



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/651-[179V-QLD]

Mr H Williams
Branch Secretary
Transport Workers' Union of Australia-Queensland Branch
PO Box 452
CANNON HILL QLD 4170

Dear Mr Williams

**Re: Transport Workers' Union of Australia-Queensland Branch
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 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 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 accounting, auditing and reporting obligations 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 (03) 8661 7775 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

Ruth Hansen
E-mail: ruth.hansen@air.gov.au
9 January 2004

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

Financial reports should be prepared, audited, provided to members*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].

B The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

***Note:** The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].

D A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].

E The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]**.

F Members are to be provided* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]**.

G The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report** - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

***Note:** If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

H Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented** - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

** The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

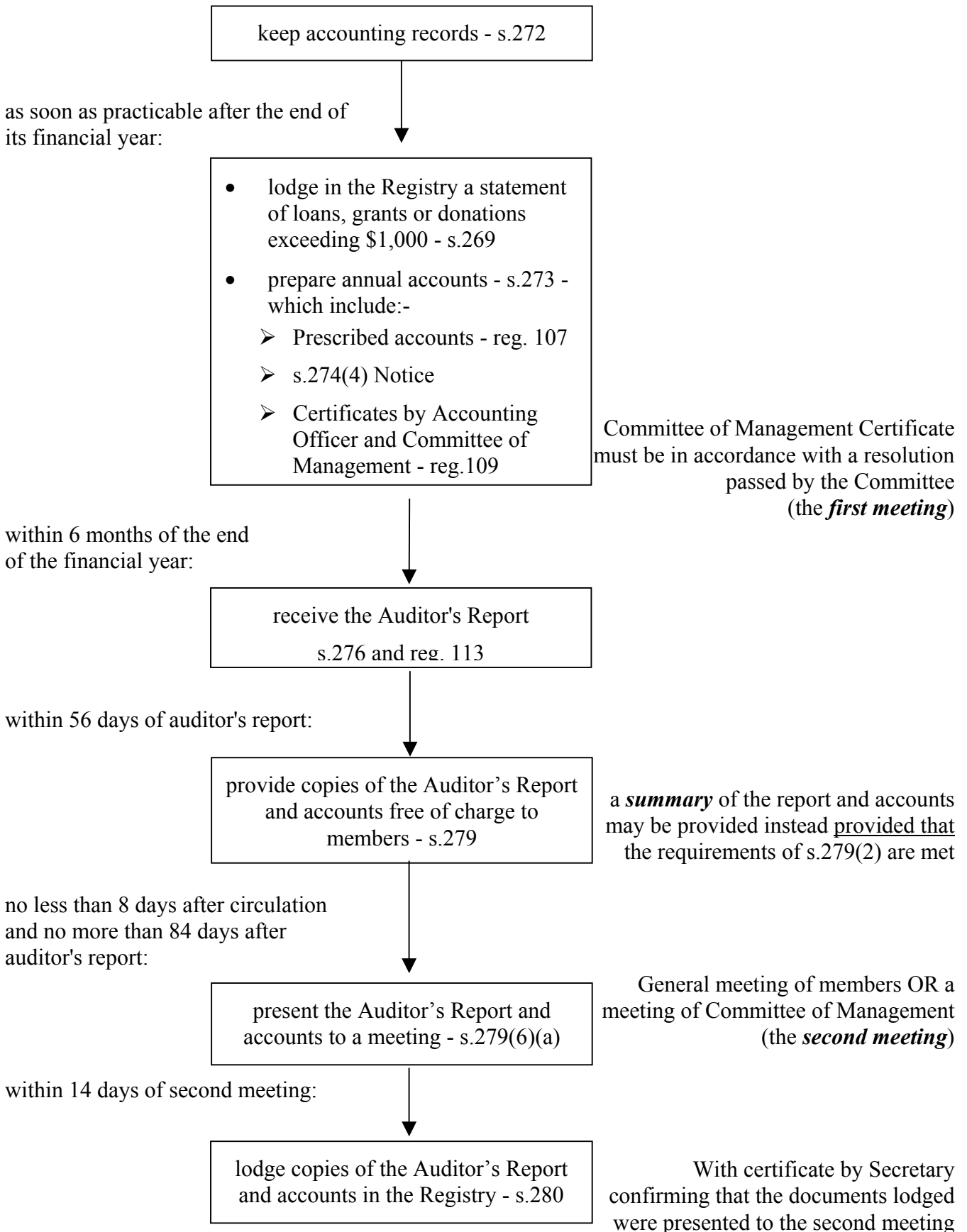
A graphical representation of these requirements is set out overleaf.

IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

An organisation or a branch of an organisation must:



IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]

**TRANSPORT WORKERS' UNION OF AUSTRALIA
(QUEENSLAND BRANCH)**

Workplace Relations Act 1996

SECRETARY'S CERTIFICATE



I, **Hughie John WILLIAMS**, being the current Branch Secretary of the Transport Workers' Union of Australia, Queensland Branch certify that:-

The financial documents which were lodged with the Registrar as required by Subsection 280(i) of the Act are copies of the auditor's report, accounts and statements of the Transport Workers' Union of Australia, Queensland Branch for the year ended 31st December 2003 which accounts were presented to a meeting on 26th February 2004 in full accordance with Section 279(6) of the Act. Information regarding the accounts was made available to members in the first quarter edition of "The Transporter" Journal which was posted out to members between 2nd to 12th April 2004. We enclose a copy of the Journal for your information. The accounts were adopted at the Branch Committee of Management meeting that was held on 29th April 2004.

A handwritten signature in black ink, appearing to read "H. Williams", written over a dotted line.

HUGHIE JOHN WILLIAMS
Branch Secretary

Date: 10 May 2004



COPY

**Transport Workers' Union of Australia
(QLD Branch)
Financial Statements
For the year ended 31 December, 2003**

[Handwritten signature]
10.5.2004

**TRANSPORT WORKERS' UNION OF AUSTRALIA (QUEENSLAND BRANCH)
ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2003**

WORKPLACE RELATIONS ACT 1996

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TRANSPORT WORKERS' UNION OF AUSTRALIA (QUEENSLAND BRANCH)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

WORKPLACE RELATIONS ACT 1997 (Section 276(4))

SCOPE

We have audited the attached financial statements of the Transport Workers' Union of Australia, Union of Employees, (Queensland Branch) for the year ended 31 December 2003. The Committee of Management is responsible for the preparation and presentation of the financial statements in order to express an opinion on them to the members of the union.

Our audit has been planned and performed in accordance with Australian Auditing Standards, to provide a reasonable level of assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 to the Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the union which is consistent with our understanding of their operations.

The audit opinion expressed in this report has been formed on the above basis.

OPINION

In our opinion:-

- (i) Satisfactory accounting records were kept including:-
 - (A) records of the sources and nature of income of the union (including income from members); and
 - (B) records of the nature and purposes of the expenditure of the union.

- (ii) The accounts and statement are prepared in accordance with section 273 and are properly drawn up so as to give a true and fair view of:
 - (A) the financial affairs of the union as at the end of the financial year;
 - (B) the income and expenditure and surplus of the union for the financial year.

We have received all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.

LOCKWOOD STRATEGIES PTY LTD
Chartered Accountants



ROSS P LOCKWOOD, CA
Registered Company Auditor

DATED at BRISBANE this

26th

day of

February

2004

Transport Workers' Union of Australia (QLD Branch)

Income & Expenditure Statement

For the year ended 31 December, 2003

	2003	2002
	\$	\$
Income		
Other income	320	1,482
Profit/ (Loss) on sale of assets	(8,121)	
Capital gains on property		21,988
Income/ (Loss) From Investments	243,492	(171,368)
Members Dues	2,769,515	2,652,578
Reimbursement Superannuation Officer	79,600	19,473
Fees for services	55,100	122,450
Rent received	32,352	24,911
Total income	<u>3,172,259</u>	<u>2,671,514</u>
Expenses		
Accountancy	13,898	12,274
Advertising and promotion	15,952	25,752
Affiliation fees	61,819	73,492
Audit fees	18,000	18,000
Bank Fees And Charges	50,353	45,030
Cleaning/rubbish removal	11,913	11,932
Consultants fees		1,944
Debt collection	69,903	4,399
Depreciation - other	83,825	74,288
Electricity	17,764	19,837
Fringe benefits tax	8,915	15,661
Honorariums	16,204	23,470
Insurance	13,666	19,387
Legal fees	40,920	100,526
Motor Vehicle Expenses	110,586	97,701
Organising Expenses	13,446	17,876
Payroll tax	31,211	22,144
Postage	39,057	37,365
Printing & stationery	23,161	29,971
Rates & land taxes	12,642	12,541
Security	22,306	6,869
Subscriptions	5,284	8,148
Sundry expenses	75,024	36,857
Superannuation	178,346	172,703
Sustentation fees	318,727	318,421
Telephone	90,281	76,838

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)
Income & Expenditure Statement
For the year ended 31 December, 2003

	2003 \$	2002 \$
Travel, accom & conference	16,773	27,944
Wages - Officials	794,939	783,274
Wages - Staff	278,336	198,945
Total expenses	2,433,251	2,293,591
Profit from ordinary activities before income tax	739,008	377,923
Income tax revenue relating to ordinary activities		
Net profit attributable to the union	739,008	377,923
Total changes in equity of the union	739,008	377,923
Opening retained profits	5,708,439	5,330,516
Net profit attributable to the union	739,008	377,923
Closing retained profits	6,447,447	5,708,439

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)
Balance Sheet As At 31 December, 2003

	Note	2003	2002
Current Assets			
Cash assets	3	1,043,289	974,533
Investments	5	<u>3,964,393</u>	<u>3,238,658</u>
Total Current Assets		<u>5,007,682</u>	<u>4,213,191</u>
Non-Current Assets			
Property, plant and equipment	6	<u>1,930,072</u>	<u>2,010,443</u>
Total Non-Current Assets		<u>1,930,072</u>	<u>2,010,443</u>
Total Assets		<u>6,937,754</u>	<u>6,223,634</u>
Current Liabilities			
Payables	7	134,097	157,055
Provisions	8	<u>200,053</u>	<u>201,982</u>
Total Current Liabilities		<u>334,150</u>	<u>359,037</u>
Total Liabilities		<u>334,150</u>	<u>359,037</u>
Net Assets		<u>6,603,604</u>	<u>5,864,596</u>
Members' Funds			
Reserves	2	156,157	156,157
Retained profits		<u>6,447,447</u>	<u>5,708,439</u>
Total Members' Funds		<u>6,603,604</u>	<u>5,864,596</u>

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)

Notes to the Financial Statements

For the year ended 31 December, 2003

Note 1: Statement of Accounting Policies

The 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 1997. The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted in the preparation of the financial report.

Income tax

The Union is exempt from income tax.

Fixed Assets

Fixed assets are brought to account at cost or at independent or officers' valuation.

The depreciable amounts of all fixed assets are depreciated over their useful lives to the entity commencing from the time that the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The carrying amount of fixed assets is reviewed annually by officers to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected cash flows have not been discounted to their present values in determining the recoverable amounts.

Employee entitlements

Provision is made for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

Contributions are made by the company to an employee superannuation fund and are charged as expenses when incurred.

Cash

For the purpose of the statement of cash flows, cash includes cash on hand and in all call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts.

Transport Workers' Union of Australia (QLD Branch)

Notes to the Financial Statements

For the year ended 31 December, 2003

	2003	2002
Note 2: Reserves		
Balance at the beginning of the reporting period		
- Assets revaluation reserve	<u>156,157</u>	<u>156,157</u>
	<u>156,157</u>	<u>156,157</u>
Increase (decrease) in reserves during the reporting period:		
	<u> </u>	<u> </u>
Balance at the reporting date		
- Assets revaluation reserve	<u>156,157</u>	<u>156,157</u>
	<u>156,157</u>	<u>156,157</u>

Note 3: Cash assets

Bank accounts:		
- ANZ TWU Account	1,042,489	973,833
Other cash items:		
- Cash on hand	<u>800</u>	<u>700</u>
	<u>1,043,289</u>	<u>974,533</u>

Note 5: Investments

Current

Units in Managed Funds - at market value		
- Listed on a prescribed stock exchange	<u>3,964,393</u>	<u>3,238,658</u>
	<u>3,964,393</u>	<u>3,238,658</u>
	<u>3,964,393</u>	<u>3,238,658</u>

Transport Workers' Union of Australia (QLD Branch)

Notes to the Financial Statements

For the year ended 31 December, 2003

2003

2002

Note 6: Property, Plant and Equipment

Buildings:

- At cost	1,859,930	1,846,894
- Less: Accumulated depreciation	<u>(88,286)</u>	<u>(58,564)</u>
	<u>1,771,644</u>	<u>1,788,330</u>

Plant and equipment:

- At cost	284,543	317,666
- Less: Accumulated depreciation	<u>(126,115)</u>	<u>(95,554)</u>
	<u>158,428</u>	<u>222,112</u>
	<u><u>1,930,072</u></u>	<u><u>2,010,443</u></u>

Note 7: Payables

Unsecured:

- Other creditors	<u>134,097</u>	<u>157,055</u>
	<u>134,097</u>	<u>157,055</u>
	<u><u>134,097</u></u>	<u><u>157,055</u></u>

Note 8: Provisions

Current

Employee entitlements*	<u>200,053</u>	<u>201,982</u>
	<u><u>200,053</u></u>	<u><u>201,982</u></u>

* Aggregate employee entitlements liability

200,053

201,982

Transport Workers' Union of Australia (QLD Branch)

Notes to the Financial Statements

For the year ended 31 December, 2003

2003

2002

Note 9: Remuneration & Retirement Benefits

Officials' Remuneration

Income received by members of the Committee of Management	110,641	263,364
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The number of the Committee of Management was within the following bands:

\$ 0 - \$9,999	14	15
\$10,000 - \$29,999	1	
\$30,000 - \$39,999		
\$40,000 - \$49,999		
\$50,000 - \$59,999		2
\$60,000 - \$69,999		1
\$70,000 - \$79,999	1	1

Names of the Committee of Management

The names of Committee of Management members who have held office during the financial year are:

H.Williams	R.Books	M. Koitka
I.Buckingham	C.Curran	B.Webster
T.Soranson	J.Tillack	K.Morrison
S.McKeown	R.Vieritz	S.Elliott
J.Roach	K.Suessee	P.Benyon
P.Scott		

Note 10: Contingent Liabilities

During the financial year ended 31 December 1992 damages were paid to previous members of the Committee of Management. These payments were made under a settlement in respect of a ruling in the Industrial Commission. Legal advice obtained indicated that these payments were not taxable in the hands of the recipients, however, under the terms of the settlement, any tax liability which may arise is to be paid by the Union. A contingent liability therefore exists at 31 December 2003 in respect for this tax liability. The contingent primary tax liability is estimated to be \$251,865, plus penalties and interest if applicable.

Under SAC4, subscriptions received in advance have been treated as revenue when received. The Union's experience is that refunds of subscriptions in advance are normally minimal. It is expected that such contingent refunds would not exceed \$20,000.

Transport Workers' Union of Australia (QLD Branch)

Notes to the Financial Statements

For the year ended 31 December, 2003

2003

2002

**Note 11: Notice Under Section
274(4) of the Workplace Relations
Act 1996**

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274 which read as follows:

(1) A member of an organisation, or 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 a 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.

Transport Workers' Union of Australia (QLD Branch)

Statement of Cash Flows

For the year ended 31 December, 2003

	2003	2002
Cash Flow From Operating Activities		
Receipts from customers	3,172,259	2,864,870
Payments to Suppliers and employees	(2,587,592)	(2,260,906)
Net cash provided by (used in) operating activities (note 2)	<u>584,667</u>	<u>603,964</u>
Cash Flow From Investing Activities		
Payment for:		
Payments for property, plant and equipment	(30,593)	(63,500)
Additional Investments	(500,000)	
Proceeds from disposal of:		
Motor Vehicles	14,682	76,874
Townsville property		<u>76,874</u>
Net cash provided by (used in) investing activities	<u>(515,911)</u>	<u>13,374</u>
Net increase (decrease) in cash held	68,756	617,338
Cash at the beginning of the year	<u>974,533</u>	<u>357,195</u>
Cash at the end of the year (note 1)	<u><u>1,043,289</u></u>	<u><u>974,533</u></u>

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)

Statement of Cash Flows

For the year ended 31 December, 2003

2003

2002

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

ANZ TWU Account	1,042,489	973,833
Cash on hand	800	700
	<u>1,043,289</u>	<u>974,533</u>

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

Operating profit (loss) after tax	739,008	377,923
Depreciation	88,161	74,288
(Profit) / Loss on sale of property, plant and equipment	8,121	(21,988)
(Increase) decrease in value of Investments	(225,735)	185,082
Increase (decrease) in other creditors	(22,959)	2,687
Increase (decrease) in employee entitlements	(1,929)	(5,251)
Net cash provided by operating activities	<u>584,667</u>	<u>603,964</u>

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)
Depreciation Schedule for the year ended 31 December, 2003

		Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS		
					Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total
PLANT & EQUIPMENT																		
TRITON UTE - 463 DJQ	10,000.00 31/12/00	10,000	0.00	6,400		0		0	6,400	D	20.00	1,280	0	5,120	0	0	0	0
TRAILER	500.00 14/12/00	500	0.00	320		0		0	320	D	20.00	64	0	256	0	0	0	0
COMMODORE - 948 EEL	16,345.00 22/05/00	16,345	0.00	10,461	11/11/03	3,182		0	10,461	D	20.00	1,808	0	0	0	0	5,473	0
FAX/SCANNER/PRINTER - CAIRNS	1,201.00 23/03/00	1,201	0.00	589		0		0	589	D	30.00	177	0	412	0	0	0	0
FAX- ROCKHAMPTON	909.00 19/10/00	909	0.00	445		0		0	445	D	30.00	133	0	312	0	0	0	0
FAX - TOWNSVILLE	300.00 31/12/00	300	0.00	147		0		0	147	D	30.00	44	0	103	0	0	0	0
DESK - TOWNSVILLE	595.00 18/09/00	595	0.00	430		0		0	430	D	15.00	65	0	365	0	0	0	0
FAX - TOOWOOMBA	300.00 31/12/00	300	0.00	147		0		0	147	D	30.00	44	0	103	0	0	0	0
STATIONERY CABINET	100.00 31/12/00	100	0.00	72		0		0	72	D	15.00	11	0	61	0	0	0	0
4 DRAWER FILING CABINET	100.00 31/12/00	100	0.00	72		0		0	72	D	15.00	11	0	61	0	0	0	0
TYPIST CHAIR	100.00 31/12/00	100	0.00	72		0		0	72	D	15.00	11	0	61	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
CHAIR	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
OBJECT INDEXING SYSTEM	6,085.00 31/12/00	6,085	0.00	2,982		0		0	2,982	D	30.00	895	0	2,087	0	0	0	0
PRINTER KYOCERA	2,220.00 28/03/00	2,220	0.00	1,088		0		0	1,088	D	30.00	328	0	762	0	0	0	0
SYSTEM DESKS X 5	1,718.00 31/12/00	1,718	0.00	1,391		0		0	1,391	D	10.00	139	0	1,252	0	0	0	0
4 DRAWER CABINETS X 10	810.00 31/12/00	810	0.00	656		0		0	656	D	10.00	66	0	590	0	0	0	0
SCANNER	100.00 31/12/00	100	0.00	49		0		0	49	D	30.00	15	0	34	0	0	0	0
COMPUTER SERVER	3,000.00 31/12/00	3,000	0.00	1,470		0		0	1,470	D	30.00	441	0	1,029	0	0	0	0
COMPUTERS X 2	2,000.00 31/12/00	2,000	0.00	980		0		0	980	D	30.00	294	0	686	0	0	0	0
DESK BENCHES x 2	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
FAX OKI	2,500.00 31/12/00	2,500	0.00	1,225		0		0	1,225	D	30.00	367	0	858	0	0	0	0
PRINTER	200.00 31/12/00	200	0.00	98		0		0	98	D	30.00	29	0	69	0	0	0	0
CHAIRS x 5	500.00 31/12/00	500	0.00	405		0		0	405	D	10.00	41	0	364	0	0	0	0
COMPUTER - PROBE	970.00 31/03/00	970	0.00	475		0		0	475	D	30.00	142	0	333	0	0	0	0
COMPUTER - KAITECH	1,270.00 28/03/00	1,270	0.00	622		0		0	622	D	30.00	187	0	435	0	0	0	0
DESKS - COMMERCIAL IMAGES	18,500.00 04/09/00	18,500	0.00	14,985		0		0	14,985	D	10.00	1,498	0	13,487	0	0	0	0
COMPUTER & LASER PRINTER	4,305.00 31/08/00	4,305	0.00	2,110		0		0	2,110	D	30.00	633	0	1,477	0	0	0	0
COPY PRINTER - GESTETNER	2,490.00 31/12/00	2,490	0.00	1,220		0		0	1,220	D	30.00	366	0	854	0	0	0	0
COPIER CANON	2,153.00 31/12/00	2,153	0.00	1,055		0		0	1,055	D	30.00	316	0	739	0	0	0	0
FILE CABINET - SENTRY LARGE	200.00 31/12/00	200	0.00	162		0		0	162	D	10.00	16	0	146	0	0	0	0
SHREDDER	500.00 31/12/00	500	0.00	245		0		0	245	D	30.00	73	0	172	0	0	0	0
PHONE SYSTEM - COMMANDER	5,000.00 31/12/00	5,000	0.00	2,450		0		0	2,450	D	30.00	735	0	1,715	0	0	0	0

Transport Workers' Union of Australia (QLD Branch)
Depreciation Schedule for the year ended 31 December, 2003

		Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION				PROFIT		LOSS			
					Date	Consid	Date	Cost	Value	T	Rate	Deprec	Priv	CWDV	Upto	+ Above	Total	- Priv
MEMBERSHIP SYSTEM	14,800.00 28/03/00	14,800	0.00	7,252		0		0	7,252	D	30.00	2,176	0	5,076	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
ANSWERING MACHINE	100.00 31/12/00	100	0.00	49		0		0	49	D	30.00	15	0	34	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
FILING CABINETS x 20	2,000.00 31/12/00	2,000	0.00	1,620		0		0	1,620	D	10.00	162	0	1,458	0	0	0	0
BOOKSHELVES x 8	483.00 31/12/00	483	0.00	392		0		0	392	D	10.00	39	0	353	0	0	0	0
MICROWAVE	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
FRIDGE	200.00 31/12/00	200	0.00	162		0		0	162	D	10.00	16	0	146	0	0	0	0
URN x 3	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
TABLE & 10 CHAIRS	300.00 31/12/00	300	0.00	243		0		0	243	D	10.00	24	0	219	0	0	0	0
FRIDGE	200.00 31/12/00	200	0.00	162		0		0	162	D	10.00	16	0	146	0	0	0	0
MICROWAVE	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
BOARDROOM TABLE & 16 CHAIRS	3,000.00 31/12/00	3,000	0.00	2,430		0		0	2,430	D	10.00	243	0	2,187	0	0	0	0
GREY TRAINING CHAIRS x 30	600.00 31/12/00	600	0.00	486		0		0	486	D	10.00	49	0	437	0	0	0	0
TV & VIDEO	500.00 31/12/00	500	0.00	245		0		0	245	D	30.00	73	0	172	0	0	0	0
OVERHEAD PROJECTOR	200.00 31/12/00	200	0.00	98		0		0	98	D	30.00	29	0	69	0	0	0	0
WHITE BOARD	200.00 31/12/00	200	0.00	162		0		0	162	D	10.00	16	0	146	0	0	0	0
WOODEN BOOK CASES x 7	700.00 31/12/00	700	0.00	567		0		0	567	D	10.00	57	0	510	0	0	0	0
BOARDROOM TABLE & 16 CHAIRS	10,000.00 31/12/00	10,000	0.00	8,100		0		0	8,100	D	10.00	810	0	7,290	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
TABLE & 2 CHAIRS	200.00 31/12/00	200	0.00	162		0		0	162	D	10.00	16	0	146	0	0	0	0
COMPUTER	1,000.00 31/12/00	1,000	0.00	490		0		0	490	D	30.00	147	0	343	0	0	0	0
4 DRAWER STATIONERY CABINET	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
CHAIR	50.00 31/12/00	50	0.00	41		0		0	41	D	10.00	4	0	37	0	0	0	0
SHELVES	50.00 31/12/00	50	0.00	41		0		0	41	D	10.00	4	0	37	0	0	0	0
OLD TIMBER DESK	100.00 31/12/00	100	0.00	81		0		0	81	D	10.00	8	0	73	0	0	0	0
CHAIR	50.00 31/12/00	50	0.00	41		0		0	41	D	10.00	4	0	37	0	0	0	0
MEETING TABLE & 10 CHAIRS	2,000.00 31/12/00	2,000	0.00	1,620		0		0	1,620	D	10.00	162	0	1,458	0	0	0	0
DESK & 4 CHAIRS	1,000.00 31/12/00	1,000	0.00	810		0		0	810	D	10.00	81	0	729	0	0	0	0
OTHER EQUIPMENT	5,127.00 31/12/00	5,127	0.00	4,153		0		0	4,153	D	10.00	415	0	3,738	0	0	0	0
MOWER	924.00 24/01/01	924	0.00	675		0		0	675	D	10.00	67	0	608	0	0	0	0
PRINTING GROUP	1,193.00 04/06/01	1,193	0.00	928		0		0	928	D	15.00	139	0	787	0	0	0	0
XEROX PRINTER & COMPUTER	13,980.00 10/08/01	13,980	0.00	8,620		0		0	8,620	D	30.00	2,586	0	6,034	0	0	0	0
SUPER A MART	303.00 20/11/01	303	0.00	269		0		0	269	D	10.00	27	0	242	0	0	0	0
COMMODORE - 478 DOD	10,000.00 31/12/00	10,000	0.00	5,120		0		0	5,120	D	20.00	1,024	0	4,096	0	0	0	0
COMMODORE - 427 DOD	10,000.00 31/12/00	10,000	0.00	5,120		0		0	5,120	D	20.00	1,024	0	4,096	0	0	0	0

TRANSPORT WORKERS' UNION OF AUSTRALIA (QUEENSLAND BRANCH)


WORKPLACE RELATIONS REGULATIONS

ACCOUNTING OFFICERS CERTIFICATE

I, Hughie John Williams, being the officer responsible for keeping the accounting records of the above named union hereby certify that as at 31 December 2003 the number of members of the union was 10822.

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the union as at 31 December 2003;
- (ii) a record has been kept of all monies paid by, or collected from members and of all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the union;
- (iii) before any expenditure was incurred by the union, approval of the incurring of the expenditure was obtained in accordance with the rules of the union;
- (iv) with regards to funds of the union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full time employment with the union, were made to persons holding office in the union; and,
- (vi) the register of members of the union was maintained in accordance with the *Workplace Relations Act 1996*.



HUGHIE J WILLIAMS

Dated at BRISBANE this

26th

day of

February

2004

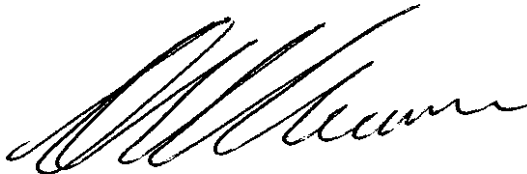
TRANSPORT WORKERS' UNION OF AUSTRALIA (QUEENSLAND BRANCH)

WORKPLACE RELATIONS REGULATIONS

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, the undersigned, being two members of the Committee of Management of the Transport Workers' Union of Australia (Queensland Branch) do state on behalf of the committee, and in accordance with the resolution passed by the committee, that:

- (i) In the opinion of the committee of Management the attached accounts show a true and fair view of the financial affairs of the union as at 31 December 2003;
- (ii) in the opinion of the Committee of Management, meetings of the committee were held during the year ended 31 December 2003 in accordance with the rules of the union;
- (iii) to the knowledge of any member of the committee, there have been, during the year to which the account relate, no instances where records of the union or other documents, (not being documents containing information made available to a member of the union under sub-section 274(2) of the *Workplace Relations Act 1996*), or copies of those records or documents, or copies of the rules of the union, have not been furnished, or made available, to members in accordance with the requirements of the *Workplace Relations Act 1996*, the Regulations thereto, or the rules of the union; and,
- (iv) the union has complied with subsections 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December 2003 and the auditors' report thereon.



HUGHIE J WILLIAMS



IAN BUCKINGHAM

Dated at BRISBANE this

29th

day of

April

2004



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Hughie John Williams
Branch Secretary
Transport Workers' Union of Australia
Queensland Branch
PO Box 452
CANNON HILL QLD 4170

Dear Mr Williams,

**Re: Transport Workers' Union of Australia - Queensland Branch
Financial documents for year ended 31 December 2003 - FR2003/651**

I have received the financial documents of the Queensland Branch of the above named organisation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 3 May 2004.

The documents have been filed.

I direct your attention to the following matter concerning the financial reporting requirements of the *Workplace Relations Act 1996* (the Act) applicable to these documents. Please note that the reporting obligations for the year ended 31 December 2004 will be governed by the new RAO Schedule, details of which were forwarded to the Branch on 8 May 2003. No further action is required in relation to the subject documents.

Committee of Management Certificate

Paragraph (iv) of this certificate has not been completed correctly.

The committee of management was required, pursuant to subregulation 109(1)(b)(iv) of the Workplace Relations Regulations, to certify whether or not the Branch complied with the requirements of section 279 in respect of the financial documents of the immediately preceding year, that is the year ended 31 December 2002. It should be noted that this part of the committee of management's certificate always refers back to the preceding financial year.

Certificate signed after auditor's report

The committee of management certificate has been signed after the making of the auditor's report to the Branch. This certificate should not post-date the auditor's report as: -

- the auditor must express an opinion on the accounts and statements prepared under section 273 of the Act
- the accounts prepared under section 273 must include the certificate by the committee of management.

New Legislation

As you may be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation generally came into operation on 12 May 2003.

Schedule 1B of the legislation establishes a **Registration and Accountability of Organisations Schedule (the RAO Schedule)** within the *Workplace Relations Act 1996* (the WR Act). Many of the provisions relating to registered organisations previously contained in the WR Act are replicated in the new RAO Schedule, with some amendments. Other matters are substantially changed by the RAO Schedule, particularly the financial reporting requirements.

The abovenamed organisation has correctly completed and lodged its financial documents for the financial year ended 31 December 2003 under the WR Act. **However, the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the new of RAO Schedule.**

Accordingly, it is recommended that, in preparation of the financial documents for the year commencing 1 January 2004, the new requirements be brought to the attention of the organisation's auditor.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 8661 7988.

Yours sincerely



Lynette Markovski
Statutory Services Branch

2 June 2004