



TFGA Industrial Support Service

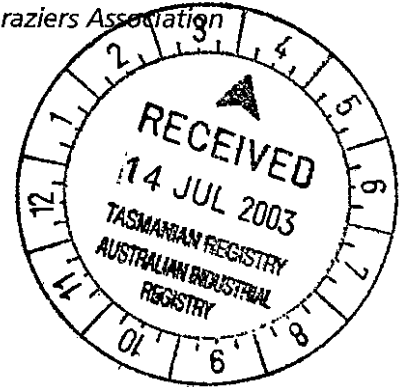
Incorporating

- TFGA Industrial Association (*Federal*) Tasmanian Farmers & Graziers Employers' Association Inc. (*State*)

Registered Industrial Organisations of the Tasmanian Farmers & Graziers Association

8th July 2003

Deputy Industrial Registrar
Australian Industrial Registry
1st Floor, Commonwealth Law Courts
39 - 41 Davey Street
HOBART TAS 7000



Dear Sir

In accordance with the reporting requirements of Section 280 of the Workplace Relations Act 1996, please find enclosed the following:

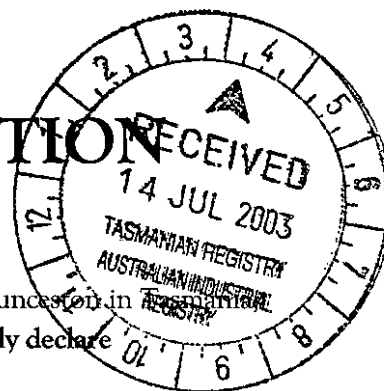
- A copy of the financial document relating to the financial affairs of the TFGA Industrial Association for the period 1st January to 31st December 2002, together with duly signed Statutory Declaration, and
- A Statutory Declaration by the Executive Officer of the Association declaring that the financial report is a true copy of the financial report presented at the Annual General Meeting.

Yours sincerely

BRONWYN L RONEY
Executive Industrial Officer

Enc. 1

STATUTORY DECLARATION



(1) Here insert name, address and occupation of person making the declaration

I, (1) Keith James RICE, of 34 Penrith Street, Launceston in Tasmania, Executive Officer, do solemnly and sincerely declare

(2) Here insert matter declared to. Where the matter is long, add the words "as follows:-" and then set the matter out in numbered paragraphs

- (2) 1. The copy attached marked with the letter 'A' is a true and correct copy of the Accounting Officer's Certificate for the TFGA Industrial Association.
2. The copy attached marked with the letter 'B' is a true and correct copy of the Committee of Management's Certificate for the abovenamed Association.
3. The copy attached marked with the letter 'C' is a true and correct copy of the Balance Sheet of the abovenamed Association.
4. The copy attached marked with the letter 'D' is a true and correct copy of the Income and Expenditure Statement for the abovenamed Association.
5. The copy attached marked with the letter 'E' is a true and correct copy of the Notes to, and Forming Part, of the Accounts.
6. The copy attached marked with the letter 'F' is a true and correct copy of the Auditor's Report for the abovenamed Association.
7. All the above documents relate to the period 1 January 2002 to 31 December 2002.
8. These statements were tabled before members of the above Association and approved at the Annual General Meeting held on 5 June 2003.

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

(3) Signature of person making the declaration

(3) *Keith Rice*

Declared at Launceston the 9th day of July 2003.

Before me,

(4) Signature of person before whom the declaration is made.

(4) *[Signature]*

(5) Here insert title of person before whom the declaration is made.

(5) JUSTICE OF THE PEACE

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration.

I, (1) Keith James RICE, of 34 Penrith Street, Launceston in Tasmania, Executive Officer,

do solemnly and sincerely declare

(2) Here insert matter declared to. Where the matter is long, add the words "as follows" and set the matter out in numbered paragraphs.

(2) That the copies of the Auditor's Report, accounts and statements of the TFGA Industrial Association for the year ended 31 December 2002 are copies of the financial documents that were presented to the Annual General Meeting of the Association which was held on 5th June 2003.

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

(3) Signature of person making the declaration.

(3) 

Declared at LAUNCESTON on the 9th day of July 2003

(4) Signature of person before whom the declaration is made.

(4)



(5) Here insert title of person before whom the declaration is made.

(5)

JUSTICE OF THE PEACE

**TFGA
INDUSTRIAL ASSOCIATION**

FINANCIAL STATEMENTS

31 DECEMBER 2002

| CONTENTS | PAGES |
|--|--------------|
| Statement of Income and Expenditure | 1 |
| Balance Sheet | 2 |
| Notes to and forming part of the Financial Statements | 3 - 4 |
| Accounting Officer's Statement | 5 |
| Committee of Management Certificate | 6 |
| Independent Audit Report | 7 |

TFGA Industrial Association

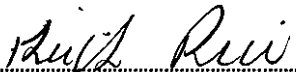
31 December 2002

I, KEITH RICE, being the officer responsible for keeping the accounting records of the TFGA Industrial Association, certify that as at 31st December 2002 the numbers of members of the association was 748.

In my opinion -

- (i) the financial statements set out on pages 1 to 4 show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
- (ii) a record has been kept of all monies paid by, or collected from, members of the organisation, and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the association;
- (iv) with regards to the 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 Workplace Relations Act 1996, as amended.

Keith Rice


.....

Date:

13 May, 2003

TFGA Industrial Association


For the year ended 31st December 2002

We, WARWICK O'CONNOR and LIONEL HARRISON, being two members of the Committee of Management of the TFGA Industrial Association, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

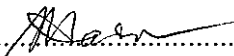
In the opinion of the Committee of Management:

- (i) the financial statements show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
- (ii) the meetings of the Committee during the financial year were held in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 274 of the Workplace Relations Act 1996), or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the requirements of the Act, the regulations thereto or rules of the organisation, as the case maybe; and
- (iv) the organisation has complied with sub section 279 (1) (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 31st December 2001 and the Audit report thereon.

Warwick O'Connor


.....

Lionel Harrison


.....

Date:

16 May, 2003

e.

| TFGA Industrial Association | | 2002 | 2001 |
|------------------------------------|--------------|-----------------------|-----------------------|
| <i>As at 31st December 2002</i> | | \$ | \$ |
| | <i>Notes</i> | | |
| CURRENT ASSETS | | | |
| Petty cash | | 200 | - |
| Cash at bank | | 16,723 | 15,384 |
| Sundry Debtors | | 700 | 29,550 |
| Prepayments | | - | 4,344 |
| Accrued Income | | 390 | 610 |
| GST Debtor | | 124 | - |
| Industrial Reserve Fund Investment | | <u>93,578</u> | <u>88,888</u> |
| Total Current Assets | | 111,715 | 138,776 |
| NON CURRENT ASSETS | | | |
| Property, Plant and Equipment | 3 | <u>58,037</u> | <u>23,172</u> |
| TOTAL ASSETS | | <u>169,752</u> | <u>161,948</u> |
| CURRENT LIABILITIES | | | |
| Sundry Creditors | | 10,355 | 9,967 |
| Accrued Expenses | | 8,141 | 10,782 |
| Loan from K Rice | | 35,648 | 35,648 |
| Funds held for Special Projects | | 5,700 | 21,780 |
| Annual leave | | <u>15,095</u> | <u>12,112</u> |
| Total Current Liabilities | | 74,939 | 90,289 |
| NON CURRENT LIABILITIES | | | |
| Loan to TFGA | | <u>-</u> | <u>33,519</u> |
| TOTAL LIABILITIES | | <u>74,939</u> | <u>123,808</u> |
| NET ASSETS | | <u>94,813</u> | <u>38,140</u> |
| RESERVES | | | |
| Accumulated funds | | <u>94,813</u> | <u>84,704</u> |
| TOTAL RESERVES | | <u>94,813</u> | <u>84,704</u> |

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

| TFGA Industrial Association | 2002 | 2001 |
|---|----------------|----------------|
| <i>For the year ended 31st December 2002</i> | <i>\$</i> | <i>\$</i> |
| | <i>Notes</i> | |
| Income | | |
| Consultancy - State | 16,677 | 15,977 |
| Consultancy - Enterprise | - | 894 |
| Interest Received | 5,475 | 5,569 |
| Service Fees - TFGA | 97,008 | 97,032 |
| Subscriptions | 74,020 | 65,661 |
| Sponsorship | - | - |
| Sundry Income | 5,636 | - |
| Total Income | 198,816 | 185,133 |
| Expenditure | | |
| Audit & Accountancy | 1,205 | 1,164 |
| Advertising | 328 | 573 |
| Computer & Internet Expenses | 730 | 679 |
| Meeting Expenses | 1,508 | 1,086 |
| Motor Vehicle Expenses | 9,004 | 6,571 |
| Postage & Public Relations | 3,768 | 3,755 |
| Printing, Stationery & Copying | 8,782 | 9,504 |
| Repairs & Maintenance | - | 2,233 |
| Rent & Cleaning | 7,371 | 7,371 |
| Subscriptions & Periodicals | 8,433 | 4,440 |
| Telephone & Fax | 6,901 | 6,227 |
| Travel | 4,041 | 5,201 |
| Sundry Expenses | 378 | 219 |
| Depreciation | 16,378 | 23,013 |
| Loss on Sale of Asset | 3,227 | - |
| Sitting Fees | 225 | - |
| Wages & Salaries (Employees) | 99,041 | 83,591 |
| Long Service/Annual Leave Expenses | 2,983 | 12,989 |
| President's Allowance | 6,000 | 6,000 |
| Staff Training | - | 90 |
| Superannuation | 8,404 | 6,309 |
| Total Expenditure | 188,707 | 181,015 |
| Net surplus for the year | 10,109 | 4,118 |
| Accumulated funds at the beginning of the financial year | 84,704 | 80,586 |
| Accumulated funds at the end of the financial year | 94,813 | 84,704 |

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



| TFGA Industrial Association 31 December 2002 | 2002 \$ | 2001 \$ |
|---|------------|------------|
|---|------------|------------|

1 Accounting Policies

These financial statements are a special purpose financial report prepared in order to satisfy the accounts preparation requirements of section 273 of the Workplace Relations Act 1996.

The committee have determined that the TFGA Industrial Association is not a reporting entity and therefore there is no need to apply Accounting Standards or other mandatory professional reporting requirements in the preparation and presentation of the financial statements.

The financial statements have been prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these financial statements.

(a) Fixed Assets

Depreciation is calculated on the prime cost method so as to write off the net cost of the fixed asset over its expected life.

(b) Employee Entitlements

Provision for employee benefits in the form of long service leave and accrued annual leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

(c) Income Tax

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

(d) Recoverable Amounts of Non Current Assets

The carrying amounts of all non-current assets are reviewed periodically to determine whether they are in excess of the recoverable amount. If the carrying amount exceeds the recoverable amount, the asset is written down to the lower amount. In assessing the recoverable amount, the expected net cash flows have not been discounted to their present values.

2 Information to be Provided to Members or Registrar

In accordance with the Section 274 (4) of the Workplace Relations Act 1996, as amended, members' attention is drawn to the following:

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

| TFGA Industrial Association | 2002 | 2001 |
|-----------------------------|------|------|
| <i>31 December 2002</i> | \$ | \$ |

3 Property, Plant and Equipment

| | | |
|-------------------------------|----------------------|----------------------|
| Furniture & Equipment at cost | 23,982 | 23,172 |
| Accumulated depreciation | <u>(19,139)</u> | <u>(13,310)</u> |
| | 4,843 | 9,862 |
| Motor vehicles at cost | 78,890 | 71,888 |
| Accumulated depreciation | <u>(25,696)</u> | <u>(12,014)</u> |
| | <u>53,194</u> | <u>59,874</u> |
| | <u><u>58,037</u></u> | <u><u>69,736</u></u> |



GARROTT

Chartered Accountants

INDEPENDENT AUDIT REPORT

To the Members of TFGA Industrial Association

Scope

We have audited the attached financial statements, being a special purpose financial report, of TFGA Industrial Association for the year ended 31st December 2002 as set out on pages 1 to 5. The organisation's Committee are responsible for the financial statements and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the requirements of the Workplace Relations Act 1996 and the needs of the members. We have conducted an independent audit of the financial statements in order to express an opinion on them to the members of TFGA Industrial Association. 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 statements have been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements 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 statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are 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 Australian Accounting Standards and other mandatory professional reporting requirements.

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

Audit Opinion

In our opinion:

- (a) there were kept by the organisation in relation to the year satisfactory accounting records, including records of the sources and nature of the income of the organisation (including income from members) and records of the nature and purposes of the expenditure of the organisation; and
- (b) the accounts and statements prepared under section 273 of the Workplace Relations Act 1996 in relation to the year are properly drawn up so as to give a true and fair view of the financial affairs of the organisation as at the 31st December 2002 and the income and expenditure, and surplus of the organisation for the year then ended.

All the information and explanations that were required of officers of the organisation were provided.

Garrott & Garrott
GARROTT & GARROTT
Chartered Accountants

I. R. Wright
Ian R. Wright
Registered Company Auditor
Partner

Date: 21 May 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 0401

Ms. Bronwyn Roney
Executive Industrial Officer
TFGA Industrial Association
PO Box 193
LAUNCESTON TAS 7250

Dear Ms. Roney,

**Re: Financial return for year ending 31 December 2002
FR2003/298**

I have received your letter dated 8 July 2003 accompanied by the financial documents for the TFGA Industrial Association for the year ended 31 December 2002. The documents were lodged in the Industrial Registry on 14 July 2003.

The documents have been filed.

Please note that unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7987.

Yours Sincerely,

Michelle Carey
Statutory Services Branch

16 July 2003