



FAIR WORK
COMMISSION

18 February 2013

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

Dear Mr Grundy,

Re: Lodgement of Financial Statements and Accounts - Timber Trade Industrial Association - for year ended 30 June 2012 (FR2012/476)

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) on 21 December 2012.

The documents have been filed. However I wish to clarify two areas in which future reports will facilitate the reading of the information presented.

(1) **Superannuation Trustees**

Sub-section 254(2)(d) requires that an operating report give the details of any officers or members of the organization who are trustees of superannuation entities or directors of companies that are trustees of superannuation entities where a criterion for being a trustee of director is that the officer or member is an officer or member of a registered organization. In the absence of this information or an explicit statement that there are no such officers or members who are trustees, it is only by inference that there are no such officers or members who are trustees of superannuation entities. Future operating reports should explicitly state that there are no such officers or members who are trustees of superannuation entities where this is the case in any year.

(2) **Employee Benefits**

Paragraphs 11(g) and 11(h) of the Reporting Guidelines distinguish employee benefits for holders of office and employee benefits for employees who are not holders of office. Where no holders of office receive employee benefits, a single balance - that for employees who are not office holders - is all that is required. However, for the avoidance of doubt, where a single balance for employee benefits is reported, whether such balance applies only to employees who are not holders of office ought to be made explicit.

A question naturally arises wherever it is not unambiguously clear on the face of the documents that a prescribed item has been included or was not required to be disclosed because it did not arise during the year. New Reporting Guidelines, which will clarify interpretations in the current Guidelines (which were first introduced in 2003) and which will reflect recent amendments to the Act, are being prepared, the aim being to enhance transparency and consistency across registered organizations in financial reporting.

I have also identified a matter of accounting/reporting detail which should be reflected in future reports.

3. **Revenue recognition policy**

Note 1 "Statement of Significant Accounting Policies" on page 11 does not include a description of the policy adopted for recognition of revenue. Previous reports have also not included a statement of this policy. Advice provided to FWC is that this is a requirement of Australian Accounting Standard (AASB) 118.¹ I would ask therefore that you bring this omission to your auditor's attention for future reports.

There is no further action required in respect of this return. If you wish to discuss any aspect of the financial reporting requirements for the future, please do not hesitate to contact me on (02) 6723 7237.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

¹ See paragraph 35 of AASB 118, *Financial Reporting Handbook 2012*, ICAA, p.659



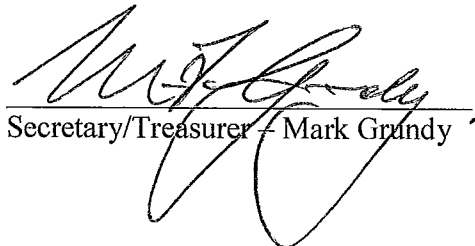
TIMBER TRADE INDUSTRIAL ASSOCIATION

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 20 November 2012; and
- That the full report was presented to a general meeting of members of the Timber Trade Industrial Association on 12 December 2012, in accordance with Section 266 of the Fair Work (Registered Organisations) Act 2009.


Secretary/Treasurer - Mark Grundy

Dated this 12 day of December, 2012

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2012

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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 2012:

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
Ms Jill Hetherington
Mr. Wayne Lewis
Mrs. Lyn McIntyre
Mr David Nicol
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 \$5,838 (2011 a profit of \$78,132). 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.

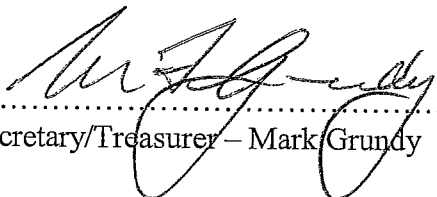
5. Matters or circumstances have not arisen since the end of the financial year that have significantly affected or may significantly affect:
 - * the operations of the Association,
 - * the results of those operations, or
 - * the state of affairs of the Association, in subsequent financial years.

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 301.

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 20th day of November, 2012

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

STATEMENT BY COUNCILLORS


On 20 November 2012 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 2012:

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 20th day of November, 2012

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

BALANCE SHEET
AS AT 30 JUNE 2012

	Note	2012 \$	2011 \$
CURRENT ASSETS			
Cash	2	633,783	613,279
Receivables	3	560,330	563,189
Other	4	12,695	10,254
		-----	-----
Total Current Assets		1,206,808	1,186,722
		-----	-----
NON-CURRENT ASSETS			
Property, plant & equipment	5	81,959	70,493
Other	6	18,399	19,473
		-----	-----
Total Non-Current Assets		100,358	89,966
		-----	-----
TOTAL ASSETS		\$1,307,166	\$1,276,688
		-----	-----
CURRENT LIABILITIES			
Creditors and borrowings	7	703,886	696,971
Provisions	8	33,715	49,124
		-----	-----
Total Current Liabilities		737,601	746,095
		-----	-----
NON-CURRENT LIABILITIES			
Creditors and borrowings	9	84,579	67,535
Provisions	10	107,904	91,814
		-----	-----
Total Non-Current Liabilities		192,483	159,349
		-----	-----
TOTAL LIABILITIES		\$930,084	\$905,444
		-----	-----
NET ASSETS		\$377,082	\$371,244
		=====	=====

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 2012

	Note	2012	2011
		\$	\$
MEMBERS' FUNDS			
Total Members' Funds		<u>\$377,082</u>	<u>\$293,112</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 2012**

	Note	2012 \$	2011 \$
Members' contributions	11	538,153	544,546
Other revenues from ordinary activities	11	<u>364,444</u>	<u>376,839</u>
Revenue from ordinary activities		<u>902,597</u>	<u>921,385</u>
Employee benefits expenses	12	601,877	559,647
Operating expenses	13	143,257	147,711
Office and administration expenses	14	<u>151,625</u>	<u>135,895</u>
Total expenses		896,759	843,253
Profit from ordinary activities before income tax expense		<u>5,838</u>	<u>78,132</u>
Income tax expense relating to ordinary activities	15	-	-
Profit from ordinary activities after related income tax expense		<u><u>\$5,838</u></u>	<u><u>\$78,132</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 2012

	Accumulated funds \$	Total attributable to the entity \$
Balance as at 1 July 2010	293,112	293,112
Profit for the year	<u>78,132</u>	<u>78,132</u>
Balance as at 30 June 2011	371,244	371,244
Profit for the year	<u>5,838</u>	<u>5,838</u>
Balance as at 30 June 2012	<u><u>\$377,082</u></u>	<u><u>\$377,082</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 2012

	2012	2011
	\$	\$
Cash Flows from Operating Activities		
Receipts from members' subscriptions and Association activities	864,497	847,962
Interest received	37,180	33,059
Payments to suppliers and employees	(844,370)	(801,145)
	-----	-----
Net cash inflow (outflow) from operating activities	\$57,307	\$79,876
	-----	-----
Cash Flows from Investing Activities		
Payment of non-current assets	(36,803)	(38,390)
Proceeds from sale of non-current assets	-	455
	-----	-----
Net cash inflow (outflow) from investing activities	(\$36,803)	(\$37,935)
	-----	-----
Net increase(decrease) in cash held	20,504	41,941
Cash at beginning of financial year	613,279	571,338
	-----	-----
Cash at end of financial year	\$633,783	\$613,279
	-----	-----

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 2012

	2012	2011
	\$	\$
Reconciliation of net cash flow from operating activities to operating surplus(deficiency)		
Operating surplus/(deficiency)	5,838	78,132
Non-cash flows in profit from ordinary activities		
Depreciation and amortisation	25,336	16,442
Loss on sale of non-current assets	-	9,346
	25,336	25,788
	31,174	103,920
Changes in assets and liabilities		
(Increase)/decrease in receivables	2,859	(75,190)
(Increase)/decrease in prepaid HP charges	(688)	(23,821)
(Increase)/decrease in borrowing expenses	-	85
(Increase)/decrease in sundry debtors	(679)	-
Increase/(decrease) in sundry creditors	(7,113)	2,068
Increase/(decrease) in advance grant payment	11,487	-
Increase/(decrease) in hire purchase creditors	24,196	31,376
Increase/(decrease) in provisions	681	(2,320)
Increase/(decrease) in GST & PAYG liabilities	4,212	8,932
Increase/(decrease) in membership in advance	(3,779)	34,826
	31,176	(24,044)
Net cash inflow from operating activities	\$62,350	\$79,876
Reconciliation of cash		
Cash on hand	412	412
Cash at Bank	152,883	178,075
Interest Bearing Deposit	480,488	434,792
Cash at end of financial year	\$633,783	\$613,279

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 2012

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 2012

(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.

	2012	2011
	\$	\$
Note 2: Current Assets - Cash		
Cash on Hand	412	41 2
Cash at Bank	152,883	178,07 5
Interest bearing deposits	480,488	434,79 2
	633,783	613,27 9
 Note 3: Current Assets - Receivables		
Trade debtors	567,384	574,06 8
Less: Provision for doubtful debts	16,000	16,00 0
	551,384	558,06 8
Sundry debtors	8,946	5,12 1
	560,330	563,18 9

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
Note 4: Current assets - Other		
Prepaid hire purchase charges	11,391	9,629
Refunds due - air tickets	679	-
Electricity deposit	300	300
Car parking deposit	150	150
Security keys deposit	175	175
	12,695	10,254
 Note 5: Non-Current Assets - Property, Plant & Equipment		
Motor vehicles		
At cost	143,776	109,694
Less : accumulated depreciation	69,151	49,715
	74,625	59,979
Office equipments		
At cost	9,831	9,831
Less : accumulated depreciation	8,339	8,093
	1,492	1,738
Plant & equipments		
At cost	70,956	68,235
Less : accumulated depreciation	65,114	59,459
	5,842	8,776
Total written down value of Property, Plant & Equipment	81,959	70,493
 Note 6: Non-Current Assets - Other		
Prepaid hire purchase charges	18,399	19,473
	18,399	19,473

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
Note 7: Current Liabilities - Creditors and borrowings		
Sundry creditors	10,720	17,833
Hire purchase creditors	29,497	22,345
Membership in advance	578,474	582,253
WHS Grant - advance payment	11,487	-
Superannuation	3,380	-
GST Liabilities	60,468	65,501
PAYG tax withholding	9,860	9,039
	-----	-----
	703,886	696,971
	-----	-----
 Note 8: Current Liabilities - Provisions		
Provision for annual leave	33,715	35,144
Provision for long service leave	-	13,980
	-----	-----
	33,715	49,124
	-----	-----
 Note 9: Non-Current Liabilities - Creditors and borrowings		
Hire purchase creditors	84,579	67,535
	-----	-----
	84,579	67,535
	-----	-----
 Note 10: Non-Current Liabilities - Provisions		
Provision for long service leave	107,904	91,814
	-----	-----
	107,904	91,814
	-----	-----

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
Note 11: Revenue		
Members' contributions		
- Subscriptions	451,298	457,390
- Workers Compensation & WHS membership	86,855	87,156
	538,153	544,546
Other revenues		
- Grants received	40,846	48,962
- Advisory & seminar income	181,564	127,005
- Management fee	86,599	157,804
- Interest received	37,180	33,059
- Miscellaneous income	18,255	10,009
- Insurance recovered	-	-
	364,444	376,839
Note 12: Employee benefits expenses		
Salaries and wages	504,609	492,796
Fringe benefits tax	24,760	18,368
Long service leave paid	14,794	-
Provision for annual leave	(1,428)	(12,227)
Provision for long service leave	2,110	9,906
Staff training and conferences	3,637	-
Superannuation	46,785	44,722
Workers compensation insurance	6,610	6,082
	601,877	559,647
Note 13: Operating expenses		
Field effort	89,161	83,095
Grant expenses	8,687	22,641
Lease of motor vehicle - novated	8,613	8,295
Motor vehicle expenses	23,219	26,518
IR lodgement fees	3,416	211
Trade subscriptions	10,161	6,941
	143,257	147,711

TIMBER TRADE INDUSTRIAL ASSOCIATION

A.B.N. 15 781 125 385

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
Note 14: Office & administration expenses		
Accountancy and bookkeeping	27,720	26,878
Advertising and promotion	1,591	-
Auditor's fees - for auditing accounts	5,000	5,000
- other services	2,000	-
Bank charges	659	581
Borrowing expenses	-	85
Computer and website expenses	1,446	716
Consultants fees	845	-
Council meeting costs	956	1,119
Depreciation of fixed assets	25,336	16,442
Electricity	951	991
Expired hire purchase charges	12,429	8,133
Freight and cartage	-	134
General expenses - copier rental	3,300	3,440
Hire of store room	600	600
Insurances	6,178	1,938
Loss on sale of fixed asset	-	9,346
Postages	3,304	2,679
Printing and stationery	7,330	6,450
Rent	25,045	24,960
Repairs and maintenance	3,681	2,602
Staff amenities	855	1,563
Telephone, fax and internet	22,399	22,238
	-----	-----
	151,625	135,895
	-----	-----

Note 15: Income tax

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.

Note 16: 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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

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 2012, the Income Statement, Statement of Changes in Equity and Cash Flow Statement for the year ended on that date, Notes to the financial statements 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.

Liability limited by a scheme approved under Professional Standards Legislation

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 2012 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
Chartered Accountant



Samuel Y Wong *JP B.Com FCA*

Sydney, 20 November 2012.

16 July 2012

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



Dear Mr Grundy

Lodgement of Financial Documents for year ended 30 June 2012 - Fair Work (Registered Organisations) Act 2009 (“the FW(RO) Act”) - Timber Trade Industrial Association (FR2012/476)

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 the prescribed time period of 6 months and 14 days of the end of the financial year.

The FW(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 the Fair Work Australia website. The information can be viewed at [FWA Registered Organisations Fact Sheets](#). This site also contains the General Manager’s Reporting Guidelines which set out mandatory financial disclosures.

I draw your particular attention to section 237 of the FW(RO) Act which provides that where the reporting unit makes individual loans, grants or donations exceeding \$1,000, a separate statement containing prescribed particulars must be lodged within 90 days of the end of the financial year, i.e. by 30 September.

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) 6723 7097 or by email at stephen.kellett@fwa.gov.au

Yours sincerely,

A handwritten signature in black ink that reads 'Stephen Kellett'. The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	30/ 06 /2012
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1. Prepare financial statements and Operating Report.

1(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.	/ /
1(b) A #designated officer must sign the Committee of Management 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

This step must be completed and the Statement signed at a first meeting

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

3. Provide full report free of charge to members – s265 The full report must include: <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. 	/ /
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*(a) if the report is to be presented to a General Meeting the report must be provided to members 21 days before the General Meeting,

or
(b) if 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.*

4. Present full report to second meeting: (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)	/ / / /
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Presentation occurs at a 'second' Meeting

A second meeting which is a General Meeting must take place within 6 months of end of financial year

A second meeting which is a meeting of the Committee must take place within 6 months of end of financial year

5. Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of presentation at second 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.

