



Fair Work Australia

27 January 2010

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



Dear Mr Grundy

**Lodgment of Financial Statements and Accounts – Timber Trade Industrial Association - for
year ended 30 June 2009 (FR2009/10140)**

Thank you for lodging the abovementioned financial statements and accounts which were received by Fair Work Australia on 17 December 2009.

The legislative requirements having been met, the documents have been filed.

Yours respectfully,

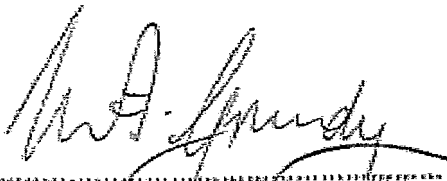
Stephen Kellett
Statutory Services Branch
Fair Work Australia

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

Certificate of Secretary or other Authorised Officer
(Section 268 of Fair Work (Registered Organisations) Act 2009)

I, Mark Grundy, being the Secretary/Treasurer of the Timber Trade Industrial Association certify:

- That the documents lodged herewith are copies of the full report referred to in Section 268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to Members on 16 November 2009; and
- That the full report was presented to a general meeting of Members of the Timber Trade Industrial Association on 10 December 2009, in accordance with Section 266 of the Fair Work (Registered Organisations) Act 2009.


Secretary/Treasurer - Mark Grundy

Dated this 10th day of December 2009



TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2009



Pages

1 - 2	OPERATING REPORT
3 - 4	STATEMENT BY COUNCILLORS
5 - 6	BALANCE SHEET
7	INCOME STATEMENT
8	STATEMENT OF CHANGES IN EQUITY
9 - 10	STATEMENT OF CASH FLOWS
11 - 17	NOTES TO THE FINANCIAL STATEMENTS
18 - 19	AUDITOR'S REPORT

S Y WONG & CO
A.B.N. 35 156 307 879
Chartered Accountant

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

OPERATING REPORT BY COUNCIL OF THE ASSOCIATION (Fair Work (Registered Organisations) Act 2009)

The Council of the Timber Trade Industrial Association present their Operating Report in respect of the financial year ended 30 June 2009:

1. The names of each person who has been a member of the Council of the Association at any time during the financial year were:

Mr. Allan Stewart
Mr. Mark Grundy
Mr. Daniel Fleetwood
Ms Jill Hetherington
Mr. Wayne Lewis
Mr. Ian McDonnell
Mrs. Lyn McIntyre
Mr. Ashley Price

Councillors have been in office since the start of the financial year unless otherwise stated.

2. The principal activities of the Association during the year were that of an employer association providing advice and training in industrial relations and occupational health and safety matters to members.

The results of those activities were fully completed to the satisfaction of the members.

There were no significant changes in the nature of its activities during the year.

3. The net result from operations for the financial year was a profit of \$14,025. No provision has been made for Income Tax as the Association is exempt from income tax in terms of Section 50-15 of the Income Tax Assessment Act, 1997.
4. There were no significant changes in the financial affairs of the Association during the year.

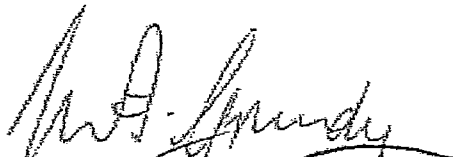
5. Matters or circumstances have not arisen since the end of the financial year that have significantly affected or may significantly affect:
 - * the operations of the Association,
 - * the results of those operations, or
 - * the state of affairs of the Association, in subsequent financial years.

6. The rights of members to resign from the Association are set out in Paragraph 8 of the Rules of the Association.

7. The number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members and who are taken to be members of the Association were 304.

8. At the end of the financial year to which the report relates, the Association had 5 persons as employees measured on a full-time equivalent basis.

Signed in accordance with a resolution of the Council of the Association.



.....
Secretary/Treasurer - Mark Grundy

Dated this 16th day of November, 2009

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

STATEMENT BY COUNCILLORS


On 16 November 2009 the Council of the Timber Trade Industrial Association (“the Association”) passed the following resolution in relation to the general purpose financial report (“GPFR”) of the Association for the financial year ended 30 June 2009:

The Council declares in relation to the General Purpose Financial Report (GPFR) that in its opinion:

- (a) the financial statements and notes comply with Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Association for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the Council were held in accordance with the rules of the Association; and
 - (ii) the financial affairs of the Association have been managed in accordance with the rules of the Association; and
 - (iii) the financial records of the Association have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and

- (iv) no request for information has been sought by a member of the Association or the General Manager of Fair Work Australia under Section 272 of the Fair Work (Registered Organisations) Act 2009 during the financial year; and
- (v) no orders have been made by Fair Work Australia under Section 273 of the Fair Work (Registered Organisations) Act 2009 during the financial year.

For and on behalf of the Council



Secretary/Treasurer - Mark Grundy

Dated this 16th day of November, 2009

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

BALANCE SHEET
AS AT 30 JUNE 2009

	Note	2009 \$	2008 \$
CURRENT ASSETS			
Cash	2	533,097	509,011
Receivables	3	440,235	473,822
Other	4	7,672	9,868
Total Current Assets		981,004	992,701
NON-CURRENT ASSETS			
Property, plant & equipment	5	67,328	84,152
Other	6	5,281	11,984
Total Non-Current Assets		72,609	96,136
TOTAL ASSETS		\$1,053,613	\$1,088,837
CURRENT LIABILITIES			
Creditors and borrowings	7	607,816	647,525
Provisions	8	32,366	33,316
Total Current Liabilities		640,182	680,841
NON-CURRENT LIABILITIES			
Creditors and borrowings	9	58,503	85,501
Provisions	10	86,408	68,000
Total Non-Current Liabilities		144,911	153,501
TOTAL LIABILITIES		\$785,093	\$834,342
NET ASSETS		\$268,520	\$254,495

These financial statements should be read in conjunction
with the accompanying notes.

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

BALANCE SHEET
AS AT 30 JUNE 2009

	Note	2009 \$	2008 \$
MEMBERS' FUNDS			
Total Members' Funds		<u>\$268,520</u>	<u>\$254,495</u>

These financial statements should be read in conjunction
with the accompanying notes.

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

INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	Note	2009 \$	2008 \$
Members' contributions	11	512,089	472,712
Other revenues from ordinary activities	11	<u>296,106</u>	<u>365,933</u>
Revenue from ordinary activities		<u>808,195</u>	<u>838,645</u>
Employee benefits expenses	12	535,068	559,321
Operating expenses	13	132,635	123,803
Office and administration expenses	14	<u>126,467</u>	<u>154,019</u>
Total expenses		<u>794,170</u>	<u>837,143</u>
Profit from ordinary activities before income tax expense		14,025	1,502
Income tax expense relating to ordinary activities	15	-	-
Profit from ordinary activities after related income tax expense		<u><u>\$14,025</u></u>	<u><u>\$1,502</u></u>

These financial statements should be read in conjunction
with the accompanying notes.

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

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2009

	Accumulated funds \$	Total attributable to the entity \$
Balance as at 1 July 2007	252,993	252,993
Profit for the year	<u>1,502</u>	<u>1,502</u>
Balance as at 30 June 2008	254,495	254,495
Profit for the year	<u>14,025</u>	<u>14,025</u>
Balance as at 30 June 2009	<u><u>\$268,520</u></u>	<u><u>\$268,520</u></u>

These financial statements should be read in conjunction
with the accompanying notes.

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
Cash Flows from Operating Activities		
Receipts from members' subscriptions and Association activities	772,120	805,171
Interest received	33,879	33,190
Payments to suppliers and employees	(781,606)	(861,519)
	\$24,393	(\$23,158)
Net cash inflow (outflow) from operating activities	\$24,393	(\$23,158)
 Cash Flows from Investing Activities		
Payment of non-current assets	(307)	-
Proceeds from sale of non-current assets	-	10,000
	(\$307)	\$10,000
Net cash inflow (outflow) from investing activities	(\$307)	\$10,000
 Net increase(decrease) in cash held		
Cash at beginning of financial year	509,011	522,169
	\$533,097	\$509,011
Cash at end of financial year	\$533,097	\$509,011

These financial statements should be read in conjunction
with the accompanying notes.

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
Reconciliation of net cash flow from operating activities to operating surplus(deficiency)		
Operating surplus/(deficiency)	14,025	1,502
Non-cash flows in profit from ordinary activities		
Depreciation and amortisation	17,131	24,815
Loss on sale of non-current assets	-	5,041
	-----	-----
	17,131	29,856
	-----	-----
	31,156	31,358
	-----	-----
Changes in assets and liabilities		
(Increase)/decrease in receivables	33,587	(24,119)
(Increase)/decrease in prepaid HP charges	8,715	10,523
(Increase)/decrease in sundry debtors	(75)	(23,551)
(Increase)/decrease in borrowing expenses	259	259
Increase/(decrease) in sundry creditors	(3)	(17,672)
Increase/(decrease) in hire purchase creditors	(26,998)	(27,000)
Increase/(decrease) in provisions	17,458	16,816
Increase/(decrease) in lease liabilities	-	(20,200)
Increase/(decrease) in GST & PAYG liabilities	(3,923)	6,593
Increase/(decrease) in membership in advance	(35,783)	23,835
	-----	-----
	(6,763)	(54,516)
	-----	-----
Net cash inflow from operating activities	\$24,393	(\$23,158)
	=====	=====
Reconciliation of cash		
Cash on hand	371	400
Cash at Bank	130,352	104,312
Interest Bearing Deposit	402,374	404,299
	-----	-----
Cash at end of financial year	\$533,097	\$509,011
	=====	=====

These financial statements should be read in conjunction
with the accompanying notes.

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

Note 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009.

The financial report covers Timber Trade Industrial Association as an individual entity.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

Accounting Policies

(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) **Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets is depreciated over their useful lives to the Association.

(c) **Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled.

Long service leave is accrued in respect of all employees with more than 5 years of service with the Association.

Contributions are made by the Association to employee superannuation funds and are charged as expenses when incurred.

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

(d) **Leases**

Leases of fixed assets 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, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Association will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expense in the period in which they are incurred.

(e) **Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

	2009	2008
	\$	\$
Note 2: Current Assets - Cash		
Cash on Hand	371	400
Cash at Bank	130,352	104,312
Interest bearing deposits	402,374	404,299
	<u>533,097</u>	<u>509,011</u>
 Note 3: Current Assets - Receivables		
Trade debtors	441,862	444,532
Less: Provision for doubtful debts	16,000	16,000
	<u>425,862</u>	<u>428,532</u>
Sundry debtors	14,373	45,290
	<u>440,235</u>	<u>473,822</u>

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
Current assets - Other		
Note 4:		
Prepaid hire purchase charges	6,703	8,715
Borrowing expenses - re cars	344	603
Electricity deposit	300	300
Car parking deposit	150	150
Security keys deposit	175	100
	<u>7,672</u>	<u>9,868</u>
Non-Current Assets - Property, Plant & Equipment		
Note 5:		
Motor vehicles		
At cost	104,360	104,360
Less : accumulated depreciation	<u>47,258</u>	<u>34,080</u>
	<u>57,102</u>	<u>70,280</u>
Office equipments		
At cost	9,831	9,524
Less : accumulated depreciation	<u>7,464</u>	<u>7,113</u>
	<u>2,367</u>	<u>2,411</u>
Plant & equipments		
At cost	58,300	58,300
Less : accumulated depreciation	<u>50,441</u>	<u>46,839</u>
	<u>7,859</u>	<u>11,461</u>
Total written down value of Property, Plant & Equipment	<u>67,328</u>	<u>84,152</u>
Non-Current Assets - Other		
Note 6:		
Prepaid hire purchase charges	5,281	11,984
	<u>5,281</u>	<u>11,984</u>

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
Current Liabilities - Creditors and borrowings		
Note 7:		
Sundry creditors	2,233	2,236
Hire purchase creditors	27,000	27,000
Membership in advance	513,951	549,734
GST Liabilities	55,803	58,723
PAYG tax withholding	8,829	9,832
	<u>607,816</u>	<u>647,525</u>
 Current Liabilities - Provisions		
Note 8:		
Provision for annual leave	<u>32,366</u>	<u>33,316</u>
	<u>32,366</u>	<u>33,316</u>
 Non-Current Liabilities - Creditors and borrowings		
Note 9:		
Hire purchase creditors	<u>58,503</u>	<u>85,501</u>
	<u>58,503</u>	<u>85,501</u>
 Non-Current Liabilities - Provisions		
Note 10:		
Provision for long service leave	<u>86,408</u>	<u>68,000</u>
	<u>86,408</u>	<u>68,000</u>

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
Revenue		
Note 11:		
Members' contributions		
- Subscriptions	426,556	391,980
- Workers compensation & OHS membership	85,533	80,732
	-----	-----
	512,089	472,712
	-----	-----
Other revenues		
- Grants received	86,517	208,407
- Advisory & seminar income	122,574	115,259
- Management fee	46,199	-
- Interest received	33,879	33,190
- Miscellaneous income	6,806	9,077
- Insurance recovered	131	-
	-----	-----
	296,106	365,933
	-----	-----
Employee benefits expenses		
Note 12:		
Salaries and wages	447,451	470,801
Fringe benefits tax	22,061	22,061
Provision for annual leave	(949)	8,816
Provision for long service leave	18,408	8,000
Staff training and conferences	-	1,562
Superannuation	40,154	40,960
Workers compensation insurance	7,943	7,121
	-----	-----
	535,068	559,321
	-----	-----
Operating expenses		
Note 13:		
Field effort	85,889	57,608
Grant expenses	12,167	29,937
Lease of motor vehicle - novated	7,714	8,001
Motor vehicle expenses	18,016	18,568
Seminars and advisory expenses	1,416	2,245
Trade subscriptions	7,433	7,444
	-----	-----
	132,635	123,803
	-----	-----

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
Office & administration expenses		
Note 14:		
Accountancy and bookkeeping	24,360	23,280
Auditor's fees - for auditing accounts	5,000	5,500
- other services	4,000	1,818
Bank charges	933	366
Borrowing expenses	259	259
Computer and website expenses	853	2,033
Council meeting costs	2,440	2,703
Depreciation of fixed assets	17,131	24,815
Electricity	888	1,278
Expired hire purchase charges	8,714	10,524
Freight and cartage	114	173
General expenses - copier rental	3,300	3,366
Hire of store room	600	250
Insurances	1,894	1,649
Interest and finance charges	-	1,317
Legal expenses	-	4,591
Loss on sale of non-current assets	-	5,041
Postages	3,687	4,445
Printing and stationery	4,803	9,808
Rent	24,960	24,580
Repairs and maintenance	1,915	2,795
Staff amenities	1,725	2,938
Telephone, fax and internet	18,891	20,490
	126,467	154,019

Income tax

Note 15:

The Association is exempt from income tax in terms of Section 50-15 of the Income Tax Assessment Act, 1997. Accordingly, no provision for income tax has been made.

Association Operations

Note 16:

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

**Note 17: Information to be provided to Members or the General Manager of
Fair Work Australia**

In accordance with the requirements of the Fair Work Act 2009, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 272 of the Fair Work (Registered Organisations) Act 2009, which reads as follows:

- (1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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).

SAMUEL Y WONG

CHARTERED ACCOUNTANT

ABN: 35 156 307 879

ALL CORRESPONDENCE TO:

PO BOX 96

BURWOOD NSW 1805

TELEPHONE: 0404 118 086

E-MAIL: sywong@ihug.com.au



Chartered Accountant

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

Report on the Financial Report

I have audited the accompanying financial report of the Timber Trade Industrial Association (the Association) which comprises the Balance Sheet as at 30 June 2009, the Income Statement, Statement of Changes in Equity and Cash Flow Statement for the year ended on that date, a summary of significant accounting policies and the Statement by Councillors.

Councillors' Responsibility for the Financial Report

The Council of the Association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009. This responsibility include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

My audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the councillors, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In my opinion, the financial report of the Timber Trade Industrial Association is in accordance with the Fair Work (Registered Organisations) Act 2009 including:

1. giving a true and fair view of the Association's financial position as at 30 June 2009 and of its performance for the year ended on that date, and
2. comply with Australian Accounting Standards (including Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009.

S Y Wong & Co



Samuel Y Wong
Chartered Accountant

Sydney, 16 November 2009.



Fair Work Australia

11 August 2009

Mr Mark Grundy
Secretary /Treasurer
Timber Trade Industrial Association
17-35 Lee St
ST MARYS NSW 1790

Dear Mr Grundy,

**Lodgement of Financial Documents for year ended 30 June 2009 [FR2009/10140]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Timber Trade Industrial Association (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 5 months and 14 days or 6 months and 14 days, depending on your rules, of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our new Fair Work Australia website. You will find that the legislative requirements remain largely unchanged to that of the former requirements under Schedule 1 of the Workplace Relations Act 1996. The information can be viewed at [FWA Registered Organisations Fact Sheets](#).

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

If you need any further information or if you believe you will be unable to lodge the full financial report within the period mentioned above please contact me on (02) 8374 6615 or by email at RIASydney@fwa.gov.au.

Yours sincerely,

Steve Teece
Research Information and Advice Team
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
--

(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
---	-----

*Within a reasonable time of having received the GPFR
(NB: Auditor's report **must** be dated on or after date of Committee of Management Statement)*

Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	/ /
---	-----

*(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,
or
(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	
(a) General Meeting of Members - s266 (1),(2); OR	/ /
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report in the Industrial Registry, together with the #Designated Officer's certificate ⁺⁺ - s268	/ /
--	-----

Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.