



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7799  
Fax: (03) 9654 6672

Ms Michele O'Neil  
State Secretary  
Textile, Clothing and Footwear Union of Australia  
Victorian Branch  
359 Exhibition Street  
MELBOURNE VIC 3000

Dear Ms O'Neil,

**Re: Textile, Clothing and Footwear Union of Australia - Victorian Branch**

**Financial Documents - year ended 31 Dec 2003 & 2004 - FR2004/615, FR2005/304**

I have received the financial documents for the Victorian Branch of the TCFUA for the years ended 31 December 2003 and 2004. The documents were lodged in the Industrial Registry on 8 July 2005 under, respectively, s280 of the *Workplace Relations Act 1996* and s268 of the *RAO Schedule of the Workplace Relations Act 1996*.

The documents have been filed.

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

Presentation of documents to meeting

Under the new RAO Schedule the standard obligation is for the full financial report to be presented to a general meeting of members within 7 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 an organisation 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).

While rule 45(b) of the TCFUA Rules is broadly in accord with the requirements of s266 it is noted that it is limited to 5% of *financial* members. The Registrar has formed the view that s266 should not be interpreted as being limited to financial members.

Accordingly it is suggested that the organisation amend rule 45(b) as indicated below to ensure that in future financial years the branches of the TCFUA are able, if they wish, to present their financial documents to a Committee of Management meeting rather than a general meeting of members:

**45 - GENERAL MEETINGS.....**

- (b) *A special general meeting of a Branch may be called by either the President of the Branch or by the Secretary of the Branch at any time and shall be called by the President upon receipt by him or her of a petition signed by not less than 5 per cent or 250 financial members of the Branch (whichever is the lesser).*

As alterations to the rules of the TCFUA are done on a national basis, a copy of this letter will be forwarded to the National Secretary of the organisation, Mr Tony Woolgar, to apprise him of this issue.

Concise Report - resolution by Committee of Management

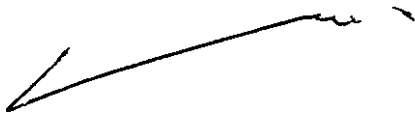
When a Concise Report of the financial documents is provided to members there must be a prior resolution to this effect by the Committee of Management - see s265(2) of the RAO Schedule. Future financial returns which utilise a Concise Report should ensure that such a resolution has been made. In addition, an extra clause should be added to the Committee of Management Statement to confirm that the relevant resolution under s265(2) has been passed.

References to Legislation

- *Operating Report* - with respect to the right to resign, the Operating Report should refer to s174 of the RAO Schedule rather than s194 of the Workplace Relations Act, and
- *Note 2 to the Notes to the Accounts* - with respect to the information needs of members, this note should refer to s272 of the RAO Schedule rather than s274 of the Workplace Relations Act

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

Yours faithfully,



Andrew Schultz  
Statutory Services Branch

22 July 2005

cc Mr Tony Woolgar  
National Secretary  
Textile Clothing and Footwear Union of Australia



TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)

**State Secretary**

Michele O'Neil

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8 July 2005

Industrial Registrar  
Australian Industry Registry  
GPO Box 19945  
Victoria 3001

Attention: Andrew Schultz

FR2004/615.

Dear Sir

In accordance with Section 280 of the Workplace Relations Act 1996 please find attached a copy of the Textile Clothing and Footwear Union of Australia, Victorian Branch, Financial Report for the year ended 31 December 2003.

I certify that this report, which contains the report of the auditor and a copy of the accounts and statements, was presented to a meeting at the committee of management held on 18 June 2004.

My apologies for the delay in the provision of this information.

Please contact me if you have any queries in relation to the above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M O'Neil'.

**Michele O'Neil**  
**State Secretary**

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA  
(VIC. BRANCH)  
ABN 45 839 589 441  
FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER, 2003**

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	Note	2003 \$	2002 \$
Revenues from ordinary activities	3	2,431,096	2,083,402
Administration and general expense		(393,729)	(212,936)
Affiliation, capitation and commission expense		(317,189)	(456,493)
Communication expense		(65,773)	(88,780)
Depreciation expense	4	(73,328)	(78,953)
Dispute expense		(175,499)	(28,385)
Employee benefits expense		(1,018,941)	(1,319,852)
Grant expense		(405,692)	(354,362)
Occupancy expense		(48,251)	(56,477)
Other expenses from ordinary activities		<u>(130,916)</u>	<u>(189,784)</u>
<b>Loss from ordinary activities before income tax expense</b>	4	(198,222)	(702,620)
Income tax expense relating to ordinary activities	1(a)	<u>-</u>	<u>-</u>
Net loss from ordinary activities after income tax expense		<u>(198,222)</u>	<u>(702,620)</u>
Total changes in equity	13	<u>(198,222)</u>	<u>(702,620)</u>

The accompanying notes form part of these financial statements.

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2003**

	Notes	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash assets	6	1,560,677	1,674,048
Receivables	7	312,155	224,488
Other	8	72,150	61,225
<b>TOTAL CURRENT ASSETS</b>		<u>1,944,982</u>	<u>1,959,761</u>
<b>NON-CURRENT ASSETS</b>			
Receivables	7	1,539,712	1,539,712
Property, plant and equipment	9	216,087	257,100
Other financial assets	10	503,596	503,596
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,259,395</u>	<u>2,300,408</u>
<b>TOTAL ASSETS</b>		<u>4,204,377</u>	<u>4,260,169</u>
<b>CURRENT LIABILITIES</b>			
Payables	11	359,960	238,891
Provisions	12	382,037	360,676
<b>TOTAL CURRENT LIABILITIES</b>		<u>741,997</u>	<u>599,567</u>
<b>TOTAL LIABILITIES</b>		<u>741,997</u>	<u>599,567</u>
<b>NET ASSETS</b>		<u>3,462,380</u>	<u>3,660,602</u>
<b>EQUITY</b>			
Retained profits	13	<u>3,462,380</u>	<u>3,660,602</u>
<b>TOTAL EQUITY</b>		<u>3,462,380</u>	<u>3,660,602</u>

The accompanying notes form part of these financial statements.

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2003**

	Notes	2003 \$	2002 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Grant income		534,365	477,958
Grant expenses		(405,692)	(354,362)
Membership contributions		1,362,833	1,465,065
Other revenue		347,034	59,844
Interest received		68,608	92,417
Payments to suppliers & employees		<u>(1,988,305)</u>	<u>(2,692,846)</u>
Net cash provided by (used in) operating activities	18b	<u>(81,157)</u>	<u>(951,924)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Increase in Union Members' Trust account		101	112
Loans to members		-	(2,000)
Proceeds on sale of fixed assets		-	63,000
Purchase of property, plant & equipment		<u>(32,315)</u>	<u>(107,663)</u>
Net cash provided by (used in) investing activities		<u>(32,214)</u>	<u>(46,551)</u>
Net increase/(decrease) in cash held		(113,371)	(998,475)
Cash at beginning of year		<u>1,674,048</u>	<u>2,672,523</u>
Cash at end of year	18a	<u>1,560,677</u>	<u>1,674,048</u>

The accompanying notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and 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 of 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 Union 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 Section 50 – 15 of the Income Tax Assessment Act 1997.

**b. Property, Plant and Equipment**

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

**Plant and equipment**

Plant and equipment is measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Union to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**Depreciation**

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their estimated useful lives to the Union commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Furniture and fittings	7.5% -40%
Motor Vehicles	22.5%

**c. Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**d. Employee Benefits**

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**d. Employee Benefits(cont)**

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred.

**e. Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

**f. Revenue**

Revenue from membership is recognised on an accruals basis.

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

All revenue is stated net of the amount of goods and services tax (GST).

**g. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax 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 Statement of Financial Position are shown inclusive of GST.

**NOTE 2: 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 sub-sections (1), (2) and (3) of Section 274, which read as follows: -

**1. Application for Information**

A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

**2. Provision of Information**

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 manner, and within such time, as is prescribed.

**3. Function of Registrar**

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 because of an application made at the request of the member.

**Penalty: \$1,000**

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003 \$	2002 \$
<b>NOTE 3: REVENUE</b>		
<b>Operating activities</b>		
Membership subscriptions	1,446,924	1,453,351
Interest received	74,594	90,499
Donations strike funds	167,533	8,208
Grant funds received	548,320	477,958
Prosecutions	137,682	45,058
Others	56,043	8,328
	<u>2,431,096</u>	<u>2,083,402</u>
Total revenue from ordinary activities		
	<u>2,431,096</u>	<u>2,083,402</u>
<b>NOTE 4: LOSS FROM ORDINARY ACTIVITIES</b>		
Loss from ordinary activities before income tax expense has been determined after:		
<b>Expenses</b>		
Depreciation of property, plant and equipment	73,328	78,953
Remuneration of auditor		
- audit or review	10,950	10,950
- other services	1,865	4,195
Rental expense on operating lease	6,291	11,143
<b>NOTE 5: DONATIONS</b>		
Australian Metal Workers Union	100	-
Construction Forestry Mining Energy Union	100	-
Godfrey Hirst – raffle for sick member	-	200
Refugee campaign	-	400
	<u>200</u>	<u>600</u>
<b>NOTE 6: CASH ASSETS</b>		
Cash on hand	1,244	700
Cash at bank		
- Direct debit account	10,338	24,414
- Feltex strike fund	225	252
- Helen Robertson fund	11,056	11,056
- General account	142,670	94,673
- Prosecution account	627	100,463
- Union Members Trust account	21,635	21,534
- Worksafe grant	5,834	-
- WELL grants	112	-
- Industry Advisory Board grant	12,636	-
Cash on deposit		
- Employee entitlements	432,040	506,708
- General account	922,260	914,248
	<u>1,560,677</u>	<u>1,674,048</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	Note	2003 \$	2002 \$
<b>NOTE 7: RECEIVABLES</b>			
<b>CURRENT</b>			
Sundry debtors		329,053	216,782
Accrued income		13,692	7,706
		<u>342,745</u>	<u>224,488</u>
Less provision for doubtful debts			
- loans to members		(14,240)	-
- members contributions		<u>(16,350)</u>	<u>-</u>
		<u>312,155</u>	<u>224,488</u>
<b>NON CURRENT</b>			
Loan: Apparel Trades of Australia Unit Trust		<u>1,539,712</u>	<u>1,539,712</u>
<b>NOTE 8: OTHER</b>			
Prepayments		<u>72,150</u>	<u>61,225</u>
<b>NOTE 9: PROPERTY, PLANT AND EQUIPMENT</b>			
Plant and Equipment:			
Motor vehicles at cost		160,203	160,203
Less accumulated depreciation		<u>(87,747)</u>	<u>(66,711)</u>
		<u>72,456</u>	<u>93,492</u>
Furniture and fittings at cost		715,064	682,749
Less accumulated depreciation		<u>(571,433)</u>	<u>(519,141)</u>
		<u>143,631</u>	<u>163,608</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>		<u>216,087</u>	<u>257,100</u>
<b>MOVEMENTS IN CARRYING AMOUNTS</b>			
	Motor Vehicles \$	Furniture and fittings \$	Total \$
Balance at the beginning of year	93,492	163,608	257,100
Additions	-	32,315	32,315
Disposals	-	-	-
Amortisation/depreciation expense	<u>(21,036)</u>	<u>(52,292)</u>	<u>(73,328)</u>
<b>Carrying amount at the end of financial year</b>	<u>72,456</u>	<u>143,631</u>	<u>216,087</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 10: OTHER FINANCIAL ASSETS</b>		
Shares in unlisted company		
- Apparel Trades of Australia Pty Ltd	8	8
- South West Trades and	2,500	2,500
Units in Unit Trust		
- Apparel Trades of Australia	<u>501,088</u>	<u>501,088</u>
	<u>503,596</u>	<u>503,596</u>
Amounts realisable within one year	2,508	2,508
Amounts not realisable within one year	<u>501,088</u>	<u>501,088</u>
	<u>503,596</u>	<u>503,596</u>
<b>NOTE 11: PAYABLES</b>		
Sundry creditors	338,325	217,357
Union Members' Trust account	<u>21,635</u>	<u>21,534</u>
	<u>359,960</u>	<u>238,891</u>
<b>NOTE 12: PROVISIONS</b>		
Employee entitlements		
- provision for annual leave	172,016	146,481
- provision for long service leave	135,168	136,618
- provision for sick leave	<u>74,853</u>	<u>77,577</u>
	<u>382,037</u>	<u>360,676</u>
<b>NOTE 13: EQUITY</b>		
Total equity at the beginning of the financial year	3,660,602	4,363,222
Total changes in equity recognised in the statement of financial performance	<u>(198,222)</u>	<u>(702,620)</u>
Total equity at the end of the financial year	<u>3,462,380</u>	<u>3,660,602</u>
<b>NOTE 14: OPERATING LEASE COMMITMENTS</b>		
Being for rent of photocopier		
Payable		
not later than 1 year	-	6,990
later than 1 year but not later than 5 years	<u>-</u>	<u>-</u>
Total Lease Liability	<u>-</u>	<u>6,990</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$

**NOTE 17: SEGMENT REPORTING**

The Union operates predominantly in one industry, being the textile, clothing and footwear sector. The business operates predominantly in one geographical area being Victoria, Australia.

**NOTE 18: CASH FLOW INFORMATION**

**a. Reconciliation of Cash**

Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash on hand	1,244	700
Cash at bank	205,133	252,392
Cash in special purpose fund assets	432,040	506,708
Deposits at call	922,260	914,248
	1,560,677	1,674,048

**b. Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax**

Net profit/(loss)	(198,222)	(702,620)
Depreciation	73,328	78,953
(Profit)/Loss on sale of fixed assets	-	6,223
Changes in assets and liabilities:		
(Increase)/decrease in accrued income	(5,986)	1,918
(Increase)/decrease in prepayments	(10,925)	19,435
(Increase)/decrease in sundry debtors	(112,271)	57,265
Increase/(decrease) in sundry creditors	120,968	(188,041)
Increase/(decrease) in provision for annual leave	25,535	(99,987)
Increase/(decrease) in provision for long service leave	(1,450)	(114,499)
Increase/(decrease) in provision for sick leave	(2,724)	(10,571)
Increase/(decrease) in provision for doubtful debts		
- loans to members	14,240	-
- members contributions	16,350	-
Cash flows from operations	(81,157)	(951,924)

c. The Union has no Credit Stand-by Arrangement and Loan Facilities in place

d. There were no non-cash financing or investing activities during the period.

**NOTE 19: FINANCIAL INSTRUMENTS**

**a. Interest Rate Risk**

The Union'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:

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

**NOTE 19: FINANCIAL INSTRUMENTS cont**

**a. Interest Rate Risk cont**

	Weighted Average Effective Interest Rate		Floating Interest Rate		Non Interest Bearing	
	2003	2002	2003	2002	2003	2002
	%	%	\$	\$	\$	\$
Financial Assets						
Cash	5.3	4.9	1,559,433	1,673,348	1,244	700
Receivables	-	-	-	-	312,155	224,488
Receivables	-	-	-	-	1,539,712	1,539,712
Other financial assets	-	-	-	-	503,596	503,596
<b>Total Financial Assets</b>			<b>1,559,433</b>	<b>1,673,348</b>	<b>2,356,707</b>	<b>2,268,496</b>
Financial Liabilities						
Payables	-	-	-	-	359,960	238,891
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>359,960</b>	<b>238,891</b>
<b>Net Financial Assets/(Liabilities)</b>			<b>1,559,433</b>	<b>1,673,348</b>	<b>1,996,747</b>	<b>2,029,605</b>
					<b>2003</b>	<b>2002</b>
					<b>\$</b>	<b>\$</b>

**Reconciliation of Net Financial Assets to Net Assets**

Net Financial assets as above		3,556,180	3,702,953
Non-Financial assets and liabilities			
Prepayments	8	72,150	61,225
Plant and equipment	9	216,087	257,100
Employee entitlements	12	(382,037)	(360,676)
<b>Net assets per statement of financial position</b>		<b>3,462,380</b>	<b>3,660,602</b>

**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 of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes the financial statements.

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

**c. Net Fair Values**

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the Union intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Michele O'Neil, being the officer responsible for keeping the accounting records of the Textile Clothing & Footwear Union of Australia (Vic. Branch) certify that as at 31 December, 2003, the number of members of the organisation was 5,483.

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 December, 2003;
- (ii) a record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the general fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those 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 organisation, were made to persons holding office in the organisation; and
- (vi) the register of members of the organisation was maintained in accordance with the Act.



.....  
MICHELE O'NEIL - SECRETARY

Melbourne: 2nd April, 2004

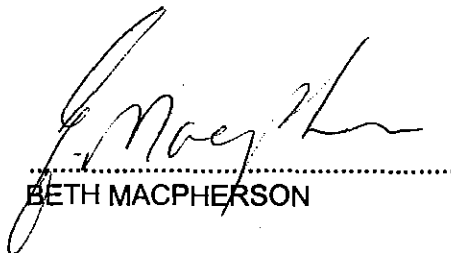
COMMITTEE OF MANAGEMENT CERTIFICATE

We, Michele O'Neil and Beth Macpherson being two members of the Committee of Management of the Textile Clothing & Footwear Union of Australia (Vic. Branch), do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:-

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 December, 2003;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December, 2003, in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub section 274 (2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub sections 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December, 2002, and the Auditor's Report thereon.



.....  
MICHELE O'NEIL



.....  
BETH MACPHERSON

Melbourne: 2nd April, 2004



**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**  
**INDEPENDENT AUDITOR'S REPORT**

To the Members of the Textile Clothing & Footwear Union of Australia (Vic. Branch):

**Scope**

We have audited the financial report of the Textile Clothing & Footwear Union of Australia (Vic. Branch) for the year ended 31 December, 2003, as set out on pages 1 to 12. The Union's Committee of Management and Accounting Officer are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, 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 report is presented fairly, in accordance with Accounting Standards, Workplace Relations Act 1996, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), and statutory requirements in Australia, so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and its cash flows.

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

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**

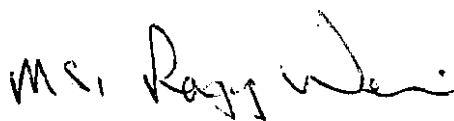
**ABN 45 839 589 441**

**INDEPENDENT AUDITOR'S REPORT (cont.)**

**Audit Opinion**

In our opinion:-

- (a) There were kept by the Textile Clothing & Footwear Union of Australia (Vic. Branch), in respect of the year ended 31 December, 2003, satisfactory accounting records, including:
  - (i) record of the sources and nature of the income of the organisation (including income from members); and
  - (ii) records of the nature and purpose of the expenditure of the organisation.
- (b) The attached accounts and statements are prepared in accordance with Section 273 of the Workplace Relations Act 1996, and are properly drawn up so as to give a true and fair view of:
  - (i) the financial position of the Textile Clothing & Footwear Union of Australia (Vic. Branch) as at 31 December, 2003; and
  - (ii) the financial performance and loss of the Textile Clothing & Footwear Union of Australia (Vic. Branch) for the year ended on that date.
- (c) We have received all the information and explanation we requested for the purposes of our audit.
- (d) The financial report is drawn up in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.



**MSI RAGG WEIR**  
CHARTERED ACCOUNTANTS



**TREVOR M. WEIR**  
PARTNER

Melbourne: 2nd April, 2004

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**

**ABN 45 839 589 441**

**COMPILATION REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2003**

To Textile Clothing & Footwear Union of Australia (Vic. Branch)

**Scope**

On the basis of the information provided by the Committee of Management of Textile Clothing & Footwear Union of Australia (Vic. Branch) we have compiled, in accordance with APS 9: Statement of Compilation of Financial Reports the special purpose financial report of Textile Clothing & Footwear Union of Australia (Vic. Branch) for the period ended 31 December 2003 comprising the detailed Profit and Loss Statement as set out on pages 16 to 18.

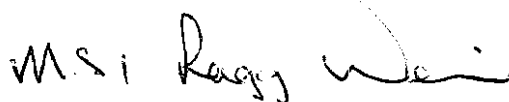
The specific purpose for which the special purpose financial report has been prepared is to provide financial information to the members. Accounting Standards and other mandatory professional reporting requirements have not been adopted in the preparation of the special purpose financial report.

The Committee of Management is solely responsible for the information contained in the special purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Union's Constitution and are appropriate to meet the needs of the Committee of Management for the purpose of complying with the Union's Constitution.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Committee of Management provided into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Union, may suffer arising from any negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Union and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.



**MSI RAGG WEIR**  
CHARTERED ACCOUNTANTS

Melbourne: 2nd April, 2004

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**

**ABN 45 839 589 441**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE</b>		
Donations strike fund	167,533	8,208
Grant reimbursements	548,320	477,958
Interest received	74,594	90,499
Members' contributions	1,446,924	1,453,351
Prosecution income	137,682	45,058
Reimbursement:		
- Homeworkers code of practice project	15,455	-
- National industry policy project	20,000	4,000
Sundry income	20,588	4,328
	<u>2,431,096</u>	<u>2,083,402</u>
<b>EXPENDITURE</b>		
Advertising	-	1,205
Affiliation fees:		
- Australian Asia Workers Link	-	182
- Australian Labor Party	24,324	32,980
- Trades and Labor Council		
- Ballarat	332	1,200
- Bendigo	397	642
- Geelong	2,048	2,573
- Gippsland	58	-
- Goulburn Valley	224	224
- North East and Border	1,234	734
- South West	16	86
- Victorian Left Union	50	-
- Victorian Peace Network	200	-
- Victorian Trades Hall Council	19,686	23,640
Bank charges	3,248	3,507
Books, journals & publications	6,048	5,426
Capitation fee – National Council	218,900	305,580
Commissions	35,285	63,599
Committee expenses	1,671	3,168
Company searches	818	1,882
Computer expenses	9,094	22,885
Couriers	793	784
Dispute expenses	175,499	28,385
Donations	200	600
Depreciation	73,328	78,953
Delegate functions, etc.	14,284	14,717
Flags	4,117	-
Fringe benefits tax	2,271	11,591
Grant expenses	405,692	354,362

This statement should be read in conjunction with the attached compilation report of  
MSI Ragg Weir Accountants on page 15.

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**

**ABN 45 839 589 441**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>EXPENDITURE(cont)</b>		
Insurances:		
- contents	-	537
- officials and delegates	2,038	2,053
Interpreting and translation	1,833	2,648
Levies	3,219	3,868
Long service leave taken	-	6,222
Members' mortality fund	11,216	21,185
Motor vehicle expenses & travel expenses	60,172	49,073
National Council/Executive meetings	-	1,233
Occupancy expenses	1,960	5,877
Other meetings	3,342	14,025
Payroll tax	32,066	76,920
Photographs	144	707
Postage	9,543	15,105
Presentations	2,100	1,252
Printing & stationery	20,771	32,354
Professional services		
- Accountancy and audit fees	12,815	15,145
- Consultancy fees	2,500	(4,134)
- Legal fees	333,700	153,383
Provision for annual leave	25,536	(99,987)
Provision for doubtful debts		
- loans to members	14,240	-
- members contributions	14,863	-
Provision for long service leave	(1,450)	(114,499)
Provision for sick leave	(2,724)	(10,571)
Refund – union dues	513	2,901
Rent	40,000	39,457
Rental of office equipment	6,291	11,143
Repairs & maintenance	5,082	2,785
Salaries & allowances:		
- employees	425,554	593,034
- officials	251,011	371,485
Staff amenities	2,244	1,877
Sundry expenses	516	782
Superannuation contributions	125,060	166,494
TCF courses	8,260	15,441
Telephone	46,343	50,006
Temporary staff	986	120

This statement should be read in conjunction with the attached compilation report of  
MSI Ragg Weir Accountants on page 15.

**TEXTILE CLOTHING & FOOTWEAR UNION OF AUSTRALIA (VIC. BRANCH)**  
**ABN 45 839 589 441**  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2003**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>EXPENDITURE(cont)</b>		
Termination payments		
- annual leave	24,201	96,240
- long service leave	29,767	177,790
- notice	9,922	16,216
- redundancy	68,837	54,984
- rdo's	641	4,888
- sick leave	12,403	26,206
Training	4,872	1,930
Union apparel	4,254	-
WorkCover	14,860	14,719
<b>Total Operating Expenditure</b>	<u>2,629,318</u>	<u>2,779,799</u>
OPERATING DEFICIT	(198,222)	(696,397)
ADD NON OPERATING INCOME/(EXPENDITURE)		
Profit/(loss) on sale – fixed assets	<u>-</u>	<u>(6,223)</u>
<b>DEFICIT FOR YEAR</b>	<u>(198,222)</u>	<u>(702,620)</u>

This statement should be read in conjunction with the attached compilation report of  
MSI Ragg Weir Accountants on page 15.