



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Level 42, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401

Mr Chris Atkins
Executive Director
Master Builders' Association of Tasmania
Construction House
83 - 89 Brisbane Street
HOBART, TAS 7000

Dear Mr Atkins

**RE: Lodgement of financial returns for year ended 30 June 2002.
FR2002/375**

Receipt is acknowledged of the financial documents of the Master Builders Association of Tasmania for the year ended 30 June 2002. The documents were lodged in the Tasmanian Registry of the Australian Industrial Registry on 22 August 2002.

The documents have been filed.

Having regard to the requirements of Part IX, Division 11, of the *Workplace Relations Act 1996* (the Act) and the *Workplace Relations Regulations* (the Regulations) your attention is drawn to the following matters; no further action is required in relation to these matters:

Timescale provisions

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Subsection 279(6) provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. It appears from the treasurer's certificate filed with your documents that the auditor's report, committee of management certificate, accounting officer's certificate and copy of the audited accounts were distributed to the members on the same day as the meeting at which they were presented to the meeting of the Association's members on 8 August 2002.

I have attached a summary of the timescale requirements for your information.

Accounting Officer's certificate

A certificate prepared under regulation 109(1)(a) is to be prepared by the officer of the organisation responsible for the keeping of the accounting records of the organisation refer regulation 109(4). An examination of the rules of your organisation indicates that the Treasurer rather than the Executive Director is the appropriate person to prepare such certificate.

Certificates not dated

It is noted that the Accounting Officer's and Committee of Management's certificates are undated. All certificates should be dated as a matter of course.

Income and Expenditure Statement

The item "Salaries" shown in the income and expenditure statement as a total of "\$341,458" should have been identified as having been paid to either "holders of office" or "employees", refer subregulation 107(a)(xiv) and (xv).

Balance Sheet

It is noted that the comparative figures in respect of Total Current Assets, Total Current Liabilities and Working Capital are shown as \$901,125 and \$179,039 and 722,086 respectively and not \$900,980, \$178, 894 and \$722,085 as disclosed in the financial documents for 30 June 2001.

It is requested that reasons for any alteration to disclosures carried forward as comparative figures in the subsequent year be disclosed by way of notes to the accounts.

References to the Act

There are a number of references in the documents to the now repealed *Industrial Relations Act 1988* e.g. the auditor's report and notes to and forming part of the financial accounts. The documents should reflect the appropriate provisions of the *Workplace Relations Act 1996*. Would you please bring these matters to the attention of your auditor.

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7985.

Yours sincerely,

Rosalind Read
Statutory Services Branch - Melbourne

20 September 2002



**MASTER BUILDERS' ASSOCIATION
OF TASMANIA INC**

SENDING OFFICE: **DATE:** 17.09.2002 **PAGES:** 2

HOBART **LAUNCESTON** **DEVONPORT**

FROM: CHRIS ATKINS **TO:** ROSALIND READ

SUBJECT: **TREASURERS CERTIFICATE**

Rosalind

Hopefully we now have it right.

Regards

C. Atkins
Executive Director.

HOBART OFFICE
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FAX 03 62343860
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Construction House
Level 2, 81-89 Brisbane Street
HOBART 7000

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13a Brisbane Street
LAUNCESTON 7250

DEVONPORT OFFICE
PHONE 64244144
FAX 64248350
41 Steele Street
DEVONPORT 7310



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 www.mbatas.org.au

TREASURER'S CERTIFICATE

I, RICHARD GARY BLOOMFIELD, Treasurer of the Master Builders' Association of Tasmania Inc. certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Management Committee in respect to the financial year commencing July 1, 2001 and ending June 30, 2002 were distributed to members free of charge on 8th August 2002.
2. The enclosed documents are copies of the auditor's report, the accounts and statements, the certificates of the accounting officer and of the Management Committee, prepared for the Association in accordance with the Act in respect to the year ending 30 June 2002 and are as presented to a meeting of Association's Members on 8th August 2002.

RG Bloomfield
 Treasurer
 Master Builders' Association of Tasmania Inc.

17th September 2002
 Date

RIAB

	DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
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Level 42, Nauru House
 80 Collins Street, Melbourne, VIC 3000
 GPO Box 1984S, Melbourne, VIC 3001
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FACSIMILE

TO	Chris Atkins - Executive Director		
Organisation	Master Builders' Association of Tasmania		
Fax Number	(03) 6234 3860	Phone Number	
FROM	Rosalind Read		
Location	Statutory Services Branch - Melbourne		
Fax Number	(03) 8661 7985	Phone Number	
No of Pages (including cover)	2	Date	17/09/2002
Please notify sender if not all pages were received.		Time	2:29 PM

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MESSAGE:

RE: FR2002/375 - Financial return for year ending 30 June 2002.

Dear Mr Atkin,

As discussed this afternoon it is a requirement of subsection 280 (1) of the *Workplace Relations Act 1996* that financial documents lodged with the Registrar be filed under cover of a certificate from the secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting in accordance with section 279.

It would be helpful if the certificate could contain the date on which the meeting was held.

A certificate prepared under section 280(1) should be prepared by the Secretary, unless the rules of the organisation provide that another officer should do so. An examination of the rules indicates that in this case the Treasurer may be the prescribed officer (rule 12(e)(v)).

Following is a copy of a secretary's certificate lodged by another organisation, which you may use as an example of a certificate that meets the requirements of the Act.

Rosalind Read
 Statutory Services Branch - Melbourne



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Level 42, Nauru House
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Rosalind Read
Statutory Services Branch - Melbourne



SENDING OFFICE:

HOBART:

LAUNCESTON:

DEVONPORT:

DATE:

PAGES: 4 (including cover)

Please contact the sending office if you don't receive all pages.

SUBJECT: DOCUMENTS AS REQUESTED

Date: 16.09.2002

Fax No: 96 54 6672

For Attention: ROSLYN READ

From: CHRIS ATKINS

HOBART OFFICE
 PHONE 62343810
 FAX 62343860
 Construction House
 83-89 Brisbane Street
 HOBART 7000
 E-MAIL mbat@mbatas.org.au

LAUNCESTON OFFICE
 PHONE 63319440
 FAX 63341957
 13a Brisbane Street
 LAUNCESTON 7250

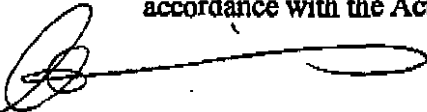
DEVONPORT OFFICE
 PHONE 64244144
 FAX 64248350
 41 Steele Street
 DEVONPORT 7310

ACCOUNTING OFFICERS CERTIFICATE

I, Christopher Atkins, being the officer responsible for keeping the accounting records of the Master Builders' Association of Tasmania Inc., certify that as of 30th June 2002 the number of members of the organisation were 417 (of which 256 were Builder Members).

In my opinion,

- i) The attached accounts show a true and fair value of the financial affairs of the organisation as at 30th June 2002;
- ii) A record has been kept of all moneys paid by, or collected from, Members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- iii) Before any expenditure was incurred by the organisation, approval of the incurring of expenditure was obtained in accordance with the rules of the organisation;
- iv) With regard to funds of the organisation raised by compulsory levies or voluntary contributions from Members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund or purpose other than for which the fund was operated;
- v) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- vi) The register of Members of the organisation was maintained in accordance with the Act.



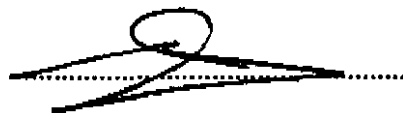
.....

C Atkins
Executive Director

COMMITTEE OF MANAGEMENT CERTIFICATE

We, Graham Francis Keating and Richard Gary Bloomfield, being two members of the committee of Management of the Master Builders' Association of Tasmania Inc., do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:-

- i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002;
- ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30th June 2002;
- iii) To the knowledge of any members of the Committee, there have been no instances where records of the organisation of other documents (not being documents containing information made available to an Workplace Relations Act, 1996, as amended) or copies of those records or have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act, 1996, as amended, the Regulation thereto, or the rules of the organisation; and
- iv) The organisation has complied with sub-section 279 of the Act in relation to the financial accounts in respect of the year ended 30 June 2001 and the Auditor's report thereon.



G F Keating
PRESIDENT



R G Bloomfield
TREASURER



FR 2002 | 375

ABN 70 540 112 530

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\\MBASERVER\Company\COMMITTEES\State Council\FINANCIALS\SR_En report letter 2002.doc 1.56

19 August 2002

Deputy Industrial Registrar
GPO Box 1232M
HOBART TAS 7001

Dear Sir

FINANCIAL REPORTS – MBAT INC.

Please find enclosed a copy of the Association's audited financial reports for the year ended 30 June 2002.

The subject reports were tabled at the Annual General Meeting of the Association held on the 8th August 2002.

Yours faithfully

C. Atkins.
Executive Director.

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

INDEPENDENT AUDIT REPORT

To the Members of the Master Builders' Association of Tasmania Inc.

Scope

We have audited the accompanying special purpose financial accounts consisting of the Statement of Financial Performance, Statement of Financial Position and Notes to and forming part of the financial accounts of the Master Builders' Association of Tasmania Inc. for the year ended 30 June 2002. The members of the committee of management and the accounting officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of the financial accounts in order to express an opinion on it to the members of the Master Builders' Association of Tasmania Inc.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the 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 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 report is presented fairly in accordance with the requirements of the Industrial Relations Act 1988 so as to present a view of the entity which is consistent with our understanding of its financial position and the results of its operations. The financial accounts have been prepared as a special purpose financial report.

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

Audit Opinion

In our opinion:-

- (i) there were kept by the Association in relation to the year satisfactory accounting records detailing the source and nature of the income of the Association (including income from members) and the nature and purposes of the expenditure; and
- (ii) the attached accounts and statements prepared under the historical cost convention; and in accordance with Section 273 of the Industrial Relations Act 1988 are properly drawn up so as to give a true and fair view of:-
 - (a) the financial affairs of the Association as at 30 June 2002; and
 - (b) the income and expenditure, and the surplus of the Association for the year ended on that date.
- (iii) we have received all the information and explanations as required for the conduct of the audit.

H J Gibson
Wise, Lord & Ferguson

H J GIBSON
PARTNER
WISE LORD & FERGUSON

160 Collins Street
HOBART TAS 7000

Dated: 5 August 2002

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2002

	2002	2001
	\$	\$
<u>Accumulated Funds</u>		
General Fund Beginning of Period	2,433,941	2,403,130
Surplus for Period	(24,743)	30,811
Total Equity	<u>2,409,198</u>	<u>2,433,941</u>
<u>Current Assets</u>		
Cash on Hand	1,500	1,500
Commonwealth Trading Bank	77,980	43,313
Interest Receivable	2,014	2,946
Prepaid Expenses	9,674	13,219
Provision for Discounts	(2,750)	(2,500)
Stock of Documents	14,363	12,043
Tasmanian Trustees	512,509	699,646
Trade Debtors	141,004	133,841
Provision for Bad Debts	(2,913)	(2,882)
Total Current Assets	<u>753,381</u>	<u>901,125</u>
<u>Current Liabilities</u>		
Accrued Expenses	-	9,100
BBMPP Research Grant	-	1,899
GST Liability	19,215	145
Income Received in Advance	15,597	17,665
Provision for Holiday Pay	16,594	23,832
Provision for Long Service Leave	14,818	13,497
Provision for Sick Leave	19,385	39,385
Trade Creditors	161,467	73,517
Total Current Liabilities	<u>247,076</u>	<u>179,039</u>
Working Capital	<u>506,305</u>	<u>722,086</u>

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

STATEMENT OF FINANCIAL POSITION CONT.

AS AT 30 JUNE 2002

	NOTE	2002	2001
		\$	\$
<u>Non Current Assets</u>			
Freehold Properties at Cost	2	<u>1,758,206</u>	<u>1,572,601</u>
Motor Vehicles at Cost		83,401	112,631
Accumulated Depreciation		(38,627)	(46,856)
Written Down Value		<u>44,774</u>	<u>65,775</u>
Equipment, Furniture at Cost		389,629	382,326
Accumulated Depreciation		(251,605)	(217,428)
Written Down Value		<u>138,024</u>	<u>164,898</u>
Total Non-Current Assets		<u><u>1,941,004</u></u>	<u><u>1,803,274</u></u>
<u>Non Current Liabilities</u>			
Provision for Long Service Leave		13,111	16,418
Contingency Reserve			
- Housing Indemnity		25,000	75,000
Total Non-Current Liabilities		<u>38,111</u>	<u>91,418</u>
Net Assets		<u><u>2,409,198</u></u>	<u><u>2,433,941</u></u>

The accompanying notes form part of this financial report

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

STATEMENT OF FINANCIAL PERFORMANCE

FOR YEAR ENDING 30 JUNE 2002

	2002	2001
	\$	\$
REVENUE FROM ORDINARY ACTIVITIES		
<u>Revenues from operating activities</u>		
Associate Specialist Contractor	34,500	33,649
Associate Supplier Exchange	20,918	16,791
Service Provider	1,983	5,036
Building Journal Income	42,024	41,428
Documents	19,273	15,170
Fee for Service	9,253	64,904
GST Seminar	-	75,400
Housing Indemnity	190,162	146,862
Housing Indemnity Guarantee	26,186	-
Insurance Rebates	18,225	18,803
Interest Received	31,931	40,215
NO Secretarial Recovery	4,912	2,188
Project Fees	227,557	227,490
Property Income	99,574	79,000
Room Hire	1,439	957
Starcard	3,725	3,114
Subscriptions & Turnover Levies	180,262	195,629
Training	25,645	-
Total Revenues from Operating Activities	937,569	966,634
<u>Revenues from Non-Operating Activities</u>		
Write back of Contingency Reserve	50,000	25,000
Write back of Provision for Sick Leave	20,000	10,000
Profit (Loss) on Sale of Freehold Property	(1,125)	817
Bad debts recovered	254	-
Total Revenues from Non-Operating Activities	69,129	35,817
Total Revenues from Ordinary Activities	1,006,698	1,002,451
<u>Expenses From Ordinary Activities</u>		
Accounting & Audit	4,318	4,056
Advertising	12,383	26,251
Annual Dinner Expenses	4,768	8,571
Bad & Doubtful Debts Expense	11,644	2,037
Bank Charges	1,975	3,291
Building Journal Expenses	54,490	44,373
Catering & Meeting Costs	12,602	7,424

The accompanying notes form part of this financial report

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

STATEMENT OF FINANCIAL PERFORMANCE CONT.

FOR YEAR ENDING 30 JUNE 2002

	2002	2001
	\$	\$
<u>Expenses From Ordinary Activities Cont.</u>		
Chairman's Expenses	477	406
Cleaning	10,250	11,063
Consultancies	41,316	15,520
Depreciation	56,463	66,865
Documents	8,175	19,284
Entertainment & PR	2,719	1,833
Federal Subs & Levies	30,460	29,722
Fringe Benefits Tax	3,299	5,196
GST Seminars	-	15,172
Housing Awards	11,721	-
Housing Indemnity	163,830	98,852
Insurances	19,355	16,905
Legal Expenses	-	3,625
Light & Power	9,487	12,484
Long Service Leave	(1,986)	2,517
Northern Office Rental	31,544	28,616
Office Equipment Maintenance	6,213	4,139
Papers Publications & Library	5,389	7,213
Postage & Stamps	17,172	16,634
Presidents Expenses	-	3,000
Printing and Photocopying	23,568	13,192
Prizes & Awards	1,200	750
Property Expenses Rates	43,257	38,858
Property Maintenance	14,804	19,212
Salaries	341,458	355,318
Staff Training	1,262	1,562
Stationery	7,561	8,974
Telephone	24,036	26,008
Toilet Supplies	2,038	2,328
Training	11,129	-
Travel Meals & Accommodation	22,931	26,471
Vehicle Running	20,133	23,920
Total Expenses from Ordinary Activities	<u>1,031,441</u>	<u>971,641</u>
Operating Surplus for the Period	<u>(24,743)</u>	<u>30,811</u>

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2002

1. ACCOUNTING METHODS

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Tasmania. The Committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act Tasmania and the following Australian Accounting Standards:

AAS 4	Depreciation
AAS 5	Materiality
AAS 6	Accounting Policies
AAS 8	Events Occurring After Reporting Date
AAS 15	Revenue
AAS 21	Acquisition of Assets

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

The accounts have been prepared on an accrual basis and is based on historic costs and does not take into account changing money values.

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

(a) Fixed Assets

Freehold land and buildings are brought to account at cost.

Except for freehold property, depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful life. It has not been the policy of the Association in the past to depreciate Freehold Property (land and buildings).

The Association obtained an independent valuation on both the Hobart and Devonport premises on the 20 September 2000 by McNamara Taplin & Associates Proprietary. In particular to the Brisbane Street property the valuation document indicated a value of \$1,150,000. This is significantly lower than the value recorded in the Statement of Financial Position, being \$1,612,488 which includes additions of \$185,606 made during the 2002 financial year which would not be included in the valuation. The property was valued on the assessed gross income produced by the property. As a result the valuation conducted in September 2000 is lower than cost due to the fact of the low occupancy rate of the building. The tenancy situation has recently improved, which should result in a higher valuation being obtained.

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2002

1. ACCOUNTING METHODS CONT.

(b) Employee Entitlements

Provisions for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

(c) Income Tax

The provision for income tax is not necessary as "Employers' Associations" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

(d) Stamp Duty

Stamp duty is collected on behalf of members by The Master Builders' Association of Tasmania and forwarded on to the Government.

(e) Contingent Liability

The Master Builders' Association of Tasmania Inc. manages the operation of a Housing Indemnity Scheme, through an agreement with the State Government, which began operation in May 2002. The Master Builders' Association of Tasmania Inc. collect premiums on behalf of builders in relation to the scheme. These premiums, less associated costs and an administration fee, are held on trust for the payment of any future approved claims. In addition to these funds a bank guarantee with a specified limit is also in place for the purpose of meeting future claims. If the value of funds held in trust exceeds this specified limit, the bank guarantee can be written-back at the rate of \$1 for every \$2 of funds in excess of the bank guarantee. The Master Builders' Association of Tasmania Inc. are only liable to meet claims up to the value of premiums held in trust plus the bank guarantee.

(f) Change in Accounting Policy

The Master Builders' Association of Tasmania changed its accounting policy in the financial year ending 30 June 2002 relating to the write-down of the Provision for Sick Leave and HIS Contingency Reserve due to these provisions no longer being required to be held in the accounts. The Master Builders' Association of Tasmania had previously been writing down these reserves by \$10,000 and \$25,000 per year respectively. This has increased in 2002 to \$20,000 and \$50,000 respectively.

THE MASTER BUILDERS' ASSOCIATION OF TASMANIA INC.

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2002

2. ASSETS PLEDGED AS SECURITY

Included in the balance of Freehold Properties at Cost are assets over which a first mortgage has been granted as security over a bank guarantee. The bank guarantee is in relation to the Housing Indemnity Scheme operated by The Master Builders' Association of Tasmania. Refer to the Contingent Liability Note 1(e) for further details.

3. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Industrial Relations Act 1988 the attention of members is drawn to the provisions of sub-sections (1) (2) and (3) of section 274 of that Act, which reads 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."



AUSTRALIAN INDUSTRIAL REGISTRY

2002/375 *
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/375-[004T]

Mr. Christopher Atkins
Executive Director
Master Builders' Association of Tasmania, The
GPO Box 992K
HOBART TAS 7001

Dear Mr. Atkins

**Re: The Master Builders' Association of Tasmania
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

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Team Manager
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14 July, 2002