



FAIR WORK
COMMISSION

3 May 2014

Mr Vince Kelly
President
Police Federation of Australia
Level 1, 21 Murray Crescent
GRIFFITH ACT 2603

Dear Mr Kelly

Re: Lodgement of Financial Accounts and Statements - Police Federation of Australia - for year ended 30 June 2013 [FR2013/136]

I acknowledge receipt of the financial report of Police Federation of Australia (the organisation) which was lodged with the Fair Work Commission (FWC) on 26 November 2013.

The financial report has been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Revenue recognition - General purpose financial report to be prepared on accrual basis

Section 252 of the RO Act places obligations upon reporting units to *keep* financial records. Under section 252(4) an organisation may *keep* the financial records for its membership subscriptions on a cash basis.

This is distinct from the obligation under section 253 to *prepare* a general purpose financial report (GPFR). Section 253 requires that '...a reporting unit must cause a general purpose financial report to be *prepared*, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...'. Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that 'an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

The notes to the financial statements state that "The financial report has been prepared on an accruals basis..." and "The accounting policies have been consistently applied unless otherwise stated". Note 1(d) then states that "Membership incomes have been accounted for on a mix of cash and accrual basis. Membership fees outstanding at balance sheet date have been brought

into account as amount due from branches". Note 4 provides that the total "Amount due from branches" is \$7,322. It is not clear whether this amount has been included in the revenue balance, or in the balance of affiliation fees.

In the future please ensure that membership subscriptions are brought to account on an accruals basis in accordance with the Australian Accounting Standards. It is further noted that this will result in a change of accounting policy that will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You may need to discuss this with your auditor.

Key Management Personnel

General Purpose Financial Reports are required to disclose within the statements or the notes compensation paid to key management personnel.

This normally includes a listing of the key management personnel for the organisation, the total amount of compensation paid to all key management personnel, and then totals for each of the following categories:

- Short term employee benefits
- Post employment benefits
- Other long term employee benefits
- Termination benefits
- Any share based payments.

The definition for these categories can be found within accounting standard *AASB 119: Employee Benefits*.

This requirement is *in addition to*, and separate from, the required disclosures of employee benefits and provisions for holders of office and other employees.

Disclosure of employee benefits to office holders and other employees

The Reporting Guidelines require that all employee and office holder benefits expenses (refer to items 17(f), 17(g)), and provisions (refer to items 21(c) and 21(d)) be detailed separately.

The financial statements have disclosed wages and salary, annual leave, long service leave and superannuation separately for officers and employees, but do not disclose separation and redundancies or other employee expenses (if material) for officers and employees. The Reporting Guidelines require that all employee and officer benefits are reported separately. Items 18 and 22 of the Reporting Guideline require that if the activities listed (refer to items 17(f), 17(g) for expenses, and to items 21(c) and 21(d) for provisions) have not occurred for the reporting period, a statement to this effect must be included in the notes to the financial report.

Disclosures of membership subscriptions

Item 15(a) of the Reporting Guidelines states that balances for entrance fees or membership subscriptions must be disclosed in the notes to the financial statements, unless already disclosed on the face of the statement of comprehensive income.

Membership subscriptions are not separately disclosed as such in the organisation's statement of comprehensive income or in the notes. In the event that no membership subscriptions were received during the reporting period, a statement to this effect must be included in the notes to the GPFR.

Disclosure of capitation fees

Item 15(b) of the Reporting Guidelines states that where, under the rules of the organisation, a reporting unit may receive from another reporting unit of the organisation a capitation fee, the amount received from each reporting unit and the name of such reporting unit must be disclosed in the statement of comprehensive income or in the notes to the financial statements.

The lodged statement of comprehensive income lists "capitation fees received" with a nil amount. However, Note 12 lists affiliation fees from each branch with the respective amounts received. It may be that the terminology of "affiliation fees" in Note 12 has been used by the organisation with the intention to disclose capitation fees, although this is not entirely clear. Since rule 7(c) of the organisation's rulebook provides that capitation fees are received from each branch of the organisation, I would suggest that capitation fees be clearly reported as "capitation fees" in future financial reports to reflect the Reporting Guidelines.

If you have any queries regarding this letter, please contact me on (02) 8374 6510 or via email at orgs@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carolyn Moloney', with a long, sweeping tail stroke extending downwards and to the right.

Carolyn Moloney
Assistant Adviser
Regulatory Compliance Branch
Fair Work Commission

POLICE FEDERATION OF AUSTRALIA

A B N 31 384 184 778

FINANCIAL STATEMENTS

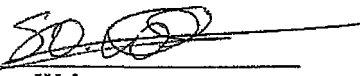
FOR THE YEAR ENDED 30 JUNE 2013

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

I, Scott Weber, being the Treasurer of the Police Federation of Australia, certify:

- (a) that the documents lodged herewith are copies of the full report of the Police Federation of Australia for the year ended 30th June 2013 referred to in S268 of the Fair Work (Registered Organisations) Act 2009; and
- (b) that the full report was provided to members on the 10/10/2013; and
- (c) that the full report was presented to a general meeting of members and meeting of the committee of management on the 10/10/2013 in accordance with S266 of the Fair Work (Registered Organisations) Act 2009.



Scott Weber
Treasurer

Date: 10th day of October 2013

COMMITTEE OF MANAGEMENT'S STATEMENT

On the 10th day of October 2013, the Committee of Management of the Police Federation of Australia passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2013.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the Federation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the Federation including the rules of the branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the R O Act; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the Federation; and
 - (v) the information sought in any request of a member of the reporting unit or a General Manager duly made under section 272 of the R O Act has been furnished to the member or General Manager; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the R O Act.
- (f) In relation to the recovery of wages activity:
 - (i) There were no recovery of wages activity for the Police Federation of Australia for the year ended 30th June 2013.

For Committee of Management:


Treasurer Scott Weber


President Vincent Kelly

Date: 10th day of October 2013

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

INDEPENDENT AUDIT REPORT

To the members of the Police Federation of Australia

Report on the Financial Statement

I have audited the accompanying financial report of the Police Federation of Australia for the year ended 30th June 2013 which comprises the statement of financial position, the statement of comprehensive income, statement of changes in equity, statement of cash flows, a summary of significant accounting policies and other explanatory notes and the Committee of Management statement.

Committee of Management's Responsibility for the Financial Report

The Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Fair Work (Registered Organisations) Act 2009*. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the management as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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INDEPENDENT AUDIT REPORT (continued)

Independence

In conducting my audit, I have complied with the applicable independence requirements of the Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the general purpose financial report of the Police Federation of Australia is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009*.

SIGNED AT CANBERRA this 10th day of October 2013



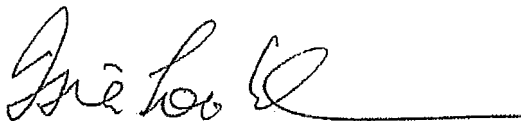
LOI KAH TSIA, B. Com., F.C.A.
Chartered Accountant
Registered Company Auditor
Suite 201, 2nd Floor
309 Pitt Street
SYDNEY NSW 2000

POLICE FEDERATION OF AUSTRALIA
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AUDITOR'S STATEMENT

- (a) In my opinion, the GPFR of the Police Federation of Australia is presented fairly in accordance with the Australian Accounting Standards; and
- (b) In relation to recovery of wages activity and based on representations made to me by the Police Federation of Australia and my audit work undertaken for the year ended 30th June 2013, it appears that there were no recovery of wages activity for the year then ended; and
- (c) That as part of the audit of the financial statements, I have concluded that management's use of the going concern basis of accounting in the preparation of the reporting entity's financial statements is appropriate; and
- (d) Also declared that:
 - (i) I am an approved auditor registered as company auditor with ASIC. My auditor registration number is 3245;
 - (ii) I am a member of my firm L K Tsia Chartered Accountant;
 - (iii) I am a member of The Institute of Chartered Accountants in Ausdtralia, FCA with the registration number 17835; and
 - (iv) I hold a current practising certificate issued to me by The Institute of Charered Accountants in Australia.

SIGNED AT CANBERRA this 10th day of October 2013.



LOI KAH TSIA, B. Com., F.C.A.
Chartered Accountant
Registered Company Auditor
Suite 201, 2nd Floor
309 Pitt Street
Sydney NSW 2000

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

STATEMENT OF FINANCIAL POSITION
AS AT 30 June 2013

	<u>Notes</u>	<u>2013</u>	<u>2012</u>
<u>Accumulated Funds</u>			
Retained Earnings		\$1,048,242	\$1,040,306
Reserves		153,751	153,751
		<u>\$1,201,993</u>	<u>\$1,194,057</u>
<u>Represented by</u>			
<u>Current Assets</u>			
Police Bank Easy Access account		67,310	78,192
Police Bank Market Link account		58,936	57,151
Police Bank Savings Plus account		83,792	71,579
Police Bank membership fees		10	10
Cash on hand	3	49	26
Amounts due from branches	4	7,322	22,610
		<u>217,419</u>	<u>229,568</u>
<u>Non-Current Assets</u>			
Property - 21 Murray Crescent Griffith ACT – At Independent Valuation	5	1,150,000	1,150,000
Plant & Equipment	6	30,784	
Less provision for depreciation		22,699	8,085
Motor vehicle	7	37,124	10,609
Less provision for depreciation		3,712	17,893
		<u>1,191,497</u>	<u>1,178,502</u>
Total Assets		<u>1,408,916</u>	<u>1,408,070</u>
<u>Less Current Liabilities</u>			
Trade creditors and accruals	8	38,102	57,792
Provision for annual leave	9	14,095	15,514
Provision for long service leave	10	135,884	119,760
Other payables	11	18,842	20,947
Total liabilities		<u>206,923</u>	<u>214,013</u>
Net Assets		<u>\$1,201,993</u>	<u>\$1,194,057</u>

POLICE FEDERATION OF AUSTRALIA
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STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 June 2013

	<u>Notes</u>	<u>2013</u>	<u>2012</u>
<u>Income</u>			
Capitation fees received		0	0
Compulsory and voluntary levies		0	0
Grants and donations		0	0
Affiliation fees from branches	12	930,769	939,041
Interest received	13	4,146	4,996
Rents received	14	59,988	54,835
Research contributions	15	0	40,000
Profits from sale of motor vehicle	16	5,860	0
		<u>\$1,000,763</u>	<u>\$1,038,872</u>
<u>Less expenditure</u>			
Audit and accounting fees	17	24,200	24,200
Annual leave	9	32,405	15,785
ACTU affiliation fees	18	86,523	83,015
ACTU membership industrial campaign		51,656	0
Bank charges and duties		170	763
Capitation fees		0	0
Compulsory levies		0	0
Computer and website design		36,416	27,528
Consideration to employers payroll deduction		0	0
Delegation expenses	19	238,792	306,495
Depreciation	20	8,171	8,356
FBT		18,889	18,093
Fees / allowance - conference and meeting		0	0
General office expenses	21	35,128	24,165
Grants and donations		0	0
Insurances		12,061	9,244
Legal fees	22	7,731	1,501
Long service leave	10	16,124	19,952
Motor vehicle expenses		10,206	8,525
National Memorial expenses	23	5,169	11,177
Penalties via R O Act or R O Regulations		0	0
Property expenses	24	43,971	51,589
Research expenses	25	1,000	20,000
Salary & packaging		291,741	242,831
Superannuation		66,062	109,856
Telephone		6,412	4,986
Total Expenditure		<u>992,827</u>	<u>988,061</u>
Net Surplus for the year		7,936	50,811
Accumulated funds at beginning of year		1,040,306	989,495
Accumulated funds at end of year		<u>\$1,048,242</u>	<u>\$1,040,306</u>

POLICE FEDERATION OF AUSTRALIA
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STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 June 2013

	Retained	Asset	
	<u>Earnings</u>	Revaluation	<u>Total</u>
		<u>Reserve</u>	
Balance as at 30th June 2010	988,266	153,751	1,142,017
Net Surplus for the year 2011	1,229	0	1,229
Balance as at 30th June 2011	989,495	153,751	1,143,246
Net Surplus for the year 2012	50,811	0	50,811
Balance as at 30th June 2012	1,040,306	153,751	1,194,057
Net Surplus for the year 2013	7,936	0	7,936
Balance as at 30th June 2013	<u>\$ 1,048,242</u>	<u>\$ 153,751</u>	<u>\$ 1,201,993</u>

POLICE FEDERATION OF AUSTRALIA
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>Cash from Operating Activities</u>		
Receipts from members	1,021,850	1,030,512
Interest received	4,146	4,996
Receipts from rentals	65,986	60,318
Profit from sale of motor vehicles	5,860	0
Research contribution received	0	44,000
Other income	59,003	68,213
Payment of other expenses	-631,709	-607,932
Payment of ACTU affiliation fees	-95,175	-91,316
Payment of research Sydney University	-1,000	-22,000
Payment of FBT	-18,889	-18,126
Payment of employees' entitlements	-391,627	-377,223
Net cash provided by operating activities	<u>\$ 18,445</u>	<u>\$ 91,442</u>
<u>Cash from Investing Activities</u>		
Proceeds from sale of motor vehicle	21,818	0
Purchase of motor vehicle	-37,124	0
Net cash provided by investing activities	<u>\$ -15,306</u>	<u>\$ 0</u>
<u>Cash from Financing Activities</u>		
Repayment of borrowings	0	-205,920
Net cash outflow from financing activities	<u>\$ 0</u>	<u>\$ -205,920</u>
Net increase / (decrease) in cash held	3,139	-114,478
Cash at the beginning of the financial year	206,958	321,436
Cash at the end of the financial year	<u>\$ 210,097</u>	<u>\$ 206,958</u>
<u>Cash Reconciliation</u>		
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 Statement of Financial Position.		
<u>Cash with financial institutions</u>		
Police Bank Easy Access Account	67,310	78,192
Police Bank Market Linked Account	58,936	57,151
Police Bank Savings Plus Account	83,792	71,579
Police Bank Membership Fees	10	10
Cash on Hand	49	26
	<u>\$ 210,097</u>	<u>\$ 206,958</u>

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CASH FLOW	<u>2013</u>	<u>2012</u>
Cash Flow Reconciliation		
<u>Reconciliation of cash and cash equivalents as per</u>		
<u>Statement of Financial Position to Cash Flow Statement</u>		
<u>Cash and cash equivalents as per:</u>		
Cash flow statement	210,097	206,958
Statement of financial position	<u>210,097</u>	<u>206,958</u>
Difference	<u>\$ 0</u>	<u>\$ 0</u>
<u>Reconciliation of profit / (deficit) to net cash</u>		
<u>from operating activities</u>		
Profit / (deficit) for the year	7,936	50,811
<u>Adjustments for non-cash items</u>		
Depreciation / amortisation	8,171	8,356
Gain on disposal of assets	-5,860	0
<u>Changes in assets / liabilities</u>		
(Increase) / decrease in net receivables	15,288	10,111
Increase / (decrease) in supplier payables	-19,690	6,097
Increase / (decrease) in other payables	-2,105	7,449
Increase / (decrease) in employee provisions	14,705	8,618
Net cash from (used by) operating activities	<u>\$ 18,445</u>	<u>\$ 91,442</u>
<u>Cash flow information</u>		
<u>Cash Inflows</u>		
Australian Federal Police Union	71,830	74,220
Police Association of NSW	287,442	292,490
Police Association of NZ	19,940	24,314
Police Association of SA	81,646	83,835
Police Association of Tas	21,525	22,915
Northern Territory Police Union	24,542	24,470
Queensland Police Union	188,748	189,772
Police Association of Vic	224,279	216,825
Western Australia Police Union	101,898	101,671
Other receipts	156,813	177,527
Total cash inflow	<u>\$ 1,178,663</u>	<u>\$ 1,208,039</u>
<u>Cash Outflows</u>		
ACTU affiliation fees	95,175	91,316
ACTU membership campaign fund	56,821	0
Other expenses	1,023,528	1,231,201
Total cash outflow	<u>\$ 1,175,524</u>	<u>\$ 1,322,517</u>

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose report that has been prepared in accordance with Australian Accounting Standards, Accounting interpretations, other authoritative pronouncements of the Australian Accounting Standards Board that apply for the reporting period and the Fair Work (Registered Organisations) Act 2009. For the purpose of preparing the general purpose financial statements, the Police Federation of Australia is a not-for-profit entity.

The financial report covers the Police Federation of Australia (the Federation) as an individual entity. The financial report has been prepared on an accruals basis and is based on historical costs and do not take into account changing money values or except where stated. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied unless otherwise stated. The financial statements are presented in Australian Dollars.

The following is a summary of the significant accounting policies adopted by the Federation in the preparation of the financial report.

Accounting Policies

(a) Income Tax

The Federation, being a trade union, is exempt from income tax including capital gains tax, by virtue of the provision of section 50-5 of the Income Tax Assessment Act 1997. However, the entity still has obligations for Fringe Benefit Tax (FBT) and Goods and Services Tax (GST)

(b) Cash and Cash Equivalents

Cash is recognised at its nominal amount. Cash and cash equivalents include cash on hand, deposits held at call with bank, other short term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash. Bank overdrafts are disclosed as short term borrowings in current liabilities on the Statement of Financial Position.

(c) Investment Property

Investment property comprising land and building is held primarily for its own use as an office. All tenant leases are held on an arm's length basis. Investment property is carried at fair value, determined annually by the Committee of Management based on prices in an active market for similar property in the same location.

(d) Revenue

Revenue is recognised upon receipt of funds deposited into the bank account in relation to invoices rendered to all branches of the Federation. Membership incomes have been accounted for on a mix of cash and accrual basis. Membership fees outstanding at balance sheet date have been brought into account as amount due from branches. Membership fees relating to the unexpired part of the membership year are deferred and recognised as income in the next financial year. These are shown as receipt in advance on the financial report.

Interest revenue is recognised when received and credited to the bank account. Rental revenue is recognised in the period to which it relates. All revenue is stated net of the amount of goods and services tax (GST).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

- (e) **Gains**
Sale of assets
Gains and losses from disposal of assets are recognised when control of the assets has passed to the buyer.
- (f) **Property, Plant and Equipment**
Each class of property and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Property

Land and building is carried at independent valuation. The carrying amount is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Plant and Equipment

All other items of plant and equipment are recorded at cost less depreciation and impairment losses

The carrying amount of plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present value in determining recoverable amounts

Depreciation

The depreciation rates and method are based on their estimated useful lives commencing from the time it is held ready for use. The depreciation rates and method used for each class of depreciable assets are:-

Asset Class	Depreciation Rate	Depreciation Method
Office Plant and Equipment	7.5%-20%	Straight Line
Motor vehicles	15%	Straight Line

The asset's residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the Income Statement.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

- (g) **Employee Entitlements**
Provisions 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. Contributions made by the Federation to an employee superannuation fund are charged as expense in the statement of comprehensive income when paid.
- (h) **Leases**
Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor are charged as expenses in the statement of comprehensive income in the periods in which they are incurred.
- (i) **Goods and Services Tax (GST)**
All incomes, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST. Cash flows are included in the cash flow statement on a gross basis – that is GST inclusive.
- (j) **Reserves**
The Asset Revaluation Reserve records revaluation of non current assets – land and building. The revaluation surplus was transferred to the Asset Revaluation Reserve.
- (k) **Trade and other payables**
Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Federation during the reporting period which remain unpaid. The balance is recognised as current liability with the amount normally paid within 30 days of recognition of the liability.
- (l) **Comparative information**
When required by Accounting Standards, comparative figures have been adjusted to confirm to changes in presentation for the current financial year.

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

2. INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-Sections (1), (2) and (3) of Section 272 which read as follows:

- (1) A member of a reporting unit, or the general manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

	<u>2013</u>	<u>2012</u>
<u>3. Cash on Hand</u>		
Petty Cash	\$ 49	\$ 26
<u>4. Amount due from branches</u>		
Police Association of South Australia	6,804	316
New Zealand Police Association	0	6,480
QLD Police Union	518	15,814
	<u>7,322</u>	<u>22,610</u>
Less Provision for doubtful debts	0	0
	<u>\$ 7,322</u>	<u>\$ 22,610</u>
<u>5. Property at Independent Valuation</u>		
21 Murray Crescent Griffith ACT		
Settled on 24.1.2003 – cost	996,249	996,249
Independent Valuation Increment by		
Herron Todd White on 15.4.2010	153,751	153,751
	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>
Land and Building		
Carrying amount at the beginning of the year	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>
Carrying amount at the end of the year	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>

POLICE FEDERATION OF AUSTRALIA
ABN 31 384 184 778

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>6. Plant and equipment</u>		
Carrying amount at the beginning of the year	10,609	13,161
Additions	0	0
Depreciation	-2,524	-2,552
Write off	0	0
Carrying amount at the end of the year	<u>\$ 8,085</u>	<u>\$ 10,609</u>
<u>7. Motor vehicle</u>		
Carrying amount at the beginning of the year	17,893	23,697
Additions	37,124	0
Proceeds from sale	-21,818	0
Profits from sale	5,860	0
Depreciation	-5,647	-5,804
Carrying amount at the end of the year	<u>\$ 33,412</u>	<u>\$ 17,893</u>
<u>8. Creditors and accruals</u>		
Audit & accounting fees	25,850	25,850
Various expenses	12,252	31,942
Payables due to other reporting units	0	0
	<u>\$ 38,102</u>	<u>\$ 57,792</u>
<u>9. Provision for Annual Leave</u>		
Balance as at 1.7.2012	15,514	26,848
Add additional provision for the year	32,405	15,785
	47,919	42,633
Less paid during the year	33,824	27,119
Balance as at 30.6.2013	<u>\$ 14,095</u>	<u>\$ 15,514</u>
<u>10. Provision for Long Service Leave</u>		
Balance as at 1.7.2012	119,760	99,808
Add additional provision for the year	16,124	19,952
Balance as at 30.6.2013	<u>\$ 135,884</u>	<u>\$ 119,760</u>

POLICE FEDERATION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>11. Other payables</u>		
PAYG re staff wages due to ATO	7,365	7,524
FBT due to ATO	4,684	4,531
GST due to ATO	6,793	8,892
Wages and salaries	0	0
Superannuation	0	0
Consideration to employers for payroll:		
Deductions	0	0
Legal costs	0	0
	<u>\$ 18,842</u>	<u>\$ 20,947</u>
<u>12. Affiliation Fees from Branches</u>		
Australian Federal Police Union	65,300	67,473
Police Association of NSW	261,311	265,900
Police Association of NZ	19,940	24,314
Police Association of SA	74,224	76,214
Police Association of Tasmania	19,569	20,832
Northern Territory Police Union	22,311	22,245
Queensland Police Union	171,589	172,520
Police Association of Victoria	203,890	197,114
Western Australia Police Union	92,635	92,429
	<u>\$ 930,769</u>	<u>\$ 939,041</u>
<u>13. Interest Received</u>		
Police Bank Easy Access	148	286
Police Bank Market Link	1,785	2,202
Police Bank Savings Plus	2,213	2,508
	<u>\$ 4,146</u>	<u>\$ 4,996</u>
<u>14. Rent Received</u>		
1/21 Murray Crescent, Griffith ACT	29,738	22,569
2/21 Murray Crescent, Griffith ACT	30,250	32,266
	<u>\$ 59,988</u>	<u>\$ 54,835</u>

POLICE FEDERATION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>15. Research Contributions Received</u>		
Australian Federal Police Union	0	10,000
NSW Police Association	0	10,000
Police Association of Victoria	0	10,000
Northern Territory Police Union	0	10,000
	<u>\$ 0</u>	<u>\$ 40,000</u>
<u>16. Profit from sale of assets</u>		
Sale of motor vehicle	<u>\$ 5,860</u>	<u>\$ 0</u>
<u>17. Auditor's remuneration</u>		
Audit fees	8,500	8,500
Other services	15,700	15,700
	<u>\$ 24,200</u>	<u>\$ 24,200</u>
<u>18. ACTU Affiliation Fees</u>		
Normal affiliation fee	<u>\$ 86,523</u>	<u>\$ 83,015</u>
<u>19. Delegation Expenses</u>		
Media Consultancy fees	9,534	19,746
Conference expenses	40,217	34,295
Executive expenses	76,045	180,399
IPC	26,145	25,155
WAC	17,656	12,554
APPSC/PSITAB	36,752	10,172
Federal Council	32,443	24,174
	<u>\$ 238,792</u>	<u>\$ 306,495</u>
Delegates are not paid any fees or allowances to attend conferences or executive meetings		
<u>20. Depreciation</u>		
Plant and Equipment	2,524	2,552
Motor Vehicle	5,647	5,804
	<u>\$ 8,171</u>	<u>\$ 8,356</u>

POLICE FEDERATION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>21. General Office Expenses</u>		
Filing fees	230	491
Police Superannuation Administrative fees	368	346
Printing, stationery & postage	20,930	7,526
Sundry office	8,355	8,327
Welfare assistance	0	2,750
Promotional Merchandise	5,245	4,725
	<u>\$ 35,128</u>	<u>\$ 24,165</u>
<u>22. Legal Fees</u>		
Litigation expenses	0	0
Other legal matters	7,731	1,501
	<u>\$ 7,731</u>	<u>\$ 1,501</u>
<u>23. National Police Memorial Expenses</u>		
Executive expenses	<u>\$ 5,169</u>	<u>\$ 11,177</u>
<u>24. Property Expenses</u>		
Cleaning & waste disposals	3,106	3,300
Council rates	22,410	10,287
Insurance	3,805	3,068
Interest – Police Bank	0	1,351
Land tax	0	11,110
Light & power	3,418	2,948
Repairs & maintenance	9,217	17,662
Water rates	2,015	1,863
	<u>\$ 43,971</u>	<u>\$ 51,589</u>
Commercial properties are not subject to land tax in ACT		
<u>25. Research Expenses</u>		
Paid to University of Sydney	<u>\$ 0</u>	<u>\$ 20,000</u>

POLICE FEDERATION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2013

	<u>2013</u>	<u>2012</u>
<u>26. Employees Benefits</u>		
Employees benefit to holders of office		
Wage and salary	0	0
Annual leave paid to employees	0	0
Annual leave provision	0	0
Long service leave paid	0	0
Long service leave provision	0	0
Superannuation	0	0
Employees benefit to employees (other than holders of office)		
Wage and salary	291,741	242,831
Annual leave paid to employees (see note 9)	33,824	27,119
Annual leave provision (see note 9)	32,405	15,785
Long service leave paid	0	0
Long service leave provision (see note 10)	16,124	19,952
Superannuation	66,062	109,856

27. EVENTS AFTER THE BALANCE DATE

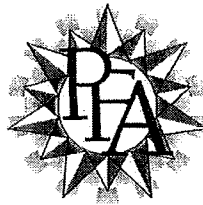
Since the end of the financial year, there are no known events financial or otherwise that would impact materially on the financial statements of the entity as at 30th June 2013.

28. CONTINGENT LIABILITIES

The Committee of management is not aware of any contingent liabilities during the year.

29. RELATED PARTIES TRANSACTIONS

There are no related parties transactions during the year.



Police Federation of Australia

The National Voice of Policing

ABN 31 384 184 778

Level 1, 21 Murray Crescent
GRIFFITH ACT 2603

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OPERATING REPORT

- a) The PFA's principal activities throughout the year were determined by the 2012 Federal Council Meeting and have been coordinated by the Federal Executive.


The key issues were highlighted in the PFA's 2013 pre-election document provided to all political parties "*2013-2016 National Leadership for a Safer Australia*". That document together with all the party's responses are published on the PFA's website

- b) For a full detailed report on the PFA's 2012/13 activities the PFA's Annual Report, in which the PFA's full financial statement is also published, is available on the PFA website www.pfa.org.au
- c) There have been no significant changes in the financial affairs of the PFA during the past year.
- d) A member may resign from membership of the Federation by notice in writing addressed and delivered to the Secretary of the member's Branch, Zone Secretary or Chief Executive Officer, as per PFA Rule 11 (b).
- e) No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of the organisation.
- e) Prescribed information as per Regulation 159:
- i. At the 30 June 2013 the PFA had 46,269 members.
 - ii. At 30 June 2013 the PFA had four (4) employees.

iii. Committee of Management 1/7/12 – 30/6/13

Vince Kelly	(Northern Territory)
Jon Hunt Sharman	(Australian Federal Police)
Phil Pearson	(Victoria)
Randolph Wierenga	(Tasmania) resigned 31 December 2012
Pat Allen	(Tasmania) appointed 1 January 2013
Mark Carroll	(South Australia)
George Tilbury	(Western Australia)
Scott Weber	(New South Wales)

For Committee of Management:



Vince Kelly
President

Dated this 10th day of October 2013



**Police Federation
of Australia**

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26 November 2013

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Dear Mr Pfeiffer

Designated Officer's Certificate

s268 Fair Work (Registered Organisations) Act 2009

I, Vince Kelly, being the President of the Police Federation of Australia, certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on 10 October 2013; and
- that the full report was presented to the annual meeting of the Police Federation of Australia Federal Council held in Sydney on 12 & 13 November 2013, in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Yours sincerely

Vince Kelly
President