



Barbara Nebart
Branch Secretary
Shop, Distributive and Allied Employees Association
Newcastle and Northern Branch
PO Box 118
HAMILTON NSW 2303

By e-mail: secretary@sdan.org.au

Dear Ms. Nebart

Schedule 1, Workplace Relations Act 1996
Financial report for year ended 30 June 2007 [FR2007/376]

I acknowledge receipt of the financial report for the above branch of the Shop, Distributive and Allied Employees Association (the reporting unit) for the financial year ended 30 June 2007. These documents were lodged in the Australian Industrial Registry on 28 November 2007.

The report has been filed. I apologise for the delay in processing the documents.

I make the following comments to assist you in preparing financial reports in the future. No further action is required with respect to the current financial report.

1. The Designated Officer's Certificate

References to Schedule 1B

The relevant legislation which sets out the financial reporting obligations of an organisation is Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule).

Please ensure all future financial reports refer to "Schedule 1" and not to "Schedule 1B" of the Act.

2. The Operating Report

Trustees of superannuation entities

The Operating Report must disclose the details of any member or officer of a reporting unit who is a trustee of a superannuation entity or scheme as contemplated by section 254(2) of the RAO Schedule.

If the reporting unit does not contain such persons then a declaration of this fact should be included in the Operating Report. The following wording would be satisfactory for this purpose:

"The Committee of Management were unaware of any officer or member who were a trustee of a superannuation entity or an exempt public sector superannuation scheme or a director of a company that is a trustee of such an entity or scheme and where a criterion for the officer or member holding such a position is being an officer or member of a registered organisation for the financial year under review."

3. The Committee of Management Statement

Recovery of wages activities

The reporting unit is required to disclose whether any recovery of wages activity took place in the relevant financial year.

If such activity did take place then additional information about such activity must be disclosed in the financial report. Please refer to page 5 of the Industrial Registrar's Financial Reporting Guidelines for further information. A copy of these guidelines are attached for your reference.

However, if no such activity took place then the Committee of Management Statement must clearly indicate this. The following wording would satisfy this requirement:

(e)

(f) *In relation to recovery of wages activity:*

(i) *There has been no such activity undertaken by the reporting unit*

4. The Auditor's Report

Auditor's opinion

Section 257(5) of the RAO Schedule requires an auditor to form an opinion whether the general purpose financial report is "presented fairly" in accordance with the Australian Accounting Standards and other requirements of the Workplace Relations Act 1996.

The phrase "gives a true and fair view" is no longer applicable under the current RAO Schedule. Please ensure that future Auditor's Reports express an opinion in the appropriate wording.

Auditor's qualifications

Only an 'approved auditor' may audit the accounts of a reporting unit for financial reporting purposes. Regulation 4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* defines who is an 'approved auditor'. Please ensure that future auditor's reports indicate clearly whether the auditor is an 'approved auditor' as defined by the Regulations.

A copy of the documents are available on a website maintained by the Australian Industrial Registry at www.e-airc.gov.au/006nncnn.

If you have any queries please do not hesitate to contact me on (03) 8661 7921 or at tom.tran@air.gov.au.

Yours sincerely,



Thomas Tran
Statutory Services Branch

23 January 2008

Workplace Relations Act 1996

Schedule 1B

Australian Industrial Registry
Principal Registry
Nauru House
80 Collins Street
Melbourne Vic 3000

(Postal Address:
GPO Box 1994S
Melbourne Vic 3001)

Determination of reporting guidelines for the purposes of section 253 of RAO Schedule

Application

1. These reporting guidelines are made under section 255 of Schedule 1B (the RAO Schedule) of the *Workplace Relations Act 1996* (the Act).
2. These reporting guidelines apply to all general purpose financial reports of a reporting unit as defined in section 242 of the RAO Schedule except where a Registrar has issued a certificate under subsection 270(1) to the reporting unit in relation a financial year. Separate reporting guidelines made under section 255 of the RAO Schedule for purposes of section 270 apply to a general purpose financial report of a reporting unit in relation to the financial year for which a certificate has been issued under subsection 270(1).
3. In the event of a conflict between a requirement of these reporting guidelines and a requirement of an Australian Accounting Standard, the requirement of the Standard prevails unless there has been a determination under section 241 of the RAO Schedule that the Standard or the relevant part of the Standard does not apply in relation to an organisation or a class of organisations.

Operative Date

4. These reporting guidelines apply to each financial year of an organisation that starts on or after 1 November 2004.

Purpose of Reporting Guidelines

5. These reporting guidelines apply for purposes of section 253 of the RAO Schedule.
6. Under subsection 253(1) of the RAO Schedule a reporting unit is required to have a general purpose financial report (GPFR) prepared. The GPFR must be prepared in accordance with Australian Accounting Standards. These reporting guidelines prescribe certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the RAO Schedule.
7. The disclosure requirements prescribed by these reporting guidelines are directed towards providing members of a reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the GPFR about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

General Requirements for Presentation and Disclosures in GPFR

8. The reporting unit must disclose in the notes to the financial statements:
- (a) where the reporting unit is dependent on another reporting unit of the organisation for a significant volume of revenue or financial support and that dependency is not clearly discernible from a separate line item in the profit and loss statement or the balance sheet:
 - (i) the name of the reporting unit on which there is an economic dependency; and
 - (ii) the amount of revenue or financial support derived from the other reporting unit;
 - (b) information for the preceding corresponding financial year which corresponds to the disclosures specified for the current financial year must be disclosed, except where, in respect of the financial year to which these reporting guidelines are first applied, corresponding information was not required under the Act or the Workplace Relations Regulations or a superseded version of these reporting guidelines; and
 - (c) the notice required by subsection 272(5) of the RAO Schedule drawing attention to subsections (1), (2) and (3) of section 272 and setting out those subsections.
9. Where a reporting unit acquires during the financial year an asset or a liability as a result of:
- (a) an amalgamation under Chapter 3, Part 2 of the RAO Schedule in which the organisation was the amalgamated organisation; or
 - (b) a restructure of the branches of the organisation; or
 - (c) a determination by the Industrial Registrar under subsection 245(1) of the RAO Schedule of an alternative reporting structure for the organisation; or
 - (d) a revocation by the Industrial Registrar under subsection 249(1) of the RAO Schedule of a certificate issued to an organisation under subsection 245(1),
- the reporting unit must disclose in the notes to the financial statements in respect of each such asset or class of assets or each such liability or class of liabilities:
- (e) date acquired;
 - (f) description; and
 - (g) name of the entity (including a reporting unit of the organisation or that of another organisation) from which it was acquired.

Profit and Loss Statement

10. Balances for the following items of revenue must be disclosed by the reporting unit in the notes to the financial statements unless already disclosed on the face of the profit and loss statement in accordance with Australian Accounting Standards:
- (a) entrance fees or periodic subscriptions (in these guidelines referred to as membership subscriptions) in respect of membership of the organisation;
 - (b) where under the rules of the organisation or a branch of the organisation a reporting unit may receive from another reporting unit of the organisation as a contribution towards the general administrative expenses of the reporting unit a proportion of the total amount received by the other reporting unit as entrance fees or membership subscriptions - the amount and the name in respect of each such reporting unit;
 - (c) where the circumstances specified in subparagraph (b) apply in relation to more than one other reporting unit of the organisation - the aggregate amount for all such reporting units;
 - (d) compulsory levies raised from the members or as appeals for voluntary contributions for the furtherance of particular purposes - the amount and a brief description of the purpose of each such levy or appeal; and

(e) donations or grants (other than voluntary contributions referred to in subparagraph (d)).

11. Balances for the following items of expense must be disclosed by the reporting unit in the notes to the financial statements unless already disclosed on the face of the profit and loss statement in accordance with Australian Accounting Standards:

- (a) expenses incurred as consideration for employers making payroll deductions of membership subscriptions;
- (b) where under the rules of the organisation or the rules of a branch of the organisation the reporting unit must pay to another reporting unit of the organisation as a contribution towards the administrative expenses of the other reporting unit a proportion of the total amount derived by the reporting unit as entrance fees or membership subscriptions - the amount and the name in respect of each such reporting unit;
- (c) where the circumstances specified in subparagraph (b) apply in relation to more than one other reporting unit of the organisation - the total amount in respect of all other reporting units;
- (d) fees and periodic subscriptions in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters;
- (e) compulsory levies imposed on the reporting unit - for each such levy, the amount, a brief description of purpose and the name of the entity imposing the levy (including another reporting unit of the organisation);
- (f) grants or donations;
- (g) employee benefits to holders of office of the reporting unit;
- (h) employee benefits to employees (other than holders of offices) of the reporting unit;
- (i) fees or allowances (other than any amount included in an amount referred to in subparagraphs (g) or (h) of this paragraph) to persons in respect of their attendances as representatives of the reporting unit at conferences or other meetings;
- (j) legal costs and other expenses related to litigation or other legal matters;
- (k) expenses (other than expenses included in an amount referred to elsewhere in this paragraph) incurred in connection with meetings of members of the reporting unit and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the reporting unit was wholly or partly responsible; and
- (l) penalties imposed on the reporting unit under the Act or Regulations.

12. Balances for the following items must be disclosed by the reporting unit in the notes to the financial statements unless already disclosed on the face of the profit and loss statement in accordance with Australian Accounting Standards:

- (a) where any amount (other than an amount included in an amount referred to elsewhere in these reporting guidelines) has been transferred to a fund or account kept for a specific purpose by the reporting unit or any such amount has been withdrawn from such a fund or account - the amount transferred to, or withdrawn from, that fund or account, as the case may be, and the name of the fund or account; and
- (b) the net surplus or net deficit of the reporting unit that has been transferred to the general fund.

Balance Sheet

13. Where an item is disclosed on the face of the balance sheet as:

- (a) a receivable or other right to receive cash; or
 - (b) a payable or other financial liability; and
 - (c) the item or a part of the item has been derived as a result of one or more transactions and/or other past events with another reporting unit of the organisation,
- the following additional disclosures should be made in the notes to the financial statements about the item or the part of the item:
- (d) name of the other reporting unit; and
 - (e) cost or value attributable to the other reporting unit.

14. Total amounts for the following items must be disclosed by the reporting unit in the notes to the financial statements unless already disclosed on the face of the balance sheet in accordance with Australian Accounting Standards:

Liabilities

- (a) payables to employers as consideration for the employers making payroll deductions of membership subscriptions;
- (b) payables in respect of legal costs and other expenses related to litigation or other legal matters;
- (c) employee benefits in respect of holders of offices in the reporting unit;
- (d) employee benefits in respect of employees (other than holders of offices) of the reporting unit;

Equity

- (e) name and balance of each fund or account operated in respect of compulsory levies raised by the reporting unit or voluntary contributions collected from members of the reporting unit;
- (f) where moneys, or the balance of moneys, standing to the credit of a fund or account referred to in subparagraph (e) have been invested in any assets - the name of the fund or account and the value of those assets;
- (g) name and balance of each fund or account operated (other than the general fund or a fund referred to in (e)) the operation of which is required by the rules of the organisation including the rules of a branch of the organisation; and
- (h) the balance of the general fund.

Statement of Cash Flows

15. Where another reporting unit of the organisation is the source of a cash inflow or the application of a cash outflow, such cash flow should be separately disclosed in the notes to the financial statements and show the name of the other reporting unit concerned.

Recovery of wages activity financial report

16. Where the reporting unit has undertaken recovery of wages activity (and has derived revenues for the financial year in respect of such activity) the reporting unit must cause to be prepared for purposes of paragraph 253(2)(c) of the RAO Schedule a financial report in which is disclosed financial information associated with such activity.
17. The financial report required under paragraph 16 should be prepared and presented in a manner consistent with Australian Accounting Standards and Statements of Accounting Concepts approved by the Australian Accounting Standards Board.
18. Comparatives for the preceding financial year must be disclosed in the financial report required under paragraph 16 except where, in respect of the financial year to which these reporting guidelines are first applied, comparatives were not required under a superseded version of these reporting guidelines.
19. The financial report required under paragraph 16 may be prepared under the cash basis of accounting or the accrual basis of accounting, at the option of the organisation provided that all reporting units of the organisation use the same. The Appendix to these reporting guidelines provides for purposes of illustration only the format of this financial report prepared under the cash basis of accounting.
20. Balances including nil amounts for the following items of revenue must be disclosed in the financial report required under paragraph 16:
 - (a) amounts in aggregate recovered from employers in respect of recovery of wages activity; and
 - (b) interest received on recovered moneys.
21. Balances including nil amounts for the following items of outgoings from recovered moneys must be disclosed in the financial report required under paragraph 16:
 - (a) deductions of amounts payable in aggregate in respect of membership of the organisation where at the time of deduction the amounts had become payable:
 - (i) 12 months before or earlier; or
 - (ii) greater than 12 months before; and
 - (b) deductions of donations or other contributions made to a fund or account of the reporting unit showing the name and amount in aggregate in respect of each such fund or account; and
 - (c) deductions of donations or other contributions made to a fund or account of another reporting unit of the organisation showing the name of the other reporting unit and the name and amount in aggregate in respect of each such fund or account; and
 - (d) deductions of donations or other contributions made to a fund or account of another entity showing the name of the other entity and the name and amount in aggregate in respect of each such fund or account; and
 - (e) deductions in aggregate of fees charged or reimbursements in aggregate of expenses incurred by the reporting unit in respect of recovery of wages activity; and
 - (f) amounts in aggregate distributed to workers as recovered moneys.
22. Balances including nil amounts for cash assets attributable to recovered moneys must be disclosed in the financial report required under paragraph 16 as at the:
 - (a) beginning of the financial year; and

(b) end of the financial year.

23. For purposes of subparagraph 253(2)(b)(ii) of the RAO Schedule the notes to the financial statements must contain the following information in relation to recovery of wages unless already disclosed in the financial report required under paragraph 16:

- (a) the number of workers to which the moneys recovered mentioned in subparagraph 20(a) relate; and
- (b) aggregate payables to workers attributable to recovered moneys but not yet distributed; and
- (c) the number of workers to which the payables mentioned in subparagraph (b) relate; and
- (d) name and balance of each fund or account operated for recovery of wages activity; and
- (e) where moneys, or the balance of moneys, standing to the credit of a fund or account referred to in subparagraph (d) have been invested in any assets - the name of the fund or account and the value of those assets.

Committee of Management Statement

24. For purposes of paragraph 253(2)(c) of the RAO Schedule the reporting unit must cause to be prepared a committee of management statement containing declarations by the committee of management in relation to the GPFR.

25. The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management that:

- (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 Industrial Registrar;
- (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; and
- (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 organisation 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 organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, 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 organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

(f) in relation to recovery of wages activity:

- (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
- (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
- (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
- (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

26. The committee of management statement must:

- (a) be made in accordance with such resolution as is passed by the committee of management of the reporting unit in relation to the matters requiring declaration;
- (b) specify the date of passage of the resolution;
- (c) be signed by a designated officer within the meaning of section 243 of the RAO Schedule; and
- (d) be dated as at the date the designated officer signs the statement.

Auditor's Statement

27. The auditor's statement required under section 257(5) of the RAO Schedule must include a declaration as to whether in the auditor's opinion the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

- (a) the Australian Accounting Standards;
- (b) in relation to recovery of wages activity;
 - (i) that the scope of the audit encompassed recovery of wages activity;
 - (ii) that the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the Industrial Registrar, including;
 - 1. any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
 - 2. any donations or other contributions deducted from recovered money; and
- (c) any other requirements imposed by these Reporting Guidelines or Part 3 of Chapter 8 of the RAO Schedule.

Glossary of Terms

28. The following terms are used in these reporting guidelines - the meaning of any term defined in the Australian Accounting Standards is not modified by the following glossary:

amalgamated organisation has the meaning provided in section 35 of the RAO Schedule.

assets are future economic benefits controlled by the reporting unit as a result of past transactions or other past events.

Australian Accounting Standards means the accounting standards issued by the Australian Accounting Standards Board (AASB) or issued by CPA Australia and by The Institute of Chartered Accountants in Australia and adopted by the AASB (section 6 of the RAO Schedule).

cash assets means cash on hand and cash-equivalent assets.

cash-equivalent assets means highly liquid investments with short periods to maturity which are readily convertible to cash on hand at the investor's option and are subject to an insignificant risk of changes in value.

cash flows means cash movements resulting from transactions with parties external to the reporting unit.

cash on hand means notes and coins held, and deposits held at call with a financial institution.

comparatives mean the corresponding amounts and other disclosures for the preceding financial year presented for comparative purposes as part of the current year's financial report.

designated officer is an officer of the reporting unit within the meaning of section 243 of the RAO Schedule.

employee benefits means all forms of consideration given by the reporting unit in exchange for services rendered by holders of office or employees.

entity means any legal, administrative, or fiduciary arrangement, organisational structure (including a reporting unit of an organisation) or other party (including a person) having the capacity to deploy scarce resources in order to achieve objectives.

equity means the residual interest in the assets of the reporting unit after deduction of its liabilities.

financial liability includes an obligation to deliver cash to another entity.

financial records to the extent that they relate to finances or financial administration includes a register, any other record of information, financial reports or financial records, however compiled, recorded or stored, a document (section 6 of the RAO Schedule).

financial statements comprise a profit and loss statement, a balance sheet and a statement of cash flows (paragraph 253(2)(a) of RAO Schedule).

financial year in relation to an organisation means the period of 12 months commencing on 1 July in any year or another period of 12 months as is provided in the rules of the organisation (section 6 of RAO Schedule) or a different period in the special circumstances set out in section 240 of the RAO Schedule.

general administrative expenses includes expenses in respect of the office of the reporting unit, and other expenses that arise at the reporting unit level and relate to the reporting unit as a whole.

general fund means the equity of the reporting unit other than in relation to any fund operated by the reporting unit for a specific purpose.

general purpose financial report has the meaning set out in subsection 253(2) of the RAO Schedule.

grant or donation is taken to have the same meaning as used in section 149 or section 237 of the RAO Schedule though is not limited by amount.

liabilities are the future sacrifices of economic benefits that the reporting unit is presently obliged to make to other entities as a result of past transactions or other past events.

membership subscriptions means periodic subscriptions in respect of membership of the organisation.

notes to the financial statements comprise notes required by Australian Accounting Standards and information required by the reporting guidelines (paragraph 253(2)(b) of the RAO Schedule).

organisation means an organisation registered under the RAO Schedule.

payables are amounts owed by the reporting unit to other entities for goods or services delivered.

RAO Schedule means Schedule 1B to the *Workplace Relations Act 1996*.

RAO Regulations means the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*.

receivables are amounts owed to the reporting unit by other entities (including members of the reporting unit) for goods or services delivered (including membership subscriptions).

recovery of wages activity means work by the organisation to recover from employers money due and payable to workers under awards, certified agreements or Australian Workplace Agreements and contracts of employment.


reporting unit has the meaning set out in section 242 of the RAO Schedule.

revenues are inflows or other enhancements, or savings in outflows, of future economic benefits in the form of increases in assets or reductions in liabilities of the reporting unit that result in an increase in equity during the financial year.

rules of an organisation are the rules that an organisation must have under Chapter 5, Part 2 of the RAO Schedule.

workers means, in the context of recovery of wages activity, an employee of an employer who may or may not be a member of the organisation engaging in the recovery of wages activity.

Dated: 12 October 2004



Nicholas Wilson
Industrial Registrar

* refer paragraph 19 of reporting guidelines for the purposes of section 253 of the RAO Schedule

[full name of reporting unit]

Statement of receipts and payments for recovery of wages activity - Cash Basis - for year ended 30 June 2004

| | Note | 2004 | 2003 |
|-------------------------------------------------------------------------|-------------|-------------|-------------|
| | | \$ | \$ |
| Cash assets in respect of recovered money at beginning of year | | X | X |
| Receipts | | | |
| Amounts recovered from employers in respect of wages etc | | X | X |
| Interest received on recovered money | | X | X |
| Total receipts | | X | X |
| Payments | | | |
| Deductions of amounts due in respect of membership for: | | | |
| • 12 months or less | | (X) | (X) |
| • greater than 12 months | | (X) | (X) |
| Deductions of donations or other contributions to accounts or funds of: | | | |
| • the reporting unit - | | | |
| ➤ [name of account] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| • [name of other reporting unit of the organisation] - | | | |
| ➤ [name of account] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| • [name of other entity] - | | | |
| ➤ [name of account] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| ➤ [name of fund] | | (X) | (X) |
| Deductions of fees or reimbursements of expenses | | (X) | (X) |
| Payments to workers in respect of recovered money | | (X) | (X) |
| Total payments | | (X) | (X) |
| Cash assets in respect of recovered money at end of year | | X | X |

FR2007/376



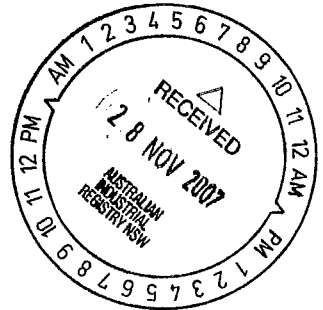
ABN 36 153 379 383

Shop, Distributive & Allied Employees' Association

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

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

27 November 2007



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 2007, 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 26 November 2007.

May we be advised of your receipt please.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Barbara'.

Barbara Nebart
BRANCH SECRETARY

Encl

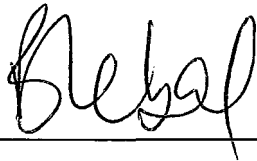
DESIGNATED OFFICERS' CERTIFICATE

S268 of Schedule 1B Workplace Relations Act 1996

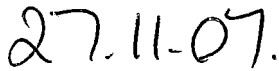
I, Barbara Nebart, being the Branch Secretary- Treasurer of the Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch certify:

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 19 October 2007; and
3. that the full report was presented to a meeting of the Committee of Management of the reporting unit on 26 November 2007; in accordance with section 266 of the RAO Schedule.

Signature: _____



Date: _____



Annual report – Shop, Distributive and Allied Employees’
Association, Newcastle and Northern Branch
For the Year Ended 30 June 2007

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Committee of Management statement

SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION NEWCASTLE AND NORTHERN BRANCH

2006-2007 OPERATING REPORT

Membership of the Newcastle and Northern Branch of the Association as at 30 June 2007 was 11,002.

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 | - | Barbara Nebart |
| Committee of Management | - | Sandra Owen |
| | - | Ross Simmons |
| | - | Grant Gibson |
| | - | Colin Moon |
| | - | Toni May |
| | - | Lyn Wiebe |

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 Pizza Hut, Hungry Jacks, Big W, Woolworths Supermarkets, Woolworths Petrol, Symbion Health 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, Workers Compensation Return to Work, 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.

Committee of Management statement

SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION NEWCASTLE AND NORTHERN BRANCH

2006-2007 OPERATING REPORT CONTINUED

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 and Safety, Workers Compensation, Equal Opportunity, Superannuation, Sexual Harassment, Young Workers, the Workchoices legislation, Womens and Family issues and others.

Signed: _____



Barbara Nebart
Designated Officer

Dated: _____

14.8.07.

Committee of Management statement


On 13 August 2007 the Committee of Management of Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch ("reporting unit"), passed the following resolution in relation to the general purpose financial report of the reporting unit for the year ended 30 June 2007.

The Committee of Management declares in relation to the general purpose financial report 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 Industrial Registrar;
- (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 general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation 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 organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; 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 organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under Section 272 of the RAO Schedule has been furnished to the member or the Registrar; and
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during this period.

For the Committee of Management: Barbara Nebart
Title of Office Held: Designated Officer

Signature
Date:


14.8.07.

Financial report – Shop, Distributive and Allied Employees’ Association, Newcastle and Northern Branch For the Year Ended 30 June 2007

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This financial report covers Shop, Distributive and Allied Employees’ Association Newcastle and Northern Branch as an individual entity.

Shop, Distributive and Allied Employees’ Association Newcastle and Northern Branch’s principal place of business is:

17 William Street, Hamilton NSW 2303

A description of the nature of the entity’s operations and its principal activities is included in the Committee of Management operating report on page 1, which is not part of this financial report.

Income Statement

For the Year Ended 30 June 2007

| | Notes | 2007 \$ | 2006 \$ |
|-------------------------------------------|-------|---------------|---------------|
| Revenue from continuing operations | 2 | 428,992 | 384,102 |
| Affiliation and levy expenses | | (254,888) | (224,785) |
| Conferences and travelling expenses | | (15,242) | (6,617) |
| Legal expenses | | - | (175) |
| Management expenses | | (42,700) | (38,267) |
| Member benefit expenses | | (61,890) | (66,758) |
| Other expenses | | - | - |
| Profit from continuing operations | | <u>54,272</u> | <u>47,500</u> |

The above income statement should be read in conjunction with the accompanying notes.

Balance Sheet
As at 30 June 2007

| | Notes | 2007 \$ | 2006 \$ |
|--------------------------------|-------|----------------|----------------|
| Current assets | | | |
| Cash assets | | 187,631 | 132,965 |
| Total assets | | <u>187,631</u> | <u>132,965</u> |
| Current liabilities | | | |
| Payables | 3 | 8,187 | 7,793 |
| Total liabilities | | <u>8,187</u> | <u>7,793</u> |
| Net assets | | <u>179,444</u> | <u>125,172</u> |
| Equity | | | |
| Retained profits | | 179,444 | 125,172 |
| Total retained earnings | 4 | <u>179,444</u> | <u>125,172</u> |

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Recognised Income and Expense
As at 30 June 2007

| | Notes | 2007 \$ | 2006 \$ |
|---------------------------------------------|-------|----------------|----------------|
| Total equity at the beginning of the period | | 125,172 | 77,672 |
| Profit for the period | | <u>54,272</u> | <u>47,500</u> |
| Total equity at the end of the period | 4 | <u>179,444</u> | <u>125,172</u> |

The above statement of recognised income and expense should be read in conjunction with the accompanying notes.

Cash Flow Statement
For the Year Ended 30 June 2007

| | Notes | 2007 \$ | 2006 \$ |
|---------------------------------------------------------------|-------|-----------------------|-----------------------|
| Cash flows from operating activities | | | |
| Receipts from customers (inclusive of goods and services tax) | | 469,697 | 420,934 |
| Payments to suppliers (inclusive of goods and services tax) | | (417,026) | (372,180) |
| | | <u>52,671</u> | <u>48,754</u> |
| Interest received | | 1,995 | 1,435 |
| Net cash inflow from operating activities | | <u>54,666</u> | <u>50,189</u> |
| Net increase in cash held | | 54,666 | 50,189 |
| Cash at the beginning of the period | | <u>132,965</u> | <u>82,776</u> |
| Cash at the end of the period | | <u><u>187,631</u></u> | <u><u>132,965</u></u> |

The above cash flow statement should be read in conjunction with the accompanying notes.

Notes to the Financial Statements
For the Year Ended 30 June 2007

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**Notes to the Financial Statements
For the Year Ended 30 June 2007**

Note 1 Summary of Significant Accounting Policies

(a) Basis of Preparation

This general purpose financial report has been prepared in accordance with Accounting equivalents to International Reporting Standards (AIFRSs), other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations and RAO requirements.

Compliance with IFRSs

Australian Accounting Standards include the Australian equivalents to International Financial Reporting Standards. Compliance with AIFRSs ensures that the financial statements and notes of the reporting unit comply with International Financial Reporting Standards (IFRSs).

(b) Revenue recognition

Amounts disclosed as revenue are net of returns, allowances and duties and taxes paid. Revenue is recognised for the major business activity as follows:

(i) Membership revenue

Membership revenue is recognised as and when it falls due.

(ii) Interest revenue

Interest revenue is recognised as and when it is received.

(c) Payables

This amount represents GST outstanding to the Australian Tax Office at 30 June 2007.

(d) Cash

For purposes of the statement of cash flows, cash includes deposits at call with financial institutions and other highly liquid investments with short periods to maturity which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value, net of outstanding bank overdrafts.

(e) Income tax

Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch is an exempt body for income tax purposes.

(f) Goods and services tax

Revenues, expenses and assets are recognised net of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). 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 are stated with the amount of GST included.

The net amount of the GST recoverable from, or payable to the ATO, is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis.

**Notes to the Financial Statements
For the Year Ended 30 June 2007**

Note 2 Revenue

| | Notes | 2007 \$ | 2006 \$ |
|-------------------------------------------|-------|----------------|----------------|
| Revenue from continuing operations | | | |
| Membership contributions | | 426,997 | 382,667 |
| Interest received | | 1,995 | 1,435 |
| | | <u>428,992</u> | <u>384,102</u> |

Note 3 Current liabilities – Payables

| | | |
|-----------------|--------------|--------------|
| Net GST payable | <u>8,187</u> | <u>7,793</u> |
|-----------------|--------------|--------------|

Note 4 Equity/ Retained Earnings

| | | |
|------------------------------------------------------|----------------|----------------|
| Total profits at the beginning of the financial year | 125,172 | 77,672 |
| Net profit for the period | <u>54,272</u> | <u>47,500</u> |
| Total profit at the end of the financial year | <u>179,444</u> | <u>125,172</u> |

Note 5 Related parties

The following transactions occurred with related parties:

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| Affiliation and levy expenses paid to Shop, Distributive and Allied Employees' Association | 254,888 | 224,785 |
| Management expenses paid to Shop Assistants and Warehouse Employees' Federation of Australia, Newcastle and Northern New South Wales | 42,700 | 38,267 |

There were no transactions with, or remuneration paid, to the members of the Committee of Management.

Note 6 Division 7 – Members access to Financial Records

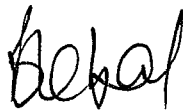
1. A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
2. The application must be in writing and must specify the period within which, and the manner 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.

Committee of Management Declaration

In the Committees' opinion:

- (a) the financial statements and notes set out on pages 4 to 11 are in accordance with RAO regulations, including:
 - (i) complying with Accounting Standards, RAO regulations and other mandatory professional reporting requirements; and
 - (ii) giving a true and fair view of the entity's financial position as at 30 June 2007 and of its performance, as Represented by the results of its operations and its cash flows, for the financial year ended on that date; and
- (b) there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Committee Management.



Barbara Nebart
Designated Officer

Dated: 14.8.07.

**Independent auditor's report
to the members of Shop, Distributive and Allied Employees'
Association, Newcastle and Northern Branch**

Report on the financial report

PricewaterhouseCoopers
ABN 52 780 433 757

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PO Box 798
NEWCASTLE NSW 2300
DX 77 Newcastle
Australia
www.pwc.com/au
Telephone +61 2 4925 1100
Facsimile +61 2 4925 1199

We have audited the accompanying financial report of Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch (the branch) which comprises the balance sheet as at 30 June 2007, and the income statement, statement of changes in recognised income and expenses and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

Committee of Management's responsibility for the financial report

The Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *RAO regulations*. This responsibility includes establishing 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. In Note 1, the Committee Members also state, in accordance with Accounting Standard AASB 101 *Presentation of Financial Statements*, that compliance with the Australian equivalents to International Financial Reporting Standards ensures that the financial report, comprising the financial statements and notes, complies with International Financial Reporting Standards.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we 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 Committee Members, as well as evaluating the overall presentation of the financial report.

For further explanation of an audit, visit our website <http://www.pwc.com/au/financialstatementaudit>.

Our audit did not involve an analysis of the prudence of business decisions made by management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence


In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Auditor's opinion on the financial report

In our opinion:

- (a) the financial report of Shop, Distributive and Allied Employees' Association, Newcastle and Northern Branch:
 - (i) gives a true and fair view, as required by the *RAO regulations*, of the branch's financial position as at 30 June 2007 and of its performance for the year ended on that date; and
 - (ii) complies with *RAO regulations*, Australian Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (b) the financial statements and notes also comply with International Financial Reporting Standards as disclosed in Note 1.


PricewaterhouseCoopers


John Campion
Partner

Newcastle
14 August 2007