



FAIR WORK
AUSTRALIA

1 March 2010

Mr Jon Hanlon
Secretary
CSR & CEMEX Staff Association
Locked Bag 6
CHATSWOOD NSW 2057

Dear Mr Hanlon

**Fair Work (Registered Organisations) Act 2009 – (RO Act)
Financial report for year ended 30 June 2009 – FR2009/10141**

I acknowledge receipt of the financial report for the CSR & CEMEX Staff Association for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 2 October 2009. I apologise for the delay in responding to the lodged documents.

The financial report has been filed.

Although the documents have been filed please note the following information when preparing financial reports in future years.

A copy of this letter should be forwarded to your auditor.

1. Auditor's report

The auditor's report did not specify who the report was addressed to. Paragraph 25 of ASA 700 (The Auditor's Report on a General Purpose Financial Report) of the Auditing Standards provides that *"(t)he auditor's report shall be addressed as required by the circumstances of the engagement"*. Under these circumstances, the auditor's report should have been addressed "To the members of CSR & CEMEX Staff Association".

The auditor's report provided that the auditor had audited the financial accounts, however the introductory paragraph did not go further to identify the title of each document that was audited. Paragraph 27 of ASA 700 requires the introductory paragraph of the auditors report to, amongst other requirements, *"identify the title of each of the financial statements that comprise the financial report"*. Furthermore, s253(2)(c) of the RO Act specifies that the committee of management statement (being a statement required by the reporting guidelines) forms part of the general purpose financial report.

Accordingly, the balance sheet, income statement, statement of changes in equity, cash flow statement, notes to the financial statements and the committee of management statement should be listed as documents that make up the financial report that has been audited.

In future please ensure your auditor complies with paragraphs 25 and 27 of ASA 700.

2. Operating report – trustee of superannuation entity

The operating report (p.25) states:

“We have no requirement for Superannuation Trustees as we do not have a superannuation fund pertaining to this organisation.”

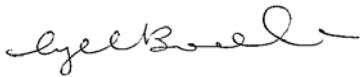
Section 254(2)(d) of the RO Act requires the disclosure of members or officers who is a superannuation trustee to a superannuation entity where the criterion for the officer or member being the trustee is that he/she is a member of the registered organisation. The superannuation entity does not necessarily have to pertain to the registered organisation, CSR & CEMEX Staff Association.

If there are no members or officers who is a trustee of a superannuation entity in accordance to s254(2)(d) the preferred wording to adopt in future is:

“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.”

If you wish to discuss any matters contained in this letter I may be contacted on (03) 8661 7989 (Wed – Fri) or by email at cynthia.lobooth@fwa.gov.au

Yours sincerely,



Cynthia Lo-Booth
Tribunal Services and Organisations

Certificate of Secretary

S268 of Schedule 1 Workplace Relations Act 1996

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

- That the documents lodged herewith are copies of the full report referred to in Section 268 of the RAO Schedule; and
- That the full report was provided to members by email on 31 August 2009, with a link to the Annual Operating Report on our internet site; and
- That the full report was presented at the Annual General Meeting of members on 24 September 2009; in accordance with section 266 of the RAO Schedule.

Signature: *Jon Hanlon*

Date: *30.9.9*

**CSR & CEMEX
Staff Association**

**Annual
Operating Report
2009**

CSR & CEMEX Staff Association

Committee of Management Statement

On 21 July 2009 the Committee of Management of the CSR & CEMEX Staff Association passed the following resolution in relation to the general purpose financial report (GDFR) of the reporting of the CSR & CEMEX Staff Association for the financial year ended 30 June 2009:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting organisation for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting organisation will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (1) meetings of the Committee of Management were held in accordance with the rules of the organisation; and
 - (2) the financial affairs of the reporting organisation have been managed in accordance with the rules of the organisation including the rules of the Association; and
 - (3) the financial records of the reporting organisation have been kept and maintained in accordance with Schedule 1 to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (4) the information sought in any request of a member of the reporting organisation or a Registrar duly made under section 272 of the Schedule 1 to the Workplace Relations Act 1996 has been furnished to the member or Registrar;
 - (5) in relation to s252(2) of the RAO Schedule the Committee of Management advise there is no other reporting unit.
 - (6) no orders have been made by the Commission to inspect financial records under section 273 of the Schedule 1 to the Workplace Relations Act 1996.
 - (7) There were no recovery of wages activity undertaken by the reporting unit during the financial year.

For the Committee of Management:



Jon Hanlon
Secretary.

Date: 21 July 2009

CSR & CEMEX Staff Association

Income Statement for the year ended 30th June 2009

	2009	2008
	\$	\$
INCOME		
Membership Contributions	205,363	220,333
Interest Received	48,842	38,723
Miscellaneous Income	46,345	32,739
Total Income	300,550	291,795
EXPENDITURE		
Accounting and Auditing Fees	4,450	4,450
Annual Leave Provision	(6,072)	4,417
Computer Services	3,600	3,600
Executive Meetings - Expenses	11,475	12,483
Fringe Benefits Tax	680	5,470
Insurance	10,772	6,378
Legal and Consulting Fees	13,408	4,528
Long Service Leave Provision	(4,356)	472
Motor Vehicle Expenses	(5,688)	(554)
Newspapers	738	966
Employee Salaries (including Salary Sacrifice)	205,529	202,256
Office Expenses	298	140
Other Meetings - air fares	5,404	2,976
Other Meeting Expenses	7,982	6,392
Photocopier Expenses	2,680	2,295
Parking	1,320	1,290
Printing & Stationery	1,352	448
Publications and Subscriptions	1,770	247
Rental	1,200	1,230
Retirees - other expenses	11,968	10,959
Sundry Expenses	4,960	3,335
Superannuation	23,757	23,520
Total Expenditure	297,227	297,298
Operating Surplus / (Deficits) for the Year	3,323	(5,503)
Accumulated Funds at the Beginning of the Year	682,495	687,998
<u>Accumulated Funds at end of the Year</u>	<u>685,818</u>	<u>682,495</u>

The accompanying notes form part of these financial statements.

CSR & CEMEX Staff Association

Balance Sheet as at 30th June 2009

	Note	2009 \$	2008 \$
Accumulated Funds			
General Funds		<u>685,818</u>	<u>682,495</u>
Represented by Net Assets as follows:-			
Assets			
Current Assets			
Cash	3(a)	80,365	80,108
Investments	4	694,441	686,794
Interest Receivable			8,654
Sundry Debtors		3,565	18,425
Total Current Assets		<u>778,371</u>	<u>793,981</u>
Non-Current Assets			
Property, Plant and Equipment	5	-	-
Total Non-Current Assets		<u>-</u>	<u>-</u>
Total Assets		<u>778,371</u>	<u>793,981</u>
Current Liabilities			
Creditors and Borrowings	6	27,159	35,664
Employee Entitlements	7	65,394	75,822
Total Current Liabilities		<u>92,553</u>	<u>111,486</u>
Net Assets		<u>685,818</u>	<u>682,495</u>

The accompanying notes form part of these financial statements.

CSR & CEMEX Staff Association

Statement of Recognised Income and Expenditure for the Year ended 30th June 2009

	Retained Earnings	Total
	\$	\$
Balance at 1st July 2007	687,998	687,998
Deficit attributable to the Association 2007/2008	(5,503)	(5,503)
Balance at 30th June 2008	682,495	682,495
Surplus attributable to the Association 2008/2009	3,323	3,323
Balance at 30th June 2009	<u>685,818</u>	<u>685,818</u>

The accompanying notes form part of these financial statements.

CSR & CEMEX Staff Association

Statement of Cash Flows for the year ended 30th June 2009

	Note	2009 \$	2008 \$
Cash Flows from Operating Activities			
Receipts from Members		205,363	220,333
Payments to Suppliers and Employees		(316,160)	(283,827)
Interest Received		57,496	40,594
Sundry Income		61,205	32,739
Net cash from (used in) Operating Activities	3(b)	<u>7,904</u>	<u>9,839</u>
Cash Flows from Investing Activities			
Reductions /(Payments for Investments)		(7,647)	3,570
Net Cash from Investing Activities		<u>(7,647)</u>	<u>3,570</u>
Net Increase (Decrease) in cash held		257	13,409
Cash at beginning of financial year		<u>80,108</u>	<u>66,699</u>
Cash at end of financial year	3(a)	<u><u>80,365</u></u>	<u><u>80,108</u></u>

The accompanying notes form part of these financial statements.

Secretary *Jon. Aanton*

Treasurer..... *Debbie*

CSR & CEMEX Staff Association

Notes to the financial statements for the year ended 30th June 2009.

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

Under subsection 253(1) of Schedule 1 of the Workplace Relations Act 1996 the financial report has been prepared from the financial records kept under subsection 252(1) in relation to the financial year ended 30th June, 2009 presented a true and fair view of the financial position and performance of the CSR & Cemex 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.

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

In accordance with subsection 272(5) of the RAO Schedule of the Workplace Relations Act of 1996 the members' attention is drawn to subsections (1), (2) and (3) which are set out below:

Section 272 – Information to be provided to members or Registrar:

(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).

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 section 253 of Schedule 1 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 doesn't 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 & Cemex Staff Association have been consistently applied, unless otherwise stated.

CSR & CEMEX Staff Association

Notes to the financial reports for the year ended 30th June 2009

Note 3(a) Reconciliation of Cash

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:-

	2009	2008
	\$	\$
Cash at Bank	60,141	13,362
Deposits with CSR Credit Union	20,074	66,596
Petty Cash	150	150
	<u>80,365</u>	<u>80,108</u>

Note 3(b) Reconciliation of Net Cash from Operating Activities with Operating Deficit

Operating Surplus / (Deficit)	3,323	(5,503)
Increase / (Decrease) in Provisions	(10,428)	4,889
Changes in Assets and Liabilities:		
Debtors and Interest Receivable	23,514	(8,480)
Creditors and Accruals	(8,505)	18,933
Net Cash from Operating Activities	<u>7,904</u>	<u>9,839</u>

Note 4 Investments

CSR Employees Credit Union Term Deposits	694,441	686,794
	<u>694,441</u>	<u>686,794</u>

The accompanying notes form part of these financial statements.

CSR & CEMEX Staff Association

Notes to the financial reports for the year ended 30th June 2009

	2009	2008
	\$	\$
Note 5 Property, Plant and Equipment		
At Cost	19,814	19,814
Less Accumulated Depreciation	(19,814)	(19,814)
	<hr/> -	<hr/> -
Note 6 Creditors and Borrowings		
Sundry Creditors and Accruals	27,159	35,665
	<hr/> 27,159	<hr/> 35,665
Note 7 Employee Entitlements		
Provision for Annual Leave	13,116	19,188
Provision for Long Service Leave	52,278	56,634
	<hr/> 65,394	<hr/> 75,822

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 provisions are capable of being measured reliably.

Note 8 Segments

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

The accompanying notes form part of these financial statements.

CSR & CEMEX Staff Association

Independent Audit Report

I have audited the financial accounts of the CSR & Cemex Staff Association for the year ended 30th June, 2009. 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 the financial accounts in order to express an opinion on them to the members of the CSR & Cemex 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 include 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 so as to present a view of the CSR & Cemex Staff Association which is consistent with my understanding of its financial position, the results of its operation and its cash flows.

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

Audit Opinion

In my opinion

- (1) the CSR & Cemex Staff 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 general purpose financial report is presented fairly in accordance with Section 253 of the Schedule 1 of the Workplace Relations Act 1996, from the accounting records of the Association kept in respect of the financial period:
 - (a) the Association's state of affairs as at 30th June, 2009 and its results and cash flows for the financial year ended on that date; and
 - (b) are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule; and
 - (c) all the information and explanations that under section 253(1) of the Schedule to the Workplace Relations Act 1996 I required officers of the Association to furnish, were furnished.



Murray A Richardson
Chartered Accountant
Oatley, NSW
Dated 21st July 2009

Approved Auditor holding current Certificate of Public Practice.
Liability limited by a scheme approved under Professional Standards Legislation.

CSR & CEMEX Staff Association

Operating Report

The Committee of Management presents their report on the CSR & CEMEX Staff Association for the financial year ended 30 June 2009.

The names of the Committee of Management in office at any time during the reporting period follow:

Name	No. of Meetings Attended	First/last Meeting
Terry Bird	4	Full year
Jon Hanlon	5	Full year
Peter Hallissy	5	Full year
Justine Dwyer	2	Full year
David Lane	5	Full year
Mike Huxley	3	Full year
Peter Hoskins	4	Full year
Tony Sinardi	4	Full year

The Committee of Management stated that the surplus of the CSR & CEMEX Staff Association for the financial year amounted to \$3,323.

A review of the operations of our organisation during the financial year showed that we have achieved a constant level of membership even though we are under pressure in a competitive marketplace. No significant changes in the economic entity's state of affairs occurred during the financial year.

The principal activity of the economic entity during the financial year was that of an Association of Employees as described in detail in the accompanying attachment "A".

CSR & CEMEX Staff Association Rule 9 provides for the resignation of members in accordance with s174 of Schedule 1 of the *Workplace Relations Act 1996*.

At 30 June 2009 the number of members recorded for our organisation was 1,086. At 30 June 2009 our organisation had three staff employees, one full-time and two part-time.

We have no requirement for Superannuation Trustees as we do not have a superannuation fund pertaining to this organisation.



Jon Hanlon
Secretary.

Date: 21 July 2009

CSR & CEMEX Staff Association

Operating Report

Attachment 'A'

Review of Principal Activities

The CSR & CEMEX Staff Association (CSR & CEMEX SA) principal activities are to promote the role of the Association at all levels of the workplace, to work for the benefit of members, to represent the Association at tribunals in support of the membership, to make applications to those tribunals to register and certify agreements from time to time and ensure the process for Workplace Agreements are made in accordance with the Australian Workplace Relations Act 1966.

During the calendar year 2009 the CSR & CEMEX SA will hold member meetings at sites during site visits, one on one meetings with members to resolve individual issues and conduct four (4) Executive Council Meetings and the Annual General Meeting in accordance with the CSR & CEMEX SA Rules.

The CSR & CEMEX SA is responsible for 3 Awards. As the Awards have been suspended pending a review we have concluded negotiations with the companies on how to move monetary allowances, to keep them up to date.

Not all applications to the AIRC are consent matters and issues like reinstatement, unfair dismissal, workers compensation grievances, and interpretation of the Australian Workplace Relations Act 1966 are managed by the CSR & CEMEX SA legal representatives.

The Rules of the CSR & CEMEX SA provide for bi-annual election terms. The current term expires after the Annual General Meeting on 24 September 2009. The membership, in accordance with the Rules, are in July/August 2009 voting in an election being conducted by the Australian Electoral Commission.

The office of the CSR & CEMEX SA visits sites across Australia to assist members with Industrial Relations enquiries and day-to-day problems that arise in the workplace. The office is also responsible for assisting members with Union Collective Agreements. The CSR & CEMEX SA ensure that terms and conditions of employment do not fall below industry and community standards. The CSR & CEMEX SA keep members informed through intranet Home Page www.csrandcemexsa.com.au