial reports have been disclosed information in accordance with the requirements of the Industrial Registrar under section 253 of Schedule 1B of the Workplace Relations Act 1996.

A member of the association, or a Registrar, may apply to the association for specified prescribed information in relation to the association.

An association shall, by a member of the association or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

The Registrar may only make an application at the request of a member of the association concerned, and the Registrar shall provide to a member information received of an application made at the request of the member.

### **2. Accounting Policies and Other Disclosure Matters**

The accounts have been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements ( Urgent Issues Groups Consensus Views), the Corporation Act 2001 and the section 253 of Schedule 1B of the Workplace Relations Act 1996. The attached financial statements adopt the accruals basis for reporting the Association's income and expenditure whilst assets are recorded at historical cost and do not take into account changing money values nor current valuations of non current assets. Depreciation on office equipment, furniture and fittings are depreciated on a straight line basis. No provision for income tax is required as the Association is exempt from income tax under Division 50-15 of the Income Tax Assessment Act 1997. The accounting policies for the CSR & Rinker Salaried Staff Association have been consistently applied, unless otherwise stated.

# CSR & Rinker Salaried Staff Association

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## Notes to the financial statements for the year ended 30 June 2004

### 3. (a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and 'at call' deposits with financial institutions. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2004	2003
	\$	\$
Cash at Bank	58801	36093
Deposits with CSR Credit Union	2003	6983
Petty Cash	<u>150</u>	<u>150</u>
	<u>60954</u>	<u>43226</u>

### 3. (b) Reconciliation of Net Cash from Operating Activities with Operating Surplus

	2004	2003
	\$	\$
Operating Surplus	15484	39835
Depreciation of Non Current Assets	1665	2130
Increase in Current Provisions	2077	5414
Increase in Accruals - Legal Fees	-	355
Changes in Assets and Liabilities		
Increase in Debtors and Interest Receivable	(3071)	(4802)
Increase in Creditors and Accruals	<u>12898</u>	<u>4170</u>
Net Cash from Operating Activities	<u>29053</u>	<u>47102</u>

### 4. Investments

CSR Employees' Credit Union Term Deposits	365726	347237
Commonwealth Bank Term Deposits	168260	181992
National Australia Bank Term Deposits	<u>155443</u>	<u>148875</u>
	<u>689429</u>	<u>678104</u>

# CSR & Rinker Salaried Staff Association

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Notes to the financial statements for the year ended  
30 June 2004

## 5. Property, Plant and Equipment

### Plant and equipment

At Cost	19814	19814
Less Accumulated Depreciation	<u>(17228)</u>	<u>(15563)</u>
	<u>2586</u>	<u>4251</u>

## 6. Creditors and Borrowings

Sundry Creditors and Accruals	27196	14298
Provision for Legal Expenses	<u>30000</u>	<u>30000</u>
	<u>57196</u>	<u>44298</u>

Legal expenses provided by the CSR & Rinker Salaried Staff Association including: variations to awards and rules, acting on behalf of members, certified agreements and general legal advice to the association.

<b>7. Employee Entitlements</b>	<b>2004</b>	<b>2003</b>
	\$	\$
Provision for Annual Leave	4020	7880
Provision for Long Service Leave	<u>29370</u>	<u>23433</u>
	<u>33390</u>	<u>31313</u>

Provision is made in the accounts for benefits accruing to employees in respect of annual leave and long service leave when it is probable that settlement will be required and the provisions are capable of being measured reliably.

## 8. Segments

The association operates in one industry being industrial relations, in one geographical segment (Australia).

# CSR & Rinker Salaried Staff Association

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## Independent Audit Report

I have audited the financial accounts of the CSR & Rinker Salaried Staff Association for the year ended 30 June 2004. The Association Executive is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the CSR & Rinker Salaried Staff Association.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are fairly stated in accordance with Australian accounting standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), statutory requirements and the Corporations Act 2001 so as to present a view of the CSR & Rinker Salaried Staff Association which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

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

## Audit Opinion

### In my opinion

- (1) the Association has kept satisfactory accounting records including:
  - (a) records of the sources and nature of the income of the Association (including income from members); and
  - (b) records of the nature and purpose of expenditure of the Association; and
  
- (2) the financial accounts are properly drawn up in accordance with Section 253 of the Schedule 1B to the Workplace Relations Act 1996, from the accounting records of the Association kept in respect of the financial period so as to give a true and fair view of:
  - (a) the Association's state of affairs as at 30 June 2004 and its results and cash flows for the financial year ended on that date; and
  - (b) are in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Corporations Act 2001; and
  - (c) all the information and explanations that under section 253(1) of the Schedule 1B to the Workplace Relations Act 1996 I required officers of the Association to furnish, were furnished.



Albert Mok  
Registered Company Auditor

Sydney NSW

Dated: 4 August 2004.

