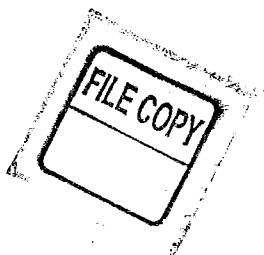




FAIR WORK
AUSTRALIA

3 August 2011

Mr Terry Noone
Secretary, Melbourne Branch
Musicians' Union Of Australia
150 Bell Street
COBURG VIC 3058



Dear Mr Noone,

**Re: Lodgement of Financial Statements and Accounts – Musicians' Union of Australia -
for year ending 30 June 2007 - Melbourne Branch (FR2007/254)**

Thank you for lodging the above financial return, which was received by Fair Work Australia on 19 July 2011.

The documents have been filed.

Yours sincerely,

Stephen Kellett

Statutory Services Branch

DESIGNATED OFFICER'S CERTIFICATE
S268 of the *Fair Work (Registered Organisations) Act 2009*

Musicians' Union of Australia (Melbourne Branch)
Financial Report for the period ended 30 June 2007



I, Terry Noone, being the Secretary of the Musicians' Union of Australia (Melbourne Branch),
certify:

- (i) that the documents attached are copies of the full report referred to in s268 of
the *Fair Work (Registered Organisations) Act 2009*; and
- (ii) that the full report was provided to the members of the Musicians' Union of Australia
(Melbourne Branch) on 7 June 2011 by a mailout informing them that it could be
viewed on the Union's website, and
- (iii) that the full report was presented to a meeting of the Committee of Management of the
Musicians' Union of Australia (Melbourne Branch) on 18 July 2011 in accordance with
section 266 *Fair Work (Registered Organisations) Act 2009*.

Signature:

Date

19/7/11

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2007**

In accordance with sec. 254 of the Fair Work (Registered Organisations) Act 2009, your Committee of Management report as follows:

Principal Activities

The principal activities of the Branch during the year was to provide industrial, professional and managerial services to members consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the Branch for the year ended 30th June 2007 was a deficit of \$44,473. No provision for tax was necessary as the Branch is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the Branch during the year.

Rights of Members

All members have the right to resign from the Union in accordance with the Rules of the Union (and Section 174 of the Fair Work (Registered Organisations) Act 2009); namely, by providing written notice addressed and delivered to the Secretary of the Branch.

Superannuation Office-holders

No officers and/or members of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation.

Other Prescribed Information

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009 –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the Branch under sec. 244 of the Fair Work (Registered Organisations) Act 2009 was 365;
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 2;

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2007 (CONTINUED)**

Other Prescribed Information (continued)

- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were –

Name:	Position Held:	Period:
Reg Walsh	President	1/7/2006 – 30/6/2007
Paul Pergolese	Vice President	1/7/2006 – 30/6/2007
Martin Zakharov	Vice President	1/7/2006 – 30/6/2007
Terry Noone	Secretary	1/7/2006 – 30/6/2007
Gavan Anderson	Treasurer	1/7/2006 – 30/6/2007
Ed Bates	Committee Member	1/7/2006 – 30/6/2007
Alan Richards	Committee Member	1/7/2006 – 30/6/2007
Geoff Rule	Committee Member	1/7/2006 – 30/6/2007
Allana Young	Committee Member	1/7/2006 – 30/6/2007
Gavan Anderson	Trustee	1/7/2006 – 30/6/2007
Terry Noone	Trustee	1/7/2006 – 30/6/2007
Reg Walsh	Trustee	1/7/2006 – 30/6/2007

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date:

X 7/2/11

X 
Branch Secretary



**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 7/2/11 the Committee of Management of the Musicians' Union of Australia - Melbourne Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of Fair Work Australia;
- (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 committee of management were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; 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 the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWA; and
 - (vi) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) in relation to recovery of wages activity:
 - (i) there has been no such activity undertaken by the reporting unit.

For Committee of Management: Terry Noone

Title of Office Held: Branch Secretary

Signature: 

Date: 7/2/11 

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

Scope

We have audited the accompanying general purpose financial report of the Musicians' Union of Australia – Melbourne Branch for the year ended 30th June 2007 comprising Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Notes to the Financial Statements and Committee of Management Statement. The Union's Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it 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 report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and 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 statutory requirements so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and cash flows.

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

Audit Opinion


In our opinion –

- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30th June 2007 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009 and Australian Accounting Standards.

Signed at Melbourne, this 18th day of March 2011

Eddy Partners
8th Floor,
501 LaTrobe Street
MELBOURNE, VIC., 3000
Tel: (03) 9602 5177
Fax: (03) 9602 5766

**EDDY PARTNERS,
Accountants & Auditors**


David James Eddy, CPA.
Registered Company Auditor
Holder of a Current Public Practice Certificate

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2007**

Registered Address:

150 Bell Street.
COBURG, VICTORIA, 3058

Tel: (03) 9355 7620
Fax: (03) 9355 7621

Secretary:

Terry Noone

Contents:

Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Notes to the Financial Statements
Operating Report
Committee of Management Statement
Independent Auditor's Report

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2007**

	Note	2007 \$	2006 \$
<u>INCOME</u>			
Membership Dues & Entrance Fees		31,838	31,621
Investment Income	4	64,689	56,080
Sundry Income		2,087	1,853
Total Income		98,614	89,554
<u>LESS EXPENDITURE</u>			
Accountancy & Audit		5,500	3,200
Advertising		534	959
Bank Charges & Credit Card Fees		1,945	1,377
Computer Expenses		1,624	4,799
Depreciation		1,671	1,187
Fines & Penalties		-	1,506
Federal Conference/Exec Expenses		273	600
Fringe Benefits Tax – Officials		546	584
Insurance		344	344
Interest Paid		-	153
Loss on Disposal of Fixed Assets		-	282
Meetings		455	1,163
Motor Vehicle & Travelling Expenses		2,453	5,554
Postage		1,105	1,396
Printing & Stationery		2,096	1,147
Provision for Accrued Annual Leave		2,097	2,035
Provision for Long Service Leave		2,114	444
Publications & Subscriptions		61	1,241
Rent		13,388	13,253
Repairs & Maintenance		508	356
Salaries & Allowances – Officials		45,930	44,945
Salaries & Allowances – Employees		31,091	32,424
Staff Amenities		19	5
Sundry Expenses		372	1,950
Superannuation Contributions - Officials		3,851	4,698
Superannuation Contributions - Employees		2,743	2,595
Sustentation Fees		2,849	5,436
Telephone		4,102	3,546
Workcover		1,707	583
Total Expenditure		129,378	137,762

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2007**

	2007	2006
	\$	\$
SURPLUS/(DEFICIT) FOR YEAR BEFORE EXTRAORDINARY ITEMS	(30,764)	(48,208)
ADD: Extraordinary Items		
Federal Office Subsidies	13,709	15,564
	<u>13,709</u>	<u>15,564</u>
SURPLUS/(DEFICIT) FOR YEAR	(44,473)	(63,772)
Accumulated		
Surplus/(Deficiency) –		
Beginning of Year	(759,021)	(695,249)
<u>ACCUMULATED</u>		
<u>FUNDS/(DEFICIENCY) AS AT</u>		
<u>30TH JUNE 2007</u>	<u>(803,494)</u>	<u>(759,021)</u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**BALANCE SHEET
AS AT 30TH JUNE 2007**

	Note	2007 \$	2006 \$
<u>ACCUMULATED MEMBERS' FUNDS</u>			
Capital Profits Reserve		\$1,452,411	\$1,452,411
Accumulated Funds/(Deficiency)		(803,494)	(759,021)
		<u>648,917</u>	<u>693,390</u>
Represented by:			
<u>CURRENT ASSETS</u>			
Cash at Bank – Administration Account		8,230	-
Cash at Bank – Employment Account		-	1,316
Bank Endorsed Bills		283,790	336,324
Listed / Unlisted Securities	7	385,658	374,722
Sundry Debtors		22,379	7,591
Interest Receivable		859	1,880
Prepayments		-	774
		<u>700,916</u>	<u>722,607</u>
<i>Total Current Assets</i>			
<u>FIXED ASSETS</u>			
Motor Vehicles		5,224	5,224
Less: Accumulated Depreciation		4,154	3,843
		<u>1,070</u>	<u>1,381</u>
Furniture & Fittings		120,363	119,954
Less: Accumulated Depreciation		112,526	111,166
		<u>7,837</u>	<u>8,788</u>
<i>Total Fixed Assets</i>		<u>8,907</u>	<u>10,169</u>
TOTAL ASSETS		<u>709,823</u>	<u>732,776</u>
<u>CURRENT LIABILITIES</u>			
Cash at Bank – Administration Account		-	77
Sundry Creditors		22,217	14,719
Input Tax Credits		(2,138)	(3,617)
GST Payable		1,226	1,212
Provision for Annual Leave – Officials		13,666	12,558
Provision for Annual Leave - Employees		1,087	98
Provision for Long Service Leave - Officials		10,053	9,009

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**BALANCE SHEET
AS AT 30TH JUNE 2007**

	Note	2007 \$	2006 \$
Funds Held in Trust – Other		1,313	1,316
Funds Held in Trust – Federal	10	3,251	3,251
Funds Held in Trust – Sydney	11	8,398	-
<i>Total Current Liabilities</i>		<u>59,073</u>	<u>38,623</u>
<u>NON - CURRENT LIABILITIES</u>			
Provision for Long Service Leave - Employees		1,833	763
<i>Total Non-Current Liabilities</i>		<u>1,833</u>	<u>763</u>
TOTAL LIABILITIES		<u>60,906</u>	<u>39,386</u>
<u>NET ASSETS</u>		<u>648,917</u>	<u>693,390</u>

The accompanying notes form part of these financial statements.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2007**

	Capital Profits Reserve \$	Retained Profits \$	Total \$
Balance at 1 July 2005	1,452,411	(695,249)	757,162
Surplus/(Deficit) for year	-	(63,772)	(63,772)
	<hr/>	<hr/>	<hr/>
Balance at 30 June 2006	1,452,411	(759,021)	693,390
	<hr/>	<hr/>	<hr/>
Balance at 1 July 2006	1,452,411	(759,021)	693,390
Surplus/(Deficit) for year	-	(44,473)	(44,473)
	<hr/>	<hr/>	<hr/>
Balance at 30 June 2007	1,452,411	(803,494)	648,917
	<hr/>	<hr/>	<hr/>

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 2007**

		2007	2006
		\$	\$
	NOTE		
CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES			
Receipts:			
Membership Fees		31,838	31,621
Interest Received		32,401	33,542
Distributions Received		10,555	9,706
Other Receipts		587	4,212
		<u>75,381</u>	<u>79,081</u>
Payments:			
Salaries		(76,622)	(72,512)
Superannuation		(6,998)	(6,347)
Federal Office Subsidies		(13,709)	(16,818)
Net GST Paid		1,976	(1,405)
Other Payments		(33,560)	(68,968)
		<u></u>	<u></u>
Net Cash Provided By/(Used In)			
Operating Activities	3	<u>(53,532)</u>	<u>(86,969)</u>
		<u></u>	<u></u>
CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES			
Receipts:			
Funds From Sydney Branch		9,680	-
Payments:			
Purchase of Fixed Assets		(409)	(5,506)
Sydney Branch Funds Expended		(1,282)	-
		<u></u>	<u></u>
Net Cash Provided By/(Used In)			
Non-Operating Activities		<u>7,989</u>	<u>(5,506)</u>
		<u></u>	<u></u>
Net Increase/(Decrease) In Cash Held		<u>(45,543)</u>	<u>(92,475)</u>
Add: Cash Held 1 st July 2006		337,563	430,038
CASH HELD 30TH JUNE 2007		<u>292,020</u>	<u>337,563</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 2007**

	2007	2006
	\$	\$
NOTE		
REPRESENTED BY:		
Cash at Bank – Administration Account	8,230	(77)
Cash at Bank – Employment Account	-	1,316
Bank-Endorsed Bills	283,790	336,324
	292,020	337,563

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 2007**

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Australian Accounting Standards including the disclosure requirements of the Fair Work (Registered Organisations) Act 2009.

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 subscriptions, 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 252(4) of the Fair Work (Registered Organisations) Act 2009.

(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 normal 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.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2007 (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.

(g) Federal Office Subsidies

Discretionary advances by the Branch to meet Federal Office expenditure has been expensed on the basis that Federal Office is lacking the capacity to refund such advances and the advances are therefore unlikely to be recoverable.

2. FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which reads –

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

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2007 (CONT'D)**

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

	2007 \$	2006 \$
Operating Surplus/(Deficit) for Year	(44,473)	(63,772)
ADD: Non Cash Flow Items:		
Loss on Disposal of Assets	-	282
Depreciation	1,671	1,187
Accrued Annual Leave & Long Service Leave	4,211	2,479
Increase in Market Values	(10,936)	(12,251)
	<u>(49,527)</u>	<u>(72,075)</u>
Change in Assets and Liabilities		
(Increase)/Decrease in Sundry Debtors	(14,788)	3,140
(Increase)/Decrease in Interest Receivable	1,021	(1,371)
(Increase)/Decrease in Prepayments	774	2,163
Increase/(Decrease) in Sundry Creditors & Accruals	7,498	(17,939)
(Increase)/Decrease in Input Tax Credits	1,479	(84)
Increase/(Decrease) in GST Payable	14	441
Increase/(Decrease) in Funds Held in Trust - Other	(3)	10
Increase/(Decrease) in Funds Held in Trust - Federal	-	(1,254)
Net Cash Provided By/(Used In) Operating Activities	<u>(53,532)</u>	<u>(86,969)</u>

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2007 (CONT'D)**

4. INVESTMENT INCOME

	2007	2006
	\$	\$
Interest Received	31,378	33,104
Trust Distribution	22,375	10,725
Increase in Market Value (Refer to Note 7)	<u>10,936</u>	<u>12,251</u>
	<u>64,689</u>	<u>56,080</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. FEDERAL OFFICE SUBSIDIES

	2007	2006
	\$	\$
Balance Brought Forward	131,335	115,771
Add: Current Year Advances	<u>26,806</u>	<u>16,947</u>
	158,141	132,718
Less: Advances Refunded	<u>13,097</u>	<u>1,383</u>
Balance Carried Forward	<u>145,044</u>	<u>131,335</u>
Interest on Advances B/Fwd	23,596	16,864
Add: Current Year Interest	<u>7,726</u>	<u>6,732</u>
Interest on Advance C/Fwd	<u>31,322</u>	<u>23,596</u>

Federal Office Subsidies (and interest receivable) have not been brought to account as an asset of the Branch on the basis that the Branch's Federal Office does not have the capacity to refund such amounts and, accordingly, their recoverability is not certain. Accordingly, the above figures are for information purposes only representing, at best, a contingent asset.

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2007 (CONT'D)**

7. LISTED / UNLISTED SECURITIES

Name	Original Cost (\$)	Value at 30/6/06 (\$)	Increase (\$)	Value at 30/6/07 (\$)
NABHA (985 Income Securities)	99,731	99,682	1,133	100,815
IIF (13,400 Units)	24,924	29,882	1,474	31,356
MCW (13,600 Units)	25,024	24,752	2,720	27,472
MBLHB (970 Income Securities)	99,619	100,880	(194)	100,686
Perpetual (Units)	50,000	57,985	3,610	61,595
Colonial First State (Units)	50,000	61,541	2,193	63,734
	<u>349,298</u>	<u>374,722</u>	<u>10,936</u>	<u>385,658</u>

8. 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.

9. RELATED PARTY DISCLOSURES

- (i) The following persons have held office in the Union during the year ended 30th June 2007:

Terry Noone	-	Secretary and
	-	Trustee
Reg Walsh	-	President and
	-	Trustee
Paul Pergolese	-	Vice President
Martin Zakharov	-	Vice President
Gavan Anderson	-	Treasurer and
	-	Trustee
Ed Bates	-	Committee Member
Alan Richards	-	Committee Member
Geoff Rule	-	Committee Member
Allana Young	-	Committee Member

**MUSICIANS' UNION OF AUSTRALIA
MELBOURNE BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2007 (CONT'D)**

- (ii) The aggregate amount of remuneration paid to elected persons during the financial year is disclosed in the Income Statement under Salaries & Allowances – Officials ie. \$45,930, and also Computer Expenses ie. \$255.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected persons was disclosed in the Income Statement under Superannuation Contributions – Officials ie. \$3,851.

- (iii) There were no other transactions between the officers and the Branch 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.

10. FUNDS HELD IN TRUST - FEDERAL

The Branch received monies from the Newcastle Branch in a previous financial year, to be held in trust for the Federal Office. An amount of \$3,251 remains in trust as at year end.

11. FUNDS HELD IN TRUST - SYDNEY

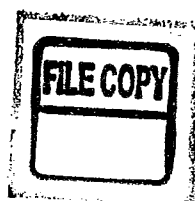
During the financial year the Branch took over the administration of the Sydney Branch, including collecting and banking membership subscriptions on behalf of the Sydney Branch, and also paying Sydney Branch expenses including ATO BAS liabilities. The net effect of these transactions as at 30th June 2007 was an amount of \$8,398 being held by the Melbourne Branch on behalf of the Sydney Branch, or in trust as at 30th June 2007.



Fair Work Australia

18 January 2010

Mr Terry Noone
Secretary, Melbourne Branch
Musicians' Union of Australia
150 Bell Street
COBURG VIC 3058



Dear Mr Noone

Lodgment of Overdue Financial Statements and Accounts – Musicians' Union Of Australia, Melbourne Branch - for years ended 30 June 2007 (FR2007/254), 30 June 2008 (FR2008/483), 30 June 2009 (FR2009/10078)

The abovementioned financial returns remain outstanding. I am writing to ask you to lodge such returns as have been completed in accordance with the provisions of Chapter 8, Part 3 of the *Fair Work (Registered Organisations) Act 2009* and to advise in writing the status of any that are not ready to be lodged.

You may lodge documents electronically by sending an email with the documents attached to riasydney@fwa.gov.au. Alternatively, you may wish to send the documents by fax to (02) 9380 6990.

Yours sincerely,

Stephen Kellett
Statutory Services Branch

Fair Work Australia
Level 8, 80 William Street
EAST SYDNEY NSW 2011

Telephone: (02) 8374 6666/ Mobile :
[REDACTED]
Facsimile: (02)9380 6990
Email : stephen.kellett@fwa.gov.au
Internet : www.fwa.gov.au



Australian Government
Australian Industrial Registry

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

Ref: FR2007/254 -[013N-MEL]

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

Dear Mr Noone

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

The Accounts and Audit Part of Schedule 1 of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 30 June, 2007. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **14 January, 2008.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **11 February, 2008:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report

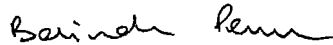
¹ Schedule 1 of the Workplace Relations Act 1996

- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2007/254.**

Yours sincerely



Belinda Penna

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

21 January, 2008



Australian Government
Australian Industrial Registry

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

Ref: FR2007/254-[013N-MEL]

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

Dear Mr Noone

Financial Return - year ending 30 June, 2007

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

Information on AIRC Website

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...

23 July 2007

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING:		
Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members. (a) if the report is to be presented before 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. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / / / 	
SECOND MEETING:		
Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation 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 (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Committee Of Management Statement

On ____/____/____ [date of meeting] the Committee of Management of _____ [name of reporting unit] passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended ____/____/____ [date]:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its 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 committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting 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) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable