



29 June 2016

Mr John Berger
Secretary, Victorian-Tasmanian Branch
Transport Workers' Union of Australia

Sent via email: info@twu.asn.au

Dear Mr Berger,

Re: Lodgement of Financial Report - Fair Work (Registered Organisations) Act 2009 – Transport Workers Union of Australia, Victorian-Tasmanian Branch [FR2015/382]

I refer to the financial report of the Transport Workers Union of Australia, Victorian-Tasmanian Branch. The documents were lodged with the Fair Work Commission (FWC) on 16 June 2016. The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 December 2016 may be subject to an advanced compliance review.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely,

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

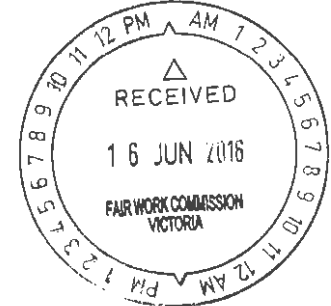


TRANSPORT WORKERS UNION OF AUSTRALIA VICTORIAN/TASMANIAN BRANCH

APN: 47644605538

President: Allan Taylor
Vice President: James Hughes
Branch Secretary: John Berger
Branch Assistant Secretary: Chris Fenner
Trustees: Mick Wirrick, Kevin Whelan

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15 June 2016

Fair Work Australia,
G.P. O. BOX 1994
MELBOURNE. VIC. 3001

Dear Sir/Madam,

RE: ANNUAL FINANCIAL REPORT 2015

In accordance with the Fair Work (Registered Organisations) Act 2009 the Transport Workers Union of Australia (Vic/Tas Branch) hereby submits the Certificate of Secretary and 2015 Annual Financial Report documents which were presented to a meeting of the Committee of Management on 16th March 2016 and again on 15th June 2016 and distributed to members in the TWU Journal on 27th April 2016.

If you have any questions regarding this matter, please contact Wendy Wang on 1300 727 614.

Yours Sincerely,

John Berger
BRANCH SECRETARY

Encl.



TRANSPORT WORKERS' UNION OF AUSTRALIA
VICTORIAN TASMANIAN BRANCH
A.B.N. 47 634 608 538

FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015



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VICTORIAN/TASMANIAN BRANCH
A.B.N. 47 634 608 538

CERTIFICATE OF SECRETARY

I, John Berger, being the Secretary of the Transport Workers' Union of Australia, Victorian Tasmanian Branch, certify:

- (i) that the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- (ii) that the full report was presented to a meeting of the committee of management of the reporting unit on 16th March 2016 (the first meeting) in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009; and
- (iii) that the full report was provided to members on 27th April 2016; and
- (iv) that the full report was presented to a meeting of the committee of management of the reporting unit on 15th June 2016 (the second meeting) in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.



John Berger

Date: 15 June 2016

**TRANSPORT WORKERS' UNION OF AUSTRALIA
VICTORIAN/TASMANIAN BRANCH
A.B.N. 47 634 608 538**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015**

Review of Principle Activities

The Union's principal activities are representing its members on industrial and safety issues, and training and supporting Delegates and Occupational Health and Safety Representatives in their duties. There have been no significant changes in the nature of these activities during the year.

Review of Financial Affairs

The surplus for the full year was \$450,917 (2014: \$190,176). The following is noted:

Membership;

- A total of 1,809 persons joined the Union during 2015.
- A total of 1,380 persons resigned from the Union during 2015.
- Membership increased by 429 persons. Income from members decreased by 2.67% (2014: Increase 2.30%) or -\$187,210 (2014: Increase \$157,341).
- Income from conducting Training Courses amounted to \$39,363 (2014: \$52,545).

As at 31 December 2015, the kerbside valuation of Land & Buildings is \$6,150,000 (2014: \$6,000,000) in line with last year, and \$2,787,034 over the value reflected in these Financial Statements.

The following events need to be recognized in the preparation of the Financials Statements;

- There have been no significant changes in the Union's financial affairs during the year.

Members Right to Resign

Members are able to resign in writing at any time. Unless a date is specified, the resignation takes effect on receipt of the resignation if the member has ceased to be eligible for membership, or after two weeks for any other reason. The Union may sue former members for unpaid dues.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
VICTORIAN/TASMANIAN BRANCH
A.B.N. 47 634 608 538**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015**

Trusteeships of Superannuation Entities

The Branch Secretary, Wayne Mader, is a director of the following trustee company associated with the TWU Superannuation Fund:

- TWU Nominees Pty Ltd

There are no other officers or members of the reporting unit who are a trustee or a director of a company that is a trustee of a superannuation entity.

Prescribed Information

24,731 persons (2014: 25,333) were recorded in the register of members at 31 December 2015.
24 full-time equivalent persons (2014: 29) were employed at 31 December 2015.

Branch Committee of Management Members:	Period Position Held:
Wayne Mader	All of 2015
John Berger	All of 2015
Chris Fennell	All of 2015
Michael Wirrick	All of 2015
Michael McNess	All of 2015
John Rowe	All of 2015
John Siggers	All of 2015
Kevin Hoey	All of 2015
Allan Taylor	All of 2015
Jim Hughes	All of 2015
Ken Griffin	All of 2015
Kevin Whelan	All of 2015
George Pantelidis	All of 2015
Clive Dennis	All of 2015
Ian Munro	All of 2015
Sherajh Rahim	All of 2015

For the Committee of Management:


Wayne Mader

18 March 2016

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 STATEMENT OF FINANCIAL POSITION
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015 \$	2014 \$
CURRENT ASSETS			
Cash on Hand		1,200	2,000
Cash at Bank		743,514	588,603
Accrued Interest		102,474	106,484
Accrued Memberships	1(a)	400,151	406,526
Sundry Debtors	4	33,264	43,152
Prepayments		55,299	42,334
Investments	5(a)	3,859,169	2,655,579
Total Current Assets		<u>5,195,071</u>	<u>3,844,678</u>
NON CURRENT ASSETS			
Property, Plant & Equipment	6 & 7	3,543,821	3,599,256
Investments	5(b)	-	1,000,000
Total Non Current Assets		<u>3,543,821</u>	<u>4,599,256</u>
TOTAL ASSETS		<u>8,738,891</u>	<u>8,443,935</u>
CURRENT LIABILITIES			
Sundry Creditors	8	625,055	680,305
Prepaid Income	9	287,374	327,364
Employee Entitlements	10	848,275	874,889
Total Current Liabilities		<u>1,760,704</u>	<u>1,882,557</u>
NON-CURRENT LIABILITIES			
Employee Entitlements	10	193,647	227,755
Total Non Current Liabilities		<u>193,647</u>	<u>227,755</u>
TOTAL LIABILITIES		<u>1,954,350</u>	<u>2,110,312</u>
NET ASSETS		<u>6,784,541</u>	<u>6,333,623</u>
MEMBERS FUNDS			
Members funds at beginning of year		6,333,623	6,143,447
Movement for year		450,917	190,176
TOTAL MEMBER FUNDS		<u>6,784,541</u>	<u>6,333,623</u>

The statement of financial position is to be read in conjunction with the notes to the financial statements

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 STATEMENT OF COMPREHENSIVE INCOME
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015	2014
		\$	\$
<u>INCOME</u>			
Contributions and Entrance Fees	1(a)	6,820,920	7,008,131
Investment Income - Interest		143,056	148,968
Sundry Income		83,197	86,521
Occupational Health & Safety Course Fees		39,364	52,545
TWU Superannuation Training Officer		124,174	44,705
TWU Superannuation Director Fee		30,000	30,000
Federal Office Payroll Reimbursement		-	19,326
Federal Office Rental Income		-	3,667
Profit on Sale of Assets		-	1,377
Total Income		7,240,711	7,395,240
<u>EXPENDITURE</u>			
Administration & Rent (Country Office)		3,522	3,104
Affiliation & Levies - ALP	14	74,758	67,503
Affiliation & Levies - Other	14	49,411	64,912
Annual Leave	11	289,531	290,028
Auditor's Remuneration	14	7,800	8,650
Bank Charges		15,662	15,752
Car Allowance	11	276,576	285,465
Certificates & Awards		2,889	4,373
Clothing & Uniforms		1,432	800
Conference & Meeting Expenses	14	19,875	7,445
Consulting Fees		13,630	
Cleaning		45,144	41,668
Computer Costs		34,199	35,326
Delegates Commission		92,620	99,419
Delegate Meeting Expenses	14	18,435	22,531
Depreciation		88,384	85,382
Donations	14	1,577	18,077
Federal Office Training Fund		7,413	7,537
Federal Office Capitation/Sustentation Fee		1,203,210	1,236,231
Federal Council Expenses		20,347	11,617
Federal IR Levy (ACTU)	14	29,650	30,146
Fringe Benefits Tax		25,402	9,037
Insurance		11,853	12,062
Lease & Hire of Equipment		42,498	42,162
Legal Expenses	14	84,404	274,273
Light, Power & Water		38,229	41,231
Long Service Leave	11	82,513	101,030
Marketing		45,347	64,021
Mortuary Benefits		4,500	10,500
Motor Vehicle Expenses		46,836	55,921
Occupational Health & Safety Expense		33,688	39,802
Payroll Tax		159,480	170,727

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015	2014
		\$	\$
Postage		68,242	83,660
Printing & Stationery		48,971	50,159
Publications, Awards & Subscriptions		4,634	5,110
Rates & Taxes		67,821	47,788
Repairs & Maintenance		33,743	33,661
Salaries	11	2,734,608	2,812,110
Schoolbook Scholarship		3,000	2,795
Security Costs		9,501	9,777
Staff Amenities		8,373	10,858
Sundry Expenses		18,282	24,134
Superannuation	11	573,965	570,489
Telephone		94,229	81,044
Training Courses - Members		5,258	6,119
Training Courses - Staff		12,378	12,041
Travel & Accommodation		195,893	260,580
TWU News Editor		7,951	-
WorkCover		32,132	38,006
Total Expenditure		<u>6,789,794</u>	<u>7,205,063</u>
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR		450,917	190,176
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>450,917</u>	<u>190,176</u>
Add Member Funds at Beginning of Year		6,333,624	6,143,447
MEMBER FUNDS AT END OF YEAR		<u><u>6,784,541</u></u>	<u><u>6,333,623</u></u>

The statement of comprehensive income is to be read in conjunction with the notes to the financial statements

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015	2014
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
- Contributions and Entrance Fees		6,820,920	6,913,968
- Course and Seminar Fees		39,364	52,545
- Other Receipts		192,587	284,948
Payments			
- Suppliers and Employees		(5,576,428)	(5,672,750)
- Levy Payments to Federal Office		(1,232,860)	(1,266,380)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	19	<u>243,582</u>	<u>312,331</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
- Interest Received		147,066	140,051
- Investment in Term Deposit		(203,590)	(453,499)
- Sale Proceeds - Plant & Equipment		-	1,377
- Purchase of Plant & Equipment		(32,948)	(29,969)
NET CASH PROVIDED BY / (USED IN) INVESTMENT ACTIVITIES		<u>(89,472)</u>	<u>(342,040)</u>
NET INCREASE / (DECREASE) IN CASH HELD		154,110	(29,709)
Cash at Beginning of Year		590,603	620,312
CASH AT END OF YEAR	19	<u><u>744,713</u></u>	<u><u>590,603</u></u>

The statement of cash flows is to be read in conjunction with the notes to the financial statements

**TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Accumulated Funds \$	Reserves	Total \$
Balance at 1 January 2014	6,143,447		6,143,447
Surplus/(Deficit) for the year	190,177	-	190,177
Balance at 31 December 2014	<u>6,333,624</u>		<u>6,333,624</u>
Surplus/(Deficit) for the year	450,917	-	450,917
Balance at 31 December 2015	<u>6,784,541</u>		<u>6,784,541</u>

The statement of changes in equity is to be read in conjunction with the notes to the financial statements

**TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN/TASMANIAN BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial report is a general purpose financial report that has been prepared in accordance with applicable Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 ("the Act").

The financial report is for the Victorian/Tasmanian Branch of the Transport Workers' Union of Australia and is in accordance with the Act. The Branch is a reporting unit. The transport Workers' Union of Australia is an organization registered under the Act. The Victorian/Tasmania branch is a branch of the registered organization. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the union and the Federal Council are not subject to the Corporations Act 2001.

The financial report has been prepared on an accruals basis and in accordance with historical cost, except for certain assets and liabilities for which the fair value basis of accounting has been applied.

The following is a summary of the significant accounting policies adopted by the Committee of Management.

(a) Revenue

Memberships

Since the 1st January 2014 the union has applied the accrual basis of accounting for member contributions in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. At year end an adjustment is made to cash contributions recorded in the ledger to accrue any current year memberships received after the end of the financial year and to take out memberships received prior to the end of the year that relate to the next financial year. The resultant membership income figure is what is shown in the Statement of Comprehensive Income.

Other Revenue

All other revenue is accounted for on an accrual basis.

(b) Income Tax

No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN/TASMANIAN BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

(c) Property, Plant and Equipment

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

Depreciation

The depreciable amounts of all fixed assets are depreciated on a straight line basis over their estimated useful lives to the Union commencing from the time the asset is held ready for use.

The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Building	1%
Building Improvements	5% to 10%
Office Furniture and Equipment	20% to 67%
Motor Vehicles	12.5% to 25%

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

The gain or loss on disposal of all fixed assets is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal, and is included in the income statement in the year of disposal.

(d) Impairment

The carrying amounts of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognized in the income statement for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and value in use. For the purpose of assessing value in use, this represents depreciated current replacement cost, as the Union is a not-for-profit organization.

(e) Employee Benefits

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on costs.

Other employee benefits payable later than one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. In the case of Long Service Leave this results in an amount not materially different to that achieved by discounting future cash flows.

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

(f) Investments

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognized on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

**TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN/TASMANIAN BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

Available-for-sale financial assets

Investments which are classified as available for sale are measured at fair value.

Held-to-maturity investments

These investments have fixed maturities, and it is the Union's intention to hold these investments to maturity. Any held-to-maturity investments held by the Union are stated at a current value based on revaluing the investment on an amortised cost basis to its face value at maturity. Any adjustment is debited to the diminution in value of investments expense.

Loans and receivables

Loans and receivables are non-derivative financial assets with a fixed or determinable payment that are not quoted on an active market. They are recognized at amortised cost.

(g) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognized as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables on the balance sheet are shown inclusive of GST.

(h) Accounting Standards Issued But Not Yet Effective

There have been no accounting standards issued which will impact the financial report in future periods and which are not yet effective.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgements in applying the Union's accounting principles

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

3. INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER

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

- (1) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the matter in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1)

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
4 SUNDRY DEBTORS			
Federal Council		-	18,252
Trade & Other Debtors		33,264	24,900
		<u>33,264</u>	<u>43,152</u>
5 INVESTMENTS			
Comprises the following Held to Maturity Financial Instruments :-			
(a) Current Assets			
CBA Term Deposit		200,000	1,250,000
Bendigo Bank Term Deposits		1,109,169	105,579
ME Bank Term Deposits		2,100,000	1,300,000
NAB Term Deposit		450,000	-
		<u>3,859,169</u>	<u>2,655,579</u>
(b) Non Current Assets			
ME Bank Term Deposit		-	1,000,000
		<u>-</u>	<u>1,000,000</u>
6 PROPERTY, PLANT & EQUIPMENT			
Land & Buildings - Rouse Street			
Land (at cost)	10	2,180,000	2,180,000
Building - (at cost)		2,481,405	2,479,209
Less: Accumulated Depreciation		(1,298,439)	(1,262,198)
Total Land & Buildings		<u>3,362,966</u>	<u>3,397,011</u>
Motor Vehicles (at cost)			
Less: Accumulated Depreciation		106,374	106,374
		<u>(71,181)</u>	<u>(59,341)</u>
		35,193	47,034
Office Furniture & Equipment (at cost)			
Less: Accumulated Depreciation		1,404,382	1,373,630
		<u>(1,258,721)</u>	<u>(1,218,418)</u>
		145,661	155,211
Total Property, Plant & Equipment		<u>3,543,821</u>	<u>3,599,256</u>
Reconciliation of Opening and Closing Balance of Property, Plant & Equipment			
Land & Buildings			
Opening		3,397,011	3,424,742
Additions		2,196	8,450
Disposals		-	-
Depreciation		(36,241)	(36,181)
Closing		<u>3,362,966</u>	<u>3,397,011</u>

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
6 PROPERTY, PLANT & EQUIPMENT (continued)			
Motor Vehicles			
Opening		47,034	58,874
Additions		-	-
Disposals		-	-
Depreciation		(11,840)	(11,840)
Other		-	-
Closing		<u>35,194</u>	<u>47,034</u>
Furniture and Equipment			
Opening		155,211	171,053
Additions		30,752	21,518
Disposals		-	-
Depreciation		(40,302)	(37,360)
Other		-	-
Closing		<u>145,661</u>	<u>155,211</u>

7 VALUATION - LAND AND BUILDINGS

An appraisal of the sales value of the land & buildings at Rouse Street in Port Melbourne was undertaken by Hocking Stuart in January 2016. They assessed this as \$6,150,000 (2014:\$6,000,000).

The written down value of land and buildings included in the financial statements is \$3,362,966 (2014: \$3,397,011). This comprises the purchase price paid for the land & building in 1990 plus the cost of building improvements, less depreciation on the building and the improvements.

8 SUNDRY CREDITORS

Trade Creditors		82,496	54,230
Federal Council		288,521	337,012
Accrued Expenses		15,712	29,068
Delegate Commission		52,000	47,763
PAYE Tax		57,969	75,774
Other Taxes		79,698	67,435
Superannuation & Salary Sacrifice		42,201	63,225
Other Creditors		6,458	5,798
		<u>625,055</u>	<u>680,305</u>

9 PREPAID INCOME

Prepaid Memberships	1(a)	251,316	312,364
TWU Director Fees		15,000	15,000
TWU Super Training Officer		21,058	-
		<u>287,374</u>	<u>327,364</u>

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
10 EMPLOYEE ENTITLEMENTS			
Current Liabilities			
Provision for Annual Leave		418,810	449,409
Provision for Long Service Leave		429,465	425,480
		<u>848,275</u>	<u>874,889</u>
Non Current Liabilities			
Provision for Long Service Leave		193,647	227,755
Total Liability		<u>1,041,922</u>	<u>1,102,644</u>
Movement in Provisions			
Annual Leave			
Opening Balance		449,408	367,266
Increase/(Decrease) in Provision		(30,599)	82,142
Closing Balance		<u>418,809</u>	<u>449,408</u>
Long Service Leave			
Opening Balance		653,236	589,147
Increase / (Decrease) in Provision		(30,124)	64,089
Closing Balance		<u>623,112</u>	<u>653,236</u>
Total Liability		<u>1,041,922</u>	<u>1,102,644</u>
Liability by Employee Category			
Elected Officials			
Annual Leave		88,813	116,015
Long Service Leave		227,974	258,293
Other Employees			
Annual Leave		329,997	333,393
Long Service Leave		395,137	394,942
Total Liability		<u>1,041,922</u>	<u>1,102,644</u>
11 EMPLOYEE REMUNERATION			
(a) Total Remuneration *			
Elected Officials			
Branch Secretary		212,047	204,848
Branch Assistant Secretary		180,774	174,690
Other Elected Officials		658,468	792,600
Total Elected Officials		<u>1,051,289</u>	<u>1,172,138</u>
Other Employees		2,966,571	2,740,708
Total All Employees		<u>4,017,860</u>	<u>3,912,846</u>

* Remuneration includes salary, superannuation, car allowance, annual leave taken & long service leave taken.

**TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Notes	2015	2014
		\$	\$
11 EMPLOYEE REMUNERATION (Continued)			
(b) Remuneration by Type			
Elected Officials			
Salary and Wages		709,847	817,975
Superannuation		149,265	166,975
Car Allowance		99,534	114,883
Annual Leave		84,150	54,101
Long Service Leave		8,493	18,204
Total Elected Officials		<u>1,051,289</u>	<u>1,172,138</u>
Other Employees			
Salary and Wages		2,024,761	1,994,135
Superannuation		424,700	403,514
Car Allowance		177,042	170,582
Annual Leave		235,925	153,739
Long Service Leave		104,144	18,738
Total Other Employees		<u>2,966,571</u>	<u>2,740,708</u>
Total All Employees		<u>4,017,860</u>	<u>3,912,846</u>

12 CASH FLOW INFORMATION

(a) Reconciliation of cash flows from operations with operating surplus/(deficit) for the year.

Operating Surplus/(Deficit)	450,917	190,176
Deduct Cash flow from investments	(147,066)	(140,051)
Non Cash Flows in Operating Result		
Depreciation	88,384	85,382
Loss on sale of assets	-	(1,377)
Changes in Assets and Liabilities		
(Increase)/decrease in receivables	9,888	100,730
(Increase)/decrease in accrued interest	4,010	(8,917)
(Increase)/decrease in other assets	(6,589)	(398,848)
Increase/(decrease) in payables	(95,239)	339,005
Increase/(decrease) in provisions	(60,722)	146,231
Cash Flows from Operations	<u>243,582</u>	<u>312,331</u>

(b) Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash on hand	1,200	2,000
Cash at Bank	743,514	588,604
Cash at End of Year	<u>744,714</u>	<u>590,604</u>

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
13 RELATED PARTY DISCLOSURES			
(a) Related Party Transactions for the Reporting Period			
(i) Income Received			
From the TWU National Council			
Payroll reimbursement		-	19,326
Rent received		-	3,667
From the TWU Superannuation Fund			
Training Officer		124,174	44,705
Sponsorship		50,766	-
Director Fee		30,000	30,000
(ii) Expenses Paid			
To the TWU National Council			
Sustentation Fees		1,203,210	1,236,234
Training Fund		7,413	7,537
Council Expenses		20,347	11,617
IR Levy		29,650	30,146
To the ALP VIC & TAS			
Affiliations and Levies		74,758	67,912
(iii) Balances			
TWU National Council			
Debtor		-	18,252
Creditor		288,521	337,012
TWU Superannuation Fund			
Prepaid Income		15,000	15,000
Debtor		23,164	-
(b) Key Management Personnel Remuneration for the Reporting Period			
Key management personnel includes the branch secretary, assistant branch secretary and all other elected officials			
(i) Short term employees benefits			
Salaries		709,847	817,975
Annual Leave		84,150	54,101
Allowances		99,534	114,883
		<u>893,531</u>	<u>986,959</u>
(ii) Post employment benefits			
Superannuation		149,265	166,975
		<u>149,265</u>	<u>166,975</u>
(iii) Other long term benefits			
Long Service Leave		8,493	18,204
		<u>8,493</u>	<u>18,204</u>
Total		<u>1,051,289</u>	<u>1,172,138</u>

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
14. ADDITIONAL PRESCRIBED DISCLOSURES			
(a) Expenses			
(i) Consideration paid to employers for payroll deductions		10,578	10,920
(ii) Affiliation Fees			
ALP Vic Branch		73,081	65,357
ALP Tas Branch		1,677	2,146
Ballarat Trades Hall		1,900	2,400
Bendigo Trades Hall Council		778	1,113
Geelong Trades Hall Council		5,444	5,263
Gippsland Trades & Labour Council Inc.		423	395
Goulburn Valley TLC		2,070	2,008
North East and Border TLC		684	779
South West TLC		981	981
Sunraysia Trades and Labour Council		250	300
Victorian Trades Hall Council		34,001	51,673
Unions Tasmania		2,880	-
As per Statement of Comprehensive Income		<u>124,169</u>	<u>132,415</u>
(iii) Compulsory Levies			
Paid to Federal Office for the ACTU		29,650	30,146
(iv) Donations			
Donations less than \$1,000		350	1,850
Donations exceeding \$1,000		1,227	16,227
As per Statement of Comprehensive Income		<u>1,577</u>	<u>18,077</u>
(v) Legal Costs			
Litigation		-	-
Other legal matters		84,404	274,273
As per Statement of Comprehensive Income		<u>84404</u>	<u>274273</u>
(vi) Expenses incurred in holding meetings or conferences of members, councils, committees, panels or other bodies etc - as per Statement of Comprehensive Income			
Delegates		18,435	22,531
Other		19,875	7,445
(vii) Auditors Remuneration			
Audit Services		7,800	8,650
Non Audit Services		-	-
As per Statement of Comprehensive Income		<u>7,800</u>	<u>8,650</u>
(b) Assets			
Amounts receivable from another reporting entity unit have been disclosed in Note 4 and Note 13.			

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
14. ADDITIONAL REPORTING DISCLOSURES (Continued)			
(c) Liabilities			
Legal costs payable - included in Accrued Expenses			
Litigation		-	-
Other legal matters		3,401	16,840
		3,401	16,840

15 SPECIFIC ITEMS THAT HAVE NOT OCCURRED

The following prescribed disclosures under the reporting guidelines of the Fair Work (Registered Organisations) Act 2009, have not occurred in the reporting period :-

Going Concern

- Financial support received from another reporting unit
- Financial support provided to another reporting unit

Revenue

- Capitation fees
- Compulsory levies
- Donations or grants
- Financial support received from other reporting units.
- Recovery of wages

Expenses

- Separation and redundancies related to elected officials;
- Separation and redundancies related to unelected employees
- Other employee expenses;
- Fees or allowances paid to persons to attend a conferences or other meeting as a representative of the TWU Vic/Tas Branch;
- Grants less than \$1,000
- Grants greater than \$1,000
- Penalties imposed under the RO Act;
- Litigation expenses;

Liabilities

- Provision for separation and redundancies related to Elected Officials;
- Provision for separation and redundancies related to Employees other than Elected Officials;
- Payables to employers as consideration for the employers making payroll deductions of membership fees;
- Payables related to litigation matters;

16 CAPITAL AND LEASING COMMITMENTS

Non cancellable operating lease contracted for but not capitalised in the financial statements

Payable in next 12 months	45,761	42,509
Payable after 12 months but less than 60 months	100,882	104,986
Total	146,643	147,495

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$

17 CONTINGENT LIABILITIES

There were no material contingent liabilities in existence at 31 December 2015

18 SUBSEQUENT EVENTS

There has not been any matter or circumstance occurring subsequent to the end of the financial year that has affected, or may significantly affect, the operations of the branch, the result of operations, or the state of the branch in the future financial years.

19 FINANCIAL RISK MANAGEMENT

A. General objectives, policies and processes

Financial risk management entails devising strategies to manage potential adverse financial outcomes associated with financial instruments.

The committee of management is responsible for monitoring and managing the branch's compliance with its risk management strategy. The committee's overall risk management strategy is to assist the branch in meeting its financial targets while minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the committee on a regular basis. These include credit risk policies and future cash flow requirements.

The main risks the union is exposed to through its financial instruments are credit risk, liquidity risk and market risk relating to interest rate risk and other price risk.

There have been no substantive changes in the types of risks the branch is exposed to, how these risks arise, or the committee's objectives, policies and processes for managing or measuring the risks from the previous period.

B. Categories of Financial Instruments

The following is an analysis of Financial Assets and Financial Liabilities included in the Statement of Financial Position as at 31 December 2015.

Financial Assets

Cash at Bank	743,514	588,603
Term Deposits	3,859,169	3,655,579
Sundry Debtors	33,264	43,152
Carrying amount of financial assets	4,635,947	4,287,334

Financial Liabilities

Sundry Creditors	625,055	698,863
Carrying amount of financial liabilities	625,055	698,863

The fair value of the assets and liabilities at 31 December 2015 as listed above are the same as the carrying values. Refer to Note 20 below for further explanation and analysis.

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
19 FINANCIAL RISK MANAGEMENT (Continued)			
C. Risk Analysis			
<i>(a) Credit Risk</i>			
Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the Branch incurring a financial loss. This usually occurs when debtors fail to settle their obligations owing to the Branch.			
The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed above at B.			
The committee believe that cash at bank and the investments are held by high quality institutions and any loss is highly unlikely and all receivables are likely to be repaid within the expected terms.			
Credit quality of financial instruments			
Not past due and not impaired			
Cash at Bank		743,514	588,603
Term Deposits		3,859,169	3,655,579
Past due or impaired			
Sundry Debtors		33,264	43,152
Total		4,635,947	4,287,334
Ageing of financial assets that were past due but not impaired			
Sundry Debtors			
0 to 30 days		25,714	17,300
31 to 60 days		1,700	8,215
61 to 90 days		-	4,128
90+ days		5,850	13,509
Total		33,264	43,152
<i>(b) Liquidity Risk</i>			
Liquidity risk is the risk that the Branch will not have the funds readily available to meet its financial obligations as and when they fall due.			
At 31 December 2015 the branch had \$4,602,683 of cash and cash equivalents to pay for \$625,055 of creditors. It is considered that liquidity risk is low and acceptable.			
Financial liability and financial asset maturity analysis			
(i) Financial Assets - cash flows realisable			
- Within one year			
Cash at Bank		743,514	588,603
Term Deposits		3,859,169	3,655,579
Sundry Debtors		33,264	43,152
- One to Five years		-	-
- More than five years		-	-
Total		4,635,947	4,287,334

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$
19 FINANCIAL RISK MANAGEMENT (Continued)			
(i) Financial Liabilities due for payment :-			
- Within one year			
Sundry Creditors		625,055	698,863
- One to Five years			
		-	-
- More than five years			
		-	-
Total		625,055	698,863

(c) *Market Risk*

(i) *Interest Rate Risk*

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The branch's exposure to market interest rates relates primarily to cash at bank and term deposits.

(ii) *Other Price Risks*

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk) of securities held.

The branch does not invest in shares or derivatives therefore it does not expose itself to the fluctuations in prices that are inherent in such a market.

20 FAIR VALUE MEASUREMENTS

Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgment and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the company. Most of these instruments, which are carried at amortised cost (ie accounts receivables, loan liabilities), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the company.

The fair values disclosed above at Note 18B have been determined based on the following methodologies:

TRANSPORT WORKERS' UNION OF AUSTRALIA (VICTORIAN TASMANIAN BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015	2014
		\$	\$

20 FAIR VALUE MEASUREMENTS (Continued)

- (i) Cash on hand, accounts receivable and other debtors, and accounts payable and other payables are short-term instruments in nature whose carrying amount is equivalent to fair value.
- (ii) For listed available-for-sale and held-for-trading financial assets, closing quoted bid prices at the end of the reporting period are used. In determining the fair values of the unlisted available-for-sale financial assets, the directors have used inputs that are observable either directly (as prices) or indirectly (derived from prices).
- (iii) Fair values of held-to-maturity investments are based on quoted market prices at the end of the reporting period.
- (iv) Fair values are determined using a discounted cash flow model incorporating current commercial borrowing rates. The fair values of fixed rate debt will differ to the carrying amounts.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE TRANSPORT WORKERS UNION OF AUSTRALIA (VICTORIAN/TASMANIAN BRANCH)**

Scope

I have audited the accompanying financial report, being a general purpose financial report, of the Transport Workers Union of Australia Victorian/Tasmanian Branch for the year ended 31 December 2015. The Financial Report comprises the Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flows, Statement of Changes in Equity and Notes To and Forming Part of The Financial Statements.

Committee of Management's Responsibility for the Financial Report

The members of the Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. The Committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Independence

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

Auditor Status

I confirm that at the time of signing this audit report I am an approved auditor, a member of the Institute of Chartered Accountants and my Certificate of Public Practice is current.

Going Concern

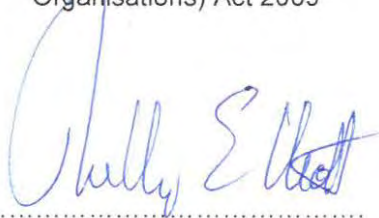
I believe that the committee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE TRANSPORT WORKERS UNION OF AUSTRALIA (VICTORIAN/TASMANIAN BRANCH)**

Auditor's Opinion

In my opinion the financial report of the Transport Workers Union Victorian/Tasmanian Branch:-

- (a) presents fairly, in all material respects, the financial position of the Branch as at 31 December 2015 and of its performance and cash flows for the year then ended, and
- (b) complies with Australian Accounting Standards and Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009



.....
Phillip Elliott *

Address: Suite 105, 620 St Kilda Road Melbourne Vic 3004

Dated this : 16th Day of March 2016

* Liability limited by a scheme approved under Professional Standards Legislation

**TRANSPORT WORKERS' UNION OF AUSTRALIA
VICTORIAN/TASMANIAN BRANCH
A.B.N. 47 634 608 538**

COMMITTEE OF MANAGEMENT STATEMENT

On 16 March 2016 the Committee of Management of the Transport Workers' Union of Australia, Victorian Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2015:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - i. meetings of the committee of management were held in accordance with the rules of the organization including the rules of the branch concerned; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organization including the rules of the branch concerned; and
 - iii. the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - iv. where the organization consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each the other reporting units of the organization; and
 - v. no applications by members have been made under section 272 of the Fair Work (Registered Organisations) Act 2009 during the period; and
 - vi. no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period; and
 - vii. No recovery of wages has occurred.

For the Committee of Management:


.....
Kevin Whelan


.....
Christopher Fennell

16 March 2016



9 June 2016

Mr John Berger
Branch Secretary
Transport Workers' Union of Australia-Victorian/Tasmanian Branch
By email: info@twu.asn.au

Dear Mr Berger,

Lodgement of Financial Report - Reminder to lodge on or before 15 July 2016

The Fair Work Commission's (the Commission) records disclose that the financial year of the Transport Workers' Union of Australia-Victorian/Tasmanian Branch (the reporting unit) ended on the 31 December 2015.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the completion of the financial reporting process is six months and 14 days after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). For your reporting unit that requires lodgement of its financial report on or before **15 July 2016, and in any event no later than 14 days after the relevant meeting.**

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to orgs@fwc.gov.au. That is the official email address for electronic lodgements of material related to registered organisations matters.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7777 or via email at orgs@fwc.gov.au.

Yours sincerely,

Anastasia Kyriakidis
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au



13 January 2016

Mr Wayne Mader
Secretary
Transport Workers' Union of Australia-Victorian/Tasmanian Branch
Sent via email: info@twu.asn.au

Dear Mr Mader,

**Re: Lodgement of Financial Report - [FR2015/382]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Transport Workers' Union of Australia-Victorian/Tasmanian Branch (the reporting unit) ended on 31 December 2015.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, namely 15 July 2016 (being the expiry date of 6 months and 14 days from the end of the financial year).

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

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents](#).

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you wish to seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Gallichio@fwc.gov.au.

Yours sincerely,

Sam Gallichio
Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	<p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

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

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

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