



FAIR WORK
AUSTRALIA

22 October 2010

Mr Chris Watt
Federal Secretary
Independent Education Union of Australia
PO Box 177 DEAKIN WEST ACT 2600

By email: cwatt@ieu.org.au

Dear Mr Watt

FR2009/10288 - Financial Reporting matter Independent Education Union of Australia

I acknowledge receipt of the 31 December 2009 general purpose financial report and associated documents for the Independent Education Union of Australia. The material was received by Fair Work Australia on 25 June 2010.

The documents have been filed.

Please note the following points when preparing future financial reports.

Operating Report – Significant Changes in Financial Affairs

Subsection 254(2)(b) of the *Fair Work (Registered Organisations) Act 2009* requires an operating report to give details of any significant changes in the financial affairs during the year. No relevant details appear in the operating report which was lodged.

In future years, the operating report needs to give details of any significant changes in the organisation's financial affairs during the year. If there are no significant changes in the financial affairs of the organisation, this should be stated.

Notes to and forming part of the financial statements: Revenue

AASB 118 makes it mandatory to state, in the notes to and forming part of the financial statements, your policy in relation to revenue recognition.

The present accounts are silent on this issue. Please include a statement of your revenue recognition policy in future notes.

Please contact me by return email or telephone on 03 8661 7811 should you wish to discuss this correspondence.

Yours Sincerely,

MARK ELLIOTT
Tribunal Services and Organisations



INDEPENDENT EDUCATION UNION OF AUSTRALIA

Unit 10/40 Brisbane Avenue, Barton. ACT 2600

PO Box 177, Deakin West. ACT 2600

Telephone: (02) 6273 3107

Facsimile: (02) 6273 3710

Email: ieu@ieu.org.au

24 June 2010

The Registrar
Fair Work Australia
GPO Box 1994
Melbourne VIC 3001

Dear Registrar

Please find attached the 2009 Audit for the Independent Education Union of Australia together with the Designated Officer's Certificate in accordance with Section 268 of the Fair Work (Registered Organisations) Act 2009.

Yours sincerely

Chris Watt
Federal Secretary

Designated Officer's Certificate

268 of Division 5 Fair Work (Registered Organisations) Act 2009

I, Christopher Gerard Watt being the Federal Secretary of the Independent Education Union of Australia 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 via its publication on the IEUA website at www.ieu.org.au on the 18th March 2010; and
- That the full report was presented to a meeting of the IEUA Council on 18th March 2010 and to the IEUA Federal Executive on 18th June 2010 in accordance with section 266 of the RAO Schedule

Signature: _____

Date: _____





INDEPENDENT EDUCATION UNION
OF AUSTRALIA

*General Purpose Financial Report
For The Year Ended 31st December, 2009*

Houston & Hanna
Chartered Accountants
15/11 McKay Gardens
TURNER ACT 2601

Phone: 02-62498515 Fax: 02-62496792

Email: kim@khanna.com.au

INDEPENDENT EDUCATION UNION OF AUSTRALIA

FEDERAL EXECUTIVE'S STATEMENT (COMMITTEE OF MANAGEMENT REPORT)

On the 18th March, 2010 the Federal Council of Independent Education Union of Australia passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 31st December, 2009.

The Federal Council 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 debts 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 federal executive were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; 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) the financial records of the reporting unit 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) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Federal Council:

Richard Shearman

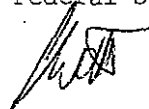
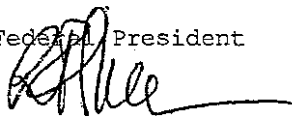
Chris Watt

Title of Office held:

Federal President

Federal Secretary

Signature:



Date: 18th March, 2010

INDEPENDENT EDUCATION UNION OF AUSTRALIA

OPERATING REPORT

PRINCIPAL ACTIVITIES FOR THE YEAR

- (1) **Support** and advice to branches regarding political, industrial, legal and professional agendas. Ensuring ongoing advice to them on the Federal Government's industrial legislation including development of the Fair Work Bill.
- (2) **Representation** of the industrial and professional interests of the members in a broad range of federal spheres. This includes the ACTU and its committees; participation in forums on educational and professional issues of relevance to IEU members; representation to Government Ministers and Shadow Ministers on government policies relevant to the professional and industrial interests of our members; representation of the Union's interests in the Australian Industrial Relations Commission in relation to rules matters and the defence of members' industrial rights in industrial disputes.
- (3) **Submissions** to national inquiries on school funding, educational, industrial and human rights issues relevant to the membership and the broader community. Appearance before such Inquiries on behalf of the union and its membership and participation in the public debate on these matters.
- (4) **Research** in relevant areas of public policy such as the funding of schooling, industrial, legal and constitutional matters, educational issues, and human rights concerns to inform our own policy development. Oversight of the comparative salaries and conditions of various categories of staff in non government schools across the jurisdictions. Monitoring of Commission decisions and decisions from other jurisdictions.
- (5) **Protection and carriage** of the Union's Rules.
- (6) **Negotiation and prosecution** of claims for improved salaries and conditions for workers in the ELICOS and Maintenance of Federal Awards through Fair Pay Commission processes.

RESULT OF THOSE ACTIVITIES

- (1) Sustained membership in the Union's branches.
- (2) A proactive membership industrially and professionally
- (3) Continued public profile of the Union on behalf of teachers and support staff in non government education
- (4) Improvements in the industrial and professional conditions of the membership

SIGNIFICANT CHANGES IN THE NATURE OF THESE ACTIVITIES

There have been no significant changes in the nature of these activities over the past year.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

OPERATING REPORT (Cont'd)

DETAILS OF THE RIGHT OF MEMBERS TO RESIGN

A member may resign from the Union in accord with Rule 21 which states:

21 - RESIGNATION FROM MEMBERSHIP

- (a) A member of the Union may resign from membership by written notice addressed and delivered to the relevant Branch Secretary.
- (b) A notice of resignation from membership takes effect:
 - (i) Where the member ceases to be eligible to become a member of the Union.
 - (A) on the day on 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 ceases to be eligible to become a member; whichever is later; or
 - (ii) in any other case:
 - (A) at the end of two weeks after the notice is received by the organisation; or
 - (B) on the day specified in the notice;
- (c) Any dues payable and not paid by a former member in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt due to the Union.
- (d) A notice delivered to the person mentioned in subclause (a) shall be taken to have been received by the Union when it was delivered.
- (e) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with Subclause (a).
- (f) A resignation from membership of the Union is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

INDEPENDENT EDUCATION UNION OF AUSTRALIA
OPERATING REPORT (Cont'd)

DETAILS OF THE RIGHT OF MEMBERS TO RESIGN

A member may resign from the Union in accord with Rule 21 which states:

21 - RESIGNATION FROM MEMBERSHIP

- (a) A member of the Union may resign from membership by written notice addressed and delivered to the relevant Branch Secretary.
- (b) A notice of resignation from membership takes effect:
 - (i) Where the member ceases to be eligible to become a member of the Union.
 - (A) on the day on 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 ceases to be eligible to become a member; whichever is later; or
 - (ii) in any other case:
 - (A) at the end of two weeks after the notice is received by the organisation; or
 - (B) on the day specified in the notice;whichever is the later.
- (c) Any dues payable and not paid by a former member in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt due to the Union.
- (d) A notice delivered to the person mentioned in subclause (a) shall be taken to have been received by the Union when it was delivered.
- (e) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with Subclause (a).
- (f) A resignation from membership of the Union is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

OPERATING REPORT (Conf'd)

DETAILS (INCLUDING POSITION HELD) OF ANY OFFICER OR MEMBER OF THE UNION WHO IS:

(1) DIRECTOR OF A SUPER ENTITY

(2) A DIRECTOR OF A COMPANY THAT IS A DIRECTOR OF A SUPER ENTITY

Debra James	Federal Deputy President Council member and Secretary Victorian IEU Branch - Director of Catholic Superannuation Fund
Cathy Hickey	Federal Council member and Director NGS Super Fund
John Connors	Member of Victorian IEU Branch - Director of Catholic Superannuation Fund
Fran Renehan	Member of Committee of Management Victorian IEU Branch - Director of Catholic Superannuation Fund
Terry Burke	Federal Vice President and Secretary IEUA QLDNT Branch - Director of QIEC Pty. Ltd.
John Spriggs	Federal Council member and Senior Industrial Officer IEUA QLDNT Branch - Director of QIEC Pty. Ltd.
Chris Seymour	Federal Council member and Organiser IEUA QLDNT Branch - Alternate Director of QIEC Pty. Ltd.
Greg McGhie	Organiser IEUA QLDNT Branch - Director of QIEC Pty. Ltd.
Glen Seidel	Federal Vice President and Secretary IEUA SA Branch - Director of NGS Super Fund
Marg Sansom	President IEUA SA Branch Member Federal Council - Director of NGS Super Fund
Gloria Taylor	Federal Executive member and Deputy Secretary IEUA NSWACT Branch - Director of NGS Super Fund
John Quessy	Federal Council member and Assistant Secretary IEUA NSWACT Branch - Director NGS Super Fund
Kevin Phillips	IEUA NSWACT Branch Executive member and teacher - Director of NGS Super
Dick Shearman	Federal President and Secretary IEUA NSWACT Branch - Alternate Director NGS Super
Chris Wilkinson	President IEUA NSWACT Branch and teacher - Alternate Director NGS Super
Helen Spry	Member IEUA Council and teacher - Alternate Director NGS Super
Michael Hagan	IEUA NSWACT Branch Executive member and teacher - Director of the Catholic Schools Retirement Fund
Theresa Howe	Secretary IEUA WA Branch and non voting Plan Secretary of Concept One Superannuation Fund
Nigel Briggs	Federal Council member and Assistant Secretary of IEUA WA Branch - Director of the Catholic Schools Superannuation and Retirement Fund.
Angela Briant	Secretary IEUA TAS Branch - Director of Tasplan Superannuation Fund

THE NUMBER OF PERSONS THAT WERE RECORDED IN THE REGISTER OF MEMBERS ON 31/12/09

There were 64,975 members on the register of members on 31st December 2009.

THE NUMBER OF PERSONS WHO WERE EMPLOYEES OF THE FEDERAL UNION ON 31/12/09, INCLUDING FULL-TIME OR PART-TIME

As at 31 December 2009, there were four persons employed by the Federal Union. Three persons were employed on a full time basis and one on a part time basis..

INDEPENDENT EDUCATION UNION OF AUSTRALIA

OPERATING REPORT (Cont'd)

THE NAMES OF EACH PERSON WHO HAS BEEN A MEMBER OF THE COMMITTEE OF MANAGEMENT AT ANY TIME DURING THE REPORTING PERIOD AND THE PERIOD FOR WHICH HE OR SHE HELD THE POSITION
The following persons are on the Federal Executive of the Union. The period of time during the reporting period for which they have held their position is indicated.

Chris Watt	12 months
Christine Cooper	12 months
Dick Shearman	12 months
Gloria Taylor	12 months
Deb James	12 months
Terry Burke	12 months
Glen Seidel	12 months
Theresa Howe	12 months
Barry McFarlane	12 months
Angela Briant	12 months
Anthony Odgers	7 months



Richard Sherman
Federal President



Chris Watt
Federal Secretary

Dated 18th March, 2010

INDEPENDENT EDUCATION UNION OF AUSTRALIA

**INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2009**

2008		2009
\$		\$
	INCOME	
886,779	Capitation Fees Received	847,194
<u>1,724</u>	Interest Received & Other Income	<u>12,690</u>
<u>888,503</u>	Total Income	<u>859,885</u>
	EXPENSES	
167,364	Affiliation Fees - ACTU	195,095
106,230	- International	111,254
16,468	- Other	20,847
4,600	Audit fees	5,100
	Employment Costs	
298,304	- Officers	346,384
-	- Other	30,549
53,247	- On Costs (incl Super)	73,611
22,172	- Leave provisions - Officers	64,607
-	- Other	<u>3,176</u>
<u>373,723</u>		<u>518,328</u>
	Campaign Costs	
15,201	Donations - non related parties	3,850
40,254	Office Rent & Associated Costs	28,199
7,208	Communication Costs	13,908
72,401	Conference, meeting & travel Costs	80,191
25,141	Administration & Other Costs	15,628
<u>828,590</u>		<u>992,401</u>
59,913	Net Operating Surplus (Loss) for year	(132,516)
	OTHER COSTS	
-	Bad Debts w/off & Prior Year Adjustments	69,615
-	Leasehold improvements written off	55,274
-	Total Other Costs	<u>124,889</u>
828,590	Total Expenditure for year	<u>1,117,290</u>
<u>59,913</u>	Net Surplus/(Deficit) for year	<u>(257,405)</u>

These financial statements should be read in conjunction with the attached notes.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

**BALANCE SHEET
AS AT 31 DECEMBER 2009**

2008		2009
\$		\$
	Current Assets	
200	Cash on Hand	100
91,147	CBA Cheque Account	4,984
2,699	Members Equity Bank Ltd	2,706
88,313	Debtors & Prepayments	1,400
<u>182,359</u>	Total current assets	<u>9,190</u>
	Non Current Assets	
20,926	Furniture & Equipment at cost	13,368
13,999	Less: Accumulated depreciation	(4,744)
<u>6,927</u>		<u>8,624</u>
	Property, Plant & Equipment	
64,041	Leasehold Improvements	-
8,767	Less Accumulated Amortisation	-
<u>55,274</u>		
<u>62,201</u>	Total Non Current Assets	<u>8,624</u>
<u>244,560</u>	Total Assets	<u>17,814</u>
	Current Liabilities	
84,409	Accrued Expenses & Creditors	41,995
34,684	Provision for Annual Leave	97,094
55,828	Provision for Long Service Leave	108,533
51,971	GST Payable	9,928
	Liabilities Indemnified by Branches	(239,736)
<u>226,892</u>	Total current liabilities	<u>17,814</u>
<u>-</u>	Non Current Liabilities	<u>-</u>
<u>226,892</u>	Total Liabilities	<u>17,814</u>
<u>17,669</u>	Net Assets	<u>-</u>
	Represented by:	
	Members Funds	
(42,244)	Balance at beginning of Year	17,669
59,913	Surplus(Deficit) for the Year	(257,405)
-	Funds Indemnified by Branches	239,736
<u>17,669</u>	Balance at End of Year	<u>-</u>

These financial statements should be read in conjunction with the attached notes.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2009

2008		2009
\$	Cashflows from Operating Activities	\$
799,664	Revenue from Operations	858,195
(734,870)	Payments to Suppliers and Employees	(941,443)
<u>1,374</u>	Interest Received	<u>60</u>
<u>66,168</u>	Total Cashflows from Operating Activities	<u>(83,188)</u>
	Cash Flows from Investing Activities	
<u>(842)</u>	Purchase of Plant & Equipment	<u>(3,068)</u>
(842)	Net Cash used in other activities	(3,068)
65,326	Net Increase (Decrease) in Cash Held	(86,256)
28,720	Cash at beginning of year	94,046
<u><u>94,046</u></u>	Cash at end of year	<u><u>7,790</u></u>

These financial statements should be read in conjunction with the attached notes.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

2008	NOTES TO THE STATEMENT OF CASH FLOWS	2009
\$		\$
	1. Reconciliation of Cash	
	For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments. Cash at the end of the year as shown in the Statement of Cash Flows is reconciled to the related items in the financial statements as follows:	
200	Cash on Hand	100
91,147	CBA - Cheque Account	4,984
2,699	Members Equity Bank Ltd.	2,706
<u>94,046</u>		<u>7,790</u>
	2. Reconciliation of Net Cash provided by Operation Activities to Operation Profit after Income Tax	
59,913	Operating Surplus(Deficit) for Year	(257,405)
6,361	Depreciation	1,372
-	Write off Leasehold Improvements	55,274
21,626	(Increase)Decrease in Debtors	88,313
10,315	(Increase)Decrease in Prepayments	(1,400)
50,515	Increase (Decrease) in Creditors	(42,414)
(109,091)	Increase (Decrease) in Income Received in Advance	-
(16,334)	Increase (Decrease) in East Timor Clearing Account	-
20,691	Increase (Decrease) in GST Payable	(42,043)
	Increase (Decrease) in Provision for:	
14,504	Annual Leave	-
7,668	Long Service Leave	115,115
<u>66,168</u>		<u>(83,188)</u>

Note 1 Statement of Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, and the requirements of the Workplace Relations Act 1996 and associated Regulations 2003.

The financial report has been prepared on an accruals basis and is based on 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 following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) **Income Tax**

The association is a tax exempt body under the division 50 of the income tax assessment Act 1997 as a registered employee organisation.

(b) **Property, Plant & Equipment**

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

Plant and Equipment

Plant and Equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from those assets.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the association commencing from time the assets is held ready for use.

The depreciation rates used for each class of depreciable asset are:

<u>Class of Fixed Assets</u>	<u>Depreciation Rate</u>
Office Furniture & Fittings	10 - 20%
Office Equipment	27%

(c) **Employee Benefits**

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

INDEPENDENT EDUCATION UNION OF AUSTRALIA

FOR THE YEAR ENDED 31ST DECEMBER 2009

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FWA.

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009 the attention of members is drawn to the provisions subsection (1),(2) & (3) of Section 272 of the RAO Schedule , which indicates as follows:

- (1)** A member of a branch, or a General Manager, 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)** The reporting unit must comply with an application made under subsection (1).

Civil penalty provision applies for non compliance.

HOUSTON & HANNA
CHARTERED ACCOUNTANT

K D Hanna FCA (Principal)

Telephone: (02) 6249 8515
(02) 6248 8175
Facsimile: (02) 6249 6792

GPO Box 810, Canberra ACT 2601
Suite 15, George Turner Offices
11 McKay Gardens, Turner ACT

email: kim@khanna.com.au

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE INDEPENDANT EDUCATION UNION OF AUSTRALIA
FOR THE YEAR ENDED 31ST DECEMBER, 2009**

I have audited the accounts of The Independent Education Union of Australia, in respect of the year ended 31st December 2009 and received all the information and explanations I required for the purposes of my audit.

Scope

The Executive Committee is responsible for the preparation and presentation of the financial reports and the information contained therein. I have conducted an independent audit of the financial reports in order to express an opinion on them to the members.

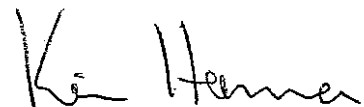
My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are presented fairly in accordance with Australian Accounting Standards and Statutory requirements so as to present a view of the Independent Education Union of Australia which is consistent with my understanding of its financial position and the results of its operations.

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

Audit Opinion.

In my opinion,

- (i) There were kept by the Organisation in respect of the year satisfactory accounting records detailing the sources and nature of the income of the Organisation (including income from members) and the nature and purpose of expenditure:
- (ii) The general purpose financial report is presented fairly in accordance with relevant Australian Accounting Standards and the requirements imposed the Fair Work (Registered Organisations) ACT 2009, including Part 3 of Chapter 8 of the RAO Schedule.
- (iii) That the branch has not being involved with recovery of wages activities during the year.



.....
Kim Hanna FCA
Registered Company Auditor

Date. 18/3/2010



FAIR WORK
AUSTRALIA

8 February 2010

Mr Chris Watt
Federal Secretary
Independent Education Union of Australia
cwatt@ieu.org.au

Dear Mr Watt,

**Lodgement of Financial Documents for year ended 31 December 2009 [FR2009/10288]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Independent Education Union of Australia (the “reporting unit”) has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit’s financial documents. The full financial report must be lodged with Fair Work Australia within a period of 5 months and 14 days or 6 months and 14 days, depending on your rules, of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. You will find that the legislative requirements remain largely unchanged to that of the former requirements under Schedule 1 of the Workplace Relations Act 1996. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial reporting guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7993 or by email at larry.powell@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Larry Powell
Tribunal Services and Organisations
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	

(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,

or

(b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.