



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 9332 0666  
Fax: (02) 9380 6990

Mr John McAuliffe  
Federal Secretary  
Musicians' Union of Australia  
PO Box 306  
STRAWBERRY HILLS NSW 2012

Dear Mr McAuliffe

**Re: Lodgment of Financial Statements for the year ended 30 June 1997 (F216016)**

Thank you for your letter of 17 May 2000 advising that outstanding accounts and statements will be lodged as soon as possible and of the financial accounts for the year ended 30 June 1997 lodged in the Registry on 22 May 2000 pursuant to section 280(1) of the *Workplace Relations Act 1996*.

However, before the above documents can be filed, I must draw the following matters to your attention and request that the relevant information, where not already supplied as indicated, be provided:

- The covering letter (Secretary's Certificate) does not indicate if and when the copies of the above accounts and statements were supplied to members in accordance with s279(1) of the Act. The letter also fails to meet the requirements of section 280(1) which provides that the secretary certify that the documents lodged are copies of those presented for final approval by either the Committee of Management or an annual general meeting of the members.<sup>1</sup>

Your advice as to when the documents were supplied to members and the date of the relevant meeting which subsequently approved the accounts is therefore requested. I also enclose a copy of a suggested format for the Secretary's certificate.

- The Accounting Officer's certificate, signed by yourself, and the Committee of Management Certificate were not dated.

Section 276(4)(a)(ii) of the Act requires the Auditor to form an opinion based on, amongst other things, the Accounting Officer's certificate and the Committee of Management

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<sup>1</sup> It is a requirement of the Act that members of an organisation be supplied with a copy of the accounts, statements and auditor's report at least *eight* days before they are presented to either a Committee of Management meeting or a General Meeting for final approval [s279(6)(a)]. This is to ensure an adequate opportunity for all members to be able to peruse the documents before they are finally adopted by the organisation. The earliest then that the accounts can be presented to a general meeting is eight days after the auditor's report was signed, that is, assuming the members received a copy on the same day without even taking into account any time needed for posting or preparing and issuing, say, in a journal or newsletter.

Certificate. The presumption is then that these certificates are dated before or no later than the date that the Auditor signs his or her report.

It is noted that the Auditor's report for this return is dated 10 May 2000. This presumably is well after the date on which the Accounting Officer's and the Committee of Management certificates were completed.

It would be appreciated however if for future returns, the Accounting Officer's Certificate and Committee of Management Certificate could show the date on which they were signed.

I can be contacted on 02 8374 0797 regarding any query you may have concerning the above.

Yours sincerely

Stephen Kellett  
Statutory Services Branch

1 June 2000

ATTACHMENT 'A'

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_ certify that the enclosed copies of the Auditor's Report, accounts and statements of the ~~Aged Services Association of NSW & ACT Inc.~~ are copies of the documents that were supplied to members on \_\_\_/\_\_\_/\_\_\_ and subsequently presented to the general meeting of members/meeting of committee of management held on \_\_\_/\_\_\_/\_\_\_ \*

Yours faithfully,

(Signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(Position) \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

*\*(note: this date must be at least 8 days after the date on which they were supplied to members).*

# MUSICIANS' UNION OF AUSTRALIA

## FEDERAL OFFICE

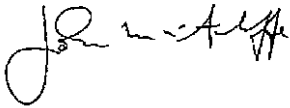
17. May, 2000

Ms. Margaret Buchanan,  
Deputy Industrial Registrar,  
Industrial Registry,  
Australian Industrial Relations Commission  
80 William Street,  
EAST SYDNEY N.S.W. 2010

Dear Ms. Buchanan,

Please find enclosed Financial Statements for the Year Ended 30 June 1997. As reported to you we are in the process of appointing a new auditor and we expect to have all outstanding accounts lodged as soon as possible.

Yours sincerely



John McAuliffe  
Federal Secretary - Musicians' Union of Australia

enc.



John McAuliffe  
Federal Secretary

182 Redfern St  
Redfern NSW 2016  
P.O. Box 306,  
Strawberry Hills NSW 2012  
Ph: (02) 9690-0866  
Fax: (02) 9690-0844

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

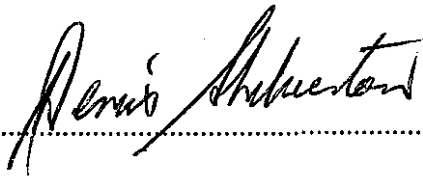
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1997**

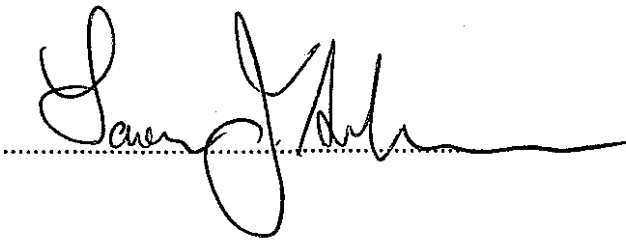
**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, \_\_\_\_\_ and \_\_\_\_\_  
being two members of the Committee of Management of the Musicians' Union of Australia, Federal Office, 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 union as at 30 June 1997.
- (ii) In the opinion of the Committee of management, meetings of the Committee were held during the year ended 30 June 1997, in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 274(2) of the Workplace Relations Act 1996), or copies of those documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996 , the Regulation thereto, or the rules of the Union.
- (iv) The Union has complied with Sub-Section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 1996 and the Auditors' Report thereon.

  
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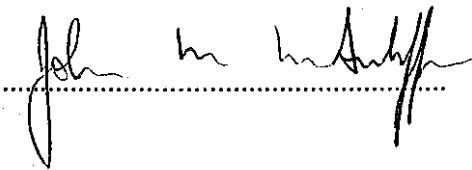
**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**ACCOUNTING OFFICERS' CERTIFICATE**

I, John McAuliffe, being the Officer responsible for keeping the accounting records of the Musicians' Union of Australia, Federal Office, certify that as at 30 June 1997 the number of members of the Union was 3,289.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 1997.
- (ii) A record has been kept of all monies paid by, or collected from, members 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 Union.
- (iii) Before any expenditure was incurred by the union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union 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 for purposes other than those 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 Union were made to persons holding Office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the Workplace Relations Act 1996.



A handwritten signature in black ink, appearing to read 'John McAuliffe', is written over a horizontal dotted line.

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 1997**

	NOTE	1997 \$	1996 \$
<b>INCOME</b>			
Overseas Artists		162,696	108,031
Sustentation Fees	7	48,827	54,257
Interest		16	169
Sundry Income		260	5
Grant for New Computers - South Australia		-	5,000
Grant for Photocopier - KML		-	5,000
<b>TOTAL INCOME</b>		<u>211,799</u>	<u>172,462</u>
<b>EXPENDITURE</b>			
Accrued Annual Leave - Increase in Provision		2,729	6,064
Accountancy		13,953	12,164
Affiliation Fees		21,589	16,492
Bad Debts - Increase in Provision		-	2,160
Bank Charges		705	1,130
Cleaning		3,024	2,160
Computer Expenses		344	1,580
Courier		1,044	1,360
Depreciation		2,942	3,865
Deficit on Disposal of Assets		-	4,193
Electricity		1,268	898
Equipment Under \$300		-	152
General Expenses		2,142	3,105
Insurance		1,591	1,878
Long Service Leave - Increase in Provision		2,046	209
Meeting and Conference Expenses		836	7,022
Postage, Printing and Stationery		8,053	6,241
Professional Services	5	4,061	4,233
Reference Material and Subscriptions		1,072	5,017
Repairs and Maintenance		144	219
Rent		15,345	18,177
Salaries			
Official		42,370	42,370
Employees		61,631	48,505
Casual Staff - Agency		2,893	3,321
Staff Amenities		366	336
Staff Training and Seminars		175	-
Superannuation		6,296	4,492
Telephone		8,325	8,767
Travel Expenses		17,702	43,278
Prior Year Adjustments	6	(28,826)	(12,210)
<b>TOTAL EXPENDITURE</b>		<u>193,820</u>	<u>237,178</u>
<b>Net Surplus (Deficit) for year</b>		17,979	(64,716)
Accumulated (Deficit) at Beginning of Year		(70,894)	(6,178)
<b>ACCUMULATED (DEFICIT) AT END OF YEAR</b>		<u>(52,915)</u>	<u>(70,894)</u>



**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**BALANCE SHEET AS AT 30 JUNE 1997**

	NOTE	1997 \$	1996 \$
<b>ACCUMULATED DEFICIT</b>		<u>(52,915)</u>	<u>(70,894)</u>
<b>REPRESENTED BY NET LIABILITIES AS FOLLOWS:</b>			
<b>FIXED ASSETS</b>			
Furniture and Equipment	3	<u>15,239</u>	<u>18,181</u>
<b>CURRENT ASSETS</b>			
Cash at Bank		(512)	(655)
Amounts Due From Branches	7	15,737	31,460
Petty Cash		12	119
Sundry Debtors	4	7,700	3,740
Deposits		<u>500</u>	<u>500</u>
<b>TOTAL CURRENT ASSETS</b>		<u>23,437</u>	<u>35,164</u>
<b>LONG SERVICE LEAVE FUND</b>			
Savings Investment Account		<u>830</u>	<u>826</u>
<b>TRUST ACCOUNT</b>			
Musicians' Union "Keep Music Live" Fund		<u>324</u>	<u>342</u>
<b>TOTAL ASSETS</b>		<u>39,830</u>	<u>54,513</u>
<b>LESS CURRENT LIABILITIES AND PROVISIONS</b>			
Provision for Accrued Annual Leave		18,225	15,496
Provision for Long Service Leave		8,266	6,220
Sundry Creditors	8	<u>62,722</u>	<u>100,925</u>
<b>TOTAL CURRENT LIABILITIES AND PROVISIONS</b>		<u>89,213</u>	<u>122,641</u>
<b>TRUST FUNDS</b>			
Musicians' Union "Keep Music Live" Fund	9	<u>3,532</u>	<u>2,766</u>
<b>TOTAL LIABILITIES</b>		<u>92,745</u>	<u>125,407</u>
<b>NET LIABILITIES</b>		<u>(52,915)</u>	<u>(70,894)</u>

(The Attached Notes 1 to 10 Form Part of these Accounts)

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1997**

**1. STATEMENT OF ACCOUNTING POLICIES**

The accounts have been prepared and presented in accordance with applicable Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views). The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current valuations of non-current assets. The concept of accruals accounting has been adopted in the preparation of the financial statements.

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

- (a) Depreciation of fixed assets is calculated on a diminishing basis in order to write the assets off over their useful life.
- (b) Provision 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.

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- (c) No provision for Income Tax is required as Industrial Trade Unions are exempt from income tax under section 23(f) of the Income Tax Assessment Act.

**2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provision of sub-sections (1) and (2) and (3) of section 274 which reads as follows:

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

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1997  
(Continued)**

	1997 \$	1996 \$
<b>3. FURNITURE AND EQUIPMENT</b>		
At cost	43,463	43,463
Less accumulated depreciation	28,224	25,282
	<u>15,239</u>	<u>18,181</u>
10		
<b>4. SUNDRY DEBTORS</b>		
Sundry Debtors	7,700	5,900
Less Provision for Bad Debts	-	2,160
	<u>7,700</u>	<u>3,740</u>
<b>5. PROFESSIONAL SERVICES</b>		
Audit Fees		
Current Years	4,000	3,500
Legal Fees	61	733
	<u>4,061</u>	<u>4,233</u>
<b>6. PRIOR YEAR ADJUSTMENTS TO EXPENDITURE</b>		
Audit Fees	-	(500)
Amounts Due to Branches	(1,685)	(45)
Amounts Due from Branches	-	(11,172)
Training Seminar	-	(493)
Affiliation Fees	(42,141)	-
Affiliation Fees	15,000	-
	<u>(28,826)</u>	<u>(12,210)</u>

An amount of \$42,141, previously expensed in the accounts of the Federal Office for Affiliation Fees to the International Federation of Musicians, has been written back due to the Federal Office's suspension with this organisation.

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1997  
(Continued)**

**7. AMOUNTS DUE FROM BRANCHES**

	Amount Due 1.7.96	Charges for Year	Amounts Received	Amount Due 30.6.97
Sydney	4,351	22,630	16,334	10,647
Melbourne	8,542	10,219	15,565	3,196
Brisbane	844	5,934	6,318	460
Broken Hill	119	72	191	-
Adelaide	6,855	5,105	18,000	(6,040)
Perth	7,309	*	2,003	5,306
Hobart	1,653	2,833	3,330	1,156
Launceston	1,549	685	2,121	113
Newcastle	238	1,349	688	899
	<u>31,460</u>	<u>48,827</u>	<u>64,550</u>	<u>15,737</u>

\* No quarterly returns have been submitted.

- (a) In some cases, Sustentation Fees due from the branches have been assessed on the basis of incomplete returns forwarded to the Federal Office. It is uncertain as to whether the amounts taken up in these accounts are correct and whether the amounts appearing as due to the Federal Office at 30 June 1997 will be paid in full. No provision for the writing off of such amounts has been made in these accounts.
- (b) An amount of \$15,000 was paid by the Adelaide Branch for ACTU Affiliation Fees in 1995. The Federal Office has resolved that this amount should be credited to the Adelaide Branch as payment of Sustentation Fees due to the Federal Office by that Branch.

**8. SUNDRY CREDITORS**

	1997 \$
Australian Tax Office	11,938
ACTU	21,389
Audit Fees	7,500
Legal Fees	2,000
Rent	4,184
Accounting Fees	3,770
Cabcharge	2,321
Telephone	1,400
Cleaning	2,160
Superannuation	1,200
Other	4,860
	<u>\$62,722</u>

- (a) Certain legal fees regarding a demarcation dispute with another Industrial Trade Union have been paid by Branches of the Federation. At 30 June 1997 the total amount of such amounts can not be assessed. Further, the liability of the Federal Office to pay such amounts is subject to dispute between Federal Office and the Branches concerned.
- (b) Major legal fees have not been taken into these financial statements. It is not possible to quantify amounts which may be liable by the Federal Office or any of its Branches.

**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1997  
(Continued)**

	1997 \$	1996 \$
<b>9. TRUST FUND - KEEP MUSIC LIVE</b>		
Balance at Beginning of Year	2,766	6,632
Add Receipts	786	1,154
	<hr/>	<hr/>
	3,552	7786
Less Payments	20	5,020
	<hr/>	<hr/>
Balance at End of Year	3,532	2,766
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**10. FURNITURE AND EQUIPMENT**

	WDV 1997	WDV 1996
Furniture and Fittings	1,216	1,370
Cupboards	132	149
Desks	332	374
Chair	151	170
Partitions	2,066	2,233
Filing Cabinet	170	191
Filing Cabinet	75	84
Cupboard	91	102
Bookshelves	156	176
Desk	133	150
Filing Cabinet	47	53
Office Equipment	722	850
Commander	1,329	1,439
Photocopier	3,974	4,675
Computers (2)	2,091	2,987
Printer	685	979
Fax	1,869	2,199
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	15,239	18,181
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**MUSICIANS' UNION OF AUSTRALIA  
FEDERAL OFFICE**

**INDEPENDENT AUDIT REPORT**

To the members of the Musicians' Union of Australia - Federal Office.

**SCOPE**

We have audited the financial accounts of the Musicians Union of Australia - Federal Office for the year ended 30 June 1997 as set out in pages 1 to 8. The Union's Committee of Management and 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 these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. 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 accounts are presented fairly in accordance with accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the Musicians' Union of Australia - Federal Office which is consistent with our 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**

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

In our opinion:

- (i) There were kept by the Union in respect of the period under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statements including the Certificates of the Committee of Management and the accounting Officer are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on page 1 to 8 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:
  - (a) the financial affairs of the Union as at 30 June 1997; and
  - (b) the income and expenditure and deficit of the Union for the year ended on that date;

and are in accordance with applicable Accounting Standards.

**A J WILLIAMS & CO**  
Chartered Accountants

  
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**P F WALES**  
Registered Company Auditor

2 Market Street  
Sydney NSW 2000

10 MAY 2000