



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 36, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994 S, Melbourne, VIC 3001  
Telephone: (03) 8661 7622  
Fax: (03) 9654 6672

Our ref. FR 2003/529

Mr Mark Burgess  
Chief Executive Officer  
Police Federation of Australia  
Level 1, 21 Murray Crescent  
GRIFFITH ACT 2603

Dear Mr Burgess

**RE: Police Federation of Australia  
Financial documents for year ended 30 June 2003 (FR 2003/529)**

Thank you for the financial documents of the Police Federation of Australia for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 27 November 2003.

The documents have been filed.

Having regard to the requirements of Part IX, Division 11, of the *Workplace Relations Act 1996* (the Act) and the *Workplace Relations Regulations* (the Regulations) your attention is drawn to the following matters which are advised for assistance in relation to the preparation of such documents in future; no further action is required with regard to these documents in relation to this year:

**Secretary's Certificate**

**Date of meeting**

The inclusion of the date of the meeting in the secretary's certificate is not expressly required by section 280 but including the date can demonstrate compliance with the timescale requirements arising under subsections 279(6) or (7), as the case may be.

**Committee of Management Certificate**

Regulation 109(1)(b)(iv) required the Committee of Management to certify whether or not the organisation had complied with the requirements of section 279 in respect of the financial documents of the financial year immediately preceding the financial year to which the lodged accounts relate, that is the year ended 30 June 2002.

Paragraph (iv) of the Committee of Management certificate lodged referred to the year ended 30 June 2003. It should be noted that this part of the Committee of management's certificate always refers back to the preceding year.

- 2 -

**Statement of Income and Expenditure**

An examination of the statement of Income and Expenditure in the financial return reveals disclosure of an amount for "Salary and packaging" of \$97,227. It appears that this disclosure may aggregate several items which are required by regulation 107(a) to be disclosed separately. It is unclear from the statement what amounts are included in this disclosure.

The disclosure in respect of salaries should have been identified as having been paid to either "holders of office" or "employees" as required by subregulations 107(a)(xiv) and (xv).

Should you wish to discuss the matters raised in this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7822.

Yours sincerely



Margaret Williams  
Statutory Services Branch

10 December 2003

**WILLIAMS, Margaret**

---

**From:** Mark Burgess [pfa@pfa.org.au]  
**Sent:** Monday, 1 December 2003 12:34 PM  
**To:** margaret.williams@air.gov.au  
**Subject:** Accounting Officers Certificate

Margaret

Please find attached the Accounting Officer's Certificate as requested.

Mark Burgess  
Chief Executive Officer  
Police Federation of Australia

## **POLICE FEDERATION OF AUSTRALIA**

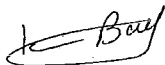
### **ACCOUNTING OFFICER'S CERTIFICATE**

I, Ian Ball, being the Officer responsible for keeping the accounting records of the Police Federation of Australia, certify that as at 30 June 2003 the number of members of the Federation was 33656.

In my opinion:

- i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June 2003.
- ii) A record has been kept of all monies paid by, or collected from members and all monies paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Federation.
- iii) Before any expenditure was incurred by the Federation, approval of the incurring of the expenditure was obtained in accordance with the rules of the Federation.
- iv) With regard to funds of the Federation 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 Federation, were made to persons holding office in the Federation.
- vi) The register of the Federation was maintained in accordance with the Workplace Relations Act, 1996.

SIGNED AT SYDNEY this 1st day of December, 2003.



**IAN BALL**



Police Federation  
of Australia

ABN 31 384 184 778

Level 1, 21 Murray Crescent  
GRIFFITH ACT 2603

Tel: (02) 6239 8900

Fax: (02) 6239 8999

Email: pfa@pfa.org.au

18 November 2003

Mr Robert Pfeiffer  
Statutory Services Branch  
Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3001

Dear Mr Pfeiffer

**RE: AUDITOR'S REPORT AND STATEMENTS FOR THE POLICE  
FEDERATION OF AUSTRALIA FOR THE YEAR ENDED 30 JUNE 2003**

Please find attached –

1. Statement of Accounts for the Police Federation of Australia for the year ended 30 June 2003
2. Committee of Management Certificate signed by Peter John Alexander, President of the Police Federation of Australia and Vince Kelly Treasurer of the Police Federation of Australia
3. Accounting Officer's Certificate signed by Mark Burgess
4. Independent Auditor's report signed by Mr Loi Kah Tsia, B.Com., F.C.A. Chartered Accountant

The above accounts were circulated to members via affiliate Branches and were presented to the Police Federation Federal Council Meeting held in Adelaide on Tuesday 11 November 2003.

Sincerely yours

Peter Alexander  
President

**POLICE FEDERATION OF AUSTRALIA**

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

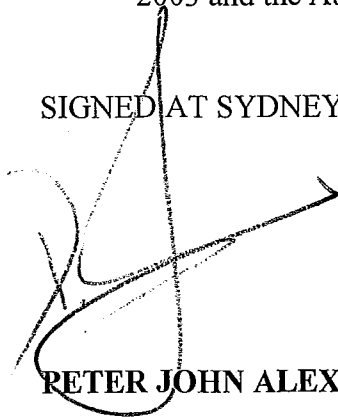
**POLICE FEDERATION OF AUSTRALIA**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, Peter John Alexander and Vince Kelly, being two members of the Committee of Management of the Police Federation of Australia 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 Federation 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 Federation.
- iii) To the knowledge of any member of the Committee, there have been, during the year ended 30 June 2003, no instances where records of the organization or other documents (not being documents containing information made available to a member of the Federation under Sub-Section 274[2] of the Workplace Relations Act, 1996), or copies of those records or documents, or copies of the rules of the Federation, 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 Federation.
- iv) The Federation has complied with Sub-Sections 279[1] and [6] of the Act in relation to the financial accounts in respect of the period ended 30 June 2003 and the Auditor's Report thereon.

SIGNED AT SYDNEY this 16<sup>th</sup> day of September, 2003



**PETER JOHN ALEXANDER**



**VINCE KELLY**

## **POLICE FEDERATION OF AUSTRALIA**

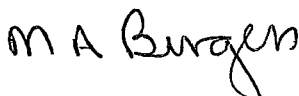
### **ACCOUNTING OFFICER'S CERTIFICATE**

I, Mark Burgess, being the Officer responsible for keeping the accounting records of the Police Federation of Australia, certify that as at 30 June 2003 the number of members of the Federation was 33656.

In my opinion:

- i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June 2003.
- ii) A record has been kept of all monies paid by, or collected from members and all monies paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Federation.
- iii) Before any expenditure was incurred by the Federation, approval of the incurring of the expenditure was obtained in accordance with the rules of the Federation.
- iv) With regard to funds of the Federation 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 Federation, were made to persons holding office in the Federation.
- vi) The register of the Federation was maintained in accordance with the Workplace Relations Act, 1996.

SIGNED AT SYDNEY this 16<sup>th</sup> day of September, 2003.



**MARK BURGESS**



# POLICE FEDERATION OF AUSTRALIA INDEPENDENT AUDIT REPORT

To the members of the Police Federation of Australia.

## SCOPE

I have audited the financial accounts of the Police Federation of Australia for the year ended 30 June 2003. The Federation's Board of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. I have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Federation.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements so as to present a view of the Federation which is consistent with my 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

I have received all the information and explanations required for the purposes of my audit.

In my opinion:

- (i) There were kept by the Federation in respect of the period under review, satisfactory records detailing the sources and nature of income of the Federation [including income from members] and the nature and purposes of expenditure, and
- (ii) The attached accounts are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts have been prepared from the accounting records of the Federation and are properly drawn up so as to give a true and fair view of:
  - [a] the financial affairs of the Federation as at 30 June 2003; and
  - [b] the income and expenditure and surplus of the Federation for the year ended on that date;

and are in accordance with Applicable Accounting Standards and other mandatory professional reporting requirements.

SIGNED AT SYDNEY this 16<sup>th</sup> day of September, 2003.



LOI KAH TSIA, B.COM., F.C.A.  
Chartered Accountant  
Registered Company Auditor  
Suite 201, 2<sup>nd</sup> Floor  
309 Pitt Street  
SYDNEY NSW 2000

**Police Federation of Australia**  
**Balance Sheet as at 30th June 2003**

	<u>Notes</u>	<u>2003</u>	<u>2002</u>
<u>Accumulated Funds</u>		<u>\$424,342</u>	<u>\$300,298</u>
 <u>Represented by</u>			
<u>Current Assets</u>			
PCU Easy Access account		86804	94868
PCU Savings accounts		79755	239252
PCU membership fees		10	10
Sundry debtors	3	1457	600
Amounts due from branches	4	7281	-
		<u>175307</u>	<u>334730</u>
 <u>Non Current Assets</u>			
Property - 21 Murray Crescent Griffith ACT - At Cost	5	1016581	-
Plant & Equipment		16751	
Less provision for depreciation		<u>13435</u>	3252
Motor vehicle		36275	
Less provision for depreciation		<u>2947</u>	28743
		<u>1053225</u>	<u>31995</u>
Total Assets		<u>1228532</u>	<u>366725</u>
 <u>Less Current Liabilities</u>			
Trade creditors and accruals	6	47650	49290
PCU loan secured over property		731170	-
Provision for annual leave	7	8596	4067
Provision for long service leave	8	11135	6470
Provision for GST		5639	6600
Total liabilities		<u>804190</u>	<u>66427</u>
Net assets		<u>\$424,342</u>	<u>\$300,298</u>

**Police Federation of Australia**  
**Income & Expenditure account**  
**For the year ended 30th June 2003**

	<u>Notes</u>	<u>2003</u>	<u>2002</u>
<u>Income</u>			
Affiliation fees from branches		626082	574477
Interest received		7055	6599
Rents Received		15101	-
		<u>\$648,238</u>	<u>\$581,076</u>
 <u>Less expenditure</u>			
Audit and accounting fees	9	17200	20353
Annual leave	7	4529	10851
ACTU Affiliation fees		57482	55889
Bank charges and duties		77	253
Computer and Website Design		23258	15455
Delegation expenses	10	178227	152164
Depreciation		5893	6789
FBT		33800	36868
General office expenses		20102	28275
Insurances		8796	2270
Legal fees		5750	3236
Long Service Leave	8	4665	3676
Loss on disposal of assets		6168	1139
Motor vehicle expenses		6372	5082
Rents and property expenses		28741	1136
Salary & packaging		97227	88805
Superannuation		17850	8270
Telephone		8057	5766
Total Expenditure		<u>524194</u>	<u>446277</u>
Net Surplus for the year		124044	134799
Accumulated funds at beginning of year		300298	165499
Accumulated funds at end of year		<u>\$424,342</u>	<u>\$300,298</u>

# **POLICE FEDERATION OF AUSTRALIA**

## **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 Accounting Concepts, other mandatory professional reporting requirements and the 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 life.
- b) Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.  
  
Long Service Leave has been calculated with reference to period of service and current salary rates.
- c) No provision for Income Tax is necessary as the income of the Federation is exempt from Income Tax under Section 50 – 15 of the Income Assessment Act.

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

In accordance with the requirements of the Workplace Relations Act, 1966 the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274 which read as follows:-

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- (2) An organization shall, on application made under Sub-Section (1) by a member of the organization 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 organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**Police Federation of Australia**  
**Notes To and Forming Part of The Account**  
**For the year ended 30th June 2003**

	<u>2003</u>	<u>2002</u>
<u>3. Sundry debtors</u>		
Rental due from tenants	1457	-
Tax refund due from ATO	-	600
	<u>\$1,457</u>	<u>\$600</u>
<u>4. Amount due from branches</u>		
Police Association of New Zealand	<u>\$7,281</u>	-
<u>5. Property - at cost</u>		
21 Murray Crexcent Griffith ACT Settled on 24.1.03		
Purchase Price	950000	-
Stamp duties	46375	-
Legal fees	4525	-
Building consultant	7533	-
Sundry expenses	8148	-
	<u>\$1,016,581</u>	-
<u>6. Creditors and accruals</u>		
Staff Superannuation	166	10421
PAYG re. Staff wages	4992	4122
Audit and accounting fees	18150	16500
Various expenses	10367	18247
Website Design	13975	-
	<u>\$47,650</u>	<u>\$49,290</u>
<u>7. Provision for Annual Leave</u>		
Balance as at 1.7.02	4067	1719
Less: Paid during the year	-	-8503
	<u>4067</u>	<u>-6784</u>
Add: Additional provision for the year	4529	10851
Balance as at 30.6.03	<u>\$8,596</u>	<u>\$4,067</u>
<u>8. Provision for Long Service Leave</u>		
Balance as at 1.7.02	6470	2794
Add: Additional provision for the year	4665	3676
Balance as at 30.6.03	<u>\$11,135</u>	<u>\$6,470</u>
<u>9. Auditor's Remuneration</u>		
Audit fees	8250	8250
Other services	8950	12103
	<u>\$17,200</u>	<u>\$20,353</u>
<u>10. Delegation expenses</u>		
Consultancy	45185	56311
Conference	53416	41400
Executive Expenses	68625	45132
Lobbying	11001	9321
	<u>\$178,227</u>	<u>\$152,164</u>

11. Cash Reconciliation

For the purpose of the Statement of Cash Flows, cash at the end of the financial year is reconciled to the following items in the Balance Sheet.

Cash with financial institutions	<u>\$166,569</u>	<u>\$334,130</u>
----------------------------------	------------------	------------------

12. Cash flow from operating activities

Receipts from members	680716	634044
Interest received	7055	6599
Rents received	12221	-
Other refunds	11529	-
Loan from PCU	760000	-
Total Cash Received	<u>\$1,471,521</u>	<u>\$640,643</u>

Less: Operating activities expenses repayment of employee entitlements	-622501	-473398
Purchase of property	1013581	-
TOTAL Expenditures	<u>-1639082</u>	<u>-473398</u>
Net Increase (decrease) in cash held	-167561	167245
Cash at beginning of financial year	334130	166885
Cash at end of financial year	<u>\$166,569</u>	<u>\$334,130</u>

**Police Federation of Australia  
Depreciation Schedule  
as at 30th June 2003**

<u>Description of each unit</u>	<u>Original</u>	<u>Opening</u>	<u>Date</u>	<u>Disposals</u>		<u>Additions</u>		<u>Total</u>	<u>Rate</u>	<u>Prime</u>	<u>Closing</u>
	<u>Cost</u>	<u>Written Down Value</u>		<u>Consid- eration</u>	<u>Adjustment Asses- sable</u>	<u>Dedu- ctible</u>	<u>Date</u>	<u>Cost</u>	<u>Value For Deprec- iation</u>	<u>%</u>	<u>Cost Method</u>
Computer laptop	6073	-						-		-	-
Laser printer	918	153						153	33.3	153	-
Scanner	418	105						105	33.3	105	-
Filing Cabinet	275	39						39	10	28	11
Cupboard	504	100						100	10	50	50
3 Door Cabinet	250	80						80	10	25	55
Shredder	759	-						-		-	-
Photocopier	8890	-						-		-	-
Coat Cupboard	370	228						228	10	37	191
Banner	1270	859						859	10	127	732
Fax Machine	467	234						234	33.3	156	78
Furniture	1640	1456						1456	7.5	123	1333
Desk	520					3303	520	520	7.5	13	507
Chair	370					3303	370	370	7.5	9	361
		3254					890	4144		826	3318
Motor Vehicle											
Holden	37695	28743	191102	20455				28743	15	2120	-
Holden	36275					19.11.02	36275	36275	15	2947	33328
		<u>\$28,743</u>		<u>\$20,455</u>			<u>36,275</u>	<u>\$65,018</u>		<u>\$5,067</u>	<u>\$33,328</u>