



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: FR2003/652-[179V-SA]

Mr Alex Gallacher
Secretary-Treasurer
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 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.

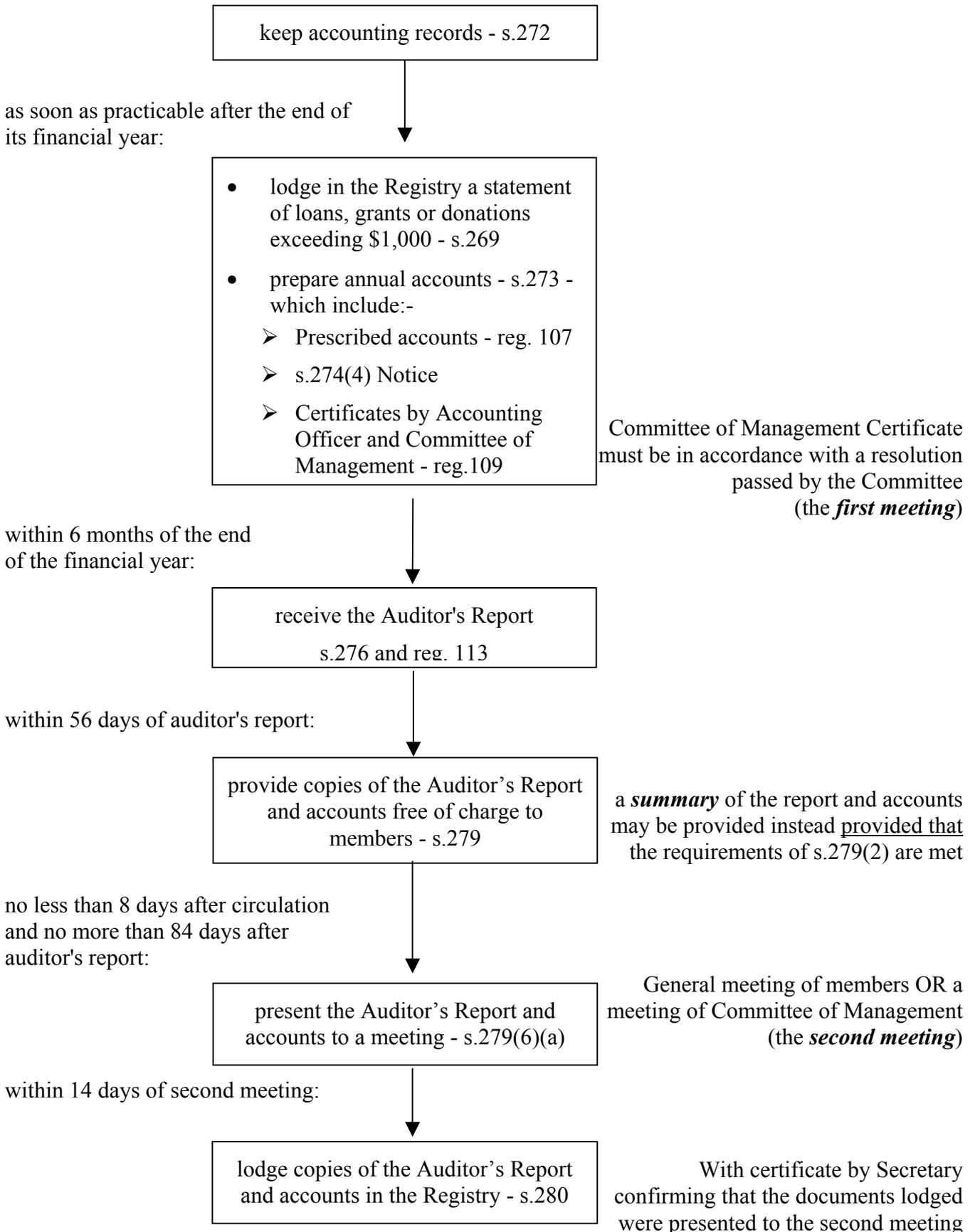
A graphical representation of these requirements is set out overleaf.

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 South Australian/Northern Territory Branch

Branch Secretary: Alex Gallacher

AMG:LB

29 April, 2004

Industrial Registrar
Australian Industrial Registry
Level 35 Nauru House
80 Collins Street
MELBOURNE VIC 3000

Attn: Ruth Hansen

Dear Ms Hansen,

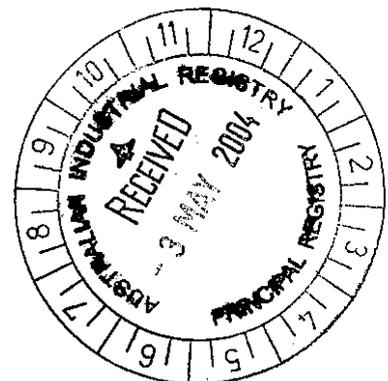
Re: WORKPLACE RELATIONS ACT 1996.

In accordance with our obligations of the Act, please find the attached documentation in respect to the various sections of the Act.

- Signed copy of the Accounting Officer's Certificate and the Committee of Management Certificate [reg.109] dealt with at a meeting on 10 February 2004 [*the first meeting*].
- Copy of the signed Auditors Report [s.276 and reg.113]
- Copy of Summary of the Income and Expenditure Statement which has been inserted in the Transport Worker and distributed to member free of charge on 16 April 2004 [s.279].
- A signed copy of the Financial Statements of the branch for the year ended 31 December 2003. The statements were dealt with at scheduled meetings of the Branch on Tuesday 27 April 2004 [s.279(6)(a)] [*the second meeting*].

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

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 2003 the number of members of the branch was 5218.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the branch as at 31st December 2003.
- (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.



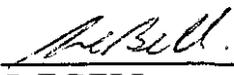
ALEXANDER McEACHIAN GALLACHER

ADELAIDE 6/02/04

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 2003.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31st December 2003, 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 2003 and the auditor's report thereon.



L E BELL



BJ McINTOSH

ADELAIDE:

10/02/04

**INDEPENDENT AUDIT 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 2003.

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 misstatements. 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.

In common with organisations of this type, it is not practical to establish adequate records or controls over cash receipts prior to their receipt and entry in the accounting records. Accordingly, our audit of cash receipts was limited to the amount recorded in the accounting records of the Union.

In our opinion, as far as it appears from our testing and examination, monies recorded as receipts have been properly brought to account by the Union.

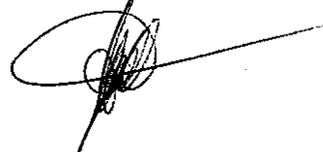
The audit opinion expressed in this report has been formed on the above basis.

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 2003, 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: 20TH Feb. 2004

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

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

| | 2002 | 2003 |
|---|---------------------|---------------------|
| \$ | \$ | \$ |
| INCOME | | |
| Membership Fees | 1,308,955.04 | 1,356,681.47 |
| Grants Received | 50,675.88 | 75,000.00 |
| Interest Received | 91,963.08 | 112,918.29 |
| Other Income | 17,447.53 | 25,233.68 |
| Rent Received | 160,792.79 | 161,100.03 |
| Contributions to Industrial Fund | 43,116.73 | 46,091.31 |
| | <u>1,672,951.05</u> | <u>1,777,024.78</u> |
| LESS EXPENDITURE | | |
| Advertising & Marketing | 53,051.45 | 52,646.58 |
| Affiliated Associations | 52,459.42 | 32,296.03 |
| Audit & Accounting Fees | 8,266.00 | 8,128.00 |
| Away from Home Expenses | 15,572.40 | 10,544.09 |
| Bank Charges | 7,019.73 | 6,101.90 |
| Benefits Paid to Dec. Members | 8,000.00 | 2,000.00 |
| Body Corporate Levies | 2,783.34 | 2,079.73 |
| Bus Industry Campaign | 0.00 | 12,854.26 |
| Computer Expenses | 17,789.66 | 9,277.90 |
| Consulting Fees | 27,143.57 | 42,045.78 |
| Contributions to Fed Council | 152,621.91 | 156,096.33 |
| Debt collecting Services & Costs | 5,244.31 | 1,809.62 |
| Delegates Telephone & Other Expenses | 19,836.79 | 20,369.13 |
| Depreciation | 87,634.30 | 76,599.00 |
| Donations | 23,633.49 | 10,000.00 |
| Employee Expenses | 792,986.24 | 752,398.34 |
| Federal Trainer Fund | 3,142.50 | 2,671.00 |
| Federal Council Expenses | 11,962.84 | 18,465.21 |
| Fringe Benefits Tax | 1,867.99 | 3,953.17 |

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

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

| | 2002 | | 2003 |
|--|------------|---------------------|---------------------|
| | \$ | \$ | \$ |
| Insurance | 25,704.35 | | 22,095.39 |
| Internet Costs | 4,922.90 | | 7,049.82 |
| Legal Fees | 12,932.78 | | 13,361.98 |
| Light & Power | 10,072.64 | | 7,370.90 |
| Maintenance of Buildings, Equipment & Gardens | 13,784.87 | | 50,444.76 |
| Meeting Expenses | 13,714.14 | | 24,177.25 |
| Motor Vehicle Expenses | 48,245.19 | | 43,720.35 |
| Office Cleaning | 5,324.99 | | 4,604.50 |
| Office Expenses | 2,210.75 | | 1,801.70 |
| Payroll Tax | 35,710.61 | | 47,054.20 |
| Postages | 28,653.33 | | 35,418.11 |
| Printing & Stationery | 28,056.20 | | 31,064.39 |
| Provision for Annual Leave | 16,350.23 | | 1,181.67 |
| Provision for Long Service Leave | 11,843.97 | | (4,503.48) |
| Rates & Taxes | 14,614.07 | | 6,871.78 |
| Relocation Costs | 6,102.83 | | 853.76 |
| Removal of Rubbish | 1,357.71 | | 390.20 |
| Security Patrols | 2,559.54 | | 2,786.49 |
| Subscriptions & Registrations | 3,689.53 | | 3,388.06 |
| Sundry Expenses | 5,653.22 | | 2,157.69 |
| Telephone | 38,722.17 | | 34,647.68 |
| Training Courses & Seminars | 11,326.96 | | 4,116.09 |
| Travelling & Accommodation | 31,284.41 | | 48,775.69 |
| Uniforms | 2,240.68 | | 903.64 |
| | | <u>1,666,094.01</u> | <u>1,610,068.69</u> |
| SURPLUS FOR THE YEAR | | \$6,857.04 | \$166,956.09 |
| ADD OTHER INCOME | | | |
| Capital Gain on Sale of Grange Property | 241,067.39 | | 35,483.40 |
| Less Write Book of Revaluation Reserve | 129,806.10 | 111,261.29 | 35,483.40 |
| | | <u>\$118,118.33</u> | <u>\$202,439.49</u> |

TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
BALANCE SHEET AS AT 31st DECEMBER 2003

| | Note | \$ | 2002 \$ | \$ | 2003 \$ |
|--|------|-------------------|---------------------|-------------------|---------------------|
| ACCUMULATED FUNDS | | | | | |
| Balance 1st January 2003 | | | 3,660,033.48 | | 3,778,151.81 |
| Capital Gains on Sale of Grange Property | | | 111,261.29 | | 35,483.40 |
| Surplus for the Year | | | 6,857.04 | | 166,956.09 |
| BALANCE 31st DECEMBER 2003 | | | <u>3,778,151.81</u> | | <u>3,980,591.30</u> |
| Represented by: | | | | | |
| CURRENT ASSETS | | | | | |
| Sundry Debtors and Prepayments | | | 27,642.24 | | 40,965.23 |
| Cash in Hand | | | 1,067.00 | | 1,530.00 |
| Cash in Bank | | 4 | 287,479.23 | | 271,933.22 |
| | | | <u>316,188.47</u> | | <u>314,428.45</u> |
| INVESTMENTS | | | | | |
| Investments in Public Companies - at Cost | | | | | 71,800.00 |
| Bank Interest Bearing Deposits | | | | | |
| Unsecured Loan - Federal Office Building Loan | | | 1,728,057.11 | | 2,042,713.96 |
| | | | <u>313,236.04</u> | | <u>271,465.68</u> |
| | | | 2,041,293.15 | | 2,385,979.64 |
| FIXED ASSETS | | | | | |
| Office Furniture (at cost) | | 18,375.49 | | 20,055.49 | |
| Less Accumulated Depcn. | | <u>7,246.49</u> | 11,129.00 | <u>8,832.49</u> | 11,223.00 |
| Office Machines (at cost) | | 103,659.03 | | 103,659.03 | |
| Less Accumulated Depcn. | | <u>61,777.03</u> | 41,882.00 | <u>77,718.03</u> | 25,941.00 |
| Motor Vehicles (at cost) | | 203,408.51 | | 170,155.51 | |
| Less Accumulated Depcn. | | <u>138,443.51</u> | 64,965.00 | <u>142,925.51</u> | 27,230.00 |
| Buildings (at cost) | | 759,181.22 | | 755,454.62 | |
| Less Accumulated Depcn. | | <u>70,438.22</u> | 688,743.00 | <u>102,957.62</u> | 652,497.00 |
| Land (at Valuation) | | | <u>1,050,919.97</u> | | <u>1,008,063.87</u> |
| | | | 1,857,638.97 | | 1,724,954.87 |
| | | | <u>4,215,120.59</u> | | <u>4,425,362.96</u> |
| TOTAL ASSETS | | | | | |
| LESS CURRENT LIABILITIES | | | | | |
| Accrued Expenses | | | 252,788.65 | | 263,913.34 |
| Provision for Long Service Leave | | | 106,487.87 | | 101,984.39 |
| Provision for Annual Leave | | | 77,692.26 | | 78,873.93 |
| | | | <u>436,968.78</u> | | <u>444,771.66</u> |
| NET ASSETS | | | 3,778,151.81 | | 3,980,591.30 |

**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 2003**

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 2003**

- (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.

NOTE 3: LAND & BUILDINGS

The 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 | 2002 | 2003 |
|-------------------------------------|-------------------|-------------------|
| | \$ | \$ |
| Claims Account | 91.80 | 82.60 |
| Contingencies Fund | 1,003.57 | 0.00 |
| Contingencies Fund - Gas Sub Branch | 77,068.10 | 63,154.46 |
| General Fund No. 1 Working Account | 209,315.76 | 202,227.04 |
| Salary Sacrifice Clearing Account | 0.00 | 6,469.12 |
| | <u>287,479.23</u> | <u>271,933.22</u> |

TWU SA/NT BRANCH 2003 FINANCIAL STATEMENT

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2003

| | 2002 | | 2003 | |
|--|-------------------|----------------------------|-------------------|----------------------------|
| | \$ | \$ | \$ | \$ |
| Security Patrols | 2,559.54 | | 2,786.49 | |
| Subscriptions & Registrations | 3,689.53 | | 3,388.06 | |
| Sundry Expenses | 111,526.45 | | 119,803.62 | |
| Telephone, Telex & Fax | 38,722.17 | | 34,647.68 | |
| Traveling & Accommodation | 31,284.17 | | 48,775.69 | |
| Wages, Superannuation & On Costs | <u>792,986.24</u> | <u>1,666,094.01</u> | <u>752,398.34</u> | <u>1,610,068.69</u> |
| SURPLUS FOR THE YEAR | | \$6,857.04 | | \$166,956.09 |
| ADD OTHER INCOME | | | | |
| Capital Gain on Sale of Property | 241,067.39 | | 35,483.40 | |
| LESS Write Book of Revulation Reserve | <u>129,806.10</u> | <u>111,261.29</u> | <u>0.00</u> | <u>35,483.40</u> |
| | | <u>\$118,118.33</u> | | <u>\$202,439.45</u> |

BALANCE SHEET AS AT 31st DECEMBER 2003

| Note | \$ | 2002 | | 2003 | |
|--|----|------------------------------|----|------------------------------|----|
| | | \$ | \$ | \$ | \$ |
| ACCUMULATED FUNDS | | | | | |
| Balance 1st January 2003 | | 3,660,033.48 | | 3,778,151.81 | |
| Capital Gains on Sale of Grange Road Properties | | 111,261.29 | | 35,483.40 | |
| Surplus for the Year | | <u>6,857.04</u> | | <u>166,956.09</u> | |
| BALANCE 31st DECEMBER 2003 | | <u>3,778,151.81</u> | | <u>3,980,591.30</u> | |
| Represented by: | | | | | |
| CURRENT ASSETS | | | | | |
| Sundry Debtors and Prepayments | | 27,642.24 | | 40,965.23 | |
| Cash on Hand and at Bank | | 288,546.23 | | 273,463.22 | |
| Investments | | <u>2,041,293.15</u> | | <u>2,385,979.64</u> | |
| | | <u>2,357,481.62</u> | | <u>2,700,408.09</u> | |
| FIXED ASSETS | | | | | |
| Office Furniture, Machines, Motor Vehicles & Buildings (at cost) | | 1,084,624.25 | | 1,049,324.65 | |
| Less Accumulated Depreciation | | <u>(277,905.25)</u> | | <u>(332,433.65)</u> | |
| | | 806,719.00 | | 716,891.00 | |
| Land (at Valuation) | | <u>1,050,919.97</u> | | <u>1,008,063.87</u> | |
| | | <u>1,857,638.97</u> | | <u>1,724,954.87</u> | |
| TOTAL ASSETS | | <u>4,215,120.59</u> | | <u>4,425,362.96</u> | |
| LESS CURRENT LIABILITIES | | | | | |
| Accrued Expenses and Funds in Advance | | 252,788.65 | | 263,913.34 | |
| Provision for Employee Entitlements | | <u>184,180.13</u> | | <u>180,858.32</u> | |
| | | <u>436,968.78</u> | | <u>444,771.66</u> | |
| NET ASSETS | | <u>\$3,778,151.81</u> | | <u>\$3,980,591.30</u> | |

TWU SA/NT BRANCH 2003 FINANCIAL STATEMENT



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 2003 together with the Balance Sheet as at 31st December 2003.

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: 20th February 2004

ADELAIDE

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2003

| | 2002 | 2003 |
|-------------------------------------|---------------------|---------------------|
| | \$ | \$ |
| INCOME | | |
| Contributions from Members | 1,308,955.04 | 1,356,681.47 |
| Interest Received | 91,963.08 | 112,918.29 |
| Rent Received | 160,792.79 | 161,100.03 |
| Other Income | 111,240.14 | 146,324.99 |
| | <u>1,672,951.05</u> | <u>1,777,024.78</u> |
| LESS EXPENDITURE | | |
| Affiliation Expenses | 52,459.42 | 32,296.03 |
| Audit & Accounting Fees | 8,266.00 | 8,128.00 |
| Away from Home Expenses | 15,572.40 | 10,544.09 |
| Computer Expenses | 17,789.66 | 9,277.90 |
| Consulting Fees | 27,143.57 | 42,045.78 |
| Contributions to Fed. Council | 152,621.91 | 156,096.33 |
| Debt Collection Costs & Commissions | 5,244.31 | 1,809.62 |
| Delegates Telephone & Other Costs | 19,836.79 | 20,369.13 |
| Depreciation | 97,634.30 | 76,599.00 |
| Donations | 23,633.49 | 10,000.00 |
| Federal Council Expenses | 11,962.84 | 18,465.21 |
| Fringe Benefits Tax | 1,867.99 | 3,953.17 |
| Insurance | 25,704.35 | 22,095.39 |
| Legal Expenses | 12,932.78 | 13,361.98 |
| Light & Power | 10,072.64 | 7,370.90 |
| Maintenance of Equipment & Building | 13,784.87 | 50,444.76 |
| Motor Vehicle Expenses | 48,245.19 | 43,720.35 |
| Office Cleaning | 5,324.99 | 4,604.50 |
| Payroll Tax | 35,710.61 | 47,054.20 |
| Postages | 28,653.33 | 35,418.11 |
| Printing & Stationery | 28,056.20 | 31,064.39 |
| Provision for Annual Leave | 16,350.23 | 1,181.67 |
| Provision for Long Service Leave | 11,843.97 | -4,503.48 |
| Rates & Taxes | 14,614.07 | 6,871.78 |

South Australian members!

You are invited to attend the **Annual General Meeting** of the Transport Workers Union of Australia South Australia/Northern Territory Branch which will be held at 25 Chief Street Brompton on **Tuesday 27th April 2004** commencing at 6.30 pm. To assist in catering arrangements, please RSVP to TWU ASSIST on 8346 4177 by 26th April.

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 2003 together with the Balance Sheet as at 31st December 2003.

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: 20TH February 2004

ADELAIDE

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

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

| | 2002 | 2003 |
|-------------------------------------|--------------|--------------|
| | \$ | \$ |
| INCOME | | |
| Contributions from Members | 1,308,955.04 | 1,356,681.47 |
| Interest Received | 91,963.08 | 112,918.29 |
| Rent Received | 160,792.79 | 161,100.03 |
| Other Income | 111,240.14 | 146,324.99 |
| | 1,672,951.05 | 1,777,024.78 |
| LESS EXPENDITURE | | |
| Affiliation Expenses | 52,459.42 | 32,296.03 |
| Audit & Accounting Fees | 8,266.00 | 8,128.00 |
| Away from Home Expenses | 15,572.40 | 10,544.09 |
| Computer Expenses | 17,789.66 | 9,277.90 |
| Consulting Fees | 27,143.57 | 42,045.78 |
| Contributions to Fed. Council | 152,621.91 | 156,096.33 |
| Debt Collection Costs & Commissions | 5,244.31 | 1,809.62 |
| Delegates Telephone & Other Costs | 19,836.79 | 20,369.13 |
| Depreciation | 97,634.30 | 76,599.00 |
| Donations | 23,633.49 | 10,000.00 |
| Federal Council Expenses | 11,962.84 | 18,465.21 |
| Fringe Benefits Tax | 1,867.99 | 3,953.17 |
| Insurance | 25,704.35 | 22,095.39 |
| Legal Expenses | 12,932.78 | 13,361.98 |
| Light & Power | 10,072.64 | 7,370.90 |
| Maintenance of Equipment & Building | 13,784.87 | 50,444.76 |
| Motor Vehicle Expenses | 48,245.19 | 43,720.35 |
| Office Cleaning | 5,324.99 | 4,604.50 |
| Payroll Tax | 35,710.61 | 47,054.20 |
| Postages | 28,653.33 | 35,418.11 |
| Printing & Stationery | 28,056.20 | 31,064.39 |
| Provision for Annual Leave | 16,350.23 | 1,181.67 |
| Provision for Long Service Leave | 11,843.97 | (4,503.48) |
| Rates & Taxes | 14,614.07 | 6,871.78 |

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

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

| | 2002 | | 2003 | |
|--|-----------------------|-----------------------|-------------------|----------------------|
| | \$ | \$ | \$ | \$ |
| Security Patrols | 2,559.54 | | 2,786.49 | |
| Subscriptions & Registrations | 3,689.53 | | 3,388.06 | |
| Sundry Expenses | 111,526.45 | | 119,803.62 | |
| Telephone, Telex & Fax | 38,722.17 | | 34,647.68 | |
| Traveling & Accommodation | 31,284.17 | | 48,775.69 | |
| Wages, Superannuation & On Costs | <u>792,986.24</u> | <u>1,666,094.01</u> | <u>752,398.34</u> | <u>1,610,068.69</u> |
| SURPLUS FOR THE YEAR | | \$6,857.04 | | \$166,956.09 |
| ADD OTHER INCOME | | | | |
| Capital Gain on Sale of Property | 241,067.39 | | 35,483.40 | |
| LESS Write Book of Revulation Reserve | <u>129,806.10</u> | <u>111,261.29</u> | <u>0.00</u> | <u>35,483.40</u> |
| | | <u>\$118,118.33</u> | | <u>\$202,439.49</u> |

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

BALANCE SHEET AS AT 31st DECEMBER 2003

| | Note | \$ | 2002 \$ | \$ | 2003 \$ |
|---|------|----|-----------------------|----|-----------------------|
| ACCUMULATED FUNDS | | | | | |
| Balance 1st January 2003 | | | 3,660,033.48 | | 3,778,151.81 |
| Capital Gains on Sale of Grange Road Properties | | | 111,261.29 | | 35,483.40 |
| Surplus for the Year | | | 6,857.04 | | 166,956.09 |
| BALANCE 31st DECEMBER 2003 | | | <u>3,778,151.81</u> | | <u>3,980,591.30</u> |
| Represented by: | | | | | |
| CURRENT ASSETS | | | | | |
| Sundry Debtors and Prepayments | | | 27,642.24 | | 40,965.23 |
| Cash on Hand and at Bank | | | 288,546.23 | | 273,463.22 |
| Investments | | | 2,041,293.15 | | 2,385,979.64 |
| | | | <u>2,357,481.62</u> | | <u>2,700,408.09</u> |
| FIXED ASSETS | | | | | |
| Office Furniture, Machines, Motor Vehicles & Buildings (at cost) | | | 1,084,624.25 | | 1,049,324.65 |
| Less Accumulated Depreciation | | | (277,905.25) | | (332,433.65) |
| | | | 806,719.00 | | 716,891.00 |
| Land (at Valuation) | | | 1,050,919.97 | | 1,008,063.87 |
| | | | <u>1,857,638.97</u> | | <u>1,724,954.87</u> |
| TOTAL ASSETS | | | <u>4,215,120.59</u> | | <u>4,425,362.96</u> |
| LESS CURRENT LIABILITIES | | | | | |
| Accrued Expenses and Funds in Advance | | | 252,788.65 | | 263,913.34 |
| Provision for Employee Entitlements | | | 184,180.13 | | 180,858.32 |
| | | | <u>436,968.78</u> | | <u>444,771.66</u> |
| NET ASSETS | | | <u>\$3,778,151.81</u> | | <u>\$3,980,591.30</u> |

**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 2003**

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.

**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 2003**

- (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.



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 A.M Gallacher
Branch Secretary
Transport Workers' Union of Australia
South Australian/Northern Territory Branch
PO Box 39721
WINNELLIE NT 0821

Dear Mr Gallacher,

**Re: Transport Workers' Union of Australia-South Australia/Northern Territory Branch
Financial documents for year ended 31 December 2003 - FR2003/652**

I have received the financial documents of the South Australian/Northern Territory Branch of the above named organisation for the year ended 31 December 2003 together with a summary of those documents. The documents were lodged in the Industrial Registry on 3 May 2004.

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* (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.

Loans, Grants and Donations

The statement of disclosure made in accordance with section 269 of the Act, and lodged with the abovementioned documents, has been dealt with under cover of separate correspondence.

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

31 May 2004