

National Union of Workers

South Australian Branch (Incorporating the Northern Territory)

WH/DT.

L203/03

Thursday, 4 December 2003

Deputy Industrial Registrar, Australian Industrial Relations Commission, PO Box 8255, Station Arcade, SA, 5000.

Dear Deputy Industrial Registrar,



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Please find attached a copy of the audited financial statements of the National Union of Workers. South Australia Branch, for the year ending the 30th of June 2003.

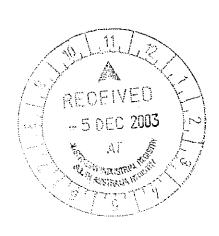
I certify that the attached copy is a true copy of the documents presented to and accepted by the Annual General Meeting, of the Branch, held on Wednesday, the 3rd of December, 2003.

Yours sincerely,

Nick Thredgold

Branch Secretary.

FINANCIAL STATEMENTS OF



NATIONAL UNION OF WORKERS SOUTH AUSTRALIAN BRANCH ABN 82 303 586 373

For the Year Ended 30 June 2003

SUMMARY OF THE FINANCIAL ACCOUNTS For the Year Ended 30 June 2003

The Financial Accounts of the General Fund and the Distress and Services Fund of the National Union of Workers, South Australian Branch, have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following Summary is provided for Members in accordance with Section 279 (2) of the Act.

A copy of the audited Accounts will be supplied free of charge to Members who request same, and your attention is drawn to your Union's responsibility in this regard, as set out below.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions 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 Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner and within such time as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member information received because of an application made at the request of the Member.

An Organisation shall not contravene Section 274 (1), (2) and (3). Penalty \$1,000.

Certificates required to be given under the Act, by the Accounting Officer and the Committee of Management, have been completed in accordance with the provisions of the Act, and contain no qualifications.



GENERAL FUND

INCOME AND EXPENDITURE STATEMENT For the Year Ended 30 June 2003

| | 2003 \$ | 2002 \$ |
|--|------------------|------------------|
| INCOME Contributions Other Income | 649,223 5,550 | 658,265 |
| TOTAL INCOME | 654,773 | 665,404 |
| LESS TOTAL EXPENDITURE | 632,834 | 669,390 |
| OPERATING SURPLUS/(DEFICIT) FOR THE YEAR | <u>\$21,939</u> | <u>\$(3,986)</u> |

BALANCE SHEET As at 30 June 2003

| | 2003 \$ | 2002 \$ |
|--|--------------------|--------------------|
| ACCUMULATED FUNDS | <u>\$170,317</u> | <u>\$148,378</u> |
| REPRESENTED BY: | • | |
| Fixed Assets Current Assets | 442,267 16,901 | 447,408 30,054 |
| TOTAL ASSETS | 459,168 | 477,462 |
| <u>LESS</u> | | |
| Current Liabilities Non-Current Liabilities | 168,955 119,896 | 163,594 165,490 |
| TOTAL LIABILITIES | 288,851 | 329,084 |
| NET ASSETS | <u>\$170,317</u> | <u>\$148,378</u> |

DISTRESS AND SERVICES FUND

INCOME AND EXPENDITURE STATEMENT For the Year Ended 30 June 2003

| | 2003 \$ | 2002 \$ |
|-----------------------------------|-----------------|------------------|
| INCOME Contributions Other Income | 30,786 3,048 | 35,334 17,654 |
| TOTAL INCOME | 53,834 | 52,988 |
| LESS TOTAL EXPENDITURE | <u>44,316</u> | 52,964 |
| OPERATING SURPLUS FOR THE YEAR | <u>\$9,518</u> | <u>\$24</u> |

BALANCE SHEET As at 30 June 2003

| | 2003 \$ | 2002 \$ |
|---|-------------------------------------|-------------------------------------|
| ACCUMULATED FUNDS | 636,730 | <u>\$627,213</u> |
| Represented by: | | |
| Current Assets Investments Non-Current Assets | 50,425 467,545 <u>119,896</u> | 18,206 446,874 <u>165,490</u> |
| TOTAL ASSETS | <u>637,866</u> | <u>630,570</u> |
| <u>LESS</u> | | |
| Current Liabilities | 1,136 | 3,357 |
| TOTAL LIABILITIES | <u>1,136</u> | <u>3,357</u> |
| NET ASSETS | <u>\$636,730</u> | <u>\$627,213</u> |

SUMMARY OF THE FINANCIAL ACCOUNTS For the Year Ended 30 June 2003

TO THE MEMBERS OF THE NATIONAL UNION OF WORKERS SOUTH AUSTRALIAN BRANCH

In our opinion, the Summary on pages 1 to 3 is a fair and accurate Summary of the Reports, Accounts and Statements of:

• The General Fund and Distress and Services Fund for the year ended 30 June 2003.

The Auditors' Report did not contain any particulars of any deficiency, failure or shortcoming, as referred to in the Workplace Relations Act, 1996, Sub-Section 276 (4). The Organisation will supply a copy of the Reports, Accounts and Statements to any Members who so request free of charge.

J. H. DOYLE & CO.

C. WELLINGTON 38/11/03
REGISTERED AUDITOR

COMMITTEE OF MANAGEMENT:

KENNEALLY P. ASHL

ACCOUNTING OFFICER:

N. THREDGOLD

DATED

ADELAIDE: 5/11/200

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, R. KENNEALLY and P. ASHLEY, being two Members of the Committee of Management of the National Union of Workers, South Australian Branch, do state on behalf of the Committee and in accordance with a resolution by the Committee, that:

- (1) In the opinion of the Committee of Management, the attached Accounts show a true and fair view of the financial affairs of the National Union of Workers (South Australian Branch), as at 30 June 2003.
- (2) 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 Branch.
- (3) 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 Sub-Section 274 (2) of the Workplace Relations Act, 1996), or copies of those records or other documents, or copies of the Rules of the Branch, have not been furnished or made available to Members, in accordance with the requirements of the Workplace Relations Act, 1996, and Regulations thereto, or the Rules of the Branch.
- (4) The Branch has complied with Sub-Section 279 (1), and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30 June 2002, and the Auditors' Report thereon.

R. KENNEALLY

PASHLEY

DATED

ADELAIDE: _

5-11-03

ACCOUNTING OFFICER'S CERTIFICATE

I, N THREDGOLD, being the Officer responsible for keeping the accounting records of the National Union of Workers, South Australian Branch, certify that as at 30 June 2003, the number of Members of the Branch was 3,050.

In my opinion:

- (1) The attached Accounts show a true and fair view of the financial affairs of the South Australian Branch as at 30 June 2003.
- (2) 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 Branch.
- (3) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Branch.
- (4) In the case of the Accounts prepared in accordance with Sub-Section 273 (1) of the Act, and, in particular, 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.
- (5) A loan, other than remuneration, in respect of his full-time employment with the Branch was made to a person holding office in the Branch.

The Branch Committee of Management had prior to making the Loan satisfied itself –

- (1) that the Loan was in accordance with the Rules of the Union
- that satisfactory arrangements were made for the repayment of the Loan.
- (6) The register of Members of the Branch was maintained in accordance with the Act.

N, THREDGOLD

DATED ADELAIDE:

5/11/2003

AUDITORS' REPORT

SCOPE

We have audited the Accounts of the National Union of Workers, South Australian Branch, for the year ended 30 June 2003 being the Balance Sheet, Income and Expenditure Statement and Notes to and forming part of the Accounts.

The Committee of Management are responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the Accounts are presented fairly in accordance with Australian Accounting Concepts and Standards 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

In our opinion:

- (1) There were kept by the Branch in respect of the period, satisfactory accounting records detailing the sources and nature of the Income of the Branch (including Income from Members) and the nature and purposes of Expenditure of the Branch.
- (2) The attached Accounts and Statements are properly drawn up:
 - (a) in accordance with Section 273 of the Workplace Relations Act, 1996, as amended.
 - (b) so as to give a true and fair view of:
 - (i) the state of affairs of the Branch as at 30 June 2003, and
 - (ii) the surplus of the Income and Expenditure General Fund and the surplus of the Distress and Services Fund.
 - (c) in accordance with applicable Statements of Accounting Concepts and applicable Accounting Standards.
- (3) We received from the Officers and Employees of the Branch, all the information and explanations for the purposes of our audit.

J. H. DOYLE & CO.

C. WELLINGTON REGISTERED AUDITOR

DATED 第8/11/03 ADELAIDE:

BALANCE SHEET As at 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|---|--|--|
| ACCUMULATED FUNDS Unappropriated Surplus B/fwd | <u>170,317</u> | 148,378 |
| TOTAL FUNDS | <u>\$170,317</u> | <u>\$148,378</u> |
| THESE FUNDS ARE REPRESENTED BY: | | |
| CURRENT ASSETS C/Wealth Bank – Term Deposit (L.S.L.) Comm Bank GST Petty Cash Ticket Float Accounts Receivable | 15,215 500 50 1,136 | 12,868 13,135 500 3,551 |
| TOTAL CURRENT ASSETS | 16,901 | 30,054 |
| CURRENT LIABILITIES C/Wealth Bank - General Account O/D GST Collected Accounts Payable NUW Head Office Loan Provision for Annual Leave Provision for Long Service Leave | 27,364 (676) 17,576 40,000 40,118 <u>44,573</u> | 16,651 10,501 16,942 40,000 44,500 35,000 |
| TOTAL CURRENT LIABILITIES | <u> 168,955</u> | 163,594 |
| WORKING CAPITAL | (152,054) | (133,540) |
| FIXED ASSETS Strata Title Units at Trades Hall Land & Buildings - Torrensville At Cost (Note 3.) | 20,000 <u>348,549</u> 368,549 | 20,000 <u>348,549</u> 368,549 |
| Motor Vehicles Deduct Accumulated Depreciation | 72,924 <u>14,271</u> 58,653 | 74,489 16,759 57,730 |
| Office Furniture & Equipment Deduct Accumulated Depreciation | 88,026 72,961 15,065 | 88,026 66,897 21,129 |
| TOTAL FIXED ASSETS | 442,267 | 447,408 |
| TOTAL WORKING & FIXED CAPITAL | 290,213 | 313,868 |
| NON-CURRENT LIABILITIES Loan - N.U.W Distress & Services Fund | <u>119,896</u> | <u>165,490</u> |
| TOTAL NON-CURRENT LIABILITIES | 119,896 | 165,490 |
| NET ASSETS | <u>\$170,317</u> | <u>\$148,378</u> |

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

STATEMENT OF ACCUMULATED FUNDS For the Year Ended 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|--|-------------------|-------------------|
| Operating Surplus/Deficit B/fwd | 21,939 | (3,986) |
| Add Accumulated Surplus at the beginning of the Period | <u>148,378</u> | 152,364 |
| ACCUMULATED SURPLUS END PERIOD | \$170,317 | <u>\$148,378</u> |

INCOME & EXPENDITURE STATEMENT For the Year Ended 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|-------------------------------------|-------------------|-------------------|
| INCOME | • | • |
| Members Contributions | 649,223 | 658,265 |
| Interest Received | 450 | 244 |
| Workcover Recoveries | 182 | |
| Office Services | 4,764 | 6,792 |
| Sundry Income | 1 <u>54</u> | <u> </u> |
| TOTAL INCOME | 654,773 | 665,404 |
| LESS EXPENDITURE | | |
| Advertising | 3,670 | 256 |
| Affiliation Fees | 13,849 | 12,705 |
| Audit & Accountancy Fees | 3,728 | 6,500 |
| Bank Fees, State & Federal Taxes | 953 | 1,097 |
| Commission on Contributions | 5,981 | 8,397 |
| Committee Expenses | 4,612 | 3,646 |
| Computer Expenses | 10,583 | 2,672 |
| Depreciation | 22,117 | 29,319 |
| Conf. Travel & Organising Exes | 10,340 | 9,189 |
| Donations | 1,725 | 1,758 |
| Entertainment/Public Relations | | 149 |
| Fringe Benefits Tax | 9,861 | 8,312 |
| Insurance | 3,266 | 3,387 |
| Interpreting | , | 165 |
| Journey Insurance | 40.400 | 414 |
| Legal & Industrial Expenses | 16,482 | 19,241 |
| Light & Power | 2,856 | 2,381 |
| Motor Vehicle Expenses | 17,069 | 19,405 |
| Office Expenses | 1,089 | 1,489 |
| Office Occupancy Expenses | 6,478 | 5,516 |
| Postage | 2,303 | 2,953 |
| Printing, Stationery & Publications | 19,720 | 21,471 |
| Provision for Annual Leave | 0.570 | 11,817 |
| Provision for Long Service Leave | 9,573 | 2,000 |
| Building & Plant Repairs | 1,171 | 1,346 |
| Salary & Allowances - Officials | 186,057 | 181,931 |
| Other Salaries & Allowances | 69,703 | 90,335 |
| Superannuation | 52,026 | 61,711 |
| Sundry Expenses | 1,529 | 912 |
| Sustentation Fees (Fed Council) | 104,024 | 99,383 |
| Telephone & Facsimile | 12,331 | 13,963 |
| Trade Union Education | 18,588 | 20,758 |
| Union Promotion | 3,848 | 4,261 |
| Membership Development | 11,070 4,537 | 15,803 4,748 |
| Workcover | 4,537 | 4,740 |
| TOTAL EXPENDITURE | 632,833 | 669,390 |
| SURPLUS/(DEFICIT) AT END OF PERIOD | <u>\$21939</u> | <u>\$(3,986)</u> |

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

NATIONAL UNION OF WORKERS SOUTH AUSTRALIAN BRANCH DISTRESS AND SERVICES FUND ABN 82 303 586 373

BALANCE SHEET As at 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|---|--------------------------------------|--|
| ACCUMULATED FUNDS Unappropriated Surplus B/fwd | 636,730 | 627,213 |
| TOTAL FUNDS | <u>\$636,730</u> | <u>\$627,213</u> |
| THESE FUNDS ARE REPRESENTED BY: | | |
| CURRENT ASSETS C/Wealth Bank - Cheque Account Accounts Receivable Loans to Members LESS Provision for Doubtful Debt GST Credits | 38,367 6,606 13,084 (7,631) | 10,665 6,481 8,521 (7,631) 170 |
| TOTAL CURRENT ASSETS | 50,425 | 18,206 |
| CURRENT LIABILITIES Creditors - Other | 1,136 | 3,357 |
| TOTAL CURRENT LIABILITIES | <u>1,136</u> | 3,357 |
| WORKING CAPITAL | 49,289 | 14,849 |
| TOTAL WORKING & FIXED CAPITAL | 14,849 | 14,849 |
| INVESTMENTS C/Wealth Bank - Term Deposit | 467,545 | 446,874 |
| TOTAL INVESTMENTS | 467,545 | 446,874 |
| NON-CURRENT ASSETS Loan - N.U.W. (S.A.) | <u>119,896</u> | 165,490 |
| TOTAL NON-CURRENT ASSETS | 119,896 | <u>165,490</u> |
| NET ASSETS | <u>\$636,730</u> | <u>\$627,213</u> |

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

NATIONAL UNION OF WORKERS SOUTH AUSTRALIAN BRANCH DISTRESS AND SERVICES FUND ABN 82 303 586 373

STATEMENT OF ACCUMULATED FUNDS For the Year Ended 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|--|-------------------|-------------------|
| Operating Surplus B/fwd | 9,517 | 24 |
| Add Accumulated Surplus at the beginning of the Period | 627,213 | 627,189 |
| ACCUMULATED SURPLUS END PERIOD | <u>\$636,730</u> | <u>\$627,213</u> |

NATIONAL UNION OF WORKERS SOUTH AUSTRALIAN BRANCH DISTRESS AND SERVICES FUND ABN 82 303 586 373

INCOME & EXPENDITURE STATEMENT For the Year Ended 30 June 2003

| | To Jun 2003 \$ | To Jun 2002 \$ |
|----------------------------------|-------------------|-------------------|
| INCOME | ₹ | • |
| Members Contributions | 30,786 | 35,334 |
| Interest Received | 21,634 | 16,254 |
| Car Leasing | | |
| Picnic Donations | 1,000 | 1,400 |
| Sundry Income | 414 | |
| TOTAL INCOME | 53,834 | <u>52,988</u> |
| | | 32,000 |
| LESS EXPENDITURE | | |
| Bank Fees, State & Federal Taxes | 99 | 87 |
| Doubtful Debts | | 6,222 |
| Funeral Benefits | 8,000 | 7,000 |
| Accountancy / Audit | 3,000 | • |
| Industrial Dispute | 4,319 | 6,059 |
| Members Journey Insurance | 10,948 | 15,201 |
| Members Journey Expense | | 1,758 |
| Union Promotions | <u></u> | 1,365 |
| Legal Expenses | 2,080 | · |
| Picnic Expenses | 9,081 | 8,289 |
| Office Services | 4,764 | 6,792 |
| Sundry Expenses | 2,026 | <u>192</u> |
| TOTAL EXPENDITURE | 44,317 | 52,964 |
| SURPLUS AT END OF PERIOD | <u>\$9,517</u> | \$24 |

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2003

NOTE 1. ACCOUNTING METHODS

The Accounts are prepared under the Historical Cost Convention and in accordance with the Accounting Standards.

In particular:

- (a) The Accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets (unless otherwise stated).
- (b) Provision is made for depreciation of Fixed Assets (excepting Buildings) at rates considered appropriate to the useful lives of such Assets.
- (c) Provision for Employees Benefits in the form of Long Service Leave, Accrued Annual Leave, etc., have been made for the estimated accrued entitlements of all Employees on the basis of their terms of Employment. The provision for Long Service Leave is at nominal amount.
- (d) Receipts from Members are accounted for on a cash basis.
- (e) Income Tax Under S50-15 ITAA 1997 the Union is exempt from Income Tax.

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which reads as follows:

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

An Organisation shall not contravene Section 274 (1), (2) and (3). Penalty \$1,000.

NOTE 3. LAND & BUILDINGS

Richardson & Wrench valued the Land & Buildings in February 2002 at 247 Henley Beach Rd, Torrensville at \$340,000 - \$360,000 before costs of sale.

CONSOLIDATED BALANCE SHEET Incorporating General Fund & Distress and Services Fund For the Year Ended 30 June 2003

| | 30 June 2003 | 30 Mar 2002 |
|--|--------------------------|--------------------------|
| TOTAL ACCUMULATED FUNDS | <u>\$807,047</u> | <u>\$775,591</u> |
| REPRESENTED BY: | | |
| FIXED ASSETS | 00.000 | 00.000 |
| Strata Title Units at Trades Hall Land & Buildings - Torrensville At Cost | 20,000 <u>348,549</u> | 20,000 <u>348,549</u> |
| | 368,549 | 368,549 |
| Motor Vehicles at Depreciated Value | 58,653 | 57,730 |
| Office Furniture & Equipment at Depreciated Value | <u>15,065</u> | <u>21,129</u> |
| | <u>73,718</u> | <u> 78,859</u> |
| TOTAL FIXED ASSETS | 442,267 | 447,408 |
| CURRENT ASSETS | | |
| Cash at Bank | 11,003 550 | 20,017 500 |
| Petty Cash on Hand Accounts Receivable | 550 | 10,032 |
| Loans to Members | 13,083 | 8,521 |
| LESS Provision for Doubtful Debts | (7,631) | (7,631) |
| GST Credits | <u>676</u> | <u>170</u> |
| TOTAL CURRENT ASSETS | <u>17,681</u> | 31,609 |
| INVESTMENTS | | |
| Commonwealth Bank Deposits | <u>482,760</u> | <u>446,874</u> |
| TOTAL ASSETS | 942,708 | 925,891 |
| LESS CURRENT LIABILITIES | | |
| GST Collected | 10,970 | 10,501 20,299 |
| Accounts Payable Provision for Annual Leave | 40,118 | 44,500 |
| Provision for Long Service Leave | 44,573 | 35,000 |
| NUW Head Office Loan | 40,000 | 40,000 |
| TOTAL LIABILITIES | <u>135,661</u> | 150,300 |
| | | |
| NET ASSETS | <u>\$807,047</u> | <u>\$775,591</u> |



Level 36, Nauru House 80 Collins Street, Melbourne, VIC 3000 GPO Box 1994S, Melbourne, VIC 3001 Telephone: (03) 8661 7777 Fax: (03) 9654 6672

Mr N Threadbold South Australian Branch Secretary National Union of Workers 247 Henly Beach Road Torrensville SA 5031

Dear Mr Threadbold

Financial Statements - y/e 30 June 2003 FR2003/643

I have received your letter of 4 December 2003 accompanied by the financial documents of the National Union of Workers South Australian Branch for the year ended 30 June 2003. The documents were lodged in the Registry on 5 December 2003. The documents comprise the full financial statements together with a summary of the financial accounts for the said period.

The documents have been filed.

Yours sincerely,

Andrew O'Brien

Research, Information and Advice Branch

24 December 2003