



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
Gpo Box 1994s, Melbourne, Vic 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Mr Derrick Belan
State Secretary
National Union of Workers - New South Wales Branch
3-5 Bridge Street
GRANVILLE NSW 2142

Dear Derrick,

Re: Financial Documents for year ended 30 June 2003 (FR2004/210)

Thank you for your response dated 23 March 2004, confirming that the financial documents of the National Union of Workers NSW Branch for the year ended 30 June 2003 have been presented to a new meeting of the Branch Committee of Management on 16 March 2004.

The documents have been filed.

I also acknowledge receipt of your statement of loans, grants and donations, lodged under s269(1) of the Workplace Relations Act 1996. This document has been placed on a file that is not available to the general public.

If you have any queries, please do not hesitate to contact myself on (03) 8661 7987 or Andrew O'Brien on (03) 8661 7788.

Yours sincerely,

Fiona Pickett

Fiona Pickett.
Statutory Services Branch
Principal Registry

26 March 2004

23rd March 2004
exec1/office/fina ac 2003

Ms F Pickett
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994s
Melbourne VIC 3001

Dear Fiona,


RE: FINANCIAL DOCUMENTS YEAR ENDED 30 JUNE 2003 (FR2004/210)

In reference to the instructions in your correspondence dated 26 February, 2004, the financial documents of the National Union of Workers NSW Branch for the year ended 30 June 2003 have been presented to a new meeting of the Branch Committee of Management on 16th March, 2004.

Please find enclosed a revised Secretary's Certificate that was signed at that meeting together with the statement of loans, grants and donations s.269(1).

I trust this meets with your approval and the accounts can now be lodged.

Yours faithfully,
NATIONAL UNION OF WORKERS NSW BRANCH


DERRICK BELAN
STATE SECRETARY

State Secretary: Derrick Belan

NB: All official communications must be addressed to the Secretary.

**NATIONAL UNION OF WORKERS
NEW SOUTH WALES BRANCH
COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, **MARILYN ISSANCHON** and **DERRICK BELAN**, being two members of the Committee of Management of the National Union of Workers – New South Wales Branch, 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 2003.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003 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 Branch or other documents (not being documents containing information made available to a member of the Branch under Section 274(1) of the Workplace Relations Act, 1996), or copies of these records or 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 Regulations thereto, or the rules of the Union.
- (iv) The Branch has complied with Subsections 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2003 and the auditors report thereon.


.....
MARILYN ISSANCHON


.....
DERRICK BELAN

16th March 2004

**NATIONAL UNION OF WORKERS
NEW SOUTH WALES BRANCH
ACCOUNTING OFFICER'S CERTIFICATE**

I, **DERRICK BELAN**, being the Officer responsible for keeping the accounting records of the National Union of Workers – New South Wales, certify that as at 30 June 2003, the number of members was 15,600.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003.
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the 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 Branch 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 Branch, were made to persons holding office in the Branch.
- (vi) The register of members of the Branch was maintained in accordance with the Workplace Relations Act 1996.



.....
DERRICK BELAN

16th March 2004



3rd March 2004

exec\office\financial statements.03

Ms. F. Pickett
Statutory Services Board
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Ms Pickett

Re: Financial Documents for the Year Ended 30th June 2003 (FR2004/210)

In reference to your letter dated 26th February 2004, a draft of the accounts of the National Union of Workers New South Wales Branch, financial year ended 30th June 2003, was presented to the Branch Committee of Management on 25th November 2003 (see Minutes attached).

These accounts will be re-presented to the Branch Committee of Management on 16th March 2004 and subsequent Certificates forwarded to you after that date.

Also attached are relevant particulars relating to loans, grants and donations.

I hope this meets with your approval.

Yours faithfully
NATIONAL UNION OF WORKERS NSW BRANCH


.....
DERRICK BELAN
BRANCH SECRETARY

Encl.

State Secretary: Derrick Belan

NB: All official communications must be addressed to the Secretary.

National Union of Workers (New South Wales Branch) • 3-5 Bridge Street, Granville NSW 2142
Telephone: 9682 4622 • Facsimile: 9897 3713 • Email: nuw1@zip.com.au

ABN 69 572 801 634

NATIONAL UNION OF WORKERS NSW BRANCH
(as registered under the Workplace Relations Act 1996)
BRANCH COMMITTEE OF MANAGEMENT MEETING
HELD TUESDAY, 25TH NOVEMBER 2003

MINUTES

Acting President Marilyn Issanchon declared the meeting open at 4.45 pm.

PRESENT:

As per attendance book

APOLOGIES:

None.

DECEASED MEMBERS:

None.

Branch Secretary Derrick Belan asked new Recruitment Officers, Miz Kriznic and Justin Cody, and new Industrial Officer Stefan Mueller to attend the meeting as observers.

MINUTES FROM THE PREVIOUS BRANCH COMMITTEE OF MANAGEMENT MEETING (15.10.2003):

Read by Assistant Branch Secretary, Wayne Meaney.

MOVED: By Colin Minns that the Minutes of the Branch Committee of Management meeting of 15th October 2003 be received and adopted as read.

SECONDED: Nigel Livingstone.

CARRIED.

BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:

Wayne Meaney reported that he, Lyn Green and Sara Kroh will design the criteria to be met for eligibility for a medallion in recognition of service to the Union.

FINANCES:

1. Branch Secretary, Derrick Belan presented the October 2003 finances.

OCTOBER PAYMENTS:

Payments:	\$319,158.00
FBT:	\$ 8,431.71
Bank charges:	\$ 331.70

TOTAL: \$327,921.41

MOVED: By Tony Abdow that the expenses for October 2003 be passed for payment.

SECONDED: Colin Minns.

CARRIED.

Derrick Belan reminded everyone that the accounts are available for perusal on request.

CORRESPONDENCE:

None.

SECRETARY'S REPORTS:

1. Branch Secretary Derrick Belan circulated a draft report by Auditors, McLean Charge Partners, which shows a favourable operation surplus for the year, considering the outlay for new vehicles.

Derrick Belan offered to answer queries, if any.

MOVED: By Derrick Belan that signature of the accounts be authorised and the signed accounts forwarded to the Industrial Registry (Federal).

SECONDED: Colin Minns.

CARRIED.

2. Derrick Belan gave a report on National Council/Officials Conference, which he feels was the best Conference in the last ten years. The main points are as follows:
 - (i) The Branch will no longer have to seek written permission from National Office regarding protected action (federal).
 - (ii) Casual vacancies filled:
 - (a) General President – Doug Stevens
 - (b) General Vice-President – Derrick Belan
 - (c) Assistant General Secretary – Tim Kennedy
 - (iii) Rule reversed relating to Organisers on the Branch Committee of Management. However, Branch Committee of Management members from the shop floor must outnumber Organisers.
 - (iv) Derrick Belan then explained how the delegation to National Council is structured.
 - (v) The wage structure for General Secretary, Branch Secretaries and Assistant Branch Secretaries is to be updated in the near future.

A copy of the agenda will be attached to the Minutes of today's Branch Committee of Management Meeting.

MOVED: By Wayne Meaney that the Secretary's Reports be received.

SECONDED: Stefan Riedel.

CARRIED.

GENERAL BUSINESS:

1. Derrick Belan reported that he has invited long-standing delegate and solid unionist, Lyn Warzecha to join to the Branch Committee of Management. Derrick gave some background on Lyn's involvement with the Union.

MOVED: By Derrick Belan that this Branch Committee of Management notes that a casual vacancy exists for the position of Branch Committee of Management Member from the Area of Industrial Pursuit set out in Rule 43. In accordance with the Rules of the Union, this Branch Committee of Management appoints Lyn Warzecha to the office of Branch Committee of Management Member from the Area of Industrial Pursuit set out in Rule 43 for the balance of this term of office.

SECONDED: John Anderson.

CARRIED.

2. Branch Secretary Derrick Belan presented a list of 98 resignations for the last two-month period, which includes stop payments. He also explained that due to the current updating of our Membership computer system, the number of new applications for that period is not available.

MOVED: By Derrick Belan that the resignations be accepted for the abovementioned period.

SECONDED: Lyn Green.

CARRIED.

3. Derrick Belan reported that he has received an investment report, which he wants to study further. He will not be opening any investment accounts before presenting that report at the Branch Committee Management meeting.
4. Assistant Branch Secretary Wayne Meaney reported that he is still waiting for quotes in relation to the refurbishment of the building, due to the approaching Christmas/New Year period.

There being no further business, the meeting was declared closed at 5.20 pm.



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
Gpo Box 1994s, Melbourne, Vic 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Mr Derrick Belan
Branch Secretary
National Union of Workers - New South Wales Branch
3-5 Bridge Street
GRANVILLE NSW 2142

Dear Mr Belan,

Re: Financial Documents for year ended 30 June 2003 (FR2004/210)

I acknowledge receipt of the financial documents lodged under s280(1) of the *Workplace Relations Act 1996* for the abovementioned organisation for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 16 February 2004.

The documents have not yet been filed as the following matters require your further attention:

1 - Auditor's Report to be presented to a meeting - s279(6)

The Act requires that an organisation's financial documents be presented to a meeting of the members or a normal meeting of the Committee of Management at least 7 days after the documents have been supplied to the members - see Attachment A.

The Auditor's Report is dated 16 January 2003, 2 days after the presentation of the documents to the Committee of Management meeting on 14 January 2004. Therefore, it appears that the Auditor's Report and other relevant documents have not been presented to a meeting as required by s279(6).

As such, your organisation is required to present all financial documents for the year ended 30 June 2003 to a new meeting in accordance with s279(6). A revised Secretary's Certificate will then need to be provided to the Registry to confirm this, together with the date of that meeting.

2 - Loans, Grants and Donations - s269(1)

An organisation is required to lodge in the Industrial Registry, as soon as practicable after each financial year, a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year - see Attachment B.

As the income and expenditure statement indicates a total for donations of \$3,500 (see Attachment C), could you please arrange for lodgement in the Industrial Registry of a section 269(1) statement covering any donation(s) exceeding \$1,000 within the next 14 days of receipt of this letter.

If there was no donation in excess of \$1,000, it would be appreciated if you could still advise the Registry of this within the abovementioned time frame.

The following matters are advised for your assistance when preparing future financial documents - no further action is requested in respect of the documents filed.

Documents to be lodged in Registry within 14 days of meeting - s280(1)

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented. This requirement is set out at s280(1) of the Act - see Attachment D.

Audit to be conducted within 6 months after end of year - s276(1)

An auditor of an organisation is required to inspect and audit the accounting records kept by the organisation in relation to each financial year and, within 6 months after the end of the year, make a report. This requirement is set out at s276(1) of the Act - see Attachment E.

It is noted that the Auditor's Report is dated more than 6 months after the end of the financial year for which the audit relates to - see Attachment F.

Note: Future financial returns to be lodged under Schedule 1B

Please note that new and amended financial reporting requirements will apply to organisations and branches from the financial year commencing 1 July 2003. The relevant legislation is at Schedule 1B of the Workplace Relations Act 1996, which took effect on 12 May 2003.

The requirement to present the financial documents to a meeting before the documents are lodged will also exist under sections 265 and 266 of Schedule 1B - see Attachment G.

The requirement to lodge the relevant particulars in relation to loans, grants and donations will also exist under s237 of the new financial reporting requirements of Schedule 1B - see Attachment G.

The requirement to lodge financial documents in the Registry within 14 days of the meeting at which they were presented will also exist under s268 of Schedule 1B - see Attachment G.

The requirement to complete the Auditor's Report within 6 months of the end of the financial year will also exist under s265(5) of Schedule 1B - see Attachment G.

The relevant legislation is available at:

- http://www.airc.gov.au/procedures/schedule_1b/schedule_1b.html; and
- <http://www.airc.gov.au/procedures/raoreg/raorg.html>.

Relevant Fact Sheets are available at:

- http://www.airc.gov.au/fact_sheets/factsheets.html.

Please also refer to the Registrar's Reporting Guidelines at:

- <http://www.airc.gov.au/organisations/rao/rao.html>.

If you have any queries about the new financial reporting requirements under the RAO Schedule please contact me on (03) 8661 7987.

Yours faithfully,

Fiona Pickett

Fiona Pickett
Statutory Services Branch

26 February 2004

Workplace Relations Act 1996

Section 279 - Copies of report and audited accounts to be provided to members and presented to meetings

(1) An organisation shall provided free of charge to its members:

- (a) a copy of the report of the auditor in relation to the inspection and audit of the accounting records kept by the organisation in relation to a financial year; and
- (b) a copy of the accounts and statements prepared under section 273 to which the report relates.

...

(3) The copies referred to in subsection (1) ... shall be provided within 56 days (or such longer period as the Registrar allows) after the making to the organisation of the report concerned.

...

(6) Subject to subsection (7), an organisation shall cause the report, accounts and statements referred to in subsection (1) to be presented:

- (a) within the period (in this subsection and subsection (7) called the **relevant period**) starting on the eighth day after the report, accounts and statements are ... supplied to the members and ending 28 days (or such longer period as a Registrar allows) after the end of the period referred to in subsection (3) - to a general meeting of the members of the organisation or a meeting of the committee of management of the organisation; or
- (b) if such a meeting is not due to be held within the relevant period - to the first meeting of the committee of management held after the relevant period.

...

Workplace Relations Act 1996 (Cth)

Section 269 - Organisation to notify particulars of loans, grants and donations

(1) An organisation shall, as soon as practicable after the end of each financial year, lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

(2) A statement lodged in the Industrial Registry under subsection (1) shall be signed by an officer of the organisation.

...

(5) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation;

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependent of a member of the organisation, from severe financial hardship - the name and address of the person to whom the grant or donation was made.

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2003(continued)

	Note	2003 \$	2002 \$
Other Expenses			
Advertising		8,048	17,324
Affiliation Fees		117,751	89,315
Arbitration Reports and Awards		14,651	13,472
Building Expenses		40,714	57,816
Car Expenses		94,419	111,903
Commission		128,367	120,313
Computer Expenses		12,131	23,114
Delegates Fees and Expenses		13,348	19,410
Donations		3,500	2,965
Electricity		11,872	10,272
Federal Council Sustentation Fees		598,680	592,867
General Expenses		26,038	29,860
Honoraria		5,000	-
Insurance		29,297	24,608
Professional Services	3	63,273	56,436
Meeting Expenses		8,713	9,116
Journal Expenses & History of the Union		100,562	147,988
Mortality Fund Payments		19,500	16,720
Officers' Travelling and Other Expenses		88,479	73,368
Picket Expenses		1,424	840
Picnic Expenses		7,574	-
Postage		9,880	11,024
Printing and Stationery		68,228	28,301
Rent		4,037	2,200
Repairs and Maintenance		14,047	18,367
Staff Training		3,509	855
Telephone		73,544	57,439
Workcover Expenditure		143	-
Write Down of Investment		2	-
		<u>1,566,731</u>	<u>1,535,893</u>
TOTAL EXPENDITURE		<u>3,464,893</u>	<u>3,092,286</u>
OPERATING SURPLUS FOR THE YEAR		407,636	464,677
Abnormal Item - Prior year adjustment		(17,839)	-
Accumulated Funds at beginning of Year		<u>3,858,318</u>	<u>3,393,641</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>4,248,115</u>	<u>3,858,318</u>

(The attached notes 1 to 12 form part of these Accounts)

Workplace Relations Act 1996

Section 280 - Reports etc. to be lodged in Industrial Registry

(1) An organisation shall, within 14 days (or such longer period as a Registrar allows) after the relevant meeting referred to in subsection 279(6) or (7) (whichever is applicable), lodge in the Industrial Registry:

(a) copies of the report, accounts and statements presented to the meeting; and

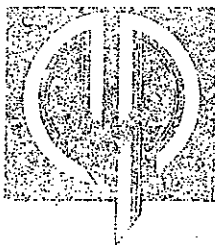
(b) a certificate by the secretary, or other prescribed officer of the organisation that the documents lodged are copies of the documents presented to the meeting.

...

Workplace Relations Act 1996

Section 276 - Powers and duties of auditors

(1) An auditor of an organisation shall inspect and audit the accounting records kept by the organisation in relation to each financial year and shall, within the prescribed period after the end of the year, make a report in relation to the year to the organisation.



**McLean
Charge
Partners**

ABN 26 700 513 257



Chartered Accountants

Liability limited by the Accountants
Scheme, approved under the
Professional Standards Act 1994 (NSW)

Principal: Bruce Barton

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the National Union of Workers - New South Wales Branch.

SCOPE

We have audited the financial report of the National Union of Workers - New South Wales Branch for the year ended 30 June 2003 as set out on pages 1 to 14. The Branch's Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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 the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements so as to present a view of the Branch 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.

As noted in the attached financial report the financial transactions, assets and liabilities appearing in the report also appear in identical manner in the financial report lodged with the Commonwealth Industrial Registrar for the same financial period. Such disclosure is made on legal advice pending a final determination as to the ultimate holdings of properties and funds between those respective bodies.

In our opinion:

- (i) There were kept by the Union in respect of the year 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 financial report including the Certificates of the Committee of Management and the Accounting Officer are prepared in accordance with Section 510 of the Industrial Relations Act, 1991(NSW) as applied by Section 282(3) of the Industrial Relations Act 1996. The report has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - (a) the financial position of the Union as at 30 June 2003; and
 - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

J DAY
Registered Company Auditor
PARRAMATTA NSW 2151

16 January 2004

Schedule 1B - Registration and Accountability of Organisations

Section 265 - Copies of full report or concise report to be provided to members

(1) **[Free of charge]** A reporting unit must provide free of charge to its members either:

(a) a full report consisting of:

(i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and

(ii) a copy of the general purpose financial report to which the report relates; and

(iii) a copy of the operating report to which the report relates; or

(b) a concise report for the financial year that complies with subsection (3).

...

(5) **[Time limit]** The copies referred to in subsection (1) must be provided within:

(a) if a general meeting of members of the reporting unit to consider the reports is held within 6 months after the end of the financial year - the period starting at the end of the financial year and ending 21 days before that meeting; or

(b) in any other case - the period of 5 months starting at the end of the financial year.

A Registrar may, upon application by the reporting unit, extend the period during which the meeting referred to in paragraph (a) may be held, or the period set out in paragraph (b), by no more than one month.

Section 266 - Full report to be presented to meetings

(1) **[General meeting of members]** Subject to subsection (2), the reporting unit must cause the full report to be presented to a general meeting of the members of the reporting unit within the period of 6 months starting at the end of the financial year (or such longer period as is allowed by a Registrar under subsection 265(5)).

Section 237 - Organisations to notify particulars of loans, grants and donations

(1) **[Duty of organisation]** An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relations to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

(2) **[Signature of officer]** A statement lodged in the Industrial Registry under subsection (1) must be signed by an officer of the organisation.

(3) **[False or misleading statements]** An organisation must not, in a statement under subsection (1), make a statement if the person knows, or is reckless as to whether, the statement is false or misleading.

...

(6) **[Grant or donation particulars]** The relevant particulars, in relation to a grant or donation made by an organisation are:

- (a) the amount of the grant or donation; and
- (b) the purpose for which the grant or donation was made; and
- (c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship - the name and address of the person to whom the grant or donation was made.

Section 268 - Report etc. to be lodged in Industrial Registry

A reporting unit must, within 14 days (or such longer period as a Registrar allows) after the general meeting referred to in section 266, lodge in the Industrial Registry:

- (a) a copy of the full report; and
- (b) if a concise report was provided to members - a copy of the concise report; and
- (c) a certificate by a prescribed designated officer that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266.



10th February 2004
exec\office\financial statements.03

Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Sir,

**Re: Financial Statements required to be lodged in respect of the Financial Year
ended 30th June 2003**

The accounts of the National Union of Workers New South Wales Branch for the period ended 30th June 2003 have been presented to the Branch Committee of Management and signed on 14th January 2004.

Therefore, we now submit them to be lodged with the Industrial Registrar under the Workplace Relations Act 1996.

Yours faithfully
NATIONAL UNION OF WORKERS NSW BRANCH

.....
DERRICK BELAN
BRANCH SECRETARY

Encl.

State Secretary: Derrick Belan

NB: All official communications must be addressed to the Secretary.

National Union of Workers (New South Wales Branch) • 3-5 Bridge Street, Granville NSW 2142

Telephone: 9682 4622 • Facsimile: 9897 3713 • Email: nuw1@zip.com.au

ABN 89 572 801 634

NATIONAL UNION OF WORKERS
NEW SOUTH WALES BRANCH
FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2003

NATIONAL UNION OF WORKERS

NEW SOUTH WALES BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, **DERRICK BELAN**, being the Officer responsible for keeping the accounting records of the National Union of Workers - New South Wales Branch, certify that as at 30 June 2003, the number of members of the union was 15,600.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003.
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the 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 Branch 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 Branch, were made to persons holding office in the Branch.
- (vi) The register of members of the Branch was maintained in accordance with the Workplace Relations Act 1996.



DERRICK BELAN

14 JANUARY 2004

NATIONAL UNION OF WORKERS

NEW SOUTH WALES BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **MARILYN ISSANCHON** and **DERRICK BELAN**, being two members of the Committee of Management of the National Union of Workers - New South Wales Branch, 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 2003.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003 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 Branch or other documents (not being documents containing information made available to a member of the Branch under Section 274 (1) of the Workplace Relations Act, 1996), or copies of these records or 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 Regulations thereto, or the rules of the Union.
- (iv) The Branch has complied with Subsections 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2003 and the auditors report thereon.


MARILYN ISSANCHON


DERRICK BELAN

14 January 2004

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL PERFORMANCE FOR
THE YEAR ENDED 30 JUNE 2003

GENERAL

	Note	2003 \$	2002 \$
INCOME			
Contributions and Entrance Fees	1	3,600,556	3,417,600
Interest		112,483	89,288
Rent		-	47,230
Payroll Protection Reimbursement		3,079	2,423
Profit on Sale of Assets		147,240	0
Sundry Income		8,094	422
Asset Revaluation		1,011	-
Dividends Received		66	-
		<u>3,872,529</u>	<u>3,556,963</u>
EXPENDITURE			
Depreciation			
Furniture and Fittings		13,823	15,054
Motor Vehicles		66,618	68,716
Property		<u>34,264</u>	<u>39,777</u>
		114,705	123,547
Employee Benefits Expense			
Salaries and Allowances			
-Officials		888,861	669,609
-Other Employees		504,833	610,842
-Temporary Staff		31,324	36,063
Accrued Annual Leave		(40,180)	(64,022)
Long Service Leave		92,147	(87,088)
Fringe Benefits Tax		59,682	24,037
Retiring Allowance		-	1,408
Officers' Superannuation		186,081	184,172
Payroll Tax		<u>60,709</u>	<u>57,825</u>
		<u>1,783,457</u>	<u>1,432,846</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2003(continued)

	Note	2003 \$	2002 \$
Other Expenses			
Advertising		8,048	17,324
Affiliation Fees		117,751	89,315
Arbitration Reports and Awards		14,651	13,472
Building Expenses		40,714	57,816
Car Expenses		94,419	111,903
Commission		128,367	120,313
Computer Expenses		12,131	23,114
Delegates Fees and Expenses		13,348	19,410
Donations		3,500	2,965
Electricity		11,872	10,272
Federal Council Sustentation Fees		598,680	592,867
General Expenses		26,038	29,860
Honoraria		5,000	-
Insurance		29,297	24,608
Professional Services	3	63,273	56,436
Meeting Expenses		8,713	9,116
Journal Expenses & History of the Union		100,562	147,988
Mortality Fund Payments		19,500	16,720
Officers' Travelling and Other Expenses		88,479	73,368
Picket Expenses		1,424	840
Picnic Expenses		7,574	-
Postage		9,880	11,024
Printing and Stationery		68,228	28,301
Rent		4,037	2,200
Repairs and Maintenance		14,047	18,367
Staff Training		3,509	855
Telephone		73,544	57,439
Workcover Expenditure		143	-
Write Down of Investment		2	-
		<u>1,566,731</u>	<u>1,535,893</u>
TOTAL EXPENDITURE		<u>3,464,893</u>	<u>3,092,286</u>
OPERATING SURPLUS FOR THE YEAR		407,636	464,677
Abnormal Item - Prior year adjustment		(17,839)	-
Accumulated Funds at beginning of Year		<u>3,858,318</u>	<u>3,393,641</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>4,248,115</u>	<u>3,858,318</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2003 (continued)**

MEMBERS' DISTRESS

	Note	2003 \$	2002 \$
INCOME			
Contributions	1	155,473	170,278
Interest		<u>38,314</u>	<u>43,036</u>
TOTAL INCOME		<u>193,787</u>	<u>213,314</u>
LESS EXPENDITURE			
Advances and Expenses		<u>119,683</u>	<u>479,033</u>
TOTAL EXPENDITURE		<u>119,683</u>	<u>479,033</u>
NET SURPLUS (DEFICIT) FOR THE YEAR		74,104	(265,719)
Accumulated Funds at Beginning of Year		<u>873,002</u>	<u>1,138,721</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>947,106</u>	<u>873,002</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2003 (continued)**

DELEGATES FUND	2003	2002
	\$	\$
INCOME		
Deductions from Commission	33,332	-
Interest	<u>1,345</u>	<u>-</u>
TOTAL INCOME	<u>34,677</u>	<u>-</u>
EXPENDITURE		
Bank Charges	84	-
Delegates Expenses	<u>36,379</u>	<u>-</u>
TOTAL EXPENSES	<u>36,463</u>	<u>-</u>
NET DEFICIT FOR THE YEAR	(1,786)	-
Prior year adjustment	11	-
ACCUMULATED RESERVES AT END OF YEAR	<u>53,998</u>	<u>-</u>

(The attached Notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

ACCUMULATED FUNDS AND RESERVES	Note	2003 \$	2002 \$
Asset Revaluation Reserve		1,111	-
General Fund		4,248,115	3,858,318
Members' Distress Reserve		947,106	873,002
Delegate Reserve		53,998	-
		<u>5,250,330</u>	<u>4,731,320</u>
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash Assets			
Cash on Hand		1,100	1,100
Cash at Bank-General		255,245	115,877
		<u>256,345</u>	<u>116,977</u>
Receivables			
Accrued Interest		11,716	7,403
Prepayments		31,108	32,023
Sundry Debtors		7,420	14,896
		<u>50,244</u>	<u>54,322</u>
Investment	7	<u>2,519,325</u>	<u>2,114,369</u>
Long Service Leave and Retiring Allowance Fund			
Cash at bank		<u>201,501</u>	<u>193,550</u>
Political Fund			
Cash at bank		<u>8,647</u>	<u>8,675</u>
Members' Distress Fund			
Cash at bank		919,859	857,392
Accrued Interest		3,066	2,698
Sundry Creditor-General Fund		-	(7085)
Sundry Debtor-General Fund		24,181	19,997
		<u>947,106</u>	<u>873,002</u>
Delegates Trust Fund			
Cash at Bank		44,731	49,362
Sundry Debtor-General Fund		9,267	6,422
		<u>53,998</u>	<u>55,784</u>
TOTAL CURRENT ASSETS		<u>4,037,166</u>	<u>3,416,679</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003 (continued)

	Note	2003 \$	2002 \$
NON CURRENT ASSETS			
Other Financial Assets			
Shares	8	<u>2,747</u>	<u>3,091</u>
Fixed Assets			
Property	4	1,185,886	1,450,796
Motor Vehicles	5	440,355	278,103
Office Furnitures	6	<u>46,033</u>	<u>53,521</u>
		<u>1,672,274</u>	<u>1,782,420</u>
TOTAL NON CURRENT ASSETS		<u>1,675,021</u>	<u>1,785,511</u>
TOTAL ASSETS		<u>5,712,187</u>	<u>5,202,190</u>
LESS LIABILITIES			
CURRENT LIABILITIES			
Payables			
Income Received in Advance		49,857	-
Delegates Trust Fund	11	-	55,784
Sundry Creditors		78,268	77,095
Bond-Wollongong		5,500	5,500
Levy Against Future Legal Costs		<u>10,083</u>	<u>10,083</u>
		<u>143,708</u>	<u>148,462</u>
Provisions			
Provision for Accrued Annual Leave		139,734	197,029
Provision for Long Service Leave		<u>178,415</u>	<u>125,397</u>
		<u>318,149</u>	<u>322,408</u>
TOTAL CURRENT LIABILITIES		<u>461,857</u>	<u>470,870</u>
NET ASSETS		<u>5,250,330</u>	<u>4,731,320</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Contributions		3,756,029	3,587,878
Payment to Suppliers & Employees		(3,418,379)	(3,622,131)
Interest		150,797	134,046
Rent		-	47,230
Other Receipt/(Payments)		<u>11,239</u>	<u>2,845</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	10B	<u>466,238</u>	<u>149,868</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from Sale and Transfer of Property,Plant&Equipment		587,827	-
Payment for Property,Plant and Equipment		(442,678)	(59,972)
Payment from Delegates Trust-Net		(1,786)	(19,426)
Payments for Investment		<u>(404,474)</u>	<u>(182,097)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(261,111)</u>	<u>(261,495)</u>
NET INCREASE (DECREASE) IN CASH HELD		205,127	(111,627)
Cash at Beginning of Year		<u>1,225,956</u>	<u>1,337,583</u>
CASH AT END OF YEAR	10A	<u>1,431,083</u>	<u>1,225,956</u>

(The attached notes 1 to 12 form part of these Accounts)

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of applicable Accounting Standards, other mandatory professional reporting requirements and the Australian Workplace Relations Act, 1996. The accounts have also 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 assets. The accounting policies have been consistently applied, unless otherwise stated.

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 the straight line basis in order to write the assets off over their useful lives to the Union.
- (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.
- (c) Contributions are accounted for on a cash receipts basis. Otherwise the concept of accruals accounting has been adopted in the preparation of the financial statements.
- (d) No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements for the Workplace Relations Act, 1996 the attention of members is drawn to the provision of Sub-Sections[1],[2] and [3] of Section 274 which reads as follows:

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

	2003 \$	2002 \$
3. PROFESSIONAL SERVICES		
Audit Fees	27,000	41,000
Legal Expenses	36,273	15,436
	<u>63,273</u>	<u>56,436</u>

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003 (continued)

	2003 \$	2002 \$
4. PROPERTY		
Land and Buildings at Cost	1,710,101	1,981,063
Less Accumulated Depreciation on Buildings	<u>524,215</u>	<u>530,267</u>
TOTAL LAND AND BUILDINGS	<u>1,185,886</u>	<u>1,450,796</u>
Located at:		
3-5 Bridge Street, Granville		
1 Bridge Street, Granville		
2 Bridge Street, Granville		
5. MOTOR VEHICLES		
At Cost	488,687	511,313
Less Accumulated Depreciation	<u>48,332</u>	<u>233,210</u>
	<u>440,355</u>	<u>278,103</u>
6. OFFICE FURNITURE		
At Cost	728,573	722,238
Less Accumulated Depreciation	<u>682,540</u>	<u>668,717</u>
	<u>46,033</u>	<u>53,521</u>
7. INVESTMENT(AT COST)		
Other		
Realisable within one year	<u>2,519,325</u>	<u>2,114,369</u>
	<u>2,519,325</u>	<u>2,114,369</u>
8. SHARES(AT COST)		
NRMA at valuation	2,122	-
Express Newspapers at Cost	400	400
Labor Daily	-	2
Trade Union Medical Centre at Cost	225	225
Trades Hall Association Ltd.	<u>-</u>	<u>2,464</u>
	<u>2,747</u>	<u>3,091</u>

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003 (continued)**

9. STATE REGISTERED ORGANISATIONS

In view of conflicting authorities in respect to the effect of dual incorporation of Trade Unions (including Moore v Doyle [1969] 15 FLR 59, Baily v Krantz (1985) 13 IR 339; Sharpe v Goodhew (1990) 33 IR 238, Frizziero v Rice (1991) 36 IR 291 and on Appeal (1992) 45 IR 204 together with the decision of the Federal Court of Australia in McJannet v White (1992) 46 IR 183 and on Appeal (VI 64 of 1992, 4 May 1994), it has not been possible to definitely apportion property and assets held by the New South Wales Branch of the National Union of Workers and the counterpart State Trade Union, registered pursuant to the provisions of the Industrial Relations Act 1996(NSW).

Further, an agreement pursuant to Section 202 of the Australian Industrial Relations Act 1988 was executed between the National Union of Workers, New South Wales Branch and the National Association of workers(D No 30075 of 1992) whereby all persons who are members of the National Union of Workers, New South Wales Branch are also entitled to membership of the Federal Organisation and whereby agreement has also been reached in respect to the payment of a common membership fee and also in respect to the joint holding of funds, property and assets.

Accordingly, the financial records herein represent a replication of records which have been produced to the Commonwealth Industrial Registrar in respect of the financial year ended 30 June 2003.

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003
(continued)

	2003 \$	2002 \$
10. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003		
A. RECONCILIATION OF CASH		
Cash on hand and on call deposits with banks or Financial Institutions		
Cash at Bank		
Delegates Commission Trust	44,731	49,362
General Fund	255,245	115,877
Long Service Leave & Retiring Allowance Fund	201,501	193,550
Political Fund	8,647	8,675
Distress Fund	919,859	857,392
Cash on Hand	<u>1,100</u>	<u>1,100</u>
	<u>1,431,083</u>	<u>1,225,956</u>
B. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH OPERATING SURPLUS		
Operating Surplus		
General Account Surplus	407,636	464,677
Distress Fund (Deficit) Surplus	74,104	(265,719)
Non Cash Flows in Operating Surplus		
Depreciation	114,705	123,547
Changes in Employees Provision	(4,259)	(165,020)
(Profit)/Loss on Sale of Assets	(147,240)	-
Changes in Assets & Liabilities		
(Increase)/Decrease in Sundry Debtors	(25,972)	(3,293)
(Increase)/Decrease in Accrued Interest	(4,681)	1,722
(Increase)/Decrease in Prepayments	915	(7,442)
Increase/(Decrease) in Sundry Creditors	<u>51,030</u>	<u>1,396</u>
CASH FLOWS FROM OPERATIONS	<u>466,238</u>	<u>149,868</u>

NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003
(continued)

	2003	2002
	\$	\$
11. DELEGATES TRUST FUND		
INCOME		
Deductions from Commission	-	27,566
Interest	-	1,290
	<u>-</u>	<u>28,856</u>
TOTAL INCOME	<u>-</u>	<u>28,856</u>
EXPENDITURE		
Bank Charges	-	54
Delegates Expenses	-	48,228
	<u>-</u>	<u>48,282</u>
TOTAL EXPENSES	<u>-</u>	<u>48,282</u>
NET DEFICIT FOR THE YEAR	-	(19,426)
BALANCE AT BEGINNING OF YEAR	<u>-</u>	<u>75,210</u>
BALANCE AT END OF YEAR	<u>-</u>	<u>55,784</u>

The Delegates Trust Fund figures have been restated as a Statement of Financial Performance to give a more meaningful presentation.

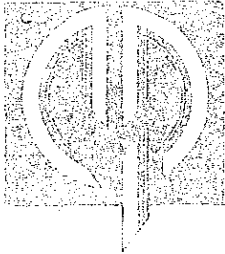
12. CONTINGENT LIABILITIES

Contingent Liabilities exist in relation to matters of litigation involving the Branch, and which have not been resolved at the date of adoption of these accounts. All such matters are being vigorously defended by the Branch and no provision has been made in the accounts for such matters.

The Branch may also be liable for costs in respect of certain legal matters but it is not possible to assess the amount of such costs, and accordingly, no provision for same had been made in the accounts.

13. POST BALANCE SHEET EVENT

Subsequent to the Balance Sheet date, the Union has entered into a loan arrangement with the Australian Labor Party, New South Wales Branch whereby an amount of \$1,500,000 was lent to the Party. The loan is guaranteed by the Labor Campaign Pty Limited and bears interest at 6% per annum, and is repayable together with interest by 31 December 2005. The loan will have no effect on the going concern of the Union.



NATIONAL UNION OF WORKERS - NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the National Union of Workers - New South Wales Branch.

SCOPE

We have audited the financial report of the National Union of Workers - New South Wales Branch for the year ended 30 June 2003 as set out on pages 1 to 14. The Branch's Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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 the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements so as to present a view of the Branch 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.

As noted in the attached financial report the financial transactions, assets and liabilities appearing in the report also appear in identical manner in the financial report lodged with the Commonwealth Industrial Registrar for the same financial period. Such disclosure is made on legal advice pending a final determination as to the ultimate holdings of properties and funds between those respective bodies.

In our opinion:

- (i) There were kept by the Union in respect of the year 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 financial report including the Certificates of the Committee of Management and the Accounting Officer are prepared in accordance with Section 510 of the Industrial Relations Act, 1991(NSW) as applied by Section 282(3) of the Industrial Relations Act 1996. The report has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - (a) the financial position of the Union as at 30 June 2003 ; and
 - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

J DAY
Registered Company Auditor
PARRAMATTA NSW 2151

16 January 2004