



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
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Mr Paul Griffin
Branch Secretary
Shop, Distributive and Allied Employees Association
Tasmanian Branch
72 York Street
LAUNCESTON TAS 7250

Dear Mr Griffin,

Re: Financial Documents - year ended 30 June 2004 (FR2004/267)
Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I have received the financial report for the Tasmanian Branch of the Shop, Distributive and Allied Employees Association for the year ended 30 June 2004. The documents were lodged in the Registry on 18 August 2005 under s268 of Schedule 1B of the Workplace Relations Act 1996.

As you would be aware, this is the first lodgment by the branch of its audited financial report under Schedule 1B (Registration and Accountability of Organisations (RAO) Schedule) which commenced on 12 May 2003.

The documents have been filed.

The following comments may assist you when you next prepare financial reports. No further action is required regarding these issues with respect to the lodged documents.

Special Purpose Financial Report

The Audit Report and Notes to the Accounts state that the financial report has been drawn up as a Special Purpose Financial Report (SPFR) rather than as a General Purpose Financial Report (GPFR) as required under s253 of the RAO Schedule. With respect to this issue Note 1 to the Accounts states:

The Association is not a reporting entity, because, in the Association's opinion, there are unlikely to exist users of the accounts who are dependant on general purpose financial reports of the Association for information. Accordingly these accounts are a 'special purpose financial report' and have been prepared for distribution to the members of the Association.

This approach is not consistent with the requirements of the RAO Schedule. The Schedule expressly requires a GPFR to be prepared and it makes no provision of any kind for the use of SPFR's.

While s270 of the RAO Schedule does make provision for reduced reporting requirements this only applies to whole organisations which have a total income of less than \$100,000.

In the light of the above, the Tasmanian Branch of the SDA will be required in future financial years to prepare a full GPFR in accordance with s253 of the RAO Schedule and the Reporting Guidelines issued with respect to s253.

Timing of financial documents

The RAO Schedule sets out a particular chronological order in which the financial documents must be prepared, made available to members and presented to a meeting - see the enclosed *Timeline*.

It is noted that the lodged documents did not comply fully with these requirements as follows:

- The Operating Report (17/08/05) was signed and dated after the financial documents were provided to members and presented to a meeting (14/12/04) – all such documents must be finalised prior to their provision to members and presentation to the meeting – see ss265(1), (5) and 266 of the RAO Schedule,
- The documents were lodged in the Registry more than 6 months after the date of the meeting, rather than within 21 days of the meeting as required by s268 of the RAO Schedule.

Accordingly, in future financial years the branch should ensure that the financial documents are prepared, made available to members and presented to the relevant meeting in the strict chronological sequence set out in the *Timeline* – see also sections 253, 265, 266 and 268 of the RAO Schedule.

Presentation of documents to meeting

It is noted that the financial documents were presented to a Committee of Management meeting rather than a general meeting of members. This may not be in accord with the RAO Schedule.

Under the RAO Schedule the standard obligation is for the full financial report to be presented to a general meeting of members within 6½ months of the end of the financial year. The documents may only be presented directly to a Committee of Management meeting where the rules of the organisation (or branch) contain a provision that allows up to 5% of members to call a general meeting to be held to consider the report - see s266(3).

It would appear that the rules of the organisation do not currently contain a provision to this effect. While Rule 41 of the Tasmanian Branch Rules is broadly in accord with the requirements of s266 I note that it refers to a 'written requisition of 30 *financial* members'. The Registrar has formed the view that s266 should not be interpreted as being limited to financial members.

Therefore, if the branch wishes to present its financial documents for year ending 30 June 2005 and later financial years to a Committee of Management meeting rather than a general meeting of members it will be necessary for the branch to amend its rules in accordance with the requirements of s266(3). The Registry can provide advice and/or assistance regarding any draft rules the branch may wish to submit with respect to this issue.

Conversely, if the branch intends to present future financial reports to general meetings rather than Committee meetings, then no alteration to the branch rules will be required.

Auditor's Report

The Auditor's Report should be revised so that it specifically confirms whether, in the Auditor's opinion, the accounts are presented fairly in accordance with the *Australian Accounting Standards* and the requirements of the RAO Schedule – see s257(5) of the RAO Schedule.

Statement of Cash Flows

The accounts did not include a Statement of Cash Flows. This is a mandatory requirement under 253(2)(a)(iii) of the RAO Schedule and in future financial years must be provided.

Committee of Management Statement

The wording of the Committee of Management Statement followed the former requirements of the Workplace Relations Act 1996 rather than the present requirements of the Reporting Guidelines – see the enclosed at Items 16 - 18. Please also note that the Certificate must affirm that it has been made in accordance with a resolution passed by the Committee and provide the date of the resolution.

Disclosure of Expenditure

An organisation is required to disclose specific expenditure items in the main body of the accounts. It is noted however that some of the expenditure information provided in the Statement of Financial Performance was grouped in broad categories such as 'Professional and Legal Fees' and 'Gifts and Representations'. With respect to these expenditure items the branch will need to separately disclose, in future financial years, the amount(s) expended on 'legal costs' and 'grants and donations' as required by Item 11 of the Reporting Guidelines.

In addition, in the event that any grant or donation is made in excess of \$1,000 the branch will need to provide further details of any such grant(s) and/or donation(s) as required by s237 of the RAO Schedule.

Certificate by General Secretary-Treasurer

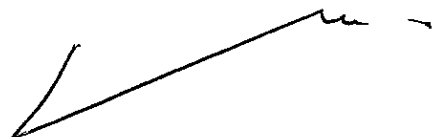
The Certificate by General Secretary-Treasurer (otherwise known as an Accounting Officer's Certificate) was a document required under the former financial reporting requirements of the Workplace Relations Act 1996. This certificate is not required under the RAO Schedule as it has, in effect, been replaced by the Operating Report.

Due date for next financial return is 15 January 2006

Now that the financial year for 30 June 2005 has ended, the branch should consider commencing the financial reporting process set out in the enclosed *Timeline* to ensure that the financial documents are lodged in the Registry by 15 January 2006. The maximum extension that is available is one month – see s265(5).

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,



Andrew Schultz
Statutory Services Branch

30 August 2005

Correspondence directed to:

PAUL GRIFFIN
GENERAL SECRETARY

P.O. BOX 1289
LAUNCESTON, TASMANIA 7250

Email: secretary@sdatas.asn.au

Website: www.sdatas.asn.au



FR2004/267

15th August 2005

Mr. Robert Pfeiffer,
Statutory Services Branch,
Australian Industrial Registry,
GPO Box 1994S,
MELBOURNE VIC 3001

Dear Mr. Pfeiffer,

**RE: SHOP DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION:
TASMANIAN BRANCH.**

FINANCIAL RETURN

Please find enclosed a copy of the financial report of the Shop Distributive and Allied Employees Association Tasmanian Branch for the year ended 30th June 2004, together with the Designated Officer's Certificate as required under the Workplace Relations Act 1996.

Yours sincerely

Paul Griffin
General Secretary
Shop Distributive and Allied Employees Association Tasmanian Branch

HEAD OFFICE

72 York Street, Launceston 7250
Telephone (03) 6331 8166
Facsimile (03) 6334 2104

HOBART OFFICE

75 Patrick Street, Hobart 7000
Telephone (03) 6234 1118
Facsimile (03) 6234 1887

***Shop Distributive and Allied Employees Association
Tasmanian Branch
Operating Report for year ended 30th June 2004***

Principal Activities

The principal activities of the Association during the reporting period were to provide industrial and organising services to the members, consistent with the objects of the Association and particularly the object of protecting and improving the interests of the members. s254(2)(a)

The Associations' principal activities resulted in maintaining and improving the wages and conditions of employment of the membership, particularly for those members in collective enterprise agreements negotiated by the Association. S254(2)(a)

There were no significant changes in the nature of the Association's principal activities during the reporting period. S254(2)(a)

Manner of Resignation

Members may resign from the Association in accordance with Rule 12, which reads as follows:-

- (a) A member may resign their membership by notifying the Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:-

- a) Where the member ceases to be eligible to become a member of the organisation:
- i) on the day on which the notice is received by the organisation; or
 - ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

Whichever is later, or

- b) In any other case;
- i) at the end of two weeks, after the notice is received by the organisation; or
 - ii) on the day specified in the notice,

Whichever is later.

Any dues payable but not paid by a former member of the organisation, in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the organisation, in a court of competent jurisdiction, as a debt due to the organisation

A notice delivered to the Secretary shall be taken to have been received by the organisation when it is delivered.

A notice or resignation that has been received by the organisation is not valid because it was not addressed and delivered to the Secretary.

A resignation from membership is valid even if it is not effected in accordance with this Rule, if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

***Shop Distributive and Allied Employees Association
Tasmanian Branch
Operating Report for year ended 30th June 2005***

Trustee or Director of trustee company of Superannuation entity or exempt public sector superannuation scheme s254(2)(d)

The following officers of the Association held preserved positions in the following entities:-

Paul Griffin (Secretary) is a Trustee of the Tasplan Superannuation Fund by virtue of the deed of that Fund, preserving one Trustee position for the serving Secretary of the Association.

Number of Members RAO reg 159(a)

The number of persons who at the end of the reporting period, were recorded on the register of members of the Association for the period ending 30th June 2004 was 4,758.

Number of Employees RAO reg 159(b)

The number of persons who at the end of the reporting period, were employees of the Association was 5.

Members of Committee of Management RAO reg 159©

The persons who held office as members of the Committee of Management of the Association during the reporting period is as follows:-

- R.W.B. Harradine - President
- Suzanne Aliphon
- Karyn Synnott
- Alex Cox
- Annette Jordan
- Kathleen Casey
- Lyn Berry
- James Fitzpatrick
- Paul Griffin

.....
Signed: Paul Griffin (General Secretary)

..... 17. 08. 05.
Date:

State Council's Statement

On 14th December 2004, the State Council of Shop Distributive and Allied Employees' Association, Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004.

The State Council declares in relation to the GPFR that in its opinion:-

- a) the financial statements and notes comply with the Australian Accounting standards;
- b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- c) the financial statements and notes give a true 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 GPFR relates and since the end of that year:-
 - i) meetings of the State Council 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) no information has been sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule; and
 - vi) no orders have been made by the Commission under section 273 or the RAO Schedule.

For State Council:

Title of Office held: General Secretary/Treasurer

Signature:

Paul Griffin

Date:

17. 08. 05.

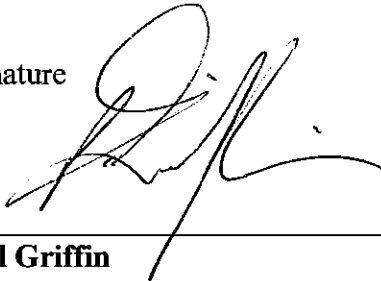
Designated Officer's Certificate

Section 268 of Schedule 1B Workplace Relations Act 1996

I, Paul Griffin, being the General Secretary of the Shop Distributive and Allied Employees Association Tasmanian Branch, certify:

1. that the documents lodged herewith are copies of the full report, referred to in Section 268 of the RAO Schedule;
2. that the full report was provided to the Branch Committee of Management (State Council) of the Association on 14th December, 2004, and that all members were notified of this by way of a schedule in the SDA quarterly journal, Talking Shop.

Signature



Paul Griffin

Date: 17. 08. 05.

INDEPENDENT AUDIT REPORT TO THE MEMBERS

OF SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION (TASMANIAN BRANCH)

Scope

We have audited the attached financial report, being a special purpose financial report, of Shop Distributive & Allied Employees' Association (Tasmanian Branch) for the financial year ended 30 June 2004 comprising the Income and Expenditure Statement, Capital Accounts, Balance Sheet and Notes to the financial statements. The State Council is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the financial reporting requirements of the Associations Incorporation Act 1964 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Shop Distributive & Allied Employees' Association (Tasmanian Branch). No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members, and lodgement with the Commissioner for Corporate Affairs, for the purpose of fulfilling the State Council's financial reporting requirements under the Associations Incorporation Act 1964. We disclaim any assumption of responsibility for any reliance on this audit report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

Audit Opinion

In our opinion:

- (a) the financial report gives a true and fair view, in accordance with the accounting policies described in Note 1 to the financial statements, of the financial position of Shop Distributive & Allied Employees' Association (Tasmanian Branch) as at 30 June 2004 and the results of its operations for the year then ended; and
- (b) Shop Distributive & Allied Employees' Association (Tasmanian Branch) kept proper accounting records and other books during the period covered by the financial report.

Deloitte Touche Tohmatsu

DELOITTE TOUCHE TOHMATSU

YL

R Whitehead
Partner

Chartered Accountants

Launceston, Dated: 25/11/04

Member of
Deloitte Touche Tohmatsu

**Shop Distributive & Allied
Employees' Association
(Tasmanian Branch)**

Independent Auditors' Report

**Financial Statements
Year Ended 30 June 2004**

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004

	NOTE	2004	2003
		\$	\$
INCOME			
BOARD ROOM HIRE		0	155
CAR PARK RENT		5,857	4,988
MEMBERS' SUBSCRIPTIONS		1,103,805	858,178
INTEREST RECEIVED		23,540	17,791
MOVIE MONEY TICKETS		14,784	9,247
PROFIT / (LOSS) ON SALE OF FIXED ASSETS		2,889	0
REIMBURSEMENTS		10,995	30,130
SUNDRY		4,729	53
		<hr/>	<hr/>
TOTAL INCOME		1,166,599	920,542
LESS EXPENSES			
AFFILIATIONS - FEDERAL BODY		92,967	83,475
AFFILIATIONS - OTHER		18,356	15,801
SALARIES - OFFICIALS		54,325	53,173
SALARIES - EMPLOYEES		149,309	187,787
AUDIT FEES		3,539	3,807
BANK CHARGES AND INTEREST		1,400	533
PROVISION FOR ANNUAL LEAVE		6,431	13,023
COMMISSION		102,280	71,530
COMPUTER EXPENSES		1,791	10,213
DEPRECIATION		29,148	29,896
DELEGATES EXPENSES		5,175	6,103
FARES AND ORGANISER'S EXPENSES		31,948	32,727
FINES		0	749
FRINGE BENEFITS TAX		7,216	7,057
FUNCTIONS		5,235	7,555
GIFTS AND PRESENTATIONS		14,067	5,794

The accompanying notes form part of these accounts

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004

	NOTE	2004	2003
		\$	\$
ACCIDENT INSURANCE - MEMBERS		13,003	12,448
INSURANCE		3,656	2,163
PROFESSIONAL AND LEGAL FEES		8,035	1,474
LIGHT AND POWER		3,164	2,637
PROVISION FOR LONG SERVICE LEAVE		3,490	(18,953)
MEETING EXPENSES		1,370	1,955
MOTOR VEHICLE EXPENSES	3	30,373	33,612
MOVIE TICKETS		33,191	20,006
NATIONAL COUNCIL EXPENSES		2,631	41,182
NATIONAL EXECUTIVE EXPENSES		1,800	0
STATE COUNCIL EXPENSE		1,678	282
NEWSLETTERS AND PUBLICATIONS		8,187	11,614
OFFICE EXPENSES		887	1,241
BRANCH JOURNAL		49,560	46,819
PETTY CASH		273	265
PHOTOS		529	241
POSTAGE AND FREIGHT		1,443	1,923
PRINTING AND STATIONERY		5,534	8,838
PRESIDENTIAL EXPENSES		36,808	27,405
RATES AND LAND TAXES		8,978	8,801
OFFICE REPAIRS AND MAINTENANCE		3,273	2,727
BUILDING REPAIRS AND MAINTENANCE		496	1,190
REIMBURSE SCHOLARSHIP		17,683	11,209
STAFF TRAINING		21,055	23,027
SUBSCRIPTIONS AND ADVERTISING		10,196	12,924
SUPERANNUATION		21,866	33,756
SUNDRY		8,595	4,910
TELEPHONE		23,546	18,814
WORKERS COMPENSATION INSURANCE		2,859	2,112
TOTAL EXPENSES		847,346	843,845
SURPLUS		319,253	76,697

The accompanying notes form part of these accounts

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
CAPITAL ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004

	NOTE	2004	2003
		\$	\$
CAPITAL AND CURRENT ACCOUNTS			
ACCUMULATED FUNDS			
OPENING BALANCE		1,059,877	983,180
SURPLUS		319,253	76,697
		<hr/>	<hr/>
		1,379,130	1,059,877
RESERVES			
ASSET REVALUATION RESERVE		163,216	163,216
		<hr/>	<hr/>
		1,542,346	1,223,093
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of these accounts

**SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)**

BALANCE SHEET AS AT 30 JUNE 2004

	NOTE	2004	2003
		\$	\$
CURRENT ASSETS			
CASH			
CASH AT BANK		548,385	371,562
RECEIVABLES			
SUBSCRIPTIONS IN ARREARS	4	94,446	11,085
SUNDRY DEBTORS		31,024	3,586
		<hr/>	<hr/>
		125,470	14,671
INVESTMENTS			
TRUST BANK - INTEREST BEARING DEPOSIT		16,413	15,726
COMMERCIAL BILL - COMMONWEALTH BANK		469,639	447,604
		<hr/>	<hr/>
		486,052	463,330
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		1,159,907	849,563
		<hr/>	<hr/>
NON CURRENT ASSETS			
INVESTMENTS			
LONG SERVICE LEAVE FUND		32,765	29,911
- COMMONWEALTH SAVINGS BANK			
PROPERTY, PLANT AND EQUIPMENT			
FREEHOLD IMPROVEMENTS - AT COST		5,970	5,970
LESS ACCUMULATED DEPRECIATION		(4,994)	(4,822)
BUILDINGS - AT COST		176,696	176,696
LESS ACCUMULATED DEPRECIATION		(17,980)	(14,446)
BUILDINGS - AT INDEPENDENT - AT COST		100,000	100,000
ACCUMULATED DEPRECIATION		(4,000)	(3,000)
LAND - AT COST		150,000	150,000
		<hr/>	<hr/>
TOTAL PROPERTY		405,692	410,398

The accompanying notes form part of these accounts

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
BALANCE SHEET AS AT 30 JUNE 2004

	NOTE	2004	2003
		\$	\$
MOTOR VEHICLES - AT COST		161,751	156,208
LESS ACCUMULATED DEPRECIATION		(76,869)	(101,952)
TOTAL MOTOR VEHICLES		<u>84,882</u>	<u>54,256</u>
OFFICE EQUIPMENT, FURNITURE AND FITTINGS - AT COST		157,184	154,500
LESS ACCUMULATED DEPRECIATION		(127,809)	(118,490)
TOTAL OFFICE EQUIPMENT		<u>29,375</u>	<u>36,010</u>
TOTAL PLANT AND EQUIPMENT		<u>114,257</u>	<u>90,266</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT		<u>519,949</u>	<u>500,664</u>
TOTAL NON-CURRENT ASSETS		<u>552,714</u>	<u>530,575</u>
TOTAL ASSETS		<u>1,712,621</u>	<u>1,380,138</u>
CURRENT LIABILITIES			
CREDITORS		37,265	41,759
GST PAYABLE		26,650	18,847
PROV'N FOR LONG SERVICE LEAVE		45,329	41,437
PROVISION FOR ANNUAL LEAVE		56,420	49,989
TOTAL CURRENT LIABILITIES		<u>165,664</u>	<u>152,032</u>
NON CURRENT LIABILITIES			
PROV'N FOR LONG SERVICE LEAVE		4,611	5,013
TOTAL LIABILITIES		<u>170,275</u>	<u>157,045</u>
NET ASSETS		<u>1,542,346</u>	<u>1,223,093</u>

The accompanying notes form part of these accounts

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Association is not a reporting entity, because, in the Association's opinion, there are unlikely to exist users of the accounts who are dependent on general purpose financial reports of the Association for information. Accordingly, these accounts are a "special purpose financial report" and have been prepared for distribution to the members of the Association.

The Association is of the type identified in Statement of Accounting Concepts 1 as a non-reporting entity. The financial report has been prepared in accordance with the basis of accounting of all Accounting Standards and UIG consensus Views.

The statements are prepared on an accrual basis from the records of the Association.

Historical Costs The accounts are based on historic costs and do not take into account changing money values or except where specifically stated, the current value of non-current assets.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial statements.

(a) Accounts Payable

Trade payables and other accounts payable are recognised when the association becomes obliged to make future payments resulting from the purchase of goods and services.

(b) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except:

- (i) Where the amount of GST incurred is not recoverable from the taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item expense.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of sundry debtors or sundry creditors.

(c) Income Tax

No provision for income tax is necessary as Trade Unions are exempt from income tax under S.50-15 of the Income Tax Assessment Act 1997.

(d) Property, Plant and Equipment

Plant, equipment, fixtures and fittings are brought to account at cost, less any accumulated depreciation. Land and buildings are disclosed at cost or deemed cost.

The depreciable amount of all fixed assets including buildings, but excluding freehold land, is depreciated over their useful lives commencing from the time the asset is held ready for use. Depreciation is charged annually based on the straight-line or diminishing value methods of depreciation. The following estimated useful lives are used in the calculation of depreciation:

Buildings	-	50 years
Motor Vehicles	-	4 to 6 years
Other Items	-	3 to 15 years

(e) Provision for Employee Benefits

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of wages and salaries, annual leave and long service leave expected to be settled within 12 months, are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

**SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Provision for Employee Benefits (Continued)

Provisions made in respect of wages and salaries, annual leave and long service leave which are not expected to be settled within 12 months, are measured at the present value of the estimated future cash outflows to be made by the association in respect of services provided by employees up to reporting date.

(f) Revenue Recognition

Revenue from the sale of goods and disposal of other assets is recognised when the entity has passed control of the goods or other assets to the buyer. Other revenue is recognised in the period to which it relates.

(g) Receivables

Trade receivables and other receivables are recorded at amounts due less any allowance for doubtful debts.

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996 attention of members is drawn to the provisions of Sub-Sections (1), (2) and 3 of Section 274 which reads 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 Sub-Section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and with such time, as is prescribed.
- (3) A registrar may only make an application under Sub-Section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received of an application made at the request of the member.

	2004	2003
	\$	\$
NOTE 3 - MOTOR VEHICLE EXPENSES		
PETROL	19,615	17,872
MV INSURANCE	1,732	3,071
MV REPAIRS & MAINTENANCE	5,184	8,006
PARKING	455	345
MV REGISTRATION	2,249	3,231
RACT	100	504
HIRE FEES	1,038	583
	30,373	33,612

**SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
NOTE 4 - SUBSCRIPTIONS IN ARREARS	94,446	12,085
LESS PROVISION FOR DOUBTFUL SUBSCRIPTIONS	0	(1,000)
	<hr/>	<hr/>
	94,446	11,085
	<hr/>	<hr/>

SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
CERTIFICATE BY GENERAL SECRETARY - TREASURER

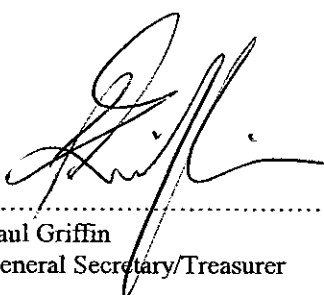
I, Paul Griffin, being the Officer responsible for keeping the accounting records of the association, certify that as at 30 June 2004 the number of members of the Branch was 4,758.

In my opinion:

- (i) The accompanying financial statements show a true and fair view of the financial affairs of the association as at 30 June 2004;
- (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 operations 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 the remuneration in respect of their full-time employment with the association were made to persons holding office in the association; and
- (vi) The register of members of the association was maintained in accordance with the Workplace Relations Act 1996.

Dated: 25. Nov. 2004.

Place: Hobart


.....
Paul Griffin
General Secretary/Treasurer

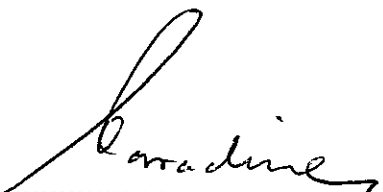
SHOP DISTRIBUTIVE & ALLIED EMPLOYEES' ASSOCIATION
(TASMANIAN BRANCH)
CERTIFICATE OF STATE COUNCIL

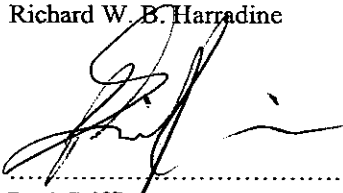
We, Richard W. B. Harradine and Paul Griffin being two members of the State Council of the Shop Distributive and Allied Employees' Association (Tasmanian Branch), do state on behalf of the Council and in accordance with a resolution passed by the Council that:

- (i) in the opinion of the State Council, the attached financial statements show a true and fair view of the financial affairs of the association as at 30 June 2004;
- (ii) in the opinion of the State Council, meetings of the Council were held during the year ended 30 June 2004, in accordance with the rules of the association
- (iii) to the knowledge of any member of the State Council, there have been no instances where records of the association or other documents, (not being documents containing information made available to a member of the association under Sub-Section 274 (1) of the Workplace Relations Act 1996, as amended) 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 in accordance with the requirements of the regulations thereto or the rules of the association; and
- (iv) in relation to the report of the auditor and the financial accounts and statements for the year ended 30 June 2004 prepared in accordance with Sections 276 and 273 (1), the association complied with the applicable provisions of Sub-Section 279 (1) of the Act and did comply with Sub-Section 279 (6) of the Act.

Dated: *25 November 2004*

Place: *Hobart*


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Richard W. B. Harradine


.....
Paul Griffin