



AUSTRALIAN INDUSTRIAL REGISTRY

Level 36, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401

Mr. Michael Mijatov
Acting Divisional Secretary - International
Flight Attendants' Association of Australia
4th Floor
388 - 390 Sussex Street
SYDNEY NEW SOUTH WALES 2000

Dear Mr. Mijatov,

Financial documents and summary financial documents for the Flight Attendants' Association of Australia - Federal Office for year ended 31 March 2003 (231V: FR2004/201)

Receipt is acknowledged of the financial documents lodged under former section 280(1) of the *Workplace Relations Act 1996* ("the Act") for the Flight Attendants' Association of Australia - Federal Office for the year ended 31 March 2003. The documents were lodged in the Industrial Registry on 15 December 2003.

Receipt is further acknowledged of the summary financial documents lodged in the Industrial Registry under former subsection 279(2)(a) of the Act on 15 December 2003.

In each instance, the documents have been filed.

Please contact me by telephone on 03 8661 7785 or by email at mark.elliott@air.gov.au should you either wish to discuss this correspondence or if you require any further information on the financial reporting requirements of the Act.

Yours sincerely,

Mark Elliott
Statutory Services Branch
6 January 2004

**F L I G H T A T T E N D A N T S ' A S S O C I A T I O N O F A U S T R A L I A**

4th Floor, 388-390 Sussex Street, Sydney NSW 2000, Ph: (02) 9267 2533, Fax: (02) 9267 9663
Email: info@faaa.net

3 December 2003

The Industrial Registrar
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir/Madam

Ref: R209-03

I, Michael Mijatov, Acting Divisional Secretary – International, of the Flight Attendants' Association of Australia hereby certify that the documents lodge with the Registrar for the year ended March 31, 2003 are copies of the auditor's report, accounts and statements of the Federal Office presented to the Committee of Management on 29 November 2003 in accordance with paragraph 279 (6) (a) of the Workplace Relations Act 1996.

Yours sincerely,



Michael Mijatov
Acting Divisional Secretary

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

**Summary Financial Report
for the Year Ended
31 March 2003**

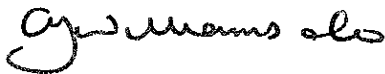
FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

FEDERAL OFFICE

**AUDITOR'S CERTIFICATE
FOR THE YEAR ENDED 31 MARCH 2003**

We certify that the attached summary is a fair and accurate summary of the financial report of the Flight Attendants' Association of Australia Federal Office for the year ended 31 March 2003.

Our Auditor's Report dated the 29th day of August 2003 on the financial report does not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.



A.J. WILLIAMS & CO.
Chartered Accountants



D.S. MCLEAN
Registered Company Auditor

SYDNEY NSW 2000
29 August 2003

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

FEDERAL OFFICE

SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2003

The Financial Report of the Flight Attendants' Association of Australia Federal Office has been audited in accordance with the provisions of the Workplace Relations Act 1996 (the Act), and the following summary is provided for members in accordance with Section 279 (1) of the Act.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request them.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

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

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

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

FEDERAL OFFICE

**SUMMARY STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2003**

	2003 \$	2002 \$
INCOME		
Capitation	<u>0</u>	<u>61,027</u>
TOTAL INCOME	<u>0</u>	<u>61,027</u>
LESS TOTAL EXPENSES	<u>7,113</u>	<u>47,211</u>
(DEFICIT)/SURPLUS FOR THE YEAR	<u>(7,113)</u>	<u>13,816</u>

**SUMMARY STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2003**

	2003 \$	2002 \$
ACCUMULATED FUNDS	<u>28,443</u>	<u>35,556</u>
Represented by:		
CURRENT ASSETS	<u>28,943</u>	<u>38,908</u>
LESS CURRENT LIABILITIES	<u>500</u>	<u>3,352</u>
NET ASSETS	<u>28,443</u>	<u>35,556</u>

**FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2003
TOGETHER WITH THE REPORT OF AUDITORS**

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**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

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

	Note	2003 \$	2002 \$
INCOME			
Capitation	4	<u>0</u>	<u>61,027</u>
TOTAL INCOME		<u>0</u>	<u>61,027</u>
LESS: EXPENSES			
Accountancy		(1,000)	1,000
Audit		500	500
Affiliations		5,496	44,052
Bank Charges		0	53
Capitation fee		2,117	0
Computer		0	0
Printing		<u>0</u>	<u>1,606</u>
TOTAL EXPENSES		<u>7,113</u>	<u>47,211</u>
OPERATING (DEFICIT)/SURPLUS FOR YEAR		(7,113)	13,816
MEMBERS FUNDS AT BEGINNING OF YEAR		<u>35,556</u>	<u>21,740</u>
MEMBERS FUNDS AT END OF YEAR		<u>28,443</u>	<u>35,556</u>

The accompanying notes form part of these financial statements.

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

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

	2003	2002
	\$	\$
CURRENT ASSETS		
Cash at Bank	28,943	36,580
Accounts receivable	<u>0</u>	<u>2,328</u>
TOTAL CURRENT ASSETS	<u>28,943</u>	<u>38,908</u>
TOTAL ASSETS	<u>28,943</u>	<u>38,908</u>
CURRENT LIABILITIES		
Accrued expenses	500	2,365
GST payable	<u>0</u>	<u>987</u>
TOTAL CURRENT LIABILITIES	<u>500</u>	<u>3,352</u>
TOTAL LIABILITIES	<u>500</u>	<u>3,352</u>
NET ASSETS	<u>28,443</u>	<u>35,556</u>
MEMBERS FUNDS		
Accumulated Surpluses	<u>28,443</u>	<u>35,556</u>

The accompanying notes form part of these financial statements.

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

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

	Note	2003 \$	2002 \$
Cash Flow from Operating Activities			
Capitation fees		0	70,438
Payments to suppliers		<u>(7,637)</u>	<u>(71,541)</u>
Net cash provided by (used in) operating activities	3	<u>(7,637)</u>	<u>(1,103)</u>
Net increase (decrease) in cash		<u>(7,637)</u>	<u>(1,103)</u>
Cash at beginning of Year		<u>36,580</u>	<u>37,683</u>
Cash at end of Year		<u>28,943</u>	<u>36,580</u>

The accompanying notes form part of these financial statements.

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH
2003**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the entity in the preparation of the financial report.

(a) Fixed Assets

The Federal Office has no fixed assets.

(b) Employee Entitlements

The Federal Office has no employees.

(c) Income Tax Expense

No provision for income tax is necessary as Industrial Trade Unions are exempt from income tax under Section 50 - 15 of the Income Tax Assessment Act 1997.

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of subsections (1), (2) and (3) of Section 274, which read as follows:

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

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH
2003 (continued)**

	2003	2002
	\$	\$
NOTE 3: RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH OPERATING (DEFICIT) SURPLUS		
Operating (Deficit)/ Surplus	(7,113)	13,816
Changes in Assets and Liabilities		
(Decrease)/Increase in Sundry Creditors	(2,852)	(24,330)
Decrease/(Increase) in Sundry Debtors	<u>2,328</u>	<u>9,411</u>
Net Cash provided by operating activities	<u>(7,637)</u>	<u>(1,103)</u>

NOTE 4: CAPITATION FEES

Following discussions between the Divisions it was decided that each Division would pay its own proportion of total affiliation fees. Accordingly, no Capitation fees were levied on the Divisions during the year ended 31 March 2003.

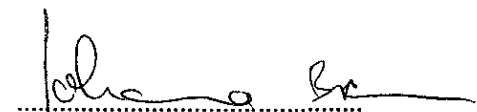
**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

ACCOUNTING OFFICER'S CERTIFICATE

I Johanna Brem, being the Officer responsible for keeping the accounting records of the Flight Attendants' Association of Australia Federal Office certify that as at 31 March 2003 the number of members of the Association was 7,399.

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the Federal Office as at 31 March 2003;
- (2) a record has been kept of all monies paid by, or collected by the Federal Office, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Federal Office;
- (3) before any expenditure was incurred by the Federal Office, approval of the incurring of the expenditure was obtained in accordance with the rules of the Federal Office;
- (4) with regard to funds of the Federal Office raised by compulsory levies or voluntary contributions from the 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;
- (5) no loans or other financial benefits, other than remuneration in respect of their employment with the Federal Office, were made to persons holding office in the Federal Office;
- (6) the register of members of the Federal Office was maintained in accordance with the Act;
- (7) the attached Accounts have been prepared in accordance with applicable Australian Accounting Standards.


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JOHANNA BREM


28 August 2003

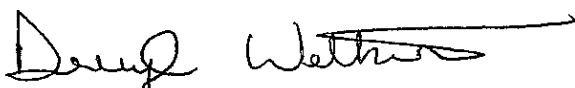
**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA
FEDERAL OFFICE**

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Johanna Brem and Darryl Watkins, being two members of the Committee of Management of the Flight Attendants' Association of Australia Federal Office, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

- (1) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Federal Office as at 31 March 2003.
- (2) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 March 2003, in accordance with the rules of the Federal Office.
- (3) To the knowledge of any member of the Committee, there have been no instances where records of the Federal Office or other documents [not being documents containing information made available to a member of the Federal Office under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Federal Office, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the Federal Office.
- (4) The Association has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 31 March 2002 and the Auditor's Report thereon.


.....
JOHANNA BREM


.....
DARRYL WATKINS

28 August 2003

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA FEDERAL
OFFICE**

SCOPE

We have audited the financial report of the Flight Attendants' Association of Australia, Federal Office, for the year ended 31 March 2003 as set out on pages 1 to 7. The Federal Office's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Federal Office.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements in Australia and other statutory requirements so as to present a view of the Federal Office which is consistent with our understanding of its financial position and the results of its operations and its cash flows.

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

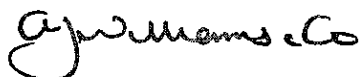
REPORT

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- [i] There were kept by the Federal Office in respect of the year under review, satisfactory records detailing the sources and nature of income of the Federal Office [including income from members] and the nature and purposes of expenditure, and
- [ii] The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report has been prepared from the accounting records of the Federal Office and is properly drawn up so as to give a true and fair view of:
 - [a] the financial position of the Federal Office as at 31 March 2003; and
 - [b] the financial performance of the Federal Office for the year ended on that date;

and is in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia.



A.J. WILLIAMS & CO.
Chartered Accountants



D.S. MCLEAN
Registered Company Auditor

SYDNEY NSW 2000
29 August 2003