



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Greg Donnelly
Branch Secretary-Treasurer
Shop, Distributive & Allied Employees' Association
New South Wales Branch
PO Box K230
HAYMARKET NSW 1240

Dear Mr Donnelly

RE: Financial Return for Financial Year ended 30 June 2003 - FR2003/486

Reference is made to the financial documents of the New South Wales Branch of the Shop, Distributive & Allied Employees' Association for the year ended 30 June 2003; the documents were lodged on 11 February 2004.

The documents have been filed.

The following matter concerning the financial reporting requirements of the *Workplace Relations Act 1996* is drawn to your attention.

Remuneration and other benefits to employees or holders of office

Regulation 107(a)(xiv), (xv), (xx), (xxi), and (xxii) require an organisation to set out

(xiv) the total amount paid as remuneration to holders of offices in the organisation;

(xv) the total amount paid as remuneration to employees of the organisation;

(xx) the total amount set aside by the organisation as provision for payments in respect of long service leave entitlements to officers and employees of the organisation;

(xxi) the total amount set aside by the organisation as provision for payments in respect of annual leave entitlement to officers and employees of the organisation;

(xxii) the total amount set aside by the organisation as provision for the payment of superannuation or retirement benefits to, or paid by the organisation as contribution to a superannuation or retirement scheme applicable in relation to, officers or employees of the organisation;

in the income and expenditure statement. It is noted that no such disclosure has been made.

Please note that the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the *RAO Schedule* of the *Workplace Relations Act 1996*.

Should you wish to discuss this letter please contact me on (03) 8661 7985.

Yours sincerely

A handwritten signature in cursive script that reads "Sylvia van Riet".

Sylvia van Riet
Statutory Services Branch

2 March 2004

Shop, Distributive & Allied Employees' Association

N.S.W. Branch

FR 2003/486



LEVEL 4, 8 QUAY STREET, SYDNEY NSW 2000. P.O. BOX K230, HAYMARKET POST OFFICE NSW 1240 TELEPHONE: (02) 9281 7022 FACSIMILE: (02) 9281 7050
E-mail: secretary@sdansw.asn.au Web site: www.sdansw.asn.au
BRANCH PRESIDENT BRANCH SECRETARY-TREASURER
GABY CUTCHER GREG DONNELLY

6 February 2004

rec'd 11/2/04
Industrial Registrar
Australian Industrial Registrar
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir,

RE FINANCIAL RETURNS

Please find enclosed a copy of the financial accounts and statements of the New South Wales Branch of the Association for the twelve months ending 30 June 2003, which is forwarded to you for filing under Section 280 of the Workplace Relations Act, 1996. Enclosed also is a statutory declaration dealing with this matter.

Please note the following steps have been completed:

1. The financial accounts and statements were presented to the Branch Council meeting held on Tuesday, 18 November 2003.
2. The financial accounts and statements were signed by auditor on 19 November 2003.
3. The financial accounts and statements were provided to all members through the Summer 2003 edition of the Union journal.
4. The financial accounts and statements were re-presented to the Branch Council meeting held on Tuesday, 3 February 2004.

If you have any questions about these matters could you please call me on (02) 9281 7022.

Yours faithfully,

Greg Donnelly
BRANCH SECRETARY-TREASURER

enc

WORKPLACE RELATIONS ACT, 1996

IN THE MATTER OF:

The Shop, Distributive and Allied
Employees' Association, New South
Wales Branch.

AND IN THE MATTER OF:

Information to be filed with the Industrial
Registrar under Section 280 of the Act.

STATUTORY DECLARATION

Deponent: Gregory John Donnelly

Date: 6 February 2004

Filed by:

Mr Gregory John Donnelly,
Branch Secretary-Treasurer
Shop, Distributive and Allied
Employees' Association,
New South Wales Branch
Level 4
8 Quay Street
SYDNEY NSW 2000

Telephone: (02) 9281 7022

Fax No: (02) 9281 7050

WORKPLACE RELATIONS ACT, 1996

IN THE MATTER OF:

The Shop, Distributive & Allied Employees' Association, New South Wales Branch

IN THE MATTER OF:

Information to be filed with the Industrial Registrar under Section 280 of the Act.

STATUTORY DECLARATION

I, Gregory John Donnelly of Level 4, 8 Quay Street, SYDNEY in the State of New South Wales, Trade Union Officer, do solemnly and sincerely declare as follows:-

- 1) I am the Branch Secretary-Treasurer of the New South Wales Branch of the Shop, Distributive & Allied Employees' Association, an organisation of employees duly registered under the Workplace Relations Act, 1996.
- 2) I am authorised to make this Statutory Declaration pursuant to the Rules of the said Branch of the Association.
- 3) Attached hereto and marked with the letter "A" are the report, accounts and statements of the Shop, Distributive & Allied Employees' Association, New South Wales Branch for the twelve months ended 30 June 2003.
- 4) I say that the documents referred to in paragraph 3 hereof were presented to a duly convened meeting of the Branch Council of the New South Wales Branch of the said Association held at the registered office of the Branch at Level 4, 8 Quay Street, Sydney in the State of New South Wales, on Tuesday, 3 February 2004 pursuant to Section 279 (6) of the said Workplace Relations Act, 1996.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED AT SYDNEY the 6th)
day of February 2004

) *sg. Alf*

Before me *E. Cab. 9600963*

A Justice of the Peace

This and the following ¹² pages is
the annexure marked "A" referred to in the
Affidavit of GREGORY JOHN DANNELLY
sworn/affirmed
at SYDNEY this 6th day of FEB, 2004
Before me ELIZABETH COBY

E. Coby
S.P. 9600963
Solicitor/Justice of the Peace

**SHOP, DISTRIBUTIVE AND
ALLIED EMPLOYEES'
ASSOCIATION
NEW SOUTH WALES BRANCH**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
30 JUNE 2003**

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

**RESOLUTION REGARDING RECEIVING OF ACCOUNTS AND STATEMENT
BY THE COMMITTEE OF MANAGEMENT**

Resolved:

1. That the accounts of the Shop, Distributive and Allied Employees' Association New South Wales Branch for the year ended 30 June 2003 be received.
2. That it is the opinion of this Committee of Management that:
 - a) The accounts show a true and fair view of the financial affairs of the Association as at 30 June 2003;
 - b) During the financial year ended 30 June 2003 meetings of the Committee of Management were held in accordance with the rules of the Association;
 - c) To the knowledge of any member of the Committee, there have not been during the year ended 30 June 2003, instances where records of the Association or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Act), or copies of those records or other documents, or copies of the rules of the Association, have not been furnished, or made available to members of the Association in accordance with the Act, these regulations or the rules of the organisation, as the case may be;
 - d) In relation to the report prepared in accordance with section 276 of the Act by the auditor of the organisation in respect of the 30 June 2002 financial year, and in relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act to which that report relates, the Association has complied with subsection 279(1) and 279(6) of the Act.
3. That two members of the Committee be authorised to sign the certificate on behalf of the Committee of Management.

Dated at Sydney this 18th day of November 2003.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

STATEMENT OF THE COMMITTEE OF MANAGEMENT

In accordance with a resolution of the Committee of Management of Shop, Distributive and Allied Employees' Association New South Wales Branch, we state that in the opinion of the Committee:

- a) The accounts show a true and fair view of the financial affairs of the Association as at 30 June 2003;
- b) During the financial year ended 30 June 2003 meetings of the Committee of Management were held in accordance with the rules of the Association;
- c) To the knowledge of any member of the Committee, there have not been during the year ended 30 June 2003, instances where records of the Association or other documents (not being documents containing information made available to a member of the Association under subsection 274(2) of the Act), or copies of those records or other documents, or copies of the rules of the Association, have not been furnished, or made available to members of the Association in accordance with the Act, these regulations or the rules of the Association, as the case may be;
- d) In relation to the report prepared in accordance with section 276 of the Act by the auditor of the Association in respect of the 30 June 2002 financial year, and in relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act to which that report relates, the Association has complied with subsection 279(1) and 279(6) of the Act.

Signed on behalf of the Committee of Management:



Greg Donnelly
Committee of Management



Gerard Dwyer
Committee of Management

Dated at Sydney this 18th day of November 2003.

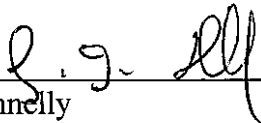
**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

STATEMENT OF THE PRINCIPAL OFFICER

I, Greg Donnelly, being the officer responsible for keeping the accounting records of the Association, certify that as at 30 June 2003, the number of members of the Association was 62,974 (2002 – 61,270).

In my opinion:

- i) The accompanying accounts show a true and fair view of the financial affairs of the Association as at 30 June 2003.
- ii) A record has been kept of all moneys paid by or collected from members of the Association and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the Association.
- iii) Before any expenditure was incurred by the Association, approval of the incurring of the expenditure was obtained in accordance with the rules of the Association.
- iv) No payments were made out of funds or accounts operated by the Association in respect of compulsory levies raised by the Association or voluntary contributions collected from members of the Association or other funds, the operation of which is required by the rules of the Association for a purpose other than the purpose for which the fund was operated.
- v) No loans or other financial benefits other than remuneration in respect of their full-time employment with the Association were made to persons holding office in the Association.
- vi) The register of members of the Association was maintained in accordance with the Workplace Relations Act 1996.



Greg Donnelly
Principal Officer

Dated at Sydney this 18th day of November 2003.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities			
Members contributions		250,778	222,887
Interest revenue		454	294
Surplus transferred from N.S.W. Deductions Accounts Office		2,883,791	2,854,217
	2	<u>3,135,023</u>	<u>3,077,398</u>
Other expenses from ordinary activities			
Administration expenses	3	(1,530,584)	(1,599,067)
Conference fees and allowances	3	(16,900)	(36,389)
Cost of sales -Affiliation fees	3	(1,403,481)	(1,407,632)
Legal fees and litigation costs	3	-	(7,120)
Meeting Expenses	3	(184,369)	(166,755)
		<u>(3,135,334)</u>	<u>(3,216,963)</u>
Profit/(loss) from ordinary activities		<u>(311)</u>	<u>(139,565)</u>
Total changes in equity of the Association		<u>(311)</u>	<u>(139,565)</u>

The accompanying notes form part of this financial report.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
Current assets			
Cash assets	4	90,076	110,426
Other	5	570,921	565,776
Total current assets and total assets		<u>660,997</u>	<u>676,202</u>
Current liabilities			
Payables	6	5,914	20,808
Total current liabilities and total liabilities		<u>5,914</u>	<u>20,808</u>
Net assets		<u>655,083</u>	<u>655,394</u>
Equity			
Retained Profits	7	655,083	655,394
Total equity		<u>655,083</u>	<u>655,394</u>

The accompanying notes form part of this financial report.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
Cash Flows from Operating Activities			
Receipts from members		3,134,569	3,213,098
Payments to suppliers & employees		(3,155,373)	(3,098,753)
Interest received		<u>454</u>	<u>294</u>
Net cash used by operating activities	11(b)	<u>(20,350)</u>	<u>114,639</u>
Net (decrease)/increase in cash held		<u>(20,350)</u>	<u>114,639</u>
Cash at the beginning of the financial year		<u>110,426</u>	<u>(4,213)</u>
Cash at the end of the financial year	11(a)	<u><u>90,076</u></u>	<u><u>110,426</u></u>

The accompanying notes form part of this financial report.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

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

1. Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers the Shop, Distributive and Allied Employees' Association New South Wales Branch as an individual entity. The Shop, Distributive and Allied Employees' Association New South Wales Branch is a trade union registered pursuant to the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations or non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Income Tax

No provision for income tax is necessary as Trade Unions are exempt from income tax under the Income Tax Assessment Act 1936, as amended.

(b) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(c) Revenue

Members' contributions are accounted for on the accruals basis to the extent that contributions received or receivable subsequent to 30 June 2003 but which relate to the period then ended, have been brought to account as income, where as members' contributions received prior to 30 June 2003 but which relate to the period subsequent to that date, have been carried forward.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

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

2. Revenue

	2003	2002
	\$	\$
Operating Revenue		
- Members Contributions	<u>250,778</u>	<u>222,887</u>
Non-operating activities		
- Interest Revenue	454	294
- Surplus Transferred from N.S.W. Deductions Accounts Office	<u>2,883,791</u>	<u>2,854,217</u>
	<u>2,884,245</u>	<u>2,845,511</u>
	<u><u>3,135,023</u></u>	<u><u>3,077,398</u></u>

3. Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses		
Cost of Sales - Affiliation Fees	<u>1,403,481</u>	<u>1,407,632</u>
(b) Significant revenues and expenses:		
The following revenue and expense items are relevant in explaining the financial performance:		
Administration expenses	1,530,584	1,599,067
Conference fees and allowances	16,900	36,389
Legal fees and litigation costs	-	7,120
Meeting expenses	<u>184,369</u>	<u>166,755</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

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

	2003 \$	2002 \$
4. Cash Assets		
Cash at Bank	<u>90,076</u>	<u>110,426</u>
5. Other current assets		
Prepayments	<u>570,921</u>	<u>565,776</u>
6. Payables		
Trade creditors and accruals	<u>5,914</u>	<u>20,808</u>
7. Retained Profits		
Retained profits at the beginning of the financial year	655,394	794,959
Net profit/(loss) attributable to the Association	<u>(311)</u>	<u>(139,565)</u>
Retained profits at the end of the financial year	<u>655,083</u>	<u>655,394</u>

8. Segment Reporting

The Association is a trade union operating in the state of New South Wales and obtains its income predominantly from contributions by its members.

9. Information to be provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274 which states as follows:

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

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

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

10. Branch Councillors

The names of each person holding the position of Branch Councillor of the Association during or since the end of the financial year are:

M Banning	Since 1 July 2002. Retired 31 December 2002.
C Boyle	Since 1 January 2003
C Cassell	Since 1 January 2003
J Clancy	Since 1 July 2002. Retired 31 December 2002.
G Cutcher	Since 1 July 2002
A Dennis	Since 1 July 2002. Retired 31 December 2002.
G Donnelly	Since 1 July 2002
G Dwyer	Since 1 July 2002
P Ellis	Since 1 July 2002
L Fielding	Since 1 January 2003
H Gardiner	Since 1 January 2003
M Hagley	Since 1 July 2002
S Hatley	Since 1 January 2003
D Henry	Since 1 July 2002
R Jackson	Since 1 July 2002
D Lloyd	Since 1 July 2002
P Mathews	Since 1 July 2002
C Mills	Since 1 January 2003
M Murphy	Since 1 July 2003. Retired 31 December 2002.
D Paszyn	Since 1 January 2003
M Ponting	Since 1 July 2002
V Schneider	Since 1 July 2002. Retired 31 December 2002.
G Trasler	Since 1 January 2003
A Wilson	Since 1 July 2002. Retired 31 December 2002.
A Woodward	Since 1 July 2002. Retired 31 December 2002.

11. Cash Flow Information

	2003	2002
	\$	\$
(a) Reconciliation of Cash		
Cash on hand	90,076	110,426
	<u>90,076</u>	<u>110,426</u>
(b) Reconciliation of net cash provided by operating Activities to profit from ordinary activities		
Profit from ordinary activities	(311)	(139,565)
Changes in assets and liabilities:		
(Increase)/decrease in accounts receivable	-	153,994
(Increase)/decrease in prepayments	(5,145)	83,092
(Decrease)/increase in trade creditors	(14,894)	8,248
(Decrease)/increase in other creditors	-	8,870
Net cash provided by operating activities	<u>(20,350)</u>	<u>114,639</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

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

12. Financial Instruments

(a) Interest Rate Risk

The Association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2003	2002	2003	2002
Financial Assets				
Cash	-	-	90,076	110,426

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association.

13. Association Details

The principal place of business of the Association is:
Shop, Distributive and Allied Employees' Association
New South Wales Branch
Level 4
8 Quay Street
SYDNEY NSW 2000

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES' ASSOCIATION
NEW SOUTH WALES BRANCH**

Scope

We have audited the financial statements of Shop, Distributive and Allied Employees' Association New South Wales Branch for the financial year ended 30 June 2003 as set out on pages 2 to 11. The Committee of Management are responsible for the financial report. We have conducted an independent audit of these financial report in order to express an opinion on it to the members of the Association.

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 as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Association's financial position, the results of its operations and its cash flow.

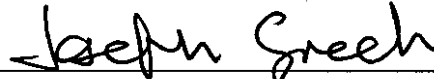
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of Shop, Distributive and Allied Employees' Association New South Wales Branch as at 30 June 2003, the results of its operations and its cash flows for the year then ended. In accordance with the Workplace Relations Act 1996:

- 1) Satisfactory accounting records were kept by the Association in respect of the year, detailing the sources and nature of the income of the Association (including income from members) and the nature and purposes of expenditure;
- 2) The attached accounts and statements as set out on pages 2 to 11 prepared under the historical cost convention, and in accordance with section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - a) the financial affairs of the Association as at 30 June 2003;
 - b) the income and expenditure and surplus of the Association for the year ended on that date.
- 3) All the information and explanations that under subsection 276(2) of the Workplace Relations Act 1996 that officers or employees of the organisation were required to provide, were provided.


Grech Smith Bridle
Chartered Accountants


Joseph Paul Grech
Partner
A Registered Company Auditor

Dated at Sydney this 19th day of November 2003.