



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/330-[077N]

Mr John Young
Secretary/Treasurer
Timber Trade Industrial Association
PO Box 236
Darlinghurst NSW 1300

Dear Mr Young

**Re: Timber Trade Industrial Association
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

15 July, 2003



TIMBER TRADE INDUSTRIAL ASSOCIATION

Shop 4/160 Goulburn St
Surry Hills NSW 2010
ABN 15 781 125 385

PO Box 236
Darlinghurst NSW 1300
Website: www.ttia.asn.au

Telephone: (02) 9264 0011
Fax: (02) 9264 1924
Email: ttia@ttia.asn.au

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



10 December 2003

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 3 December 2003. Notice of the meeting was issued to Members on 12 November 2003 along with a copy of the audited accounts for the year ended 30 June 2003.

Please contact the Association if there are any queries.

Yours faithfully,

Mark Grundy
Secretary/Treasurer

Attached is an extract from TTIA Council Minutes documenting the change of Secretary/Treasurer.



5. OH&S/Workers' Compensation Report

Bruce Johns introduced himself along with a brief background. Tabled OH&S/Workers' Compensation Report. The suggestion that Bruce's PDS Auditor status could be transferred to TTIA was noted. Bruce to investigate and action.

It was resolved that the OH&S/Workers' Compensation report be adopted.

MOVED: Mr Wayne Lewis

SECONDED: Mr Mark Grundy

CARRIED

6. Secretary/Treasurer's Report

It was noted correspondence had been received from John Young resigning from Council and the position of Secretary/Treasurer. This follows a new position outside the timber industry. Mr Young's resignation as Secretary/Treasurer was accepted and deemed effective from today's date.

MOVED: Mr Wayne Lewis

SECONDED: Mr Jim Bindon

CARRIED

Mark Grundy was nominated to fill the vacancies of Secretary/Treasurer and Executive Councillor.

MOVED: Mr Jim Bindon

SECONDED: Ms Marilyn Albertson

CARRIED

The Secretary/Treasurer's Report was tabled with the following items being noted:

- good take up of settlement discount on membership renewal;
- extra accounting costs involved with change from PBD to Wong & Suen Financial Services;
- higher than expected motor vehicle costs due to coinciding rego renewals and Bruce filed costs (rechargeable to WorkCover Assist funding).

MOVED: Ms Marilyn Albertson

SECONDED: Ms Jim Bindon

CARRIED

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

YEAR ENDED 30 JUNE 2003

Pages

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Wong & Suen Financial Services Pty Limited
Chartered Accountants

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

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, 2003 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 15th day of October, 2003


.....
Allan Stewart

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

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 327 companies at 447 sites that were members of the organisation as at the financial year ended 30th June, 2003, 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 15th day of October, 2003

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

BALANCE SHEET AS AT 30 JUNE 2003

2002 \$		Note	2003 \$
CURRENT ASSETS			
300	Cash on hand		300
15,407	Cash at bank		44,584
145,994	Interest bearing deposit		202,946
0	Electricity deposit		300
5,195	Prepaid hire purchase charges		4,279
4,997	Trade debtors	2	11,463
7,157	Sundry debtors		0
----- 179,050			----- 263,872
NON-CURRENT ASSETS			
114,900	Plant, equipment and motor vehicles	3	113,035
1,597	Investment	4	1,843
6,685	Prepaid hire purchase charges		1,834
----- 123,182			----- 116,712
----- 302,232	TOTAL ASSETS		----- 380,584
CURRENT LIABILITIES			
20,084	Hire purchase creditors		20,084
16,026	Lease liability	5	17,446
9,900	Membership in advance		28,851
0	Workcover assist grants in advance		40,848
25,941	Provision for annual leave		28,843
17,169	Sundry creditors		17,153
-5,434	GST liability		4,962
----- 83,686			----- 158,187
NON-CURRENT LIABILITIES			
58,044	Hire purchase creditors		37,250
31,053	Lease liability	5	44,980
16,009	Provision for long service leave		18,961
----- 105,106			----- 101,191
----- 188,792	TOTAL LIABILITIES		----- 259,378
----- 113,440 =====	NET ASSETS		----- 121,206 =====

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

BALANCE SHEET AS AT 30 JUNE 2003

2002 \$	Note	2003 \$
	MEMBERS' FUNDS	
109,439	Accumulated funds	113,440
4,001	Surplus for the year	7,766
-----		-----
113,440	TOTAL MEMBERS FUNDS	121,206
=====		=====

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

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2003

2002 \$		2003 \$
	INCOME	
	MEMBERS' CONTRIBUTIONS	
489,174	Subscriptions	523,838
	OTHER INCOME	
0	Bad debts recovered	803
633	Dividend received	556
56,888	Grants received	70,334
6,585	Interest received	9,989
6,833	Miscellaneous income	9,163
0	Profit on disposal of fixed assets	1,287
10,000	Premium Discount Scheme	10,000
84,380	Seminars / Advisory Income	97,236
----- 165,320		----- 199,367
654,493 -----	TOTAL INCOME	723,205 -----
	EXPENDITURE	
	PERSONNEL OVERHEADS	
66,509	Consultants fees	73,899
5,673	Fringe benefits tax	9,859
12,054	Provisional for annual leave	2,902
3,604	Provisional for long service leave	2,952
261,471	Salaries and wages - employees	270,317
2,382	Staff insurance	2,781
7,643	Staff training & conferences	1,891
22,981	Superannuation	24,834
----- 382,317		----- 389,435
	OPERATING EXPENSES	
29,692	Field effort and travel	39,966
38,927	Grant expenses	67,177
12,479	Motor vehicle expenses	17,875
553	Premium Discount Scheme expenses	511
12,707	Projects and public education	10,756
9,280	Trade subscriptions	9,875
----- 103,638		----- 146,159

TIMBER TRADE INDUSTRIAL ASSOCIATION
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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2003

2002		2,003
\$		\$
	OFFICE OVERHEADS	
1,500	Accountancy fees	1,500
197	Advertising	304
4,200	Auditors' fees	5,050
4,504	Bad debts	3,013
725	Bank charges	1,318
20,002	Bookkeeping expenses	22,000
3,359	Computer software purchases	4,458
1,000	Community activities & gifts	100
0	Cleaning	591
29,759	Depreciation of fixed assets	28,234
6,336	Expired hire purchase charges	5,767
0	Electricity	2,091
76	Freight and cartage	57
0	General expenses	6,780
4,416	Insurances & Professional Indemnity	5,501
8,844	Interest and finance charges	4,993
2,567	Loss on sale of fixed assets	4,168
5,772	Postages	5,828
5,938	Printing and stationery	9,937
0	Provision for doubtful debt	6,000
39,667	Rent	28,633
2,421	Repairs and maintenance	5,531
223	Staff amenities	1,615
23,031	Telephone, fax & internets	26,375
-----		-----
164,537		179,845
-----		-----
650,492	TOTAL EXPENDITURE	715,439
-----		-----
4,001	SURPLUS FOR THE YEAR	7,766
=====		=====

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

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003

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.

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

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003 (CONTINUED)

2002 \$		2003 \$
<u>Note 2:</u> TRADE DEBTORS		
14,997	Trade debtors	27,463
(10,000)	Less: Provision for doubtful debts	(16,000)
----- 4,997 -----		----- 11,463 -----
 <u>Note 3:</u> NON-CURRENT ASSETS		
	Motor Vehicles	
151,002	At cost	147,566
(51,953)	Less: Accumulated depreciation	(43,987)
----- 99,049 -----		----- 103,579 -----
	Office Equipments	
6,492	At cost	5,972
(5,796)	Less: Accumulated depreciation	(4,879)
----- 696 -----		----- 1,093 -----
	Plant & Equipments	
73,254	At cost	27,856
(58,099)	Less: Accumulated depreciation	(19,493)
----- 15,155 -----		----- 8,363 -----
----- 114,900 -----		----- 113,035 -----

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

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003 (CONTINUED)

2002
\$

2003
\$

Note 4:

INVESTMENT

Quoted shares , at cost

AMP Limited - 118 shares (market value \$586;
year 2002 \$1,326)

1,597

1,843

In addition to the above shares, the Association was allotted 445 AMP Limited shares during the year ended 30th June, 1998, at no cost as a result of demutualisation. The market value of 445 AMP Limited shares as at 30th June, 2003 was \$2,212 (year 2002 was \$6,942).

Note 5:

LEASE COMMITMENTS

Finance lease commitments payable:

16,026

- not later than one year

16,529

19,775

- later than one year and not
later than two year

16,529

21,778

- later than two year and not
later than five year

45,727

57,579

78,785

(10,500)

Less: Future finance charges

(16,359)

47,079

62,426

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003 (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.

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003

2002		2003
\$		\$
Cash Flows from Operating Activities		
775,118	Receipts from members' contributions and Association activities	712,504
6,585	Interest received	9,989
633	Dividend received	556
(586,885)	Payments to suppliers and employees	(607,230)
<u>195,451</u>	Net cash inflow (outflow) from operating activities	<u>115,819</u>
Cash Flows from Investing Activities		
(99,964)	Payments of non-current assets	(42,815)
9,682	Proceeds on sale of non-current assets	13,125
<u>(90,282)</u>	Net cash inflow (outflow) from investing activities	<u>(29,690)</u>
105,169	Net increase in cash held	86,129
56,532	Cash at beginning of financial year	161,701
<u>161,701</u> =====	Cash at end of financial year	<u>247,830</u> =====

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003

2002 \$		2003 \$
	Reconciliation of net cash flow from operating activities to operating surplus	
4,001	Operating surplus / (deficiency)	7,766
	Adjustment for non-cash items	
29,759	Add: Depreciation and amortisation	28,234
2,567	Add: Loss on sale of non-current assets	4,168
0	Less: Gain on sale of non-current assets	(847)
----- 32,326		----- 31,555
	Changes in operating assets and liabilities	
127,843	(Increase)/decrease in receivable	(6,466)
0	(Increase)/decrease in sundry debtors	7,157
0	(Increase)/decrease in electricity deposits	(300)
(247)	(Increase)/decrease in prepayment	5,767
(608)	(Increase)/decrease in investment	(246)
(12,564)	Increase/(decrease) in sundry creditors	(16)
30,688	Increase/(decrease) in hire purchase creditors	(20,794)
12,054	Increase/(decrease) in provision for annual leave	2,902
3,604	Increase/(decrease) in provision for long service leave	2,952
35,329	Increase/(decrease) in lease liabilities	15,347
(8,501)	Increase/(decrease) in GST liabilities	10,396
(28,474)	Increase/(decrease) in membership in advance	18,951
0	Increase/(decrease) in grants received in advance	40,848
----- 159,124		----- 76,498
----- 195,451 =====	Net cash inflow from operating activities	----- 115,819 =====
	Reconciliation of cash	
300	Cash on Hand	300
145,994	Interest bearing deposit	202,946
15,407	Cash at Bank	44,584
----- 161,701 =====	Cash at end of financial year	----- 247,830 =====

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

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 2003 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

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

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, 2003 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.

Wong & Suen Financial Services Pty Limited
Chartered Accountants



Samuel Y. Wong
Director

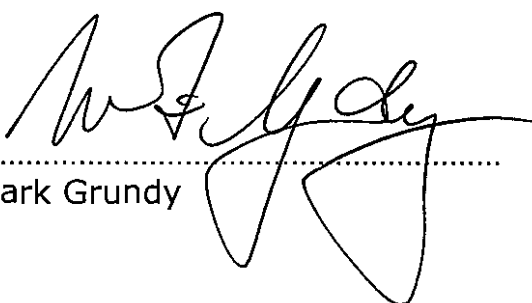
Signed at Sydney this 15th day of October, 2003
Level 4, 160 Goulburn Street, Sydney, NSW 2010

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

**STATEMENT OF PARTICULARS OF LOANS, GRANTS
AND DONATIONS BY AN OFFICER
(Workplace Relations Act 1996)**

I, Mark Grundy, Secretary of the Timber Trade Industrial Association state, in respect of the financial year of the organisation ended 30th June, 2003, 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.



.....
Mark Grundy

Dated this 3rd day of December, 2003

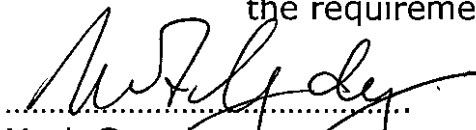
TIMBER TRADE INDUSTRIAL ASSOCIATION
A.B.N. 15 781 125 385

CERTIFICATE OF SECRETARY
(Workplace Relations Act 1996)

I, Mark Grundy, Secretary of the 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 3 December, 2003 in respect of the financial year ended 30th June, 2003. Copies of the aforementioned documents were provided to members on 12th November, 2003 in accordance with section 279(1) of the Act.

The documents lodged herewith are:

- (i) 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.
- (v) 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.


.....
Mark Grundy

Dated this 3rd day of December, 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Mark Grundy
Secretary/Treasurer
Timber Trade Industrial Association,
PO Box 236
DARLINGHURST NSW 1300

Dear Mr Grundy

**Re: Lodgment of Financial Statements - Timber Trade Industrial Association - for
year ended 30 June 2003 (FR2003/330)**

Receipt is acknowledged of the above financial statements, which were lodged in the
Registry on 15 December 2003.

These documents have been filed.

Yours sincerely,

Wendy Burgess
for Deputy Industrial Registrar
23 December 2003