



FAIR WORK  
AUSTRALIA

19 April 2010

Mr Paul Griffin  
General Secretary-Treasurer  
Shop, Distributive and Allied Employees Association-Tasmanian Branch  
P.O. Box 1289  
LAUNCESTON TAS 7250

By email: [paul@sdatas.asn.au](mailto:paul@sdatas.asn.au)

Dear Mr Griffin,

## **Financial Reporting for the Shop, Distributive and Allied Employees Association - Tasmanian Branch (FR2009/10061)**

I acknowledge receipt of the financial report of the Distributive and Allied Employees Association - Tasmanian Branch for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 16 December 2009. I also note the further information which you provided in relation to the matter on 19 February 2010 and 1 April 2010.

The financial report has been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

### **Operating report**

#### **Review of principle activities**

Subsection 254(2)(a) of the RO Act requires an operating report to contain a review of the principal activities of the reporting unit, the results of those activities and any significant changes in the nature of the those activities. I note that the operating report briefly describes the principal activities, but does not explain the results of these activities nor whether there were any significant changes in the nature of these activities. Please note that subsection 254(2)(a) of the RO Act does not require a financial result nor significant financial changes. It requires a description of the results from providing services to members and a description of any changes to the nature of those activities.

These requirements are in addition to Subsection 254(2)(b) of the RO Act which requires an operating report to give details of any significant changes in the reporting unit's financial affairs during the year.

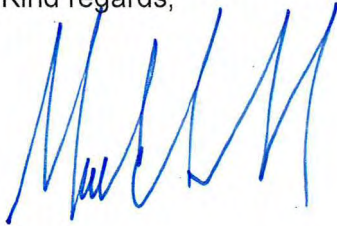
**Notes to the Financial Statements:**

**Policy concerning recognition of revenue**

AASB 118 at paragraph 35 requires the disclosure of the accounting policies adopted for the recognition of revenue. I cannot locate a policy regarding the recognition of revenue. Please ensure financial reports include clear disclosure of the accounting policies adopted for the recognition of revenue.

I trust that this information shall be of assistance. Please contact me by email to [mark.elliott@airc.gov.au](mailto:mark.elliott@airc.gov.au) or by telephone on (03) 8661 7811 should you wish to discuss this correspondence.

Kind regards,



Mark Elliott

Tribunal Services and Organisations  
Fair Work Australia

**ELLIOTT, Mark**

---

**From:** ELLIOTT, Mark  
**Sent:** Monday, 19 April 2010 1:03 PM  
**To:** 'Paul Griffin'  
**Subject:** RE: financial reporting: SDA Tas Branch for year ended 30 June 2009 (FR2009/10061)  
**Attachments:** 1.pdf

Thank you for the further information Paul.

The financial report has been filed. Correspondence confirming same is attached.

Kind regards,

**MARK ELLIOTT**

Tribunal Services and Organisations

**Fair Work Australia**

Tel: 03 8661 7811

Fax: 03 9655 0410

[mark.elliott@fwa.gov.au](mailto:mark.elliott@fwa.gov.au)

11 Exhibition Street, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

[www.fwa.gov.au](http://www.fwa.gov.au)

**ELLIOTT, Mark**

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**From:** Paul Griffin [paul@sdatas.asn.au]  
**Sent:** Thursday, 1 April 2010 4:31 PM  
**To:** ELLIOTT, Mark  
**Subject:** RE: financial reporting: SDA Tas Branch for year ended 30 June 2009 (FR2009/10061)

Thank you Mark,  
 I am able to confirm both issues re the COM in providing the Concise Report to members.  
 I thought I had done this on our last contact however I too will be back on Wednesday and if you require the particular dates I shall be able to provide.  
 And the same to you over the Easter break.  
 Regards,  
 Paul Griffin.

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**From:** ELLIOTT, Mark [mailto:Mark.Elliott@fwa.gov.au]  
**Sent:** Wednesday, 31 March 2010 2:56 PM  
**To:** paul@sdatas.asn.au  
**Subject:** FW: financial reporting: SDA Tas Branch for year ended 30 June 2009 (FR2009/10061)

Good afternoon Paul,

I have tired to call a couple of times this week but missed you. I am following up on my email below and our conversation from a little while back in relation to Branch's 30 June 2009 financial report.

Can you please confirm that a COM statement was provided to your membership as a part of the concise report and also confirm that the Committee of Management resolved to provide a concise report to the members. Upon receipt of that advice, the SDA Tas Branch Financial report for the 30 June 2009 financial year can be filed.

Thanking you in advance for your advice. If you wish to discuss this email I shall be back in the office next Wednesday, April 7.

Have a safe and happy Easter.

Kind regards,

**MARK ELLIOTT**  
 Tribunal Services and Organisations

**Fair Work Australia**  
 Tel: 03 8661 7811  
 Fax: 03 9655 0410  
[mark.elliott@fwa.gov.au](mailto:mark.elliott@fwa.gov.au)

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**From:** ELLIOTT, Mark  
**Sent:** Friday, 19 February 2010 2:58 PM  
**To:** 'paul@sdatas.asn.au'  
**Subject:** financial reporting: SDA Tas Branch for year ended 30 June 2009 (FR2009/10061)

Paul,

Further to our conversation today can you please confirm the following matters by return email.

- The Branch provided the members with a concise report rather than the full report. Before this can occur, the Branch Committee of Management must resolve to provide a concise report. Can you please confirm

that such a resolution was made by the COM in relation to the 2009 material?

- The concise report must contain certain documents. One such document is the Committee of Management Statement (which also forms part of the full report). It is not immediately clear on the face of the documents that the COM Statement was provided to the members as part of the concise report. Can you please confirm that the COM Statement was sent to the members?

Once confirmation of these facts is received, the financial report will be filed and no further action will be required of the Branch in relation to the year ended 30 June 2009.

Please contact me if you wish to discuss the matter.

King regards

**MARK ELLIOTT**  
Tribunal Services and Organisations

**Fair Work Australia**  
Tel: 03 8661 7811  
Fax: 03 9655 0410  
[mark.elliott@fwa.gov.au](mailto:mark.elliott@fwa.gov.au)

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19/04/2010

**MARK ELLIOTT**

Tribunal Services and Organisations

**Fair Work Australia**

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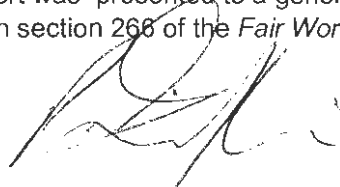
**Sample Designated Officer's Certificate or other Authorised Officer<sup>1</sup>**

*s268 Fair Work (Registered Organisations) Act 2009*

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

- that the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the Concise report was provided to members on 28/09/09; and
- that the full report was presented to a general meeting of members of the reporting unit on 24/11/09 in accordance with section 268 of the *Fair Work (Registered Organisations) Act 2009*.

Signature



Date:

16.12.09.

<sup>1</sup>*The relevant regulations prescribe the designated officer for the purpose of s268 of the Fair Work (Registered Organisations) Act 2009 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES  
ASSOCIATION,**

**TASMANIAN BRANCH**

**ABN 25 567 586 269**

**Concise Financial Report  
For the Year Ended 30 June, 2009**

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**Davern Dixon**

CHARTERED ACCOUNTANTS

ACN 009 513 482 PTY LTD

**Directors**

Peter C Dixon FCA  
Christopher J Bishop FCA  
Roger G McBain CA

26 Elizabeth Street  
PO Box 872  
Launceston Tas 7250

Telephone (03) 6331 5133  
Facsimile (03) 6331 3623  
[www.daverndixon.com.au](http://www.daverndixon.com.au)

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**OPERATING REPORT**

The State Council present their report on the operations of the Union for the year ended 30 June 2009.

**State Council**

The names of each person who have been on the State Council during the year and to the date of this report are:

General President:	Karyn Synnott
Branch Vice President:	James Fitzpatrick
General Secretary	Paul Griffin
State Councillors:	Kathleen Casey
	Tania Venn
	Scott Bryan (resigned)
	Leanne Porter
	Annette Jordan
	Katrina Barr

Mr Paul Griffin is a Director of the Tasplan Superannuation Fund.

**Principal Activities**

The Union's principal continuing activity during the year was to promote the interests of its members.

<b>Results</b>	\$	\$
	2009	2008
Operating profit / (loss) for the year	40,298	(23,217)

**Significant Changes in the State of Affairs**

There have been no significant changes in the Union's state of affairs.

**Matters Subsequent to the End of the Financial Year**

There is at the date of this report no matter or circumstances which have arisen since 30 June 2009 that has significantly affected or may significantly affect:

- (a) the Union's operations in financial years subsequent to 30 June 2009;
- (b) the results of those operations; or
- (c) the Union's state of affairs in financial years subsequent to 30 June 2009.

**Likely Developments and Expected Results of Operations**

No significant changes in the operations of the Union have been proposed at the date of this report.

**Details of Members & Rights of Members to Resign**

The Shop, Distributive and Allied Employees Association, Tasmanian Branch had 5,885 members at 30 June 2009 which include both honorary and lifetime members.


Details of the right of members to resign from the Union are in Rule 12 of the Rules of the Shop, Distributive and Allied Employees Association, Tasmanian Branch.

**Employees**

The Shop, Distributive and Allied Employees Association, Tasmanian Branch had 7 full time equivalent employees at 30 June 2009.



K Synnott  
State Council



P Griffin  
State Council

Signed at Hobart this 26 day of August 2009

SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH

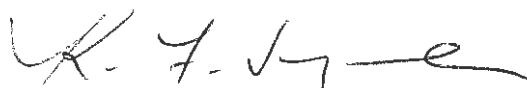
DECLARATION BY STATE COUNCIL

The State Council of Shop, Distributive and Allied Employees Association, Tasmanian Branch declare that the concise financial report for the financial year ended 30 June 2009 as set on pages 6 to 9:

- (a) Complies with Accounting Standard AASB 1039: Concise Financial Reports; and
- (b) is an extract from the full financial report for the year ended 30 June 2009 and has been derived from and is consistent with the full financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch.

This declaration is made in accordance with a resolution of the State Council dated 26 August 2009.

K. Synnott  
State Council



P Griffin  
State Council



Signed at Hobart this 26<sup>th</sup> day of August 2009

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS**

**Information on Concise Financial Report**

The concise financial report is an extract from the full financial report for the year ended 30 June 2009. The financial statements and disclosures in the concise financial report have been derived from the 2009 Financial Report of Shop, Distributive and Allied Employees Association, Tasmanian Branch. A copy of the full financial report and auditor's report will be sent to any member, free of charge, upon request.

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on Shop, Distributive and Allied Employees Association, Tasmanian Branch financial statements and the information contained in the concise financial report has been derived from the full 2009 Financial Report of Shop, Distributive and Allied Employees Association, Tasmanian Branch.

**Income Statement**

Revenue has increased by 6.94% to \$1,500,254. This has primarily been driven by increased membership revenue.

Net profit for the year after income tax amounted to \$40,298. The increase in profit was primarily due to cessation of Your Rights at Work campaign and increased memberships.

**Balance Sheet**

No significant changes from the prior year.

**Cash Flow Statement**

Increase in cash flows is primarily due to an increase in creditors, decrease in debtors and an operating gain for the current year.

**Members access to financial records**

Pursuant to subsection 272(5) of the RAO Schedule, the following information is drawn to the attention of members:

- (1) A member of a reporting unit, or a Registrar, may apply to the Association for specific prescribed information in relation to the Association 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 Association.
- (3) The Association must comply with an application made under the subsection (1).

## INDEPENDENT AUDIT REPORT

### TO THE MEMBERS OF SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION, TASMANIAN BRANCH

#### Report on the concise financial report

The accompanying concise financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch comprises the balance sheet as at 30 June 2009, the income statement and cash flow statement for the year then ended and related notes, derived from the audited financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch for the year ended 30 June 2009, and the discussion and analysis. The concise financial report does not contain all the disclosures required by Australian Accounting Standards.

#### *State Council's responsibility for the concise financial report*

The councillors are responsible for the preparation and presentation of the concise financial report in accordance with Accounting Standard AASB 1039: Concise Financial Reports (including the Australian Accounting Interpretations), statutory and other requirements. This responsibility includes establishing and maintaining internal control relevant to the preparation of the concise financial report; selecting and applying the appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's responsibility*

Our responsibility is to express an opinion on the concise financial report based on our audit procedures. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch for the year ended 30 June 2009. Our audit report on the financial report for the year was signed on 1 September 2009 and was not subject to any modifications. The Australian 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 for the year is free from material misstatement.

Our procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is derived from, and is consistent with, the financial report for the year, and examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report complies with Accounting Standard AASB 1039: Concise Financial Reports and whether the discussion and analysis complies with the requirements laid down in AASB 1039: Concise Financial Reports.


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

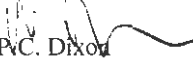
#### **Independence**

In conducting the audit we followed applicable independence requirements of Australian professional and ethical pronouncements.

#### **Audit Opinion**

In our opinion, the concise financial report including the discussion and analysis of Shop, Distributive and Allied Employees Association, Tasmanian Branch, for the year ended 30 June 2009 complies with Accounting Standard AASB 1039: Concise Financial Reports.

  
Daven Dixon  
Chartered Accountants

  
P.C. Dixon  
Partner

Date: 

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009 \$	2008 \$
<b>Revenue</b>	<b>2</b>	<u>1,500,254</u>	<u>1,402,839</u>
Administration expenses - other		26,641	51,521
Advertising		16,951	11,035
Affiliation fees - SDAEA National Office		115,318	115,656
Affiliation fees - SDAEA International Fund		34,595	34,697
Affiliation fees - Union Tasmania		26,909	28,321
Affiliation fees - ALP Tasmania		13,062	12,375
Audit fees		8,899	8,816
Branch journal		80,756	65,234
Campaigns		382	56,056
Commissions paid to employers		132,604	112,428
Computer expenses		9,624	5,842
Consulting		18,536	19,661
Delegates expenses		29,784	15,327
Depreciation		37,296	39,343
Employee benefits - officials		73,034	69,990
Employee benefits - employees		347,687	330,250
Fares and organising expenses		59,608	36,257
Fringe benefit tax		19,242	11,851
Functions		26,085	16,593
Gifts and presentations		22,736	26,868
Grants and donations		6,109	6,663
Interest		-	157
Legal fees		4,796	7,373
Light & power		3,178	2,250
Loss on sale of fixed assets		1,704	-
Meeting expenses		252	109
Member Benefits		3,560	-
Motor vehicle expenses		48,082	41,698
Movie tickets		65,609	63,595
National council expenses		7,498	11,493
Newsletters and publications		-	928
Postage and freight		20,304	21,938
Presidential card		40,929	40,334
Printing and stationery		26,670	27,115
Rates and taxes		10,278	9,826
Repairs and maintenance		4,379	6,596
Scholarship vouchers		55,623	77,486
Scholarship - AFS Corporate		22,230	-
Subscriptions		1,705	1,713
Telephone		37,299	38,661
<b>Total expenses</b>		<u>1,459,956</u>	<u>1,426,056</u>
<b>Profit/(Loss) before income tax expense</b>		40,298	(23,217)
Income tax expense		-	-
<b>Net Profit/(Loss)</b>		<u>40,298</u>	<u>(23,217)</u>



**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION  
TASMANIAN BRANCH**

**BALANCE SHEET AS AT 30 JUNE 2009**

	Notes	2009 \$	2008 \$
<b>Current assets</b>			
Cash assets		1,407,637	1,280,209
Inventories		6,806	3,492
Receivables		68,909	123,011
<b>Total current assets</b>		<u>1,483,352</u>	<u>1,406,712</u>
<b>Non-current assets</b>			
Property, plant and equipment		538,521	542,696
<b>Total non-current assets</b>		<u>538,521</u>	<u>542,696</u>
<b>Total assets</b>		<u>2,021,873</u>	<u>1,949,408</u>
<b>Current liabilities</b>			
Payables		86,812	53,903
Provisions		92,035	95,265
<b>Total current liabilities</b>		<u>178,847</u>	<u>149,168</u>
<b>Non-current liabilities</b>			
Provisions		20,238	17,751
<b>Total non-current liabilities</b>		<u>20,238</u>	<u>17,751</u>
<b>Total liabilities</b>		199,085	166,919
<b>Net assets</b>		<u>1,822,788</u>	<u>1,782,489</u>
<b>Members funds</b>			
Retained profits		1,659,571	1,619,273
Reserves		163,216	163,216
<b>Total members funds</b>		<u>1,822,787</u>	<u>1,782,489</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
<b>Cash flows from operating activities</b>		
Receipts from members and other third parties	1,465,906	1,256,169
Interest received	88,450	94,811
Payments to suppliers and employees	(1,392,102)	(1,355,364)
<b>Net cash provided by/(used in) operating activities</b>	<u>162,254</u>	<u>(4,384)</u>
<b>Cash flows from investing activities</b>		
Proceeds from sales of property, plant and equipment	1,364	-
Payment for property, plant and equipment	<u>(36,190)</u>	<u>(30,484)</u>
	<u>(34,826)</u>	<u>(30,484)</u>
Net increase/(decrease) in cash held	127,428	(34,868)
Cash at beginning of the financial year	1,280,209	1,315,077
<b>Cash at the end of the financial year</b>	<u><u>1,407,637</u></u>	<u><u>1,280,209</u></u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE CONCISE FINANCIAL REPORT**

**Note 1 : Basis of Preparation of the Concise Financial Report**

The concise financial report is an extract from the full financial report for the year ended 30 June 2009. The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports, and Schedule 1 Registration and Accountability of Organisations (RAO) Schedule.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch. The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Shop, Distributive and Allied Employees Association, Tasmanian Branch as the full financial report. A copy of the financial report and auditor's report will be sent to any member, free of charge, upon request.

The financial report of Shop Distributive and Allied Employees Association, Tasmanian Branch comply with all Australian equivalents to International Financial Report Standards (AIFRS) in their entirety. The presentation currency used in this concise financial report is Australian dollars.

**Note 2: Revenue**

	<b>2009</b>	<b>2008</b>
	<b>\$</b>	<b>\$</b>
<b>Operating Revenue</b>		
Members' subscriptions	<u>1,370,233</u>	<u>1,268,501</u>
Movie money tickets	19,136	19,421
Interest received	88,450	94,811
Car park rents received	7,405	7,454
Other	<u>15,030</u>	<u>12,652</u>
	<u>130,021</u>	<u>134,338</u>
<b>Total Revenue</b>	<u><u>1,500,254</u></u>	<u><u>1,402,839</u></u>

**Note 3: Segment information**

The Association provides industrial advocacy services to members through two locations in Tasmania (Launceston and Hobart).

**Note 4: Subsequent Events**

There has not been any matter or circumstance that has significantly affected, or may significantly affect, the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES  
ASSOCIATION,**

**TASMANIAN BRANCH**

**ABN 25 567 586 269**

**General Purpose Financial Report  
For the Year Ended 30 June, 2009**

**Davern Dixon**

CHARTERED ACCOUNTANTS

ACN 009 513 482 PTY LTD

**Directors**

Peter C Dixon FCA  
Christopher J Bishop FCA  
Roger G McBain CA

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**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**OPERATING REPORT**

The State Council present their report on the operations of the Union for the year ended 30 June 2009.

**State Council**

The names of each person who have been on the State Council during the year and to the date of this report are:

General President:	Karyn Synnott
Branch Vice President:	James Fitzpatrick
General Secretary	Paul Griffin
State Councillors:	Kathleen Casey
	Tania Venn
	Scott Bryan (resigned)
	Leanne Porter
	Annette Jordan
	Katrina Barr

Mr Paul Griffin is a Director of the Tasplan Superannuation Fund.

**Principal Activities**

The Union's principal continuing activity during the year was to promote the interests of its members.

<b>Results</b>	\$	\$
	2009	2008
Operating profit / (loss) for the year	40,298	(23,217)

**Significant Changes in the State of Affairs**

There have been no significant changes in the Union's state of affairs.

**Matters Subsequent to the End of the Financial Year**

There is at the date of this report no matter or circumstances which have arisen since 30 June 2009 that has significantly affected or may significantly affect:

- (a) the Union's operations in financial years subsequent to 30 June 2009;
- (b) the results of those operations; or
- (c) the Union's state of affairs in financial years subsequent to 30 June 2009.

**Likely Developments and Expected Results of Operations**

No significant changes in the operations of the Union have been proposed at the date of this report.

**Details of Members & Rights of Members to Resign**

The Shop, Distributive and Allied Employees Association, Tasmanian Branch had 5,885 members at 30 June 2009 which include both honorary and lifetime members.

Details of the right of members to resign from the Union are in Rule 12 of the Rules of the Shop, Distributive and Allied Employees Association, Tasmanian Branch.

**Employees**

The Shop, Distributive and Allied Employees Association, Tasmanian Branch had 7 full time equivalent employees at 30 June 2009.



K Sennott  
State Council



P Griffin  
State Council

Signed at Hobart this <sup>21</sup>~~26~~ day of August 2009

## INDEPENDENT AUDIT REPORT

### TO THE MEMBERS OF SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION, TASMANIAN BRANCH

#### Report on the Financial report

We have audited the accompanying financial report of Shop, Distributive and Allied Employees Association, Tasmanian Branch which comprises the balance sheet as at 30 June 2009 and the income statement and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the State Council Statement.

#### *State Council's Responsibility for the Financial Report*

The State Council 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 financial reporting requirements of the association's constitution and the RAO Schedule. 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, State Council also state, in accordance with Accounting Standards AASB101: Presentation of Financial Statements, that compliance with the Australian equivalents to International Financial Reporting Standards (IFRS) ensures that the financial report, comprising the financial statements and notes, complies with IFRS.

#### *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 directors, as well as evaluating the overall presentation of the financial report.


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*

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the RAO Schedule of the Workplace Relations Act 1996.

  
Davern Dixon  
Chartered Accountants

P. C. Dixon (Registered Company Auditor # 173. Approved Auditor)  
Partner  
26 Elizabeth Street Launceston Tasmania

Dated this  day of  2009

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**STATE COUNCIL STATEMENT**

In the opinion of the State Council:

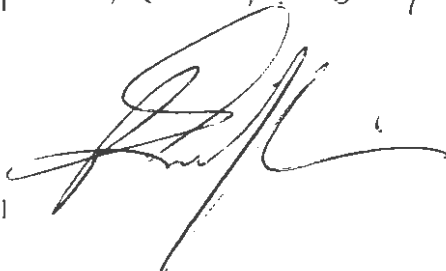
- (a) the financial statements and notes comply with the Australian Accounting Standards ;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial 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 general purpose financial report 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 rules of the 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 the branch concerned; and
  - (iii) the financial records have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) where the organisation consists of two 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 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.
  - (vii) In relation to the recovery of wages activity; there has been no such activity undertaken.

Signed in accordance with a resolution of the State Council dated 26 August 2009.

K Synnott  
State Council



P Griffin  
State Council



Signed at Hobart this 26<sup>th</sup> day of August 2009



**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009 \$	2008 \$
<b>Revenue</b>	<b>2</b>	<u>1,500,254</u>	<u>1,402,839</u>
Administration expenses - other		26,641	51,521
Advertising		16,951	11,035
Affiliation fees - SDAEA National Office		115,318	115,656
Affiliation fees - SDAEA International Fund		34,595	34,697
Affiliation fees - Union Tasmania		26,909	28,321
Affiliation fees - ALP Tasmania		13,062	12,375
Audit fees	<b>4</b>	8,899	8,816
Branch journal		80,756	65,234
Campaigns		382	56,056
Commissions paid to employers		132,604	112,428
Computer expenses		9,624	5,842
Consulting		18,536	19,661
Delegates expenses		29,784	15,327
Depreciation		37,296	39,343
Employee benefits - officials		73,034	69,990
Employee benefits - employees		347,687	330,250
Fares and organising expenses		59,608	36,257
Fringe benefit tax		19,242	11,851
Functions		26,085	16,593
Gifts and presentations		22,736	26,868
Grants and donations		6,109	6,663
Interest		-	157
Legal fees		4,796	7,373
Light & power		3,178	2,250
Loss on sale of fixed assets		1,704	-
Meeting expenses		252	109
Member Benefits		3,560	-
Motor vehicle expenses		48,082	41,698
Movie tickets		65,609	63,595
National council expenses		7,498	11,493
Newsletters and publications		-	928
Postage and freight		20,304	21,938
Presidential card		40,929	40,334
Printing and stationery		26,670	27,115
Rates and taxes		10,278	9,826
Repairs and maintenance		4,379	6,596
Scholarship vouchers		55,623	77,486
Scholarship - AFS Corporate		22,230	-
Subscriptions		1,705	1,713
Telephone		37,299	38,661
<b>Total expenses</b>		<u>1,459,956</u>	<u>1,426,056</u>
<b>Profit/(Loss) before income tax expense</b>		40,298	(23,217)
Income tax expense		-	-
<b>Net Profit/(Loss)</b>		<u>40,298</u>	<u>(23,217)</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**BALANCE SHEET AS AT 30 JUNE 2009**

	Notes	2009 \$	2008 \$
<b>Current assets</b>			
Cash assets	5	1,407,637	1,280,209
Inventories	7	6,806	3,492
Receivables	6	68,909	123,011
<b>Total current assets</b>		<u>1,483,352</u>	<u>1,406,712</u>
<b>Non-current assets</b>			
Property, plant and equipment	8	538,521	542,696
<b>Total non-current assets</b>		<u>538,521</u>	<u>542,696</u>
<b>Total assets</b>		<u>2,021,873</u>	<u>1,949,408</u>
<b>Current liabilities</b>			
Payables	9	86,812	53,903
Provisions	10	92,035	95,265
<b>Total current liabilities</b>		<u>178,847</u>	<u>149,168</u>
<b>Non-current liabilities</b>			
Provisions	10	20,238	17,751
<b>Total non-current liabilities</b>		<u>20,238</u>	<u>17,751</u>
<b>Total liabilities</b>		199,085	166,919
<b>Net assets</b>		<u>1,822,788</u>	<u>1,782,489</u>
<b>Members funds</b>			
Retained profits	11	1,659,571	1,619,273
Reserves	12	163,216	163,216
<b>Total members funds</b>		<u>1,822,787</u>	<u>1,782,489</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009 \$	2008 \$
<b>Cash flows from operating activities</b>			
Receipts from members and other third parties		1,465,906	1,256,169
Interest received		88,450	94,811
Payments to suppliers and employees		(1,392,102)	(1,355,364)
<b>Net cash provided by/(used in) operating activities</b>	<b>16</b>	<u>162,254</u>	<u>(4,384)</u>
<b>Cash flows from investing activities</b>			
Proceeds from sales of property, plant and equipment		1,364	-
Payment for property, plant and equipment		<u>(36,190)</u>	<u>(30,484)</u>
		<u>(34,826)</u>	<u>(30,484)</u>
Net increase/(decrease) in cash held		127,428	(34,868)
Cash at beginning of the financial year		1,280,209	1,315,077
<b>Cash at the end of the financial year</b>	<b>5</b>	<u><u>1,407,637</u></u>	<u><u>1,280,209</u></u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

**Note 1: Statement of Significant Accounting Policies**

The financial report is a general purpose financial report that has been prepared in accordance with the requirements of Schedule 1 Registration and Accountability of Organisations (RAO) Schedule, Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards.

The financial report covers Shop, Distributive and Allied Employees Association, Tasmanian Branch as an individual entity. Shop, Distributive and Allied Employees Association, Tasmanian Branch is a Union.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**a. Income Tax**

The income of the Association is not managed for the purpose of profit or gain to the individual members and is exempt from income tax under S50-15 of the Income Tax Assessment Act 1936, as amended.

**b. Inventories**

Inventories are measured at the lower of cost and net realisable value.

**c. Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

**Note 1: Summary of accounting policies (Continued)**

**Property**

Freehold land and buildings are shown at cost less depreciation and impairment losses.

**Plant and Equipment**

Plant and equipment is measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets.

**Depreciation**

The depreciable amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated over their useful lives to the entity commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Class of asset	Depreciation Rate
Buildings	2%
Low Value Pool	19% - 38%
Motor Vehicles	19% - 23%
Plant and Equipment	15% - 30%

Gains and losses on disposals, are determined by comparing proceeds with the carrying amount, which are included in the income statement.

**d. Financial Instruments**

**Recognition**

Financial instruments are initially measured at cost on trade date, which includes transactions costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

**Receivables**

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

**Financial Liabilities**

Financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

**Note 1: Summary of accounting policies (Continued)**

**e. Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from the services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

**f. Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

**g. Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown as GST inclusive.

**Note 2: Revenue**

	2009 \$	2008 \$
<b>Operating revenue</b>		
Members' subscriptions	<u>1,370,233</u>	<u>1,268,501</u>
Movie money tickets	19,136	19,421
Interest received	88,450	94,811
Car park rents received	7,405	7,454
Other	<u>15,030</u>	<u>12,652</u>
	<u>130,021</u>	<u>134,338</u>
<b>Total Revenue</b>	<u><u>1,500,254</u></u>	<u><u>1,402,839</u></u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

**Note 3: Sales of Assets**

Sales of assets in the ordinary course of business have given rise to the following profit and losses:

	2009	2008
	\$	\$
<b>Net profits</b>		
Property, plant and equipment	-	-
<b>Net losses</b>		
Property, plant and equipment	1,704	-

**Note 4: Auditors' Remuneration**

Remuneration of the auditor

- auditing or reviewing the financial report	7,119	7,066
- taxation services	1,780	1,750

**Note 5: Cash and Cash Equivalents**

Petty Cash - Launceston	100	100
Petty Cash - Hobart	100	100
Cash at bank - trading account	130,287	106,310
CBA Commercial Bill	1,224,007	1,140,447
CBA Online Saver	53,143	33,252
	<u>1,407,637</u>	<u>1,280,209</u>

The effective interest rate on short-term bank deposits was 4.50%, these deposits have an average maturity of 365 days.

**Reconciliation of Cash**

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

Cash and cash equivalents	130,487	106,510
Short-term bank deposits	<u>1,277,150</u>	<u>1,173,699</u>
	<u>1,407,637</u>	<u>1,280,209</u>

**Note 6: Trade and Other Receivables**

Subscriptions in arrears	54,696	108,160
Sundry debtors and prepayments	13,313	13,796
Car park debtors	900	1,055
	<u>68,909</u>	<u>123,011</u>

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

	2009 \$	2008 \$
<b>Note 7: Inventories</b>		
At Cost:		
Movie Tickets	<u>6,806</u>	<u>3,492</u>
 <b>Note 8: Property, Plant and Equipment</b>		
<b>LAND AND BUILDINGS</b>		
Freehold land at cost	150,000	150,000
Buildings at cost	295,976	295,976
Less accumulated depreciation	<u>46,546</u>	<u>42,735</u>
Total Buildings	<u>249,430</u>	<u>253,241</u>
Total Land and Buildings	<u>399,430</u>	<u>403,241</u>
 <b>PLANT AND EQUIPMENT</b>		
Plant and equipment at cost	268,487	249,820
Less accumulated depreciation	<u>136,309</u>	<u>117,496</u>
	132,178	132,324
Low value pool at written down value	<u>6,913</u>	<u>7,131</u>
Total Plant and Equipment	<u>139,091</u>	<u>139,455</u>
 Total Property, Plant and Equipment	 <u>538,521</u>	 <u>542,696</u>

**Movements in Carrying amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land at cost \$	Buildings at cost \$	Plant and Equipment at cost \$	Low Value Pool at WDV \$	Total
<b>Gross carrying amount</b>					
Balance at 30 June 2008	150,000	295,976	249,820	118,164	813,960
Additions	-	-	33,167	3,023	36,190
Transfer to Low Value Pool	-	-	-	-	-
Disposals	-	-	14,500	-	14,500
Balance at 30 June 2009	<u>150,000</u>	<u>295,976</u>	<u>268,487</u>	<u>121,187</u>	<u>835,650</u>
 <b>Accumulated depreciation</b>					
Balance at 30 June 2009	-	42,735	117,496	111,033	271,264
Depreciation expense	-	3,811	30,245	3,241	37,297
Transfer to Low Value Pool	-	-	-	-	-
Disposals	-	-	11,432	-	11,432
Balance at 30 June 2009	<u>-</u>	<u>46,546</u>	<u>136,309</u>	<u>114,274</u>	<u>297,129</u>
 <b>Net book value</b>					
As at 30 June 2008	150,000	253,241	132,324	7,131	542,696
As at 30 June 2009	150,000	249,430	132,178	6,913	538,521



**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
<b>Note 9: Trade and Other Payables</b>		
<b>Current</b>		
Trade payables	60,198	31,173
PAYG clearing account	5,829	5,436
FBT payable	4,403	2,775
Net GST payable	16,382	14,519
	<u>86,812</u>	<u>53,903</u>
<b>Note 10: Provisions</b>		
<b>Current</b>		
Provision for employee benefits	<u>92,035</u>	<u>95,265</u>
<b>Non-current</b>		
Provision for employee benefits	<u>20,238</u>	<u>17,751</u>
<b>Provision for Long-term employee benefits</b>		
A provision has been recognised for non-current employee benefits in relation to long service leave for employees.		
<b>Note 11 : Retained Profits</b>		
Balance at the beginning of the financial year	1,619,273	1,642,490
Net Profit	40,298	(23,217)
Balance at the end of the financial year	<u>1,659,571</u>	<u>1,619,273</u>
<b>Note 12: Reserves</b>		
Asset revaluation reserve	<u>163,216</u>	<u>163,216</u>

The asset revaluation reserve relates to land and buildings that were previously carried at valuation. Land and buildings are now carried at cost and the balance of the asset revaluation reserve is no longer available to absorb future write-downs or decrements in the carrying value of land and buildings.

**Note 13: Related Parties**

During the year State Councillors and their related entities purchased goods, which were trivial in nature, from the Association on the same terms and conditions available to other members.

**Note 14: Events After Balance Sheet Date**

There has not been any matter or circumstance that has significantly affected, or may significantly affect the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.

**Note 15: Segment Reporting**

The Association provides industrial advocacy services to members through two locations in Tasmania (Launceston and Hobart).

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

	2009 \$	2008 \$
<b>Note 16: Cash Flow Information</b>		
<b>Reconciliation of profit from ordinary activities to net cash flows from operating activities</b>		
Profit/(Loss) from ordinary activities	40,298	(23,217)
Depreciation	37,297	39,343
Profit on sale of property, plant and equipment	-	-
Loss on sale of property, plant and equipment	1,704	-
<i>(Increase)/decrease in assets:</i>		
Receivables	54,102	(51,859)
Inventories	(3,314)	(1,234)
<i>Increase/(decrease) in liabilities</i>		
Payables	32,909	11,095
Provisions	(743)	21,488
<b>Net cash from operating activities</b>	<b>162,254</b>	<b>(4,384)</b>

**Note 17: Financial Instruments**

The Association's financial instruments consist mainly of deposits with Banks, accounts receivable and accounts payable.

**Interest Rate Risk**

The following table details the exposure to interest rate risk as at 30 June 2009.

2009	Average interest rate %	Variable interest rate \$	Fixed Interest Rate		Non- interest bearing \$	Total \$
			Less than 1 year \$	1 to 5 years \$		
<i>Financial assets</i>						
Cash	4.50%	130,287	1,277,150		200	1,407,637
Receivables	0.00%	-	-		68,909	68,909
		130,287	1,277,150		69,109	1,476,546
<i>Financial liabilities</i>						
Payables	0.00%	-	-		86,812	86,812
Employee benefits	0.00%	-	-		112,273	112,273
		-	-		199,085	199,085

2008	Average interest rate %	Variable interest rate \$	Fixed Interest Rate		Non- interest bearing \$	Total \$
			Less than 1 year \$	1 to 5 years \$		
<i>Financial assets</i>						
Cash	6.70%	106,310	1,173,699		200	1,280,209
Receivables	0.00%	-	-		123,011	123,011
		106,310	1,173,699		123,211	1,403,220
<i>Financial liabilities</i>						
Payables	0.00%	-	-		53,903	53,903
Employee benefits	0.00%	-	-		113,016	113,016
		-	-		166,919	166,919

**SHOP, DISTRIBUTIVE AND ALLIED EMPLOYEES ASSOCIATION,  
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

**Note 18: Additional Information**

Shop, Distributive and Allied Employees Association, Tasmanian Branch is the Tasmanian branch of the national Shop, Distributive and Allied Employees Association.

**Registered office and principal place of business**

72 York Street  
Launceston  
Tasmania 7250

**Note 19: Members' access to financial records**

Pursuant to subsection 272(5) of the RAO Schedule, the following information is drawn to the attention of members :

(1) a member of a reporting unit, or a Registrar, may apply to the Association for specified prescribed information in relation to the Association 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 Association.

(3) The Association must comply with an application made under subsection (1).

**ELLIOTT, Mark**

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**From:** SDA Tasmania [secretary@sdatas.asn.au]  
**Sent:** Wednesday, 16 December 2009 11:31 AM  
**To:** DONNELLAN, Kevin  
**Attachments:** audit info 30 june 2009 to Fair Work Aus.pdf

Dear Kevin,

Please find attached information re 30<sup>th</sup> June 2009 financials from audit.

Regards,

Paul Griffin  
SDA Union