



28 August 2020

Andrew Cameron
Executive Officer
Primary Employers Tasmania

Dear Sir

Re: – Financial reporting – Primary Employers Tasmania - for year ending 31 December 2019 (FR2019/297)

I refer to the financial report of Primary Employers Tasmania in respect of the year ending 31 December 2019. The documents were lodged with the Registered Organisations Commission ('ROC') on 8 June 2020.

The financial report has been filed. The financial report was filed based on a primary review. This involved confirming whether the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the Fair Work (Registered Organisations) Act 2009 (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements. Please note the report for year ending 31 December 2020 may be subject to an advanced compliance review.

You do not have to take any further action in respect of the financial report lodged. However I make the following comments to assist when preparing the next report.

Documents must be lodged with ROC within 14 days after general meeting

Section 268 of the RO Act requires a copy of the full report and the designated officer's certificate to be lodged with the ROC within 14 days after the general meeting of members referred to in section 266.

The designated officer's certificate indicates that this meeting occurred on 21 May 2020. If this is correct the documents should have been lodged with the ROC by 4 June 2020.

If in future financial years the organisation anticipates that it will not be able to lodge within the 14 day period prescribed, a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made prior to the expiry of the 14 day period.

Committee of management statement – date of signing

The committee of management statement was not dated as at the date the designated officer signed the statement as required by Reporting guideline 27(d).¹

Please ensure all signed documents are dated in accordance with relevant requirements.

¹ The date of signing is separate from the requirement of reporting guideline 27(b) to specify the date of the resolution.

Disclosure of employee expenses to office holders and other employees

The reporting guidelines require reporting units to disclose in the statement of comprehensive income or in the notes to the financial statements employee expenses to holders of office [RG 14(f)] and employee expenses to other employees [RG 14(g)]. RGs 14(f) and 14(g) also require these expenses to be separately disclosed as follows:

- Wages and salaries;
- Superannuation;
- Leave and other entitlements;
- Separation and redundancies; and
- Other employee expenses.

The statement of comprehensive income only discloses a single total for “Employment costs” and there is no distinction made between employee expenses for office holders and for other employees, nor is there separate disclosure based on the employee expense categories indicated above.²

Reporting guideline 21 states that if any activities identified within items 10-20 of the reporting guidelines have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in an officer’s declaration statement.

Please ensure all employee benefits expenses are disclosed in accordance with reporting guidelines 14(f), 14(g), or 21 as appropriate.

Disclosure of employee provisions to office holders and other employees

The reporting guidelines also require reporting units to disclose in either the statement of financial position or the notes any liability for employee benefits in respect of office holders [RG16(c)] and other employees [RG16(d)]. RGs 16(c) and 16(d) also require these provisions to be separately disclosed as follows:

- Annual leave;
- Long service leave;
- Separation and redundancies; and
- Other employee provisions.

The statement of financial position only discloses a single total for “Employee benefits” and there is no distinction made at Note 9 between employee benefits provisions for office-holders and for other employees.³ Further, Note 9 does not separately disclose the employee benefits provisions based on all four of the categories indicated above, omitting separate disclosure in respect of separation and redundancy⁴ and other employee provisions categories.⁵

Please ensure all employee benefits provisions are disclosed in accordance with reporting guidelines 16(c), 16(d) or 21 as appropriate.

Nil activity disclosures

Item 21 of the reporting guidelines states that if any activities identified within items 10-20 of the reporting guidelines have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in an officer’s declaration statement. I have noted the following:

² These omissions may be contrasted with the 2018 report which, at Note 10 on page 13, identified the “staff costs” disclosure as employee expenses to other employees and not to office-holders, and which made separate disclosure for each of the above categories.

³ This omission may be contrasted with the 2018 report which, at Note 19 on page 16, identified the provisions disclosure as relating to other employees and not to office-holders.

⁴ This omission relating to the separation and redundancy category may be contrasted with the 2018 report which, at Note 1(h) on page 8, stated that there were no such provisions required for the current period.

⁵ This omission relating to the ‘other employee provisions’ category was identified in last year’s correspondence.

- There was no disclosure with respect to RG19 – having another entity administer financial affairs of the reporting unit.⁶
- There was no disclosure with respect to RG18 – receive or provide cash flows to another reporting unit.⁷
- The nil activity disclosure in the officer's declaration statement with respect to RG13(d) – donations or grants received did not appear consistent with the disclosure in the statement of comprehensive income of grants received of \$143,070.

Please ensure future reports include all relevant nil activity disclosures and that disclosures within the officer's declaration statement are consistent with information disclosed elsewhere in the report.

Related party transactions

The 2019 report does not disclose any related party transactions. Related party transactions are required to be disclosed under Australian Accounting Standard AASB124 Related Party Disclosures paragraph 18.

While it is possible that the reporting unit did not, during the 2020 financial year, transact with related parties, I note that previous reports disclosed related party transactions. It is suggested that in future, where there have been no related party transactions, for the avoidance of doubt, reports include a specific entry within the notes stating this.

Key management personnel compensation

The 2019 report did not include any information with respect to key management personnel compensation. I note however that reports in previous years disclosed information under the heading "Key Management Personnel Remuneration".

Australian Accounting Standard AASB 124 Related Party Disclosures paragraph 17 requires the general purpose financial report to disclose within the notes compensation paid to key management personnel.

This includes the total amount of compensation paid to all key management personnel, and then totals for each of the following categories:

- Short term employee benefits
- Post-employment benefits
- Other long term employee benefits
- Termination benefits
- Any share based payments.

The definitions for these categories can be found within accounting standard AASB 119: Employee Benefits.

Please ensure future reports include this information if it is applicable.

Auditor fees

Australian Accounting Standard AASB 1054 paragraph 10 requires an entity to disclose auditor fees with respect to the audit of financial statements and other services. The 2019 report did not include any information relating to audit fees. I note that reports in previous years disclosed information under the heading "Remuneration of Auditors".

Please ensure future reports include this information if it is applicable.

⁶ This omission was identified in last year's correspondence

⁷ This omission may be contrasted with the 2018 report which, at Note 14 on page 14, stated there were no cash flows relating to associated reporting units.

Registered auditor's details

Reporting guideline (RG) 29(b)(ii) states that the auditor's statement must specify the registered auditor's registration number. The number referred to here is not the ASIC registration number but the registration number granted to the auditor by the Commissioner under the RO Act, which our records show is AA2017/246.

New Accounting Standards AASB 16, AASB 15 and AASB 1058

Australian Accounting Standard AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors paragraph 28 requires that a reporting entity disclose certain information relating to new Australian Accounting Standards adopted during the period.

Australian Accounting Standards AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities are applicable to not-for-profit entities for annual periods beginning on or after 1 January 2019. However, the 2019 report does not appear to have included disclosures required by these standards, including the information required by AASB 108 paragraph 28.⁸

Please note that in future years the reporting unit's general purpose financial report must include all relevant and required financial disclosures in accordance with Australian Accounting Standards.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements.⁹ The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 Reporting Guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

Yours faithfully



Stephen Kellett
Financial Reporting
Registered Organisations Commission

⁸ The adoption of AASBs 16, 15 and 1058 was foreshadowed in the 2018 report at Note 1(d) on page 7.

⁹ See new model financial statements issued on 25 June 2020

Primary Employers Tasmania
S.268 Fair Work (Registered Organisations) Act, 2009

Certificate for the Year ended 31 December, 2019

I, Felicity Richards, being the President of Primary Employers Tasmania certify:

- That the documents lodged herewith are copies of the full report for Primary Employers Tasmania for the period referred to in s.268 of the *Fair Work (Registered Organisations) Act, 2009*; and
- That the full report was provided to members of the reporting unit on 29 April, 2020, and
- That the full report was presented to a general meeting of members of the reporting unit on 21 May, 2020 in accordance with s.266 of the Fair Work (Registered Organisations) Act, 2009.



Signature of prescribed designated officer.

Name of prescribed designated officer; Felicity Richards

Title of prescribed designated officer: President

Dated: 4 June, 2020

PRIMARY EMPLOYERS TASMANIA

Operating Report

for the year ended 31 December, 2019

The committee of management presents its operating report on the reporting unit for the year ended 31 December, 2019.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year.

The principal activities for Primary Employers Tasmania during 2019 have been to represent the Workplace Relations interests of employers engaged in the agricultural, fruit growing, vineyard, livestock, dairying and vegetable industries situated in Tasmania, plus the provision of shearer/wool handler training.

This involves providing advice in respect of the *Fair Work Act 2009* and the new modern awards, including rates of pay and conditions, negotiations with the relevant unions, advocacy before Fair Work Ombudsman, the Fair Work Commission and Federal Court, negotiations and advice in respect of Workplace Health and Safety Legislation and training for the Tasmanian Wool Industry.

Following a vote of members, the Association changed its name from TFGA Industrial Association to Primary Employers Tasmania.

Significant changes in financial affairs

There have not been any significant changes to the financial affairs of the Association during the year ended 31st December 2019.

The Association changed its accounting software from MYOB to Xero during the year.

Right of members to resign

The right of members to resign from the Association is in accord with Clause 13 of its Rules which states:

13.0 MEMBERSHIP RESIGNATION

13.1 A member of the Association may resign from membership by written notice addressed and delivered to the Executive Officer of the Association.

13.2 A notice of resignation from membership of the Association takes effect:

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

whichever is later; or

(b) in any other case:

(i) at the end of 2 weeks after the notice is received by the Association; or

(ii) on the day specified in the

notice; whichever is later.

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

13.4 A notice delivered to the Executive Officer of the Association shall be taken to have been received by the Association when it was delivered.

13.5 A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with Rule 13. 1.

13.6 A resignation from membership of the Association is valid even if it is not affected in accordance with this Rule 13 if the member is informed in writing by or on behalf of the Association that the resignation has been accepted.

Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position

The Association does not have any member of its staff or Committee of Management who is:

(i) a Trustee of a superannuation entity or an exempt public sector superannuation scheme; or

(ii) a Director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer being the trustee or director is that the officer or member is an officer or member of a registered organisation.

Number of members

481

Number of employees

2.3 FTE

Names of committee of management members and period positions held during the financial year

President:

Felicity Richards
(Farmer)
PO Box 3014, Launceston Tas 7250

Vice President:

Ben Grubb
(Farmer)
PO Box 3014, Launceston, Tas 7250

Treasurer:

From 1 January, 2019

To 18 July, 2019

David Byard
(Farmer)
PO Box 3014, Launceston, Tas 7250

From 18 July, 2019

Melissa Fergusson
(Farmer)
PO Box 3014, Launceston, Tas 7250

Executive Committee:

From 1 January, 2019

To 18 July, 2019

David Byard (Farmer)
PO Box 3014, Launceston Tas 7250

From 1 January, 2019

To 18 July, 2019

Sam Riggall (Farmer)
PO Box 3014, Launceston Tas 7250

From 1 January, 2019

To 18 July, 2019

Gerald Archer (Farmer)
PO Box 3014, Launceston Tas 7250

Ferdie Foster (Farmer)
PO Box 3014, Launceston Tas 7250

Ben Grubb
(Farmer)
PO Box 3014, Launceston Tas 7250

Felicity Richards
(Farmer)
PO Box 3014, Launceston Tas 7250

Emma Sutherland
(Farmer)
PO Box 3014, Launceston Tas 7250

Melissa Fergusson
(Farmer)
PO Box 3014, Launceston Tas 7250

Stephanie Terry
(Farmer)
PO Box 3014, Launceston Tas 7250

Michele Lawrence
(Farmer)
PO Box 3014, Launceston Tas 7250

From 18 July, 2019
Warwick O'Connor
(Farmer)
PO Box 3014, Launceston, Tas 7250

From 18 July, 2019
Marcus Dornauf
(Farmer)
PO Box 3014, Launceston, Tas 7250

From 18 July, 2019
Rick Ertler
(Farmer)
PO Box 3014, Launceston, Tas 7250

Signature of designated officer:



Name and title of designated officer: Felicity Richards, President

Dated: 12 March, 2020

Primary Employers Tasmania

Financial Statements

For the Year Ended 31 December 2019

Primary Employers Tasmania
Financial Statements
For the Year Ended 31 December 2019

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Primary Employers Tasmania

ABN: 95 330 573 650

Address: PO Box 3014, , LAUNCESTON TAS 7250

Primary Employers Tasmania
Statement of Comprehensive Income
For the Year Ended 31 December 2019

	Note	2019 \$	2018 \$
Revenue			
Subscriptions and levies		184,253	191,554
Sponsorship		2,000	6,000
Grants received		143,070	186,490
Interest received		5,602	11,408
Other income		4,275	10,446
Total revenue		339,200	405,898
Expenses			
Direct program expenses		22,237	3,817
Special project expenditure		1,911	12,249
Administration		95,084	78,715
Employment costs		315,868	286,850
Depreciation and low cost assets		4,113	4,113
Other expenses		-	423
Total expenses		439,213	386,167
Income tax expense		-	-
Total comprehensive income for the year		(100,013)	19,731

Primary Employers Tasmania
Statement of Financial Position
31 December 2019

	Note	2019 \$	2018 \$
ASSETS			
Current Assets			
Cash and cash equivalents	4	437,097	628,358
Trade and other receivables	5	114,596	33,758
Total Current Assets		551,693	662,116
Non-Current Assets			
Property, plant and equipment	6	8,964	13,077
Total Non-Current Assets		8,964	13,077
TOTAL ASSETS		560,657	675,193
LIABILITIES			
Current Liabilities			
Trade and other payables	7	18,620	20,538
Deferred income	8	-	45,545
Employee benefits	9	51,624	18,684
Total Current Liabilities		70,244	84,767
Non-Current Liabilities			
TOTAL LIABILITIES		70,244	84,767
NET ASSETS		490,413	590,426
EQUITY			
Reserves		78,669	78,256
Accumulated funds		411,745	512,172
TOTAL EQUITY		490,414	590,428

Primary Employers Tasmania
Statement of Changes in Equity
For the Year Ended 31 December 2019

2019

	Accumulated surpluses	Training funds reserve	Total
Note	\$	\$	\$
Balance at 1 January 2019	512,172	78,256	590,428
Net surplus/(deficit)	(100,014)	-	(100,014)
Transfers from accumulated surpluses	(413)	413	-
Balance at 31 December 2019	411,745	78,669	490,414

2018

	Accumulated surpluses	Training funds reserve	Total
Note	\$	\$	\$
Balance at 1 January 2018	494,274	76,423	570,697
Net surplus/(deficit)	19,731	-	19,731
Transfers from accumulated surpluses	(1,833)	1,833	-
Balance at 31 December 2018	512,172	78,256	590,428

The accompanying notes form part of these financial statements.

Primary Employers Tasmania
Statement of Cash Flows
For the Year Ended 31 December 2019

	2019	2018
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from members and general operations	213,868	213,763
Payments to suppliers	(106,933)	(80,799)
Payments to employees	(277,987)	(299,522)
Interest received	5,602	11,408
Receipt from grants	19,894	248,769
Other receipts	4,275	10,446
Other payments	(24,148)	(35,785)
Net GST remitted	(28,750)	-
Net cash provided by/(used in) operating activities	<u>(194,179)</u>	<u>68,280</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Proceeds from sale of investment	-	(101)
Net cash provided by/(used in) investing activities	<u>-</u>	<u>(101)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net increase/(decrease) in cash and cash equivalents held	(194,179)	68,179
Cash and cash equivalents at beginning of year	628,359	560,180
Cash and cash equivalents at end of financial year	4 <u>434,180</u>	<u>628,359</u>

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

1 Summary of Significant Accounting Policies

(a) Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the reporting unit is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

(b) Income Tax

The Reporting Unit is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997.

(c) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

(d) Property, Plant and Equipment

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the Reporting Unit commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(e) Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Reporting Unit becomes a party to the contractual provisions of the instrument. For financial assets, this is the equivalent to the date that the Reporting Unit commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

1 Summary of Significant Accounting Policies

(e) Financial instruments

Classification and subsequent measurement

Financial instruments are subsequently measured at cost. The Reporting unit has no assets or liabilities which are carried at fair value.

Financial Risk Management

The only financial instruments held by the Reporting Unit is cash in its bank accounts. It is not exposed to any significant risk from financial instruments in the form of either market risk, credit risk or liquidity risk. Accordingly, no quantitative disclosures in relation to these are required in the financial report.

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks.

For the purposes of the statement of cash flows, because all transactions of the entity have been in cash, the cash flow from operations is identical to the net profit, and so reconciliation is not necessary.

(g) Employee benefits

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

Provision is made for the Reporting Unit's liability for employee benefits arising from services rendered by employees to the end of the reporting period. 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.

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the statement of financial position if the Reporting Unit does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

Termination benefits

Termination benefits are those benefits paid to an employee as a result of either the entity's decision to terminate an employee's employment before the normal retirement date or an employee's decision to accept an offer of benefits in exchange for the termination of employment.

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

1 Summary of Significant Accounting Policies

(g) Employee benefits

Termination benefits

Termination benefits are recorded as a provision at the earlier of the following dates:

- When the entity can no longer withdraw the offer of those benefits; and
- When the entity recognises costs for a restructuring that is within the scope of AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* and involves the payment of termination benefits.

(h) Critical accounting estimates and judgments

No significant estimates and judgements were required during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances. All transactions and balances are in cash, in relation to which there is no uncertainty.

2 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Reporting Unit, the results of those operations or the state of affairs of the Reporting Unit in future financial years.

3 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commissioner:

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

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

	2019 \$	2018 \$
4 Cash and cash equivalents		
Petty cash	-	80
Westpac - cheque account	357,819	103,920
Westpac - member card payments	609	21,050
Westpac - training funds reserve	78,669	855
Bendigo - term deposit KA02	-	108,234
Bendigo - term deposit 142845114	-	134,162
Bendigo - training fund	-	78,256
Tasmanian Trustees	-	181,801
	437,097	628,358

Reconciliation of cash

Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows:

Cash and cash equivalents	437,097	628,359
Westpac Mastercard	(2,917)	-
Balance as per statement of cash flows	434,180	628,359

5 Trade and other receivables		
Trade debtors	4,400	4,058
Accrued income	2,320	-
Trade debtors - grants	132,275	29,700
Provision for doubtful debts	(24,399)	-
	114,596	33,758

6 Property, plant and equipment		
PLANT AND EQUIPMENT		
Furniture and equipment		
At cost	17,911	17,911
Accumulated depreciation	(16,038)	(15,470)
Total furniture and equipment	1,873	2,441
Motor vehicles		
At cost	17,727	17,727
Accumulated depreciation	(10,636)	(7,091)
Total motor vehicles	7,091	10,636
Total property, plant and equipment	8,964	13,077

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

	2019 \$	2018 \$
7 Trade and other payables		
Trade creditors	2,202	3,468
Accrued expenses	14,102	9,161
GST clearing	(602)	7,909
Westpac Mastercard	2,917	-
	<u>18,619</u>	<u>20,538</u>
8 Deferred Income		
Wool Industry 2019 funds	-	45,000
Subscriptions in advance	-	545
	<u>-</u>	<u>45,545</u>
9 Employee Benefits		
Current liabilities		
Annual leave	34,627	15,529
Long service leave	16,997	3,155
	<u>51,624</u>	<u>18,684</u>

Primary Employers Tasmania
Notes to the Financial Statements
For the Year Ended 31 December 2019

2019	2018
\$	\$

10 Nil Activities under Reporting Guidelines

During the reporting period, no transactions in relation to any of the following items required to be reported occurred:

- going concern financial support received from another reporting unit
- going concern financial support provided to another reporting unit
- acquired an asset or liability due to an amalgamation under Part 2 of Chapter 3, a restructure of the branches of an organisation, a determination or revocation by the Commissioner
- capitation fees received
- compulsory levies raised
- donations or grants received
- financial support received from another reporting unit
- fees incurred as consideration for employers making payroll deductions of membership subscriptions
- affiliation fees paid to each entity
- compulsory levies imposed
- grants or donations paid
- fees or allowances paid to persons to attend a conferences or other meeting as a representative of the reporting unit
- expenses incurred with holding meeting of members or any conferences or meeting of councils, committees, panels or other bodies
- legal costs or other litigation expenses incurred
- penalties imposed under the RO Act.
- receivable or payable with another reporting unit
- payables to employers as consideration for the employers making payroll deductions of membership subscriptions
- payables in respect of legal costs and other expenses related to litigation or other legal matters.

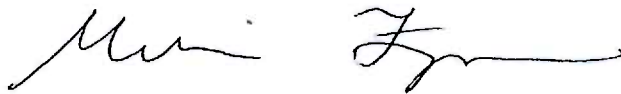
Primary Employers Tasmania
For the Year Ended 31 December 2019
Officer Declaration Statement

I, Melissa Ferguson, being the Treasurer of Primary Employers Tasmania, declare that the following activities did not occur during the reporting period ending 31 December 2019.

The reporting unit did not:

- receive revenue from undertaking recovery of wages activity
- pay any other expense to another reporting unit
- have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- make a payment to a former related party of the reporting unit

Signed by the officer:



Dated: 11/3/2020

Primary Employers Tasmania
Report Required Under Subsection 255(2A)
for the year ended 31 December 2019

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 31 December 2019.

	2019	2018
	\$	\$
Categories of expenditure		
Remuneration and other employment-related costs and expenses - employees	309,862	275,958
Advertising	17,645	8,233
Operating costs	107,593	97,863
Donations to political parties	-	-
Legal costs	-	-
Other non-stipulated expenses		
Depreciation and low cost assets	4,113	4,113
Total expenses	<u>439,213</u>	<u>386,167</u>

PRIMARY EMPLOYERS TASMANIA

Committee of Management Statement

for the year ended 31 December, 2019

On 11 March, 2020 the Executive Committee of *Primary Employers Tasmania* passed the following resolution in relation to the General Purpose Financial Report (**GPFR**) for the year ended 31 December, 2019:

The Committee declares that in its opinion:

- a) the financial statements and notes comply with the Australian Accounting Standards;
- b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the **RO Act**);
- 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 GPFR relates and since the end of that year:
 - i. meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; 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 with each of the other reporting units of the organisation; and
 - v. where information has been sought in any request by a member of the reporting unit or the Commissioner duly made under section 272 of the RO Act, that information has been provided to the member or the Commissioner; and
 - vi. where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the committee of management.

Signature of designated officer:



Name and title of designated officer: Felicity Richards, President

Independent Audit Report to the Members of Primary Employers Tasmania

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Primary Employers Tasmania (the Reporting Unit), which comprises the statement of financial position as at 31 December 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 31 December 2019, notes to the financial statements, including a summary of significant accounting policies; the Committee of Management Statement, the subsection 255(2A) report and the Officer Declaration Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Primary Employers Tasmania as at 31 December 2019, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information; I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an auditor registered under the RO Act.

Preece Martin



Craig Preece
Principal

Launceston
28 April 2020

Registration number (as registered by the RO Commissioner under the RO Act): 271