

TWU SA/NT

Transport Workers Union of Australia South Australian/Northern Territory Branch

Branch Secretary: Alex Gallacher

FR 2003/284

AMG:LB

Industrial Registrar
Australian Industrial Registry
Level 25 Nauru House
80 Collins Street
MELBOURNE VIC 3000



Dear Sir,

Re: WORKPLACE RELATIONS ACT 1996.

Please find attached documentation in respect to the above:

1. Statutory Declaration in respect to a register of members.
2. Statutory Declaration in respect to a list of persons who are holders of office and advising that an election will be held in November 2002.
3. Statutory Declaration in respect to persons who will cease to be holders of offices as at 1st January, 2002 or who have become holders of office since 1st January, 2002.
4. Copy of Summary of the Income & Expenditure Statement which has been inserted in the Transport Worker and distributed to members free of charge.
5. A signed copy of Financial Statements of the Branch for the year ended 31st December, 2002, which was dealt with at the scheduled meeting held on Tuesday, 25th March, 2003 [s273(1) and (2)] and again on 29th April 2003 [s279(6)(a)].
6. Statutory Declaration in respect of the Registered Address of the Organisation.

Original letter attached to Annual Return (AR2003/232)

Yours sincerely

A.M.GALLACHER
Branch Secretary

SA Office: 25 Chief Street Brompton South Australia 5007

Ph: 08 8346 4177 Fax: 08 8346 8580

Email: info@sa-nt.twu.com.au



NT Office: Unit 3/63 Winnellie Rd Winnellie NT

Mail: PO Box 39721, Winnellie NT 0821

Ph: 08 8947 2194 Fax: 08 8947 2217

Email: nt@sa-nt.twu.com.au

Summary

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002**

NOTE 1: ACCOUNTING METHODS

In accordance with generally accepted accounting principals for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular -

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets other than the revaluation of the Freehold Land at Grange Road, Welland owned by the Branch of the Union that was shown in the 2000 Financial Statements.
- (b) Depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful lives. Additions are depreciated from the date of purchase at the rates applicable to the asset.
- (c) Provisions for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act. Fringe Benefits Tax has been paid by the Union in accordance with the provisions of the Fringe Benefits Tax Assessment Act.

NOTE 2a: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2b: In accordance with Section 279 (2) and (5) the Branch Committee of Management resolved to provide to the members a Summary of the Auditors report, accounts and statements by publishing the Summary in the Union Journal. The properties are registered in the name of the Transport Workers Union of Australia Federal Council.

We have examined the summarised Income and Expenditure Statement for the 12 months ended 31st December 2002 together with the Balance Sheet as at 31st December 2002.

We certify that the summary is, in our opinion, a fair and accurate abridgement of the detailed reports, accounts and statements previously audited by us and held by the South Australian Branch of the Union.

PETER HALL & CO
Chartered Accountants



PETER J HALL
Registered Company Auditor

DATED: 27th MARCH, 2003
ADELAIDE

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2002**

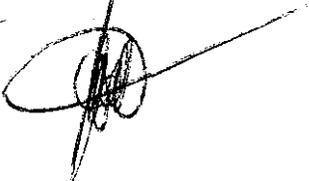
	\$	2001 \$	\$	2002 \$
INCOME				
Contributions from Members		1,457,920.99		1,308,955.04
Interest Received		143,536.36		91,963.08
Rent Received		37,829.49		160,792.79
Other Income		<u>78,567.13</u>		<u>111,240.14</u>
		1,717,853.97		1,672,951.05
 LESS EXPENDITURE				
Affiliation Expenses	24,423.27		52,459.42	
Audit & Accounting Fees	7,880.00		8,266.00	
Away from Home Expenses	15,706.94		15,572.40	
Computer Expenses	9,900.49		17,789.66	
Contributions to Fed. Council	173,943.34		152,621.91	
Debt Collection Costs & Commissions	6,888.34		5,244.31	
Delegates Telephone & Other Costs	22,031.94		19,836.79	
Depreciation	80,279.89		97,634.30	
Donations	25,459.45		23,633.49	
Federal Assistance Funds	3,084.50		0.00	
Fringe Benefits Tax	994.19		1,867.99	
Insurance	18,254.13		25,704.35	
Legal Expenses	14,221.88		12,932.78	
Light & Power	11,983.87		10,072.64	
Maintenance of Equipment & Building	13,531.44		13,784.87	
Motor Vehicle Expenses	58,098.95		48,245.19	
Office Cleaning	4,054.32		5,324.99	
Owner Drivers Campaign	6,715.57		0.00	
Payroll Tax	27,263.80		35,710.61	
Postage	25,176.56		28,653.33	
Printing & Stationery	38,099.30		28,056.20	
Provision for Annual Leave	20,316.76		16,350.23	
Provision for Long Service Leave	3,161.64		11,843.97	
Rates & Taxes	25,693.70		14,614.07	
Security Patrols	1,485.63		2,559.54	
Subscriptions & Registrations	4,413.75		3,689.53	
Sundry Expenses	117,173.98		150,632.86	
Telephone, Telex & Fax	39,960.14		38,722.17	
Traveling & Accommodation	26,650.19		31,284.17	
Wages, Superannuation & On Costs	<u>842,705.73</u>	<u>1,669,553.69</u>	<u>792,986.24</u>	<u>1,666,094.01</u>
 SURPLUS FOR THE YEAR		 \$48,300.28		 \$6,857.04
 ADD OTHER INCOME				
Capital Gain on Sale of Grange				
Road Properties	0.00		241,067.39	
 LESS Write Book of Revaluation Reserve	 0.00	 <u>0.00</u>	 129,806.10	 <u>111,261.29</u>
		\$48,300.28		\$118,118.33

TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH

We have examined the summarised Income and Expenditure Statement for the 12 months ended 31st December 2002 together with the Balance Sheet as at 31st December 2002.

We certify that the summary is, in our opinion, a fair and accurate abridgement of the detailed reports, accounts and statements previously audited by us and held by the South Australian Branch of the Union.

PETER HALL & CO
Chartered Accountants



PETER J HALL
Registered Company Auditor

DATED: 27th March 2003

ADELAIDE

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2002**

	2001	2002
	\$	\$
INCOME		
Contributions from Members	1,457,920.99	1,308,955.04
Interest Received	143,536.36	91,963.08
Rent Received	37,829.49	160,792.79
Other Income	78,567.13	111,240.14
	1,717,853.97	1,672,951.05
LESS EXPENDITURE		
Affiliation Expenses	24,423.27	52,459.42
Audit & Accounting Fees	7,880.00	8,266.00
Away from Home Expenses	15,706.94	15,572.40
Computer Expenses	9,900.49	17,789.66
Contributions to Fed. Council	173,943.34	152,621.91
Debt Colleciton Costs & Commissions	6,888.34	5,244.31
Delegates Telephone & Other Costs	22,031.94	19,836.79
Depreciation	80,279.89	97,634.30
Donations	25,459.45	23,633.49
Federal Assistance Funds	3,084.50	0.00
Fringe Benefits Tax	994.19	1,867.99
Insurance	18,254.13	25,704.35
Legal Expenses	14,221.88	12,932.78
Light & Power	11,983.87	10,072.64
Maintenance of Equipment & Building	13,531.44	13,784.87
Motor Vehicle Expenses	58,098.95	48,245.19
Office Cleaning	4,054.32	5,324.99
Owner Drivers Campaign	6,715.57	0.00
Payroll Tax	27,263.80	35,710.61
Postages	25,176.56	28,653.33
Printing & Stationery	38,099.30	28,056.20
Provision for Annual Leave	20,316.76	16,350.23
Provision for Long Service Leave	3,161.64	11,843.97
Rates & Taxes	25,693.70	14,614.07

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2002**

	2001		2002	
	\$	\$	\$	\$
Security Patrols	1,485.63		2,559.54	
Subscriptions & Registrations	4,413.75		3,689.53	
Sundry Expenses	117,173.98		150,632.86	
Telephone, Telex & Fax	39,960.14		38,722.17	
Traveling & Accommodation	26,650.19		31,284.17	
Wages, Superannuation & On Costs	<u>842,705.73</u>	<u>1,669,553.69</u>	<u>792,986.24</u>	<u>1,666,094.01</u>
 SURPLUS FOR THE YEAR		 \$48,300.28		 \$6,857.04
 ADD OTHER INCOME				
Capital Gain on Sale of Grange Road Properties	0.00		241,067.39	
 LESS Write Back of Revulation Reserve	 0.00	 0.00	 <u>129,806.10</u>	 <u>111,261.29</u>
		<u>\$48,300.28</u>		<u>\$118,118.33</u>

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

BALANCE SHEET AS AT 31st DECEMBER 2002

	Note	\$	2001 \$	\$	2002 \$
ACCUMULATED FUNDS					
Balance 1st January 2002			3,481,927.10		3,660,033.48
Revaluation Reserve					
- Grange Road Land			129,806.10		0.00
Capital Gains on Sale					
of Grange Road Properties					111,261.29
Surplus for the Year			48,300.28		6,857.04
BALANCE 31st DECEMBER 2002			3,660,033.48		3,778,151.81
 Represented by:					
CURRENT ASSETS					
Sundry Debtors and Prepayments			20,007.68		27,642.24
Cash on Hand and at Bank			505,912.87		288,546.23
Investments			1,058,700.73		2,041,293.15
			1,584,621.28		2,357,481.62
 FIXED ASSETS					
Office Furniture, Machines, Motor					
Vehicles & Buildings (at cost)			1,264,361.03		1,084,624.25
Less Accumulated Depreciation			(297,487.03)		(277,905.25)
			966,874.00		806,719.00
Land (at Valuation)			1,552,321.59		1,050,919.97
			2,519,195.59		1,857,638.97
TOTAL ASSETS			4,103,816.87		4,215,120.59
 LESS CURRENT LIABILITIES					
Accrued Expenses and Funds in Advance			290,092.26		252,788.65
Provision for Employee Entitlements			153,691.13		184,180.13
			443,783.39		436,968.78
NET ASSETS			\$3,660,033.48		\$3,778,151.81

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002**

NOTE 1:

ACCOUNTING METHODS

In accordance with generally accepted accounting principals for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular -

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets other than the revaluation of the Freehold Land at Grange Road, Welland owned by the Branch of the Union that was shown in the 2000 Financial Statements.
- (b) Depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful lives. Additions are depreciated from the date of purchase at the rates applicable to the asset.
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- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act. Fringe Benefits Tax has been paid by the Union in accordance with the provisions of the Fringe Benefits Tax Assessment Act.

NOTE 2a:

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002**

- (2) An organisation shall, on application made under sub-(1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2b:

In accordance with Section 279 (2) and (5) the Branch Committee of Management resolved to provide to the members a Summary of the Auditors report, accounts and statements by publishing the Summary in the Union Journal.

The properties are registered in the name of the Transport Workers Union of Australia Federal Council.

**AUDITOR'S REPORT TO THE MEMBERS OF
THE TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

SCOPE

We have audited the Accounts being the Balance Sheet and Income and Expenditure Statement and notes to and forming part of the Accounts of The Transport Workers Union of Australia, South Australian/Northern Territory Branch, for the year ended 31st December 2002.

The Committee of Management are responsible for the preparation and presentation of the accounts and the information they contain.

We have conducted an independent audit of these accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations.

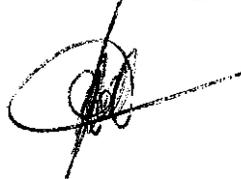
The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion:-

- 1) There were kept by the Branch in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Branch (including Income from Members) and the nature and purposes of Expenditure.
- 2) The attached Accounts and Statements are properly drawn up:-
 - a) in accordance with Section 276 of the Workplace Realties Act 1996, as amended.
 - b) so as to give a true and fair view of:-
 - (i) the state of affairs of the Branch as at 31st December 2002, and
 - (ii) the Income and Expenditure Statements of the Branch for the year ended on that date.
 - c) in accordance with applicable Statements of Accounting Concepts and applicable Accounting Standards.
- 3) We received from the Officers and Employees of the Branch, all the information and explanations which were required for the purposes of our audit.

PETER HALL & CO



**PETER J HALL
REGISTERED COMPANY AUDITOR**

ADELAIDE: 27th March 2003

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
INCLUDING GAS SUB-BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2002**

	2001	2002
	\$	\$
INCOME		
Membership Fees	1,457,920.99	1,308,955.04
Grants Received	0.00	50,675.88
Interest Received	143,536.36	91,963.08
Other Income	38,657.46	17,447.53
Rent Received	37,829.49	160,792.79
Contributions to Industrial Fund	39,909.67	43,116.73
	<u>1,717,853.97</u>	<u>1,672,951.05</u>
LESS EXPENDITURE		
Advertising & Marketing	24,694.10	53,051.45
Affiliated Associations	24,423.27	52,459.42
Audit & Accounting Fees	7,880.00	8,266.00
Away from Home Expenses	15,706.94	15,572.40
Bank Charges	10,590.65	7,019.73
Benefits Paid to Dec. Members	8,000.00	8,000.00
Body Corporate Levies	1,281.04	2,783.34
Computer Expenses	9,900.49	17,789.66
Consulting Fees	21,688.18	27,143.57
Contract Labour	1,600.30	0.00
Contributions to Fed Council	173,943.34	152,621.91
Debt collecting Services & Costs	6,888.34	5,244.31
Delegates Telephone & Other Expenses	22,031.94	19,836.79
Depreciation	80,279.89	87,634.30
Donations	25,459.45	23,633.49
Employee Expenses	842,707.73	792,986.24
Federal Assistance Fund	3,084.50	0.00
Federal Trainer Fund	0.00	3,142.50
Federal Council Expenses	1,072.97	11,962.84
Fringe Benefits Tax	994.19	1,867.99

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
INCLUDING GAS SUB-BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2002**

	2001		2002	
	\$	\$	\$	\$
Insurance	18,254.13		25,704.35	
Internet Costs	3,760.91		4,922.90	
Legal Fees	14,221.88		12,932.78	
Light & Power	11,983.87		10,072.64	
Maintenance of Building Equipment & Gardens	13,531.44		13,784.87	
Meeting Expenses	10,252.77		13,714.14	
Motor Vehicle Expenses	58,098.95		48,245.19	
Office Cleaning	4,054.32		5,324.99	
Office Expenses	3,186.08		2,210.75	
Owner Driver Campaign	6,715.57		0.00	
Payroll Tax	27,263.80		35,710.61	
Postages	25,176.56		28,653.33	
Printing & Stationery	38,099.30		28,056.20	
Provision for Annual Leave	20,316.76		16,350.23	
Provision for Long Service Leave	3,161.64		11,843.97	
Rates & Taxes	25,693.70		14,614.07	
Recruitment Costs	3,832.52		0.00	
Relocation Costs	0.00		6,102.83	
Removal of Rubbish	1,466.22		1,357.71	
Security Patrols	1,485.63		2,559.54	
Subscriptions & Registrations	4,413.75		3,689.53	
Sundry Expenses	17,362.39		5,653.22	
Telephone	39,960.14		38,722.17	
Training Courses & Seminars	8,383.85		11,326.96	
Travelling & Accommodation	26,650.19		31,284.41	
Uniforms	0.00		2,240.68	
		<u>1,669,553.69</u>		<u>1,666,094.01</u>
SURPLUS FOR THE YEAR		<u><u>\$48,300.28</u></u>		<u><u>\$6,857.04</u></u>
ADD OTHER INCOME				
Capital Gain on Sale of Grange Road Properties	0.00		241,067.39	
Less Write Back of Revaluation Reserve	0.00	0.00	129,806.10	111,261.29
		<u><u>\$48,300.28</u></u>	<u><u>129,806.10</u></u>	<u><u>111,261.29</u></u>
			<u><u>\$118,118.33</u></u>	

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
BALANCE SHEET AS AT 31st DECEMBER 2002**

			2001		2002
	Note	\$	\$	\$	\$
ACCUMULATED FUNDS					
Balance 1st January 2002			3,481,927.10		3,660,033.48
Revaluation Reserve					
- Grange Road Land			129,806.10		0.00
Capital Gains on Sale					
of Grange Road Properties			0.00		111,261.29
Surplus for the Year			48,300.28		6,857.04
BALANCE 31st DECEMBER 2002			3,660,033.48		3,778,151.81
Represented by:					
CURRENT ASSETS					
Sundry Debtors and Prepayments					
Cash in Hand			20,007.68		27,642.24
Cash in Bank			2,012.65		1,067.00
	4		503,900.22		287,479.23
			525,920.55		316,188.47
INVESTMENTS					
Bank Interest Bearing Deposits					
Unsecured Loan - Federal Office			707,143.26		1,728,057.11
Building Loan					
			351,557.47		313,236.04
			1,058,700.73		2,041,293.15
FIXED ASSETS					
Office Furniture (at cost)					
Less Accumulated Depcn.		37,626.94		18,375.49	
Office Machines (at cost)		27,191.94	10,435.00	7,246.49	11,129.00
Less Accumulated Depcn.		104,159.04		103,659.03	
Motor Vehicles (at cost)		68,527.04	35,632.00	61,777.03	41,882.00
Less Accumulated Depcn.		188,452.59		203,408.51	
Buildings (at cost)		108,070.59	80,382.00	138,443.51	64,965.00
Less Accumulated Depcn.		937,176.46		759,181.22	
Land (at Valuation)		96,751.46	840,425.00	70,438.22	688,743.00
			1,552,321.59		1,050,919.97
			2,519,195.59		1,857,638.97
TOTAL ASSETS			4,103,816.87		4,215,120.59
LESS CURRENT LIABILITES					
Accrued Expenses			290,092.26		252,788.65
Provision for Long Service Leave			94,643.90		106,487.87
Provision for Annual Leave			59,047.23		77,692.26
			443,783.39		436,968.78
NET ASSETS			3,660,033.48		3,778,151.81

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **LESLIE ERIC BELL** and **BRYAN JOHN McINTOSH**, being two members of the Committee of Management of The Transport Workers' Union of Australia, South Australian/Northern Territory Branch, do state on behalf of the Committee and in accordance with a 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 branch as at 31st December 2002.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31st December 2002, in accordance with the rules of the organisations;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the branch or other documents (not being documents containing information made available to a member of the organisation 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 organisation, have not been furnished, or made available, to member in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the branch;
- (iv) the branch has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31st December ~~2002~~ and the auditor's report thereon.

2001



LE BELL



BJ McINTOSH

ADELAIDE: 25th March 2003

ACCOUNTING OFFICER'S CERTIFICATE

I, **ALEXANDER McEACHIAN GALLACHER**, being the Officer responsible for keeping the accounting records of The Transport Workers' Union of Australia, South Australian/Northern Territory Branch, certify that as at 31st December 2002 the number of members of the branch was 5343.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the branch as at 31st December 2002.
- (ii) a record has been kept of all monies paid by, or collected from, members and 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 branch;
- (iii) before any expenditure was incurred approval of the incurring of expenditure was obtained in accordance with the rules of the branch;
- (iv) in the case of the Accounts prepared in accordance with Sub-Section 273(1) of the Workplace Relations Act 1996, and, in particular with regard to funds of the branch 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 organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the branch was maintained in accordance with the Act.



ALEXANDER McEACHIAN GALLACHER

ADELAIDE

25/3/03

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002**

NOTE 1: ACCOUNTING METHODS

In accordance with generally accepted accounting principals for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular -

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful lives. Additions are depreciated from the date of purchase at the rates applicable to the asset.
- (c) Provisions for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act. Fringe Benefits Tax has been paid by the Union in accordance with the provisions of the Fringe Benefits Tax Assessment Act.

NOTE 2a: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002**

- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2b: In accordance with Section 279 (2) and (5) the Branch Committee of Management resolved to provide to the members a Summary of the Auditors report, accounts and statements by publishing the Summary in the Union Journal.

The properties are registered in the name of the Transport Workers Union of Australia Federal Council.

NOTE 3: LAND & BUILDINGS

The Grange Road and Darwin properties were acquired by the expenditure of Branch Funds and form part of the Branch Funds. The properties are subject to the custody control and management of the Branch.

The properties are registered in the name of the Transport Workers Union of Australia Federal Council.

NOTE 4:	CASH AT BANK	2001	2002
		\$	\$
	General Fund No. 1 Working Account	418,819.63	209,315.76
	Contingencies Fund	1,009.47	1,003.57
	Claims Account	0.00	91.80
	Contingencies Fund - Gas Sub Branch	86,083.77	77,068.10
		<u>505,912.87</u>	<u>287,479.23</u>



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 Alexander Gallacher
Branch Secretary
Transport Workers' Union of Australia
South Australian/Northern Territory Branch
25 Chief Street
BROMPTON SA 5007

Dear Mr Gallacher,

**Re: Transport Workers' Union of Australia -
South Australian/Northern Territory Branch
Financial documents for year ended 31 December 2002 - FR2003/284
Summary of financial documents for year ended 31 December 2002**

Receipt is acknowledged of the financial documents of the South Australian /Northern Territory Branch of the Transport Workers' Union of Australia for the year ended 31 December 2002, together with a summary of those documents. The documents were lodged in the Industrial Registry on 15 May 2003.

The documents and summary have been filed.

I direct your attention to the following matter concerning the financial reporting requirements of the *Workplace Relations Act 1996*.

Loans, Grants and Donations

Subsection 269(1) of the Act requires an organisation to lodge in the Registry, as soon as practicable after the end of each financial year, a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

An examination of the income and expenditure statement included in the above mentioned financial documents indicates a disclosure of an amount of \$23,633.49 in respect of donations made by the Branch during the year ended 31 December 2002.

Accordingly, you are requested to arrange for lodgment in the Registry of a section 269(1) statement covering, where relevant, any donation made in excess of \$1,000. Such statement should include the relevant particulars required under subsection 269(5) of the Act.

The following matter is drawn to your attention for future purposes.

New legislation

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

The RAO legislation establishes a **Registration and Accountability of Organisations Schedule** (the RAO Schedule) inserted as schedule IB within the *Workplace Relations Act 1996* (the WR Act) pertaining to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new RAO Schedule, with some amendments. Other matters will be substantially changed by the RAO Schedule, particularly the financial reporting requirements.

I note that your organisation will be required to complete the financial reporting obligations for the financial year ended 31 December 2003 under the Workplace Relations Act 1996. However, the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))].

Should you have any queries concerning these matters, I may be contacted on (03) 8661 7775.

Yours sincerely

Ruth Hansen 
Statutory Services Branch

11 June 2003