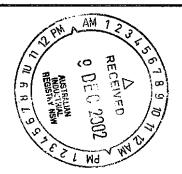
FR2002/628



### TIMBER TRADE INDUSTRIAL ASSOCIATION

Level 2, 60 York Street Sydney NSW 2000 PO Box Q 955 QVB NSW 1230 Telephone (02) 9279 2366 Fax (02) 9279 2377

Deputy Industrial Registrar Australian Industrial Registry Level 8, Terrace Towers 80 William Street East Sydney, NSW 2011



4 December 2002

Dear Registrar,

### Re: Lodgement of Annual Return

In accordance with subsection 268(3) of the Workplace Relations Act 1996, I now enclose the necessary annual return. The Annual General Meeting was held on 4 December 2002. Notice of the meeting was issued to Members on 21 November 2002 along with a copy of the audited accounts for the year ended 30 June 2002.

Please contact the Association if there are any queries.

Yours faithfully,

John Young

Secretary/Treasurer

#### STATUTORY DECLARATION OF AN ASSOCIATION

#### TIMBER TRADE INDUSTRIAL ASSOCIATION

I, John Young, of Cnr Mile End & Withers Rd, Rouse Hill in the State of New South Wales, Secretary/Treasurer, DO SOLEMNLY AND SINCERELY DECLARE as follows:

- That I am the Secretary/Treasurer of the Timber Trade Industrial 1. Association.
- That an accurate register of Association members has been 2. maintained, also that retiring members have been removed from the register and that new members have been added to the register, in accordance with sub-section (3) of Section 268 of the Workplace Relations Act 1996.
- 3. The address of the office of the Timber Trade Industrial Association is Level 2/60 York Street, Sydney, NSW 2000.
- Annexed to this Statutory Declaration and marked with the letter 'A' 4. is a document showing the offices and persons holding those offices of the Association.
- 5. Under the Rules of the Association, all Council and office bearing positions detailed in the said Annexure marked 'A' are subject to an election to be held during the year commencing 1 April 2005.

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

DECLARED AND SUBSCRIBED

At Sydney this 4th day of December 2002

John Young

Secretary/Treasurer

BEFORE ME:

Janet M Williams

, Nh =

Solicitor

"A"
TIMBER TRADE INDUSTRIAL ASSOCIATION COUNCILLORS

Name	Company	Business Address	Residential Address	Position on Council
Mr Jim Bindon	Big River Timbers	PO Box 281 GRAFTON NSW 2460	14 McHugh Street, GRAFTON NSW 2460	
Mrs Susan Bennett	Cassino Timbers	PO Box 131 CASINO NSW 2470	101 Hare Street CASINO NSW 2470	Senior Vice President
Mr Ashley Price	Key Building Components Pty Ltd	PO Box 241 ULLADULLA NSW 2539	37 Ringland Lane, MILTON NSW 2538	
Ms Marilyn Albertson	TABMA Training	PO Box 107 SURRY HILLS NSW 2010	1/292 Burns Bay Road, LANE COVE NSW 2066	
Mr John Young	Hudson Timber & Hardware Ltd	PO Box 164 TOUKLEY NSW 2263	1 Rutherford Drive, GLENNING VALLEY NSW 2261	Secretary/ Treasurer
Mr Allan Stewart	Allan Stewart Associates	88 Jacaranda Drive, JERRABOMBERRA NSW 2619	88 Jacaranda Drive, JERRABOMBERRA NSW 2619	President
Mr Kevin Collison	TABMA	PO Box 107 SURRY HILLS NSW 2010	23 Harwood Ave, CHATSWOOD NSW 2067	
Mr Garry Roberts	Hume Doors & Timber (Aust) P/L	PO Box 333 CABRAMATTA NSW 2166	28 Muscio St, COLYTON NSW 2760	
Mr Wayne Lewis	Penrose Pine Products Pty Ltd	Forestry Road PENROSE NSW 2579	7B Hopewood Rd, BOWRAL NSW 2576	
Mr Mark Grundy (Cas)	Corinthian Industries Holdings P/L	Private Bag 4 ST MARYS NSW 2760	"Calool" Carters Road GROSEVALE NSW 2753	
Mr Ian McDonnell (Cas)	McDonnell N F & Sons	PO Box 434 MT GAMBIER SA 5290	Square Mile Road, YAHL via MT GAMBIER SA 5291	
Mrs Lyn McIntyre (Cas)	Crozier Tumbaruma Pty Ltd	PO Box 205 Tumbarumba NSW 2653		

This is the document marked attachment "A" referred to in the Statutory Declaration of John Young declared and affirmed on 4 December 2002.

John Young, Secretary

Janet M Williams, Solicitor

FR 2002/628

# TIMBER TRADE INDUSTRIAL ASSOCIATION A.B.N. 15 781 125 385

### YEAR ENDED 30 JUNE 2002



### **Pages**

1	CERTIFICATE OF COMMITTEE OF MANAGEMENT
2	CERTIFICATE OF ACCOUNTING OFFICER
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5 - 6	INCOME AND EXPENDITURE STATEMENT
7 - 10	NOTES TO AND FORMING PART OF THE ACCOUNTS
11 - 12	STATEMENT OF CASH FLOWS
13 - 14	AUDITOR'S REPORT
15	STATEMENT OF PARTICULARS OF LOANS, GRANTS AND
	DONATIONS BY AN OFFICER
16	CERTIFICATE OF SECRETARY

S .Y. Wong & Co. Chartered Accountants

### CERTIFICATE BY COMMITTEE OF MANAGEMENT

(Workplace Relations Act 1996)

We, the undersigned members of the committee of management of Timber Trade Industrial Association hereby certify in respect of the financial year ended 30th June, 2002 that, in the opinion of the committee of management.

- (i) the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate; and
- (ii) during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, 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 (2) of the Act), 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 Act, this Regulation or the rules of the organisation, as the case may be; and
- (iv) in relation to the report prepared in accordance with section 276 of the Act by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with section 273 (1) of the Act to which that report relates, the organisation has complied with section 279 (1) of the Act and whichever of subsections (6) and (7) of that section of that Act is applicable.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.

John Young

Dated this 9th day of October, 2002

Allan Stewart

### CERTIFICATE BY ACCOUNTING OFFICER

(Workplace Relations Act 1996)

I, John Young, the accounting officer of Timber Trade Industrial Association hereby certify that to the best of my knowledge and belief that there were 332 companies at 446 sites that were members of the organisation as at the financial year ended 30th June, 2002, and in my opinion:

- (i) the accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- (ii) a record has been kept of all money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- (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 organisation; and
- (iv) no payment was made out of a fund referred to in clause 107 (b) (xiii) or (xv) of the Regulation for a purpose other than the purpose for which the fund was operated;
- (v) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- (vi) the register of members of the organisation was maintained in accordance with the Act.

John Young Accounting Officer

Dated this 9th day of October, 2002

### **BALANCE SHEET AS AT 30TH JUNE 2002**

2001		Note	e	2002 \$
\$	CURRENT ASSETS		\$	Ā
300	Cash on hand		300	
50,122	Cash at bank		15,407	
6,110	Interest bearing deposit		145,994	
2,885	Prepaid hire purchase charges		5,195	
132,840	Trade debtors	2	4,997	
7,157	Sundry debtors		7,157	
199,414			179,050	
	NON-CURRENT ASSETS			
56,944	Plant, equipment and motor vehicles	3	114,900	
989	Investment	4	1,597	
8,748	Prepaid hire purchase charges		6,685	
66,681			123,182	
266,095	TOTAL ASSETS			302,232
	CURRENT LIABILITIES			
8,592	Hire purchase creditors		20,084	
11,750	Lease liability	5	16,026	
38,374	Membership in advance		9,900	
13,887	Provision for annual leave		25,941	
29,733	Sundry creditors		17,169	
3,067	GST liability		(5,434)	
105,403			83,686	
	NON-CURRENT LIABILITIES			
38,848	Hire purchase creditors		58,044	
0	Lease liability	5	31,053	
12,405	Provision for long service leave		16,009	
51,253			105,106	
156,656	TOTAL LIABILITIES			188,792
109,439	NET ASSETS			113,440

### **BALANCE SHEET AS AT 30TH JUNE 2002**

2001 \$		Note	\$ 2002 \$
	MEMBERS' FUNDS		
25,566	Accumulated funds		109,439
83,873	Surplus for the year		4,001
109,439	TOTAL MEMBERS FUNDS		113,440
======			======

# INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH JUNE 2002

2001 \$	INCOME	\$	2002 \$
	IIICOME		
	MEMBERS' CONTRIBUTIONS		
449,636	Levies		430,426
	OTHER INCOME		
56	Dividend received	633	
176,570	FISAP	0	
22,298	Grants received	56,792	
1,467	Interest received	6,585	
31,878	Log Grading Program Funding	96	
204	Miscellaneous income	6,833	
2,512	Profit on disposal of fixed assets	0	
0	Premium Discount Scheme	10,000	
17,204	Seminars and conferences	17,635	
85,102 	Worker's compensation advisory services	125,493	
337,291			224,067
786,927	TOTAL INCOME		654,493
	EXPENDITURE		
	PERSONNEL OVERHEADS		
89,042	Consultants fees	66,509	
14,282	Fringe benefits tax	5,673	
20,157	Lease of motor vehicles - novated	0	
(2,689)	Provisional for annual leave	12,054	
1,821	Provisional for long service leave	3,604	
286,696	Salaries and wages - employees	261,471	
1,562	Staff insurance	2,382	
6,201 22,314	Staff training & conferences	7,643	
22,314	Superannuation	22,981	
439,386		382,317	
	OPERATING EXPENSES		
40,906	Field effort and travel	29,692	
3,988	Grant expenses	38,927	
19,930	Motor vehicle expenses	12,479	
. 0	Premium Discount Scheme expenses	553	
2,418	Projects and public education	12,707	
22,770	Trade subscriptions	9,280	
90,012		103,638	

## INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH JUNE 2002

2001			2002
\$		\$	\$
	OFFICE OVERHEADS		
1,500	Accountancy fees	1,500	
284	Advertising	197	
2,500	Auditors' fees	4,200	
2,961	Bad debts	4,504	
2,305	Bank charges	725	
20,000	Bookkeeping expenses	20,002	
3,930	Computer software purchases	3,359	
1,557	Community activities & gifts	1,000	
20,094	Depreciation of fixed assets	29,759	
3,367	Expired hire purchase charges	6,336	
40	Freight and cartage	76	
68	General expenses	0	
1,288	Insurances	4,416	
5,493	Interest and finance charges	8,844	
11,354	Legal expenses	0	
16,870	Loss on sale of fixed assets	2,567	
4,433	Postages	5,772	
7,209	Printing and stationery	5,938	
42,000	Rent	39,667	
970	Repairs and maintenance	2,421	
1,391	Staff amenities	223	
24,042	Telephone, fax & internets	23,031	
173,656		164,537	
703,054	TOTAL EXPENDITURE		650,492
83,873	SURPLUS FOR THE YEAR		4,001
======			======

### NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002

### Note 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996. The financial report is prepared on an accruals basis and is based on historical costs and do not take into account changing money values, or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the Association in the preparation of the financial report.

### (a) Income Tax

Liability for income tax (if any) is accounted for using the "tax payable" basis. Tax effect accounting has not been adopted as the Association is exempt from income tax in terms of Section 50-15 of the Income Tax Assessment Act, 1997.

#### (b) Employee Benefits

Provision is made in respect of the Association's liability for long service leave at balance date. Long service leave is accrued in respect of all employees with more than 5 years service with the Association.

### (c) Leases

Leases of fixed assets, other than operating leases, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Association, are classified as finance leases. Finance leases are capitalised by recording as an asset and as a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the year.

### (d) **Depreciation**

Depreciation is calculated to effectively write off the cost of the asset over its useful life. The committee of management's policy is to annually evaluate freehold land and buildings to ensure that they reflect current realisable values.

# NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002 (CONTINUED)

2001 \$		2002 \$
Note 2:	TRADE DEBTORS	
142,840 (10,000)	Trade debtors Less: Provision for doubtful debts	14,997 (10,000)
132,840		4,997
Note 3:	NON-CURRENT ASSETS	
	Motor vehicles	
68,060 (26,267)	At cost Less: Accumulated depreciation	151,002 (51,953)
41,793		99,049
	Furniture and fittings	
6,492 (5,625)	At cost Less: Accumulated depreciation	6,492 (5,796)
867		696
	Office equipment	
66,613 (52,329)	At cost Less: Accumulated depreciation	73,254 (58,099)
14,284		15,155
56,944		114,900

# NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002 (CONTINUED)

2001 \$		2002 \$
Note 4:	INVESTMENT	
	Quoted shares , at cost	
	AMP Limited - 85 shares (market value \$1,326;	
989	year 2001 \$1,143)	1,597

In addition to the above shares, the Association was alloted:-

- (A) 445 AMP Limited shares during the year ended 30th June, 1998, at no cost as a result of demutulisation. The market value of AMP shares as at 30th June, 2002 was \$6,942 (2001 \$9,785).
- (B) 244 Insurance Australia Group Limited (was NRMA) shares during the year ended 30th June, 2001, at no cost as a result of demutulisation. The market value of IAG shares as at 30th June, 2002 was \$767 (2001 \$805).

LEASE COMMITMENTS	
Finance lease commitments payable:	
- not later than one year	16,026
- later than one year and not	
later than two year	19,775
- later than two year and not	
later than five year	21,778
	57,579
Less: Future finance charges	(10,500)
2000. Fataro imarios siturgos	
	47,079
	Finance lease commitments payable: - not later than one year - later than one year and not

# NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002 (CONTINUED)

### Note 6: 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 of the Act, which reads as follows:

- (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.

#### Note 7: ASSOCIATION OPERATIONS

The Association derived its income from members' subscriptions and its operations are conducted entirely within Australia.

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2002

2001 \$		2002 \$
	Cash Flows from Operating Activities	
	Receipts from members' levies	775 440
655,017	and Association activities	775,118
1,467	Interest received	6,585
56	Dividend received	633
(618,348)	Payments to suppliers and employees	(586,885)
38,192	Net cash inflow (outflow) from operating activities	195,451 
	Cash Flows from Investing Activities	
(38,305)	Payments of non-current assets	(99,964)
31,182	Proceeds on sale of non-current assets	9,682
(7,123)	Net cash inflow (outflow) from investing activities	(90,282)
31,069	Net increase in cash held	105,169
25,463	Cash at beginning of financial year	56,532
56,532	Cash at end of financial year	161,701 =======

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2002

2001 \$		2002 \$
	Reconciliation of net cash flow from operating activities to operating surplus	
83,873	Operating surplus / (deficiency)	4,001
	Adjustment for non-cash items	
20,094	Add: Depreciation and amortisation	29,759
16,870	Add: Loss on sale of non-current assets	2,567
(675)	Less: Gain on sale of non-current assets	0
36,289		32,326
	Changes in operating assets and liabilities	***************************************
(129,712)	(Increase)/decrease in receivable	127,843
(6,638)	(Increase)/decrease in prepayment	(247)
24,129	(Increase)/decrease in investment	(608)
21,487	Increase/(decrease) in sundry creditors	(12,564)
14,481	Increase/(decrease) in hire purchase creditors	30,688
(2,689)	Increase/(decrease) in provision for annual leave	12,054
1,821	Increase/(decrease) in provision for long service leave	3,604
(39,928)	Increase/(decrease) in lease liabilities	35,329
3,104	Increase/(decrease) in GST liabilities	(8,501)
31,975 	Increase/(decrease) in membership in advance	(28,474)
(81,970)		159,124
38,192 =======	Net cash inflow from operating activities	195,451 =======
	Reconciliation of cash	
300	Cash on Hand	300
6,110	Interest bearing deposit	145,994
50,122	Cash at Bank	15,407
56,532	Cash at end of financial year	161,701
========		========

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TIMBER TRADE INDUSTRIAL ASSOCIATION

#### **SCOPE**

We have audited the financial report of Timber Trade Industrial Association for the year ended 30 June 2002 as set out on pages 3 to 12. The Association's Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free from 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 whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Association'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.

#### **AUDIT OPINION**

In our opinion, satisfactory accounting records were kept by Timber Trade Industrial Association in relation to the year, including:

- (a) (i) records of the sources and nature of the income of the Association (including income from members); and
  - (ii) records of the nature and purposes of the expenditure of the Association; and

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TIMBER TRADE INDUSTRIAL ASSOCIATION

### **AUDIT OPINION** (Continued)

in our opinion, the financial report of Timber Trade Industrial Association is properly drawn up:

- (b) (i) so as to presents fairly the state of affairs of the Association as at 30th June, 2002 and of the surplus and cash flows of the Association for the financial year ended on that date; and
  - (ii) in terms of section 273 of the Workplace Relations Act 1996; and
  - (iii) in accordance with applicable Accounting Standards and other mandatory professional reporting requirements; and
- (c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by us or by any person authorised by us for the purpose of the audit, was provided.

S.Y. Wong & Co. Chartered Accountants

Samuel Y. Wong

Partner

Signed at Sydney this 9th day of October, 2002 Level 4, 160 Goulburn Street, Sydney, NSW 2010

# STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY AN OFFICER

(Workplace Relations Act 1996)

I, John Young, secretary of Timber Trade Industrial Association state, in respect of the financial year of the organisation ended 30th June, 2002, that:

No loans, grants or donations (excluding any donations or payments for other than political purposes of less than \$1,000 which may have been made) were made by the abovenamed organisation during the financial year.

John Young

Dated this 9th day of October, 2002

### CERTIFICATE OF SECRETARY

(Workplace Relations Act 1996)

I, John Young, secretary of Timber Trade Industrial Association hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the general meeting of members of the organisation held on 12th December, 2002 in respect of the financial year ended 30th June, 2002. Copies of the aforementioned documents were provided to members on 26th November, 2002 in accordance with section 279(1) of the Act.

The documents lodged herewith are:

- copies of the accounts prepared in accordance with the requirements of section 273 (1) of the Act and clause 108 of the Regulation (an account of income & expenditure and an account of assets & liabilities); and
- (ii) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 276 of the Act; and
- (iii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 273 (2) of the Act and clause 109 (1) (a) of the Regulation; and
- (iv) a copy of the certificate given by the committee of management in accordance with the requirements of section 273 (2) of the Act and clause 109 (1) (b) of the Regulation.
- a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 269 (1) of the Act.

John Young

Dated this 9th day of October, 2002

Level 8, Terrace Towers 80 William Street, East Sydney, NSW 2011 Telephone: (02) 8374 6666 Fax: (02) 9380 6990

Mr. John Young Timber Trade Industrial Association PO Box Q955 QVB Post Office NSW 1230

Dear Mr. Young

### Re: Lodgement of Financial Statements for Timber Trade Industrial Association for the year ended 30 June 2002 (FR2002/628)

Receipt is acknowledged of the above financial statements, which were lodged in the Registry on 9 December 2002.

These documents have now been filed.

I note that your letter of 4 December 2002, corrects some of the information in the Secretary's certificate dated 9 October 2002. It was confirmed in a phone conversation with Judith, from your office that the date of the general meeting of members was held on the 4 December and members were provided with copies of the audited accounts on 21 November 2002.

Yours sincerely,

Caroline Pryor

NSW Statutory Services Branch

12 December 2002