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Australian Government

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 Geoffrey J Williams Secretary Shop, Distributive and Allied Employees Association Newcastle and Northern Branch 17 William Street HAMILTON NSW 2303

Dear Mr Williams,

Re: Financial Documents for year ended 30 June 2004 - FR2004/263

Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I acknowledge receipt of the financial report for the Newcastle and Northern Branch of the Shop, Distributive and Allied Employees Association for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 27 January 2005.

As you would be aware, financial reports for year ending 30 June 2004 are required to comply with the new provisions of the RAO Schedule. It is noted however that the lodged documents do not comply with the following elements of the RAO Schedule:

- Special Purpose Financial Report the accounts have been prepared as a Special Purpose Financial Report rather than a General Purpose Financial Report as required by s253 of the RAO Schedule,
- Cash Flows the financial report does not include the Statement of Cash Flows required by s253(2)(a)(iii),
- Audit Report the Audit Report does not state whether the financial report is in accordance with the Australian Accounting Standards see s257(5)(a) and 253(1),
- Operating Report the Operating Report has not been signed and dated therefore it is unclear whether it was prepared, as required, by the Committee of Management or a Designated Officer see s254(3) and s243,
- Australian Accounting Standards Note 1 to the Notes to the Accounts states that the branch is 'not required' to comply with the Australian Accounting Standards relating to Financial Performance, Financial Position and Cash Flows - this is erroneous as compliance with these standards is expressly required by s253(1) and (2),
- Australian Accounting Standards Note 1 to the Notes to the Accounts also states that the branch is 'not required' to comply with a number of other Australian Accounting Standards - please note that under s253(2) the General Purpose Financial Report 'must consist of...any...statements required by the Australian Accounting Standards' as well as 'notes required by the Australian Accounting Standards', (underlining added) and
- Australian Accounting Standards Note 1 to the Notes to the Accounts refers to AAS 1 'Statement of Financial Performance' - this Statement has been withdrawn by the AASB and replaced by AASB 1018 'Statement of Financial Performance'.

While the lodged documents have been filed, the branch must ensure that the abovementioned problems do not continue in future financial years. In particular, please ensure in future that

the accounts of the branch are set out as a *General Purpose Financial Report* that complies with the particular requirements of s253 of the RAO Schedule. A *Special Purpose Financial Report* will not satisfy these requirements. For your assistance on this point you should refer to the financial accounts of the National Office of the SDA for year ending 30 June 2004 which are available for viewing on the website of the Australian Industrial Relations Commission at: http://www.e-airc.gov.au/files/006n/SDAFedletter.pdf

Statement of Loans

1 have also received your statement relating to loans, grants and donations made by the organisation during the year ending 30 June 2004. This statement has been placed on a file that is not available to the general public in accordance with s237(4) of the RAO Schedule.

Please note that no statement is required to be lodged in the Registry under s237(1) if no individual loan, grant or donation was made by the branch during the financial year for an amount exceeding \$1,000.

I apologise for the delay in finalising these matters.

If you have any queries please contact Shane Ellard on (03) 8661 7811.

Yours faithfully,

Andrew Schultz Statutory Services Branch

16 May 2005



ABN 36 153 379 383 Shop, Distributive & Allied Employees' Association

NEWCASTLE & NORTHERN BRANCH, 17 WILLIAM STREET, HAMILTON NSW 2303 TELEPHONE: (02) 4961 4694 FAX: (02) 4962 2598

FR2004 263

Postał Address: P.O. Box 118, Hamilton NSW 2303 Web Site: www.sdan.org.au Email: secretary@sdan.org.au

25 January 2005

Industrial Registrar NSW District Registry Level 8 Terrace Towers 80 Williams Street EAST SYDNEY NSW 2011



Dear Sir

Please find enclosed copies of the Reports, Accounts and Statements of the Newcastle and Northern Branch for the period ending 30 June 2004, together with a Designated Officer's Certificate stating that the above mentioned Reports, Accounts and Statements are copies of the documents that were presented to the meeting of Branch Council held on Monday 24 January 2005.

May we be advised of your receipt please.

Yours faithfully

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Geoffrey J Williams BRANCH SECRETARY

Encl

DESIGNATED OFFICERS' CERTIFICATE

S268 of Schedule 1B Workplace Relations Act 1996

I, Geoffrey John Williams, being the Branch Secretary- Treasurer of the Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch certify:

- 1. that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- 2. that the full report was provided to members on 20 December 2004; and
- 3. that the full report was presented to a meeting of the Committee of Management of the reporting unit on 24 January 2004; in accordance with section 266 of the RAO Schedule.

Signature:

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Ander

Date: 25. 1. 2005

FINANCIAL STATEMENTS AND REPORTS FOR THE YEAR ENDED 30 JUNE 2004

PAGE

- 1. Operating Report
- 3. Committee of Management Statement
- 4. Auditors' Report
- 6. Statement of Receipts and Payments for the Year Ended 30 June 2004
- 6. Statement of Assets and Liabilities as at 30 June 2004
- 7. Notes to the Financial Statements for the Year Ended 30 June 2004

2003-2004 OPERATING REPORT

Membership of the Newcastle and Northern Branch of the Association as at 30 June 2004 was 9,013.

There were no persons who were, at the end of the financial year to which the report relates, employees of the Branch.

The finances of the Branch are stable and there were no significant changes in the Branch's financial affairs during the year.

Persons eligible to do so under the rules of the Association were actively encouraged to join the Association. Persons join or resign through the Newcastle and Northern Branch of the Association in accordance with Branch Rules 25A and 25B.

The members of the Committee of Management of the Branch for the relevant period were:

Branch President	-	Reginald Coghlan	
Branch Vice President	-	Allan Carruthers	
Branch Vice President	-	Margaret Harris	
Branch Secretary-Treasurer	-	Geoffrey Williams	
Committee of Management	_	Barbara Nebart	
	-	Sandra Owen	
	-	Jennifer Burgess	
	-	Chris Akers	
	-	William Noonan	
	-	Toni May	

The Branch Secretary-Treasurer, Geoffrey Williams, is the National Vice President of the Association.

The Branch maintained its industrial awards and agreements at a high, up-to-date standard.

New Enterprise Agreements were negotiated with a wide range of employers including Coles-Myer, Woolworths, Bunnings, Franklins, Just Jeans, Freedom Furniture, Burger King, Hungry Jacks, Wendys, Millers and others. These agreements all resulted in improved wages and working conditions for the employees that they covered.

Throughout the year the Branch has conducted periodic training courses for Delegates in respect of Occupational Health and Safety, Delegates Training Levels 1, 2 and 3 and Agreement specific familiarisation and interpretation courses.

During the relevant period the Branch represented and/or assisted its members in industrial matters at the workplace.

The Association is affiliated to the Australian Council of Trade Unions and Delegates from the Branch were credentialed to the 2003 ACTU Congress.

2003-2004 OPERATING REPORT CONTINUED

The Branch Secretary, Geoffrey Williams, is an Alternate Employee Director of both the Retail Employees Superannuation Trust (REST) and Super Investment Management Pty Limited.

The Newcastle and Northern Branch maintained its rules and reported according to statutory requirements.

A quarterly magazine is produced and posted to members of the Branch and periodic Information Bulletins are posted to Delegates and workplaces.

The Branch produces a range of publications for its members including such matters as Occupational Health & Safety, Workers Compensation, Equal Opportunity, Superannuation and others.

COMMITTEE OF MANAGEMENT STATEMENT

On 27 September, 2004, the Committee of Management of Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch, passed the following resolution in relation to the special purpose financial report of the reporting unit for the financial year ended 30 June 2004.

The Committee of Management declares in relation to the special purpose financial report that in its opinion:

- (a) the special purpose financial statements and notes comply with the Australian Accounting Standards to the extent described in Note 1;
- the special purpose financial statements and notes comply with the reporting guidelines of (b) the Industrial Registrar;
- the special purpose financial statements and notes present fairly the financial performance. (c) financial position and cash flows of the reporting unit for the financial year to which they relate in accordance with the basis of accounting described in Note 1;
- (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;
- during the financial year to which the special purpose financial report relates and since the (e) end of that year:
 - meetings of the committee of management were held in accordance with the rules of (i) the organisation including the rules of a branch concerned; and
 - the financial affairs of the reporting unit have been managed in accordance with the (ii) rules of the organisation including the rules of a branch concerned; and
 - the financial records of the reporting unit have been kept and maintained in (iii) accordance with the RAO Schedule and the RAO Regulations; and
 - the financial records of the reporting unit have been kept as far as practicable, in a (iv) consistent manner to each of the other reporting units of the organisation; and
 - the information sought in any request of a member of the reporting unit or a Registrar (v)duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - no orders have been made by the Commission under section 273 of the RAO (vi) Schedule during this period.

For Committee of Management:

Geoffrey J Williams

Title of Office held:

30. 9. 2004

Branch Secretary- Treasurer

Date:

Signature:



AUDITORS' REPORT TO THE MEMBERS

Scope

We have audited the financial statements of Shop, Distributive and Allied Employees' Association Newcastle and Northern Branch for the year ended 30 June 2004 being a special purpose financial report, consisting of the Statement of Receipts and Payments, Statement of Assets and Liabilities and accompanying notes set out on pages 6 to 7. The Branch's Committee of Management are responsible for the financial statements. The Committee of Management has determined that the policies used and described in Note 1 of the financial statements are appropriate to meet the needs of the members of the Branch. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Branch.

The financial report has been prepared for distribution to members of the Branch. We disclaim any assumption of responsibility for any reliance on this report, or on the financial statements to which it relates, to any person other than the members of the Branch, or for any purpose other than for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are presented fairly in accordance with the basis of accounting described in Note 1 to the financial statements, so as to present a view which is consistent with our understanding of the Branch's financial position and the results of its operations.

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



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KPMG, an Australian partnership, is a member of KPMG International, a Swiss non-operating



AUDITORS' REPORT TO THE MEMBERS

Audit Opinion

In our opinion:

- the Branch has kept satisfactory accounting records in relation to the year ended 30 June (a) 2004, including:
 - records of the sources and nature of the income of the Branch (including income (i) from members); and
 - (ii) records of the nature and purposes of the expenditure of the Branch; and
- the financial statements and other statements prepared under Section 253 of the RAO (b) Schedule in relation to the year were properly drawn up so as to present fairly:
 - the financial affairs of the Branch as at 30 June 2004; and (i)
 - (ii) the income and expenditure of the Branch for the year ended 30 June 2004; and
- all the information and explanations that, under Section 257 of the RAO Schedule, (c) officers or employees of the Branch were required to provide were provided.

KPMh KPMG

Hohn Campion A Campion Partner Newcastle, 6 Pecember

2004.

(Registered Company Auditor)



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association.

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2004

	June 2004 \$	June 2003 \$
RECEIPTS	¢.	Φ
Interest Members' contributions	1,223 290,982	1,020 <u>280,818</u>
TOTAL RECEIPTS	292,205	
PAYMENTS		
Affiliation fees and levies Management Legal My Rewards Conferences and travelling expenses Badges	182,473 29,098 6,350 53,592 28,616 1,353	176,399 26,823 - - - - - - - - - - - - -
TOTAL PAYMENTS	<u> </u>	252,127
Excess of Receipts over Payments/ (Payments over Receipts) Balance at Beginning of year	(9,277) <u>97,955</u>	29,711 <u>68,284</u>
BALANCE AT END OF YEAR	88,678	<u> </u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 JUNE 2004

EXCESS OF ASSETS OVER LIABILITIES

General Fund	<u> </u>	<u> 97,955</u>
REPRESENTED BY CURRENT ASSETS AND CUR	RENT LIABILITIES AS FOI	LOWS:

Cash at Bank - Commonwealth Savings Bank, Hamilton Goods and Services Tax refundable/(payable)	93,586 <u>(4,908)</u>	103,252 <u>(5,297)</u>
	<u> </u>	<u> </u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

1. **Accounting Methods**

The special purpose financial statements are prepared on the cash basis, except for the timing of GST payments or refunds from the Australian Taxation Office. The reason for using this method in lieu of the accrual basis of accounting is that the volume of transactions does not warrant the introduction of accrual accounting and the additional costs involved.

As the Branch adopts the cash method of accounting the financial statements are prepared under the historical cost convention and the following accounting standards are not required to be complied with:

- AAS 15 **Disclosure of Operating Revenue**
- **AAS 28** Statement of Cash Flows

Additionally the Committee of Management is of the view that compliance with the following standards are not required by the users of the Branch's financial statements:

- AAS 1 Statement of Financial Performance AAS 16 Financial Reporting by Segments **Related Party Disclosures AAS 22** Presentation and Disclosure of Financial Instruments AAS 33
- **AAS 36** Statement of Financial Position
- AAS 37 Financial Report Presentation and Disclosures

In particular:

- The financial statements have not been adjusted to record either changes in the (a) general purchasing power of the dollar or in the prices of specific assets.
- No liability exists for income tax as "Trade Unions" are exempt from income tax (b) under Section 50-15 of the Income Tax Assessment Act 1997.

2. Information To Be Provided To Members Or Registrar

In accordance with the requirements of section 272(5) of the RAO Schedule, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 272, which read as follows:

- (1)A member of a reporting unit, or a Register, 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.
- The application must be in writing and must specify the period within which, and (2)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.
- A reporting unit must comply with an application made under subsection (1). (3)