



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

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

Our Ref: 002T: FR2003/645

Keith Rice  
Chief Executive  
TFGA Industrial Association  
P.O Box 3014  
Launceston  
TASMANIA 7250

Dear Mr Rice,

**Re: TFGA Industrial Association  
Financial returns for years ending 31 December 2003  
(FR2003/645)**

Receipt is acknowledged of the financial documents for the financial year ending 31 December 2003. The documents were lodged in the Registry on 22 June 2004.

The documents have been filed.

***The following matters are advised for assistance when preparing future financial documents, no further action is requested in respect of these:***

- **Secretary's Certificate**

**Date documents supplied to members**

Could you also please include in the Secretary's Certificate the date documents were supplied to the members. Whilst this is not expressly required by section 280 it can demonstrate compliance with the timescale requirements arising under subsection 279(6).

- **Income and Expenditure Statement**

**Salaries**

The item "wages and salaries" shown in the income and expenditure statement as a total of \$107,817.00 should have been identified as having been paid to either of "holders of office" or "employees" as prescribed by Regulation 107(a)(xiv) and (xv).

Would you please ensure that this dissection occurs in relation to future financial documents of the organisation.

### ***New Legislation***

As you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes.

It is strongly recommend that the organisation acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone  
RIA Team 4  
Statutory Services Branch

6 July 2004

Tasmanian Rural Industrial Advisory Service trading as  
**TFGA Industrial Association**

Registered under the Workplace Relations Act 1996 (CTH)

28 Garfield Street, Launceston, PO Box 3014, Launceston Tasmania 7250  
Ph: 03 6343 2244 • Fax: 03 6343 2822 • e-mail: [industrialservice@bigpond.com](mailto:industrialservice@bigpond.com) • ABN 95 330 573 650

18<sup>th</sup> June 2004

Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994 S  
MELBOURNE VIC 3001

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 documents relating to the financial affairs of the TFGA Industrial Association for the period 1<sup>st</sup> January 2003 to 31<sup>st</sup> December 2003, together with duly signed Declaration; and
- A 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

  
Keith Rice  
CHIEF EXECUTIVE

Enc: 2

Representing the Industrial interests of the members of:



Proudly sponsored by:



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# DECLARATION

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

I, (1)

Keith James Rice, of 34 Penrith Street, Launceston in Tasmania, 7250 being the Executive Officer of the TFGA Industrial Association, declare that:

(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 2003 are copies of the financial documents that were presented to the Annual General Meeting of the Association which was held on 16<sup>th</sup> June 2004.

(3) Signature of person making the declaration.


(3)



Declared at LAUNCESTON on the 18 day of June 2004

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

(4)



John Michael

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

(5)

JUSTICE OF THE PEACE (0425)

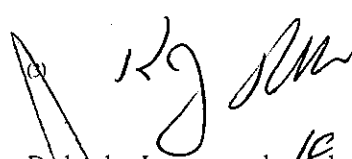
# DECLARATION

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

(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

- I, (1) Keith James RICE, of 34 Penrith Street, Launceston in Tasmania, being the Executive Officer of the TFGA Industrial Association declare that:
- (2) 1. The copy attached and 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 and 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 and marked with the letter 'C' is a true and correct copy of the Balance Sheet of the abovenamed Association.
4. The copy attached and 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 and marked with the letter 'E' is a true and correct copy of the Notes to, and Forming Part, of the Accounts of the abovenamed Association.
6. The copy attached and 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 2003 to 31 December 2003.
8. These statements were tabled before members of the TFGA Industrial Association and approved at the Annual General Meeting held on 16<sup>th</sup> June 2004.

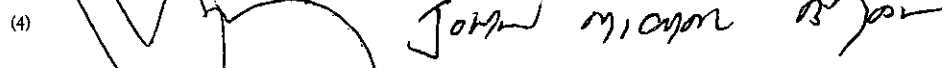
(3) Signature of person making the declaration

(3) 

Declared at Launceston the 18 day of June 2004.

Before me,

(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  
(09/35)

**TFGA  
INDUSTRIAL ASSOCIATION**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2003**

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# STATEMENT OF INCOME AND EXPENDITURE

<b>TFGA Industrial Association</b>	<b>2003</b>	<b>2002</b>
<i>For the year ended 31 December 2003</i>	<i>Notes</i>	
	\$	\$
<b>Income</b>		
Consultancy - State	19,132	16,677
Interest Received	4,969	5,475
Service Fees - TFGA	86,892	97,008
Service Fees - TPGA	10,104	-
Subscriptions	104,323	74,020
Sundry Income	7,545	5,636
<b>Total Income</b>	<b>232,965</b>	<b>198,816</b>
<b>Expenditure</b>		
Audit and accountancy	1,710	1,205
Advertising	358	328
Insurance	728	-
Legal expenses	3,461	-
Computer and internet expenses	1,909	730
Meeting expenses	1,043	1,508
Motor vehicle expenses	6,036	9,004
Postage and public relations	5,354	3,768
Printing, stationery and copying	15,232	8,782
Repairs and maintenance	-	6,901
Rent and cleaning	7,371	7,371
Subscriptions and periodicals	4,867	8,433
Telephone and fax	7,946	-
Travel	3,988	4,041
Sundry expenses	127	378
Depreciation	14,627	16,378
(Profit)/ Loss on sale of assets	(10,376)	3,227
Sitting fees	-	225
* Wages and salaries	107,817	99,041
Long Service/Annual Leave expenses	-	2,983
President's allowance	7,000	6,000
Staff training	990	-
Superannuation	9,419	8,404
<b>Total Expenditure</b>	<b>189,607</b>	<b>188,707</b>
<b>Net surplus for the year</b>	<b>43,358</b>	<b>10,109</b>
<b>Accumulated funds at the beginning of the financial year</b>	<b>94,813</b>	<b>84,704</b>
<b>Accumulated funds at the end of the financial year</b>	<b>138,171</b>	<b>94,813</b>

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

# BALANCE SHEET

<b>TFGA Industrial Association</b>		<b>2003</b>	<b>2002</b>
<i>As at 31 December 2003</i>	<i>Notes</i>	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Petty cash		200	200
Cash at bank		24,132	16,723
Sundry debtors		8,250	700
Prepayments		165	-
Accrued income		-	390
GST debtor		-	124
Industrial Reserve Fund Investment		98,474	93,578
<b>Total Current Assets</b>		<b>131,221</b>	<b>111,715</b>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	3	38,739	58,037
<b>Total Non Current Assets</b>		<b>38,739</b>	<b>58,037</b>
<b>TOTAL ASSETS</b>		<b>169,960</b>	<b>169,752</b>
<b>CURRENT LIABILITIES</b>			
Sundry creditors		248	10,355
Accrued expenses		16,446	8,141
Loan from K Rice		-	35,648
Funds held for special projects		-	5,700
Annual leave		15,095	15,095
<b>Total Current Liabilities</b>		<b>31,789</b>	<b>74,939</b>
<b>TOTAL LIABILITIES</b>		<b>31,789</b>	<b>74,939</b>
<b>NET ASSETS</b>		<b>138,171</b>	<b>94,813</b>
<b>RESERVES</b>			
Accumulated funds		138,171	94,813
<b>TOTAL RESERVES</b>		<b>138,171</b>	<b>94,813</b>

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



# NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

TFGA Industrial Association	2003	2002
31 December 2003	\$	\$

## 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.

E"

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

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<b>TFGA Industrial Association</b>	<b>2003</b>	<b>2002</b>
<i>31 December 2003</i>	<i>\$</i>	<i>\$</i>

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**3 Property, Plant and Equipment**

Furniture and equipment at cost	30,289	23,982
Accumulated depreciation	<u>(22,441)</u>	<u>(19,139)</u>
	7,848	4,843
Motor vehicles at cost	39,859	78,890
Accumulated depreciation	<u>(8,968)</u>	<u>(25,696)</u>
	<u>30,891</u>	<u>53,194</u>
	<u>38,739</u>	<u>58,037</u>

A

# ACCOUNTING OFFICER'S STATEMENT

**TFGA Industrial Association**

31 December 2003

I, KEITH RICE, being the officer responsible for keeping the accounting records of the TFGA Industrial Association, certify that as at 31 December 2003 the numbers of members of the association was 729 (2002: 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

*Keith Rice*

Date:

29<sup>th</sup> APRIL 2004

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**COMMITTEE OF MANAGEMENT CERTIFICATE**

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**TFGA Industrial Association**

*For the year ended 31 December 2003*

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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, at a properly convened meeting of the Committee on the 29 April 2004 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 31 December 2002 and the Audit report thereon.

Warwick O'Connor

*W O'Connor*

Lionel Harrison

*LH*

Date:

*29<sup>th</sup> April 2004*



**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 31 December 2003 as set out on pages 1 to 6. 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 31 December 2003 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

*Ian R Wright*  
Ian R Wright  
Registered Company Auditor  
Partner

Date: 5 May 2004