



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Terry Noone
Branch Secretary
Melbourne Branch
The Musician's Union of Australia
291-293 Albert Street
BRUNSWICK VIC 2056

Dear Mr Noone

**Re: Financial Statements and Accounts for the Melbourne Branch for the year
ending 30 June 2003 (FR2003/327)**

Thank you for your letter of 10 October 2005, enclosing a copy of the Summary of the 2003 Melbourne accounts and your Secretary's Certificate. The documents were lodged in the Registry on 12 October 2005.

Following the receipt of this additional information the documents have now been filed, and may be viewed on the internet at www.e-airc.gov.au/013nmel/financial.

I would like to take this opportunity to remind you that information about the financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html. The new reporting obligations apply to the financial statements and accounts for the Melbourne Branch commencing for the year ending 30 June 2004.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

17 October 2005



THE MUSICIANS' UNION OF AUSTRALIA
Melbourne Branch
291-293 Albert Street
Brunswick, VIC 3056

Telephone: (03)9388 8992
Fax: (03)9388 9589
Email: musiciansua@aol.com

10/10/05

Belinda Penna
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

2003 AUDITED ACCOUNTS

Dear Ms. Penna,

The accounts of the Musicians' Union of Australia (Melbourne Branch) for the year ended 30 June 2003 were distributed to the members by mail in summary form on 20 April 2005. A meeting of the Branch committee of management held on 18 March 2005 passed a motion instructing that this be done.

A General Meeting of the membership was called for 15 May 2005 and copies of the full accounts prepared for members. The General Meeting failed to attract a quorum.

Subsequently at a meeting of the Branch Committee held on 18 May 2005 the accounts, presented in the full form as lodged with the Registry, were adopted.

Enclosed please find the following documents related to the 2003 audited accounts of the Musicians' Union of Australia (Melbourne Branch):

1. Accounts in summary form as distributed to the membership.
2. Further Secretary's certificate as requested by you.

Please contact me if you have any questions.

Yours sincerely,

Terry Noone
Secretary
Musicians' Union of Australia
(Melbourne Branch)



SECRETARY'S CERTIFICATE

I, (name).....Terry Noone.....

certify that the enclosed copies of the Auditor's Report, accounts and statements of the

(organisation).....Musicians' Union of Australia (Melbourne Branch).....

for the year ended * 30/6/2003

are copies of the documents that were supplied to members by mail.....on *20/4/05

and were subsequently presented to the ~~general meeting of members~~/meeting of committee of management* held on *15/5/05

in accordance with section 266

(Signature) Terry Noone

(Name) TERRY NOONE

(Position) Secretary

Date 10/10/05

* Fill in the dates and cross out whichever meeting does not apply

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
INCOME		
Contributions and Entrance Fees	43,805	43,590
Other Income	47,799	46,335
Total Income	<u>91,604</u>	<u>89,925</u>
Less Expenditure	115,056	115,722
Surplus/(Deficit) for Year	<u>(23,452)</u>	<u>(25,797)</u>
Accumulated Funds/(Deficiency) - Beginning of Year	(465,863)	(440,066)
Accumulated Funds/(Deficiency) as at 30th June 2003	<u>(489,315)</u>	<u>(465,863)</u>

STATEMENT OF FINANCIAL POSITION AS AT 30TH JUNE 2003

	2003	2002
	\$	\$
ACCUMULATED MEMBERS' FUNDS		
Accumulated Funds/(Deficiency)	(489,315)	(465,863)
Capital Profits Reserve	1,452,411	1,452,411
	<u>963,096</u>	<u>986,548</u>
Represented By:		
ASSETS		
Current Assets	999,084	1,023,531
Non Current Assets	5,888	7,779
TOTAL ASSETS	<u>1,004,972</u>	<u>1,031,310</u>
LESS LIABILITIES		
Current Liabilities	41,102	39,607
Non Current Liabilities	774	5,155
TOTAL LIABILITIES	<u>41,876</u>	<u>44,762</u>
NET ASSETS	<u>963,096</u>	<u>986,548</u>

MUSICIANS' UNION OF AUSTRALIA - MELBOURNE BRANCH

**SUMMARY OF THE FINANCIAL STATEMENTS OF THE
MUSICIANS' UNION OF AUSTRALIA - MELBOURNE BRANCH FOR THE YEAR
ENDED 30TH JUNE 2003**

The Financial Statements of the Union have been audited in accordance with the provisions of the Workplace Relations Act 1996 and the following Summary is provided for Members in accordance with Section 279 (2) of the Act.

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

Certificates required to be given under the Act by the Principal Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications except for the following in relation to the Certificate by the Branch Committee of Management:

"The Branch has not complied with Section 279 of the Workplace Relations Act 1996 in relation to the accounts, statements and auditors report, of the Musicians' Union of Australia - Melbourne Branch prepared in accordance with Section 273(1) and 276 of the Act, in respect of the financial year immediately preceding the financial year to which the accounts relate."

In accordance with the requirements of the Workplace Relations Act 1996, the attention of Members is drawn to the provisions of sub sections (1), (2) and (3) of Section 274 which read 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 sub section (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 sub section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member in formation received because of an application made at the request of the Member.

AUDITOR'S CERTIFICATE

We certify that the above Summary is a fair and accurate summary of the Report, Accounts and Statements of the Musicians' Union of Australia - Melbourne Branch for the year ended 30th June 2003.

Our Auditor's Report dated 21st day of March, 2005 on the Accounts did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.


DAVID JAMES EDDY
 Registered Company Auditor

EDDY PARTNERS
 Suite 5, 6th Floor
 20 Collins Street
 MELBOURNE VIC 3000

Dated 21st day of March 2005



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Email: sydney@air.gov.au

Mr Terry Noone
Branch Secretary
Melbourne Branch
The Musicians' Union of Australia
291-293 Albert Street
BRUNSWICK VIC 3056

Dear Mr Noone

**Re: Lodgement of Financial Statements & Accounts for the Melbourne Branch for the
year ending 30 June 2003 (FR2003/327)**

Receipt is acknowledged of the abovementioned financial and accounts which were lodged in the Registry on 20 September 2005.

Before the documents can be filed some further information is required.

Summary

Included in the documents is an Auditor's Certificate dated 21 March 2005, and signed by the auditor Mr David Eddy, of Eddy Partners. The certificate makes reference to a Summary.

Please advise whether a summary of the financial statements and accounts was supplied to the members, and provide a copy of that summary to the Registry.

Supply of Documents to Members / Secretary's Certificate

Section 279(6)(a) of the *Workplace Relations Act 1996* requires that members of an organisation be supplied with a copy of the accounts, statements and auditors report at least eight days before they are presented to either a Committee of Management meeting or a General Meeting of members for final approval. This is to ensure that members have an adequate opportunity to peruse the documents before they are finally adopted by the organisation.

The Secretary's Certificate that was provided makes reference to a meeting of the Branch Committee of Management held on 18 March 2005. As the Committee of Management Certificate and Accounting Officers Certificate are dated 18 March 2005, and the Independent Auditors Report, and Auditor's Certificate are dated 21 March 2005, the meeting of 18 March 2005 was the first meeting of the Committee of Management.

Please provide a further Secretary's Certificate advising

- the date that the documents were supplied to the members, and the method by which the documents were supplied
- the date of the General Meeting/Committee of Management meeting finally accepting the documents
- whether the documents lodged in the Registry are a copy of those presented to the meeting.

Attached is a example a Secretary's Certificate for your completion.

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

5 October 2005

SECRETARY'S CERTIFICATE

I, (name).....

certify that the enclosed copies of the Auditor's Report, accounts and statements of the
(organisation).....

for the year ended * / /

are copies of the documents that were supplied to members by.....on * / /

and were subsequently presented to the general meeting of members/meeting of committee of management*
held on * / /

in accordance with section 266

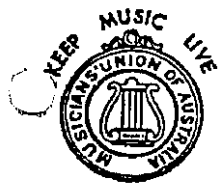
(Signature)_____

(Name)_____

(Position)_____

Date / /

* *Fill in the dates and cross out whichever meeting does not apply*



2003/327

THE MUSICIANS' UNION OF AUSTRALIA
Melbourne Branch
291-293 Albert Street
Brunswick, VIC 3056

Telephone: (03)9388 8992
Fax: (03)9388 9589
Email: musiciansua@aol.com

15/9/05

Barry Jenkins
Deputy Industrial Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



2003 AUDITED ACCOUNTS

Dear Mr. Jenkins,

Enclosed please find the following documents related to the 2003 audited accounts of the Musicians' Union of Australia (Melbourne Branch):

1. Certificate in accordance with section 280(1)(a) and (b) of the Workplace Relations Act 1996.
2. Statement by principal accounting officer.
3. Certificate by Branch Committee of Management.
4. Independent Auditor's Report
5. Auditor's Certificate
6. Financial Statements for the year ended 30th June 2003

We hereby submit these documents for lodgement.

Please contact me if you have any questions.

Yours sincerely,

Terry Noone
Secretary

Musicians' Union of Australia
(Melbourne Branch)

MUSICIANS' UNION OF AUSTRALIA

MELBOURNE BRANCH

CERTIFICATE IN ACCORDANCE WITH SECTION 280 (1) (a) AND (b)

OF THE WORKPLACE RELATIONS ACT 1996

I certify that the attached Statements, Auditor's Report and Accounts are a true copy of all documents laid before the Branch Committee of Management held on the 18th day of March 2005.


.....

Branch Secretary

Date 15/9/05

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

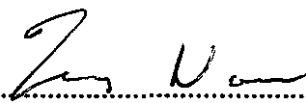
STATEMENT BY PRINCIPAL ACCOUNTING OFFICER

In accordance with Section 273(2) of the Workplace Relations Act 1996, I, Terry Noone, being the principal accounting officer of the Musicians' Union of Australia - Melbourne Branch and responsible for keeping the accounting records of the Branch -

1. certify that as at 30th June 2003 the number of members of the Branch was 572

2. state that, in my opinion, -
 - (i) the accounts show a true and fair view of the financial affairs of the Branch as at the end of the financial year;
 - (ii) a record has been kept of all monies paid by, or collected from, members of the Branch, and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited in accordance with the Rules of the Branch;
 - (iii) before any expenditure was incurred by the Branch, approval for the incurring of the expenditure was obtained in accordance with the Rules of the Branch;
 - (iv) no payment out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the Regulations was made for a purpose other than the purpose for which the fund was operated;
 - (v) any loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the rules of the Branch; and
 - (vi) the Register of Members of the Branch was maintained in accordance with Act.

Signed at BRUNSWICK, this the 18th day of MARCH 2005.


.....
Terry Noone (Secretary)

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**CERTIFICATE BY THE BRANCH COMMITTEE OF MANAGEMENT
FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2003**


In accordance with Section 273(2) of the Workplace Relations Act 1996, the Branch Committee of Management of the Musicians' Union of Australia - Melbourne Branch state that -

1. In the opinion of the members of the Branch Committee of Management -
 - (a) the accompanying Statement of Financial Position is drawn up so as to show a true and fair view of the financial affairs of the Branch as at 30th June 2003;
 - (b) the accompanying Statement of Financial Performance is drawn up so as to show a true and fair view of the results of the Branch for the financial year ended 30th June 2003;
 - (c) meetings of the Branch Committee of Management were held in accordance with the Rules of the Branch;
2. To the knowledge of any member of the Branch Committee of Management, there have been no instances during the financial year ended 30th June 2003 where records of the Branch 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 records or other documents, or copies of the Rules of the Branch, have not been furnished or made available, to members of the Branch in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto or the Rules of the Branch, as the case may be.
3. The Branch has not complied with Section 279 of the Workplace Relations Act 1996 in relation to the accounts, statements and auditors report, of the Musicians' Union of Australia - Melbourne Branch prepared in accordance with Section 273(1) and 276 of the Act, in respect of the financial year immediately preceding the financial year to which the accounts relate.

Signed by two members of the Branch Committee of Management in accordance with a resolution of the Branch Committee of Management of the Musicians' Union of Australia - Melbourne Branch.

Date: 18/3/05

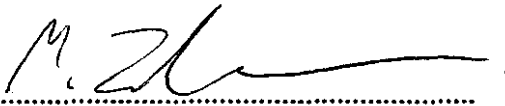
Signature



Full Name

REGINALD FRANCIS WALSH

Signature



Full Name

MARTIN JOHN ZAKHAROV

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying accounts of the Musicians' Union of Australia - Melbourne Branch for the year ended 30th June 2003 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Committee of Management is responsible for the preparation and presentation of the accounts and the information they contain. We have performed an independent audit of these 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 accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and 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 accounts are presented fairly in accordance with statutory requirements so as to present a view of the Union 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

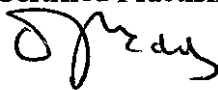
In our opinion -

- (a) satisfactory accounting records were maintained in respect of the year ended 30th June 2003 detailing the sources and nature of the income of the Union (including income from members) and the nature and purpose of expenditure; and
- (b) the accounts are properly drawn up so as to give a true and fair view of the financial position of the Union as at 30th June 2003, and the income and expenditure, and cash flows and deficit of the Union for the year ended on that date, and are in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

All information and explanations required of officers and employees of the Union were provided for the purpose of our audit.

Signed at Melbourne, this 21st day of March, 2005.

Eddy Partners
6th Floor, Coates Building
20 Collins Street
MELBOURNE, VIC., 3000
Tel: (03) 9654-5944
Fax: (03) 9654-6908

EDDY PARTNERS,
Certified Practising Accountants.

David James Eddy, CPA.
Registered Company Auditor.

AUDITOR'S CERTIFICATE

We certify that the above Summary is a fair and accurate summary of the Report, Accounts and Statements of the Musicians' Union of Australia - Melbourne Branch for the year ended 30th June 2003.

Our Auditor's Report dated 21st day of *March*, 2005 on the Accounts did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.



DAVID JAMES EDDY
Registered Company Auditor

EDDY PARTNERS
Suite 5, 6th Floor
20 Collins Street
MELBOURNE VIC 3000

Dated 21st day of *March* 2005

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH JUNE 2003**

Registered Address:

291-293 ALBERT STREET
BRUNSWICK, VICTORIA, 3056

Tel: (03) 9388 8992

Fax: (03) 9388 9589

Secretary:

Terry Noone

Contents:

Statement of Financial Performance
Statement of Financial Position
Statement of Cash Flows
Notes to the Financial Statements

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
<u>INCOME</u>		
Membership Dues & Entrance Fees	43,805	43,590
Interest Received	46,502	45,824
Sundry Income	1,297	511
Total Income	91,604	89,925
<u>LESS EXPENDITURE</u>		
Accountancy & Audit	8,800	5,654
Advertising	126	-
Affiliation Fees - Australian		
Labor Party	30	41
Bank Charges	1,439	1,302
Cleaning	-	250
Computer Expenses	2,002	1,040
Debt Collection	211	795
Depreciation	2,178	2,293
Fines & Penalties	470	188
Federal Conference/Exec Expenses	603	621
Fringe Benefits Tax	534	1,820
Interest Paid	-	522
Light & Power	1,209	1,475
Meetings	240	50
Motor Vehicle & Travelling Expenses	4,535	7,113
Postage	1,550	2,035
Printing & Stationery	809	1,045
Provision for Accrued Annual Leave	123	531
Provision for Long Service Leave	959	1,463
Publications & Subscriptions	267	314
Rates & Taxes	1,179	1,129
Rent	10,267	10,125
Repairs & Maintenance	254	225
Salaries & Allowances - Officials	40,473	40,504
Salaries & Allowances - Others	20,877	17,413
Staff Amenities	100	165
Staff Training	-	447
Sundry Expenses	-	413
Superannuation Contributions	5,441	4,570
Sustentation Fees	3,982	4,359
Telephone	5,180	6,339
Transfer of Leave Entitlements	1,171	-
Workcover	47	1,481
Total Expenditure	115,056	115,722
SURPLUS/(DEFICIT) FOR YEAR	(23,452)	(25,797)
Accumulated Surplus/(Deficiency) - Beginning of Year	(465,863)	(440,066)

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	<u>2003</u> \$	<u>2002</u> \$
<u>ACCUMULATED FUNDS/(DEFICIENCY) AS AT 30TH JUNE 2003</u>	<u>(489,315)</u>	<u>(465,863)</u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2003**

	NOTE	2003 \$	2002 \$
<u>ACCUMULATED MEMBERS' FUNDS</u>			
Capital Profits Reserve		\$1,452,411	\$1,452,411
Accumulated Funds/(Deficiency)		(\$489,315)	(\$465,863)
		<u>\$963,096</u>	<u>\$986,548</u>
Represented by:			
<u>CURRENT ASSETS</u>			
Cash on Hand		-	\$552
Cash at Bank - Administration Account		\$937	\$16,258
Cash at Bank - Employment Account		\$1,306	\$1,304
Commercial Bill		\$874,928	\$906,282
Sundry Debtors		\$1,821	\$1,643
Loan - Federal Office		\$88,530	\$69,836
Loan - Newcastle Branch		\$458	-
Loan - Hobart Branch		\$18,495	\$19,355
Interest Receivable	4	\$10,953	\$7,420
Prepayments		\$1,656	\$881
<i>Total Current Assets</i>		<u>\$999,084</u>	<u>\$1,023,531</u>
<u>FIXED ASSETS</u>			
Motor Vehicles		\$21,449	\$21,449
Less: Accumulated Depreciation		\$18,013	\$17,015
		<u>\$3,436</u>	<u>\$4,434</u>
Furniture & Fittings		\$111,924	\$111,637
Less: Accumulated Depreciation		\$109,472	\$108,292
		<u>\$2,452</u>	<u>\$3,345</u>
<i>Total Fixed Assets</i>		<u>\$5,888</u>	<u>\$7,779</u>
TOTAL ASSETS		<u>\$1,004,972</u>	<u>\$1,031,310</u>
<u>CURRENT LIABILITIES</u>			
Sundry Creditors		\$24,596	\$26,900
Input Tax Credits		(\$4,236)	(\$2,614)
GST Payable		\$6,644	\$6,688
Provision for Accrued Annual Leave		\$7,452	\$7,329
Provision for Long Service Leave		\$5,340	-
Funds held in Trust		\$1,306	\$1,304
<i>Total Current Liabilities</i>		<u>\$41,102</u>	<u>\$39,607</u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2003**

	2003	2002
	\$	\$
<u>NON-CURRENT LIABILITIES</u>		
Provision for Long Service Leave	\$774	\$5,155
<i>Total Non-Current Liabilities</i>	<u>\$774</u>	<u>\$5,155</u>
TOTAL LIABILITIES	\$41,876	\$44,762
<u>NET ASSETS</u>	<u>\$963,096</u>	<u>\$986,548</u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	NOTE	2003 \$	2002 \$
CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	3		
Receipts:			
Membership Fees		43,805	43,590
Interest Received		42,945	42,949
Other Receipts		1,900	175
		<u>88,650</u>	<u>86,714</u>
Payments:			
Salaries		(60,939)	(62,614)
Superannuation		(4,868)	(5,428)
Net GST Paid		(1,346)	(1,589)
Other Payments		(43,924)	(43,094)
		<u>(110,077)</u>	<u>(112,725)</u>
Net Cash Provided By/(Used In) Operating Activities		<u>(22,427)</u>	<u>(26,011)</u>
CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES			
Receipts:			
Repayment of Loan to Federal Office		1,317	11,866
Repayment of Loan to Hobart Branch		860	645
Payments:			
Purchase of Fixed Assets		(287)	(1,600)
Loan to Federal Office		(26,230)	(39,067)
Loan to Hobart Branch		-	(20,000)
Loan to Newcastle Branch		(458)	-
		<u>(27,075)</u>	<u>(59,667)</u>
Net Cash Provided By/(Used In) Non-Operating Activities		<u>(24,798)</u>	<u>(48,156)</u>
Net Increase/(Decrease) In Cash Held		<u>(47,225)</u>	<u>(74,167)</u>
Add: Cash Held 1st July 2002		924,396	998,563
CASH HELD 30TH JUNE 2003		<u><u>877,171</u></u>	<u><u>924,396</u></u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
NOTE	\$	\$
REPRESENTED BY:		
Cash on Hand	-	552
Cash at Bank - Administration Account	937	16,258
Cash at Bank - Employment Account	1,306	1,304
Commercial Bill	874,928	906,282
	<u>877,171</u>	<u>924,396</u>
	<u><u>877,171</u></u>	<u><u>924,396</u></u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003**

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Australian Accounting Standards including the disclosure requirements of the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in the preparation of the accounts which, unless otherwise stated, have been consistently applied:-

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of fixed assets.

With the exception of membership contributions, all income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

Membership subscriptions are brought to account on the cash basis of accounting as and when received as permitted by Section 272 of the Workplace Relations Act 1996.

(b) Provisions for Accrued Annual Leave and Long Service Leave

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

(c) Income Tax

No provision has been made in the accounts for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997 (formerly Section 23(f) of the Income Tax Assessment Act 1936).

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003 (CONT'D)**

(d) Fixed Assets

Fixed assets are stated in the accounts at historical cost less, where applicable, any accumulated depreciation.

Fixed assets, other than Freehold Land, are depreciated on a diminishing value basis over the period of their estimated effective lives.

(e) Goods & Services Tax

Goods and Services Tax ("GST") collected by the Branch is brought to account as a liability with refundable input credits in respect of GST paid reducing that liability. Accordingly, all items of income and expenditure brought to account in the financial statements is after the deduction of any applicable GST.

(f) Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with changes in presentation in the current year.

2. WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which read 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 sub-section (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 sub-section (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.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003 (CONT'D)**

**3. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM OPERATING
ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT) FOR YEAR**

	2003	2002
	\$	\$
Operating Surplus/(Deficit) for Year	(23,452)	(25,797)
ADD: Non Cash Flow Items:		
Depreciation	2,178	2,293
Accrued Annual Leave & Long Service Leave	1,082	1,994
	<u>(20,192)</u>	<u>(21,510)</u>
Change in Assets & Liabilities:		
(Increase)/Decrease in Interest Receivable	(3,533)	(2,876)
(Increase)/Decrease in Sundry Debtors	(178)	(535)
(Increase)/Decrease in Prepayments	(775)	957
Increase/(Decrease) in Sundry Creditors & Accruals	(1,636)	(3,827)
Increase/(Decrease) in Funds Held in Trust	2	1
(Increase)/Decrease in Input Tax Credits	(1,622)	708
Increase/(Decrease) in GST Payable	(44)	(1,063)
(Increase)/Decrease in Loan - Federal Office	5,551	2,134
Net Cash Provided By/(Used In) Operating Activities	<u>(22,427)</u>	<u>(26,011)</u>

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003 (CONT'D)**

4. INTEREST RECEIVABLE

	2003	2002
	\$	\$
Commercial Bill	2,214	3,247
Term Deposit - Endeavour Credit Union	-	-
Loan - Federal Office	7,193	3,715
Loan - Hobart Branch	1,546	458
	<u>10,953</u>	<u>7,420</u>

5. CONTINGENT LIABILITIES

The members of the Committee of Management are unaware of any contingent liability, the effect of which may be material in relation to the financial statements.

6. EVENTS SUBSEQUENT TO BALANCE DATE

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial statements.

7. RELATED PARTY DISCLOSURES

- (i) The following persons have held office in the Union during the year ended 30th June 2003:

Terry Noone	-	Secretary	
Reg Walsh	-	President	
Paul Pergolese	-	Vice President	
Martin Zakharov	-	Vice President	
Gavan Anderson	-	Treasurer	
Keith Johnstone	-	Committee Member	
Ed Bates	-	" "	
Alan Richards	-	" "	
Geoffrey Rule	-	" "	
Allana Young	-	" "	
George Butrumlis	-	" "	(Elected 1/12/02)

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003 (CONT'D)**

- (ii) The aggregate amount of remuneration paid to elected persons during the financial year is disclosed in the Statement of Financial Performance under Salaries & Allowances - Officials ie. \$40,473, and also Computer Expenses ie. \$1,080. In the Statement of Financial Position such payments are disclosed under Prepayments ie. \$575 and Furniture & Fittings ie. \$287.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected persons was \$3,600.

- (iii) There were no other transactions between the officers of the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2003/327 -[013N-MEL]

Mr Terry J Noone
Branch Secretary
Musicians' Union of Australia
Melbourne Branch
22B Burwood Highway
BURWOOD, VIC 3125

Dear Mr Noone

**Re: Musicians' Union of Australia-Melbourne Branch
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice **by 27 April, 2004** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/327**.

Yours sincerely



Belinda Penna

E-mail: belinda.penna@air.gov.au

6 April, 2004