



Health Services Union
ADMINISTRATIVE & MANAGEMENT BRANCH

23rd December 2004

The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

FR 2004/600

Dear Sir,

Re: Financial Return – Year Ending 30 June 2004

Please find attached the Designated Officers Certificate and financial statements in accordance with s268 of the Workplace Relations Act.

Yours sincerely,

Terrie Seymour
Secretary

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

FINANCIAL REPORTS
FOR THE YEAR ENDED
30TH JUNE 2004

CONTENTS

Committee of Management Statement

Operating Report

Designated Officer's Certificate

Auditors Report

Statement of Profit & Loss

Balance Sheet

Notes to and Forming Part of the Accounts

Statement of Cash Flow

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2004**

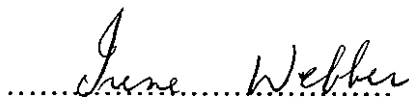
On the 23/12/04 the Committee of Management of Health Services Union of Australia Victoria No 5 Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004.

The Committee of Management declares in relation to the GPFR 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 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 debt as and when they become due and payable;
- (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 branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



.....
Phillip Bain
President



.....
Irene Webber
Senior Vice President

Date: 23/12/04

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO 5 BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004

Principal Activities

The principal activities of the Association during the reporting period were to provide services to the members consistent with the objects of the Association and particularly the object of protecting and improving the interests of the members.

Significant Changes

As part of the overall strategy to strengthen and grow the membership of the HSUA, the HSUA Victorian No 5 Branch and HSUA Victorian No 1 Branch reviewed and updated their Memorandum of Understanding to take effect in February, 2004 regarding the sharing of administrative support services and systems.

Such aspects include the following being provided to the HSUA Vic No 5 Branch by the HSUA Vic No 1 Branch;

- *Suitable accommodation
- *All administrative support services such as
 - Payroll processing including salaries, on costs such as superannuation, taxation etc.
 - Payment of accounts and accounting services ie Provision of reports etc as requested
 - Memberships management including fees processing and follow up
- *Telephone & Reception services.

From February 2004, the 2 employees of HSUA Vic No 5 Branch are paid via the HSUA Vic No 1 payroll with invoices being raised on a monthly basis.

Accounts continue to be authorised for payment by the Secretary of the HSUA Victoria No 5 Branch.

As compensation for the above services the HSUA Vic No 5 Branch transfers its membership income to the HSUA Vic No 1 Branch at least on a monthly basis.

The MOU took effect from 1st February 2004 and is to be reviewed on 30/06/05 or earlier, if desired by either party.

Manner of Resignation

- (a) Membership of a member of the Union shall be terminated;
 - (i) by resignation in accordance with these rules
 - (ii) by expulsion in accordance with these rules
 - (iii) by the members ceasing to be eligible to become a member of the Union other than by being elected as a Member of Parliament or unless the member is a life member pursuant to Rule 12 of these rules

Provided that any person who is or becomes a member of the Union by virtue solely of her/his election or appointment or employment as a full-time officer or organiser or employee (other than clerical or administrative employee) of the Union or any Branch thereof shall, unless otherwise eligible to become or remain a member of the Union, forthwith cease to be a member of the Union upon her/his ceasing to hold such position in the Union or Branch.

- (b) A member may resign from membership of the Union by notice in writing addressed and delivered to the Secretary of the members Branch
- (c) A notice of resignation from membership of the Union shall take effect:-
 - (i) Where the member ceases to be eligible to become a member of the Union -
 - A. on the day upon which the notice is received by the Union, or
 - B. on the day specified in the notice, which is a day not earlier than the day when the member ceased to be eligible to become a member, whichever is the later; or
 - (ii) in any other case -
 - A. at the end of two weeks after the notice is received by the Union, or
 - B. on the day specified in the notice, whichever is the later.
- (d) A notice delivered to the Secretary of the member's Branch shall be taken to have been received by the Union when it was delivered.
- (e) A notice resignation that has been received by the Union shall not be invalid because it was not addressed and delivered in accordance with paragraph (b) of this Rule.
- (f) A resignation from membership of the Union shall be valid even if it is not effected in accordance with the foregoing provisions of this Rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme

No officer of the Association held a trustee position on a Superannuation Fund

Number of members

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the Association as financial members was 699.

Number of Employees

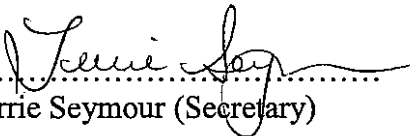
The number of persons who were, at the end of the reporting period, employees of the Association was 2.

Members of Committee of Management

The persons who held office as members of the Committee of Management of the Association during the reporting period are:

Phillip Bain	President
Irene Webber	Senior Vice President
Silvio Proy	Junior Vice President
Terrie Seymour	Secretary
Helen Taylor	Assistant
Rob Knee	Trustee (1)
John McCarthy	Trustee (2)
Guy Metcalfe	Committee of Management (1)
Roger Williams	Committee of Management (2) *
Paul Holman	Committee of Management (3) *
Helen Taylor	Delegate of National Council

*Appointed to vacancies on 18/11/2003 in accordance with rule 52(g)(a)


.....
Terrie Seymour (Secretary)

Date 23/12/04

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

**DESIGNATED OFFICER'S CERTIFICATE
S268 SCHEDULE 1B WORKPLACE RELATIONS ACT 1996**

I Terrie Seymour being the Secretary of the Health Services Union Of Australia Victoria No 5 Branch 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 16th December, 2004 ; and

That the full report was presented to a meeting of the committee of management of the reporting unit on 23rd December, 2004 in accordance with section 266 of the RAO Schedule.

Signed



Date 23/12/2004

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

FOR THE YEAR ENDED 30TH JUNE 2004

SCOPE

We have audited the attached financial report of the Health Services Union of Australia Victoria No 5 Branch consisting of the Profit and Loss Statement, Balance Sheet, Notes to and Forming Part of the Accounts and the Statement of Cash Flows for the year ended 30th June 2004. The Committee of Management is responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the accounts in order to express an opinion on them to the members of the Health Services Union of Australia Victoria No 5 Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view of the Health Services Union of Australia Victorias No 5 Branch which is consistent with our understanding of its financial position and the results of its operation and cash flows.

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

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**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

FOR THE YEAR ENDED 30TH JUNE 2004

AUDIT OPINION

In our opinion the financial report fairly presents the financial position of the Health Services Union of Australia Victoria No 5 Branch as at the 30th June 2004 and the results of its operations and cash flows for the year then ended in accordance with applicable Australian Accounting Standards.

That satisfactory accounting records were kept which record the sources and nature of income and purpose of expenditure.

That the income and expenditure were truly and fairly presented.

That to our knowledge all necessary information to enable an opinion to be expressed was made available to us.

SHAKESPEARE & ASSOCIATES
Certified Practising Accountants
284 Bellerine Street
South Geelong 3220



EA Shakespeare
ASCPA

Dated this 23rd Day of September 2004

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

**FINANCIAL REPORTS
FOR THE YEAR ENDED
30TH JUNE 2004**

SHAKESPEARE & ASSOCIATES
Certified Practising Accountants
284 Bellerine Street South Geelong 3220
P O Box 669 Geelong 3220
Phone (03) 52294200 Fax (03) 52294917

Health Services Union Aus Vic5
Profit and Loss Statement
For the year ended 30 June 2004

	This Year	Last Year
INCOME		
Subscriptions	220,263.27	223,365.62
Interest Received	42.41	52.43
VTHC Health Union Project	0.00	11,702.14
Loss Sale of Fixed Assets	(1,264.10)	0.00
Other Income	0.00	327.27
	219,041.58	235,447.46
	219,041.58	235,447.46
LESS OVERHEAD EXPENSES		
Accountancy	3,800.00	2,335.45
Affiliation Fee	9,981.58	16,243.41
Admin Support	7,177.23	13,228.77
Bank Charges	2,511.12	4,191.82
Computer Programming/Software	3,193.10	7,536.36
Depreciation	4,858.00	7,291.00
Executive Meeting	277.68	710.49
FBT Tax Paid	5,293.15	5,018.41
Heat Light Power	0.00	170.14
Insurances	640.00	635.00
Interest - Car	5,520.50	0.00
Legal Expenses	45.45	0.00
Literature	36.36	111.97
Fuel Oil and Maintenance	8,508.62	8,826.46
Registration and Insurance	474.73	1,520.00
Vehicle Lease	13,258.28	1,534.08
Parking	2,740.36	3,315.94
Payroll Tax	8,014.92	8,394.39
Postage	272.42	2,264.01
Printing and Stationery	596.84	6,076.98
Professional Fees	200.00	0.00
Rent	3,863.64	13,568.94
Plant and Equipment	1,343.07	1,600.58
Sale Of MV	1,277.07	0.00
Staff Amenities	135.73	1,057.72
Superannuation	20,574.86	21,290.58
Sundry Expenses	0.00	830.00
Subscriptions and Memberships	189.09	0.00
Telephone	7,996.82	6,862.29
Salary Packaging Expenses	2,465.74	0.00
Travel and Accommodation	369.64	1,461.35
Vehicle Allowance	1,192.30	0.00
Wage - Office Holders	40,646.00	61,290.00
Wages	36,391.37	25,066.36
Wages - HSUA	69,867.68	0.00
Workcover	2,311.71	3,006.74
x-mas function - ALP	0.00	818.18
TOTAL EXPENSES	266,025.06	226,257.42
NET LOSS	(46,983.48)	9,190.04

Capital Statement

As at 30 June 2004

This Year

Last Year

PROPRIETORSHIP

Opening Balance

18,916.89

9,726.85

Loss

(46,983.48)9,190.04(28,066.59)18,916.89**TOTAL PROPRIETORS EQUITY**(28,066.59)18,916.89

Balance Sheet

As at 30 June 2004

	This Year	Last Year
CURRENT ASSETS		
Bank Account 1	3,112.13	21,755.33
Petty Cash	0.00	85.55
TFN Withholding Tax	609.35	609.35
Trade Debtors	0.00	1,170.56
Debtor - Health services Union	0.00	(450.92)
Cash on Deposit - SEC	400.00	400.00
GST	(3,064.77)	(2,894.37)
Payroll Liabilities	0.00	3,245.19
Pulse Credit Union Payable	184.00	184.00
TOTAL CURRENT ASSETS	1,240.71	25,006.53
NON-CURRENT ASSETS		
Plant and Equipment @ W D V	10,822.94	10,147.84
Office Equipment @ W D V	1,395.00	1,631.00
Motor Vehicles @ W D V	0.00	17,072.10
TOTAL NON-CURRENT ASSETS	12,217.94	28,850.94
TOTAL ASSETS	13,458.65	53,857.47
CURRENT LIABILITIES		
Loan HSUA National Office	0.00	5,000.00
PAYG Withholding	1,245.00	2,612.00
Superannuation Payable	3,453.86	5,469.24
Salary Package Seymour	109.39	0.00
Provisions	36,716.99	2,352.65
Payroll Cheque Account	0.00	3,245.19
TOTAL CURRENT LIABILITIES	41,525.24	18,679.08
NON-CURRENT LIABILITIES		
Loan - Holden Berlina	0.00	24,547.36
Accrued Interest	0.00	(6,275.36)
GST to be claimed	0.00	(2,010.50)
TOTAL NON-CURRENT LIABILITIES	0.00	16,261.50
TOTAL LIABILITIES	41,525.24	34,940.58
NET ASSETS	(28,066.59)	18,916.89
PROPRIETORSHIP		
Opening Balance	18,916.89	9,726.85
Loss	(46,983.48)	9,190.04
TOTAL PROPRIETORS EQUITY	(28,066.59)	18,916.89

DEPRECIATION SCHEDULE
HEALTH SERVICES UNION OF AUSTRALIA
 VICTORIA NO 5 BRANCH
 For the Year Ended 30th June 2004

	DISPOSALS ETC			ADDITIONS			DEPRECIATION									
	Opening	Assess	Deduct	Private	Total	Dimin-	Private	Closing								
	written	able	ible	portion	value	ishing	use	written								
urch.	Pri down	Consid-	adjust	adjust	deduct			down								
Cost	Use value	Date	eration	ment	ment	adjust.	Date	Cost	deprecn	Rate	Sec`n	cost	value	portion	deprec.	value
									%%	s 387	method	method	deprec.			

IOTR - MOTOR VEHICLES

BERLINA																
22028		17072	15/09/2003	15000		1264			17072	22.50		808	0			
22028	17072			15000	0	1264	0	0	17072		0	0	808	0	0	0
	Deduct for private use					0		Deduct for private use				0	0			
						-----						-----				
					0	1264					0	0	808			
					Net adjustment						Net depreciation			0	0	808

OFF - OFFICE EQUIPMENT

OFFICE EQUIPMENT																
5146		1263							1263	15.00		189	0	1074		
OFFICE EQUIPMENT																
590		145							145	15.00		22	0	123		
OFFICE EQUIPMENT																
623		222							222	11.25		25	0	197		
6359	1630			0	0	0	0	0	1630		0	0	236	0	1394	
	Deduct for private use					0		Deduct for private use				0	0			
						-----						-----				
					0	0					0	0	236			
					Net adjustment						Net depreciation			0	0	236

PL&E - PLANT & EQUIPMENT

COMPUTER FURNITURE																
881		216							216	15.00		32	0	184		
SHREDDERS																
1255		183							183	20.00		37	0	146		
COMPUTER, PRINTERS, MOUSE, ACCES																
1635		50							50	33.30		17	0	33		
EQUIPMENT																
684		167							167	15.00		25	0	142		
CABINET																
738		263							263	11.25		30	0	233		
FURNITURE & EQUIP																
3078		756							756	15.00		113	0	643		
SHREDDER																
1414		347							347	15.00		52	0	295		
EQUIPMENT																
3505		860							860	15.00		129	0	731		
CODE PHONE SYSTEM																
535		190							190	11.25		21	0	169		
COMPUTER																
2958		137							137	30.00		41	0	96		
COMPUTER UPGRADE																
2559		158							158	33.00		52	0	106		
HARD DRIVE																
575		48							48	33.00		16	0	32		
FAX MACHINE																
1045		123							123	30.00		37	0	86		

DEPRECIATION SCHEDULE
HEALTH SERVICES UNION OF AUSTRALIA
 VICTORIA NO 5 BRANCH
 For the Year Ended 30th June 2004

DISPOSALS ETC				ADDITIONS				DEPRECIATION				
Opening written down value	Date	Assess- able adjust- ment	Deduct- ible adjust- ment	Private portion deduct- adjust.	Date	Total value for deprecn	Rate %%	Sec`n s 387 method	Dimin- ishing cost value method	Private use portion deprec.	Closing written down value	
PHONE & HANDS FREE X 2												
1198	160					160	30.00		48	0	112	
COILING CABINETS												
936	746					746	20.00		149	0	597	
COMPUTER												
2600	2466					2466	33.00		814	0	1652	
MOBILE PHONE												
560	522					522	33.00		172	0	350	
COMPUTER												
3633	2756					2756	33.00		909	0	1847	
LASER PRINTER												
573					09/07/2003	573	33.00		185	0	388	
COMPUTER												
2355					07/10/2003	2355	33.00		569	0	1786	
X Palm T3 Organisers												
1562					15/10/2003	1562	33.00		366	0	1196	
34278	10148	0	0	0	0	4489	14637	0	0	3814	0	10823
	Deduct for private use			0			Deduct for private use		0	0		
	Net adjustment		0	0			Net depreciation	0	0	3814		
GRAND TOTAL - ALL CATEGORIES												
62665	28850	15000	0	1264	0	4489	33339	0	0	4858	0	12217
	Deduct for private use			0			Deduct for private use		0	0		
	Net adjustment		0	1264			Net depreciation	0	0	4858		

Compilation Report

Scope

On the basis of information provided by Health Services Union Aus Vic5, we have compiled in accordance with APS 9: Statement on Compilation of Financial Reports the special purpose financial report for the year ended 30 June 2004.

The specific purpose for which the special purpose financial report has been prepared is set out in Note 1.

The extent to which Accounting Standards and other mandatory professional reporting requirements have or have not been adopted in the preparation of the special purpose financial report is set out in Note 1.

Health Services Union Aus Vic5 is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent with the financial reporting requirements.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which Health Services Union Aus Vic5 has provided into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the business, may suffer arising from any negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of Health Services Union Aus Vic5 and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.

Shakespeare & Associates
284 Bellerine Street
South Geelong VIC 3220

Date: 22 September 2004

Signed:

Health Services Union Aus Vic5
Notes to Financial Reports
For the year ended 30 June 2004

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- a. This financial report is a special purpose financial report prepared in order to satisfy the requirements to prepare a financial report. The owner has determined that the entity is not a reporting entity. The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AAS 5:	Materiality
AAS 8:	Events Occurring After Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is also prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

- b. **Property, Plant and Equipment**
Property, Plant and Equipment are carried at cost, independent or directors' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the trust.
- c. **Inventories**
Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first in first out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

NOTES TO THE ACCOUNTS

HEALTH SUPER

The Health Super Defined Benefit Scheme has advised of an unfunded liability of \$24602.86 as at 30th June 2004. At a future date additional contributions may be required to fund this shortfall.

A provision for identified future accounts payable of \$36716.99 have been included in the accounts.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 5 BRANCH**

**STATEMENTS OF CASH FLOWS
FOR THE PERIOD ENDED 30TH JUNE 2004**

CASH FLOW FROM OPERATING ACTIVITIES

Receipts from customers	220263
Payments to suppliers and employees	(221400)
Interest received	42
NET CASH PROVIDED BT OPERATING ACTIVITIES	(1095)

CASH FLOW FROM INVESTING ACTIVITIES

Proceeds from (payment for) property, plant & equipment	10511
NET CASH PROVIDED BY INVESTING ACTIVITIES	\$ 10511

CASH FLOW FROM FINANCING ACTIVITIES

Proceeds from (repayment of) borrowing	(28059)
NET CASH PROVIDED BY FINANCEING ACTIVITIES	(28059)

NET INCREASE IN CASH HELD	(18643)
CASH AT BEGINNING OF YEAR	21755

CASH AT END OF REPORTING PERIOD	\$ 3112
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Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Ms Terrie Seymour
Secretary
Health Services Union of Australia
Victoria No 5 Branch
106 Victoria St
CARLTON SOUTH VIC 3053

Dear Ms Seymour,

Re: Financial Documents for year ended 30 June 2004 - FR2004/600
Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I acknowledge receipt of the financial documents for the Health Services Union of Australia - Victoria No 5 Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 6 January 2005.

The documents have been filed.

Provide full report again to members

The Secretary's Certificate stated that the full report was provided to members on 16 December 2004 however two parts of the full report (Operating Report and Committee of Management Statement) were not signed until 23 December 2004.

Accordingly, it will be necessary for the *full report* (consisting of the Accounts, Notes to the Accounts, Auditor's Report, Operating Report and Committee of Management Statement) to be provided to the members by the end of January 2005 (see ss265(1), (5) and 266).

The following comments will assist you when you next prepare financial reports:

Timing of financial documents

The RAO Schedule sets out a particular chronological order in which financial documents must be prepared, made available to members and presented to a meeting. The financial documents for the financial year ended 30 June 2004 were not fully in accord with these requirements.

In particular, it is noted that the Committee of Management Statement (23 December 2004) was dated after the Auditor's Report (23 September 2004). In future financial years the Committee of Management Statement will need to be signed before the Auditor's Report - see the enclosed *Timeline at Attachment A*.

Special Purpose Financial Report

The Accounts contained an unsigned Compilation Report from the auditor which stated that the financial report was a Special Purpose Financial Report. The Notes to the Financial Reports (at Note 1) also stated that a Special Purpose Financial Purpose had been prepared, for the reason that 'the owner has determined that the entity is not a reporting entity'.

Please note that the RAO Schedule expressly requires that a *General Purpose* Financial Report be prepared by reporting units (see s253 and s257(5)) and does not make any provision for the

use of *Special Purpose Financial Reports*. This matter should be brought to the attention of the auditor so that in future financial years such references to a *Special Purpose Financial Report* are removed from the audit report.

The present documents have been filed because the *signed* audit report itself was not limited in any way to the concept of a *Special Purpose Financial Report*. If the signed audit report had been limited in this way the documents would not have been capable of being filed and it would have been necessary for the accounts to be audited again.

Accounts need to include Notice which sets out sections 272(1), (2) & (3)

There should be included in the accounts a notice drawing attention to the fact that prescribed information is available to members on request. This requirement is set out in subsection 272(5) of the Schedule, and it specifically requires the accounts to include a copy of subsections 272(1), (2) & (3) as follows:

(1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

(2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such 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.

This information is normally set out in the Notes to the Accounts.

If you have any queries regarding the above please contact me on (03) 8661 7799.

Yours faithfully,



Andrew Schultz
Statutory Services Branch

7 January 2005

Financial Reporting Timeline (RAO Schedule)

Lodge financial reports within 6½ months of end of financial year by completing the following steps:

