

Australian Government

Australian Industrial Registry

Level 5, 11 Exhibition Street Melbourne, VIC 3000 GPO Box 1994, Melbourne, VIC 3001 Telephone: (03) 8661 7764 Fax: (03) 9655 0410 Email: <u>kevin.donnellan@airc.gov.au</u>

Mr Gordon Thomson General Secretary Union of Christmas Island Workers

email: uciw@pulau.cx

Dear Mr Thomson

#### Re: Financial Report for the Union of Christmas Island Workers for year ended 31 December 2007 – FR2007/626

I acknowledge receipt of correspondence dated 10 October 2008 and note the comments from your Auditor regarding the Audit Report.

The financial report has now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

#### Distribution and presentation of the full report to a General Meeting within six months

Could you ensure that when presenting the full report to a general meeting the distribution of the report to members occurs within six months of the end of the financial year and 21 days before that meeting.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

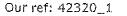
Yours sincerely

Kevin Donnellan

Statutory Services Branch 23 October 2008

Date: 22/10/2008 2:08:23 PM

Ind Keg-Annual Bookkeeping Services Returns Financial Planning



10 October 2008

21/10/08

Page: 1/1

KEVIN DONNELLAN AUSTRALIAN INDUSTRIAL REGISTRY GPO BOX 1994 MELBOURNE VIC 3001



Accounting and Tax

Indigenous Services

Superannuation

**Business Consultancy** 

Lending Legal Services

Dear Kevin,

#### RE: UNION OF CHRISTMAS ISLAND WORKERS

We confirm that we have considered all applicable Australian Accounting Standards and other reporting requirements in Australia. This has been mentioned in the Audit Report in point (ii) of Audit Opinion section.

We also confirm we have taken all pages of the Financial Statements into consideration in forming our opinion including but not limited to the Committee of Management Statement.

Should you have any queries in relation to the above, please feel free to contact us at our office.

Yours sincerely ABBOTT SOLUTIONS

STUART OUTTRIM CPA APPROVED AUDITOR

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#### **DONNELLAN**, Kevin

**From:** Gordon Thomson [uciw@pulau.cx]

Sent: Tuesday, 23 September 2008 7:47 PM

To: DONNELLAN, Kevin

Subject: Re: FR2007/626 - Financial year ended 31 December 2007 - Union of Christmas Island Workers

#### Dear Mr Donnellan

Thanks for your letter. I did not receive your email and attached letter in August. Unles I'm mistaken, today's email from you is the first time I have seen it.

I will forward your letter to Stuart Outtrim who has taken over the role of Auditor for the first time this year. He is a partner of the same firm we have used for several years but it is a new job for him.

All of the sections of the Auditor's Report were before the Auditor. He assists the union to prepare it all. So I am quite certain that he will be able to furnish a letter attesting to the fact that he has taken account of the Committee of Management Statement.

Yours sincerely Gordon Thomson Union of Christmas Island Workers

----- Original Message -----From: DONNELLAN, Kevin To: uciw@pulau.cx Sent: Tuesday, September 23, 2008 1:01 PM Subject: FW: FR2007/626 - Financial year ended 31 December 2007 - Union of Christmas Island Workers

Gordon Thomson, General Secretary, further to the attached correspondence, could you provide an update on the current progress of this report.

Regards

KEVIN DONNELLAN Statutory Services Branch

Australian Industrial Relations Commission 11 Exhibition St, Melbourne Victoria 3000 GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764 International: (613) 86617 764 Facsimile: (03) 9655 0410 Email: <u>kevin.donnellan@airc.gov.au</u>

From: DONNELLAN, Kevin
Sent: Thursday, 28 August 2008 10:04 AM
To: 'uciw@pulau.cx'
Subject: FR2007/626 - Financial year ended 31 December 2007 - Union of Christmas Island Workers

Gordon Thomson, General Secretary, attached is correspondence in relation to the above matter.

Regards

KEVIN DONNELLAN Statutory Services Branch

Australian Industrial Relations Commission

11 Exhibition St, Melbourne Victoria 3000 GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764 International: (613) 86617 764 Facsimile: (03) 9655 0410 Email: <u>kevin.donnellan@airc.gov.au</u>

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Australian Government

#### Australian Industrial Registry

Mr Gordon Thomson General Secretary Union of Christmas Island Workers

email: uciw@pulau.cx

Dear Mr Thomson

# **Re: Financial Report for the Union of Christmas Island Workers for year ended 31 December** 2007 – FR2007/626

I acknowledge receipt of the financial report for the Union of Christmas Island Workers for the year ended 31 December 2007. The report was lodged with the Registry on 20 August 2008.

The financial report has not been filed.

The following matters require your attention before any action can be taken to file the above report.

#### Auditor's Report

#### Scope of Audit Opinion

The scope of the Audit Opinion contains the statement "we have audited the financial report set out on pages 10 to 17 for the year ended 31 December 2007."

Subsection 257(5) of Schedule 1 of the Workplace Relations Act 1996 (Schedule 1) requires an auditor to form an opinion on certain matters in relation to the general purpose financial report. Subsection 253(2) of Schedule 1 defines what a general purpose financial report. A general purpose financial report includes a Committee of Management Statement.

On the face of the auditor's report it appears the auditor has not taken this Statement into account in forming their opinion. If that is the case, then we would need a fresh opinion from the Auditor attesting to the fact that they did take into account all those elements which comprise a general purpose financial report. Alternatively, if the auditor did take the documents in pages 4 to 9 of the financial report into account then a letter from the Auditor to that effect would suffice on this occasion.

Once this matter is addressed, consideration can be given to filing the report. I can be contacted on (03) 8661 7764.

Yours sincerely

Kevin Donnellan

Statutory Services Branch 28 August 2008

Tuesday 5 August 2008



Mr Kevin Donnellan Australian Industrial Registry 11 Exhibition Street Melbourne 3000

Dear Mr Donnellan

#### FR2007/626 Union of Christmas Island Workers Financial Documents for the year ended 31 December 2007

I acknowledge receipt of your letter of 5 August 2008 regarding the UCIW's financial statements for the year ended 31 December 2007. I can confirm:

- 1. A Committee of Management Statement and an Operating Report have been prepared.
- 2. The Auditor has audited the general purpose financial report and the Auditor signed the audit report on 31 May 2008.
- 3. The full report was provided to members with a notice of annual general meeting on 7 July 2008.
- 4. The full report was presented to the committee of management meeting held on 2 July.
- 5. The full report is to be presented at the Annual General Meeting which is to be held on 14 August 2008.

I enclose herewith a copy of the full report. I certify that this copy is the same in every particular as the copy of the full report provided to members.

The union is unable to forward this document by email because it contains the Auditor's Report which is not available electronically. The Auditor will provide his report electronically next year.

Yours faithfully

don Thomson

Gordon Thomson General Secretary





#### FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2007

#### FOR THE YEAR ENDED 31 DECEMBER 2007

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Auditor's Report Committee of Management Operating Report General Secretary's Statement Committee of Management Statement Certificate of General Secretary Balance Sheet Profit and Loss Account Statement of Cash Flow Notes To and Forming Part of Financial Statements Accounting Depreciation Report

3 Alvan Street, Mount Lawley WA 6050 PO Box 42, Mount Lawley WA 6929 Telephone (08) 9272 8611 Facsimile (08) 9272 3509 Email: abc@abbotts.com.au Website: www.abbotts.com.au

# Abbott

## Business Consultants

Improving Profits – Adding Value Building Wealth

# INDEPENDENT AUDITOR'S REPORT Building Wealth

To the Members of the Union of Christmas Island Workers

#### Scope

We have audited the financial report set out on pages 10 to 17 for the year ended 31 December 2007. The Executive Committee is responsible for the preparation and presentation of the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts of and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to represent a view of the Union which is consistent with our understanding of its financial position and the results of its operations.

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

#### Audit Opinion

In our opinion

- (i) they were kept by the Union in relation to the year satisfactory account records, including:
  - (a) records of the sources and nature of the income of the Union (including income from members); and

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- (b) records of the nature and purposes of the expenditure of the Union; and
- (ii) the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the reporting requirements in Australia and the requirements of the RAO Schedule; and

all the information and explanations that officers of employees of the Union were required to provide were provided.

ABBOTT BUSINESS CONSULTANTS

<u>S C OUTTRIM CPA</u> APPROVED AUDITOR

DATE: 31 May 2008

Foo Kee Heng

Gordon Thomson

#### OPERATING REPORT FOR YEAR ENDED 31 DECEMBER 2007

#### Principal Activities

The principal activities of the Union during the reporting period were to provide Industrial and organising services to the members consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members.

The Union's principal activities resulted in maintaining and improving the wages and conditions of employment of the membership, particularly for those members in collective enterprise agreements negotiated by the Union.

#### Significant Changes in Financial Affairs

No significant changes in the Union's state of affairs occurred during the financial year.

#### Manner of Resignation

Members may resign from the Union in accordance with rule 13, which reads as follows:

A member may resign their membership by notifying the General Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- (a) where the member ceases to be eligible to become a member of the union:
  - (i) on the day on which the notice is received by the union; or
  - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a members;

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UCIW <u>Telephone (08)</u> 9164 8472 or (08) 9164 8471 <u>Fax</u> (08) 9164 8470 <u>Email</u>: uciw@pulau.cx

Whichever is later; or

(b) in any other case:

- (i) at the end of two weeks, after notice is received by the organisation; or
- (ii) on the day specified in the notice;

whichever is later.

Any dues payable but not paid by a former member of the union, in relation to a period before the member's resignation from the union took effect, may be sued for and recovered in the name of the union, in a court of competent jurisdiction, as a debt due to the union.

A notice delivered to the Secretary shall be taken to have been received by the union when it is delivered.

A notice of resignation that has been received by the union is not valid because it was not addressed and delivered to the Secretary.

A resignation from membership is valid even if it is not affected in accordance with this Rule if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

<u>Trustee of Director of Trustee Company of Superannuation Entity or Exempt</u> <u>Public Sector Superannuation Scheme</u>

No members from Committee of Management held any such position.

#### Number of Members

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the Union was 289.

#### Number of Employees

The number of persons who were, at the end of the reporting period, employees of the Union was 2.

#### Members of Committee of Management

The persons who held office as members of the Committee of Management of the Association during the reporting period are:

FOO, Kee Heng (President) THOMSON, Gordon (General Secretary) LOW, Jeffrey (Trustee) DE CRUZ, Ronald Edward (Trustee) KOH, Nora (Committee Member) LEE, Kelvin Kok Bin (Vice President) NG, Hooi Hock (Committee Member) TEO, Philip (Committee Member) LAU, Andrew (Committee Member) PEREIRA, Lucy (Committee Member)

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GORDON SINCLAIR THOMSON

DATED: 22 Mary 2008

#### GENERAL SECRETARY'S STATEMENT

#### FOR THE YEAR ENDED 31 DECEMBER 2007

In my opinion the accompanying accounts as set out on pages 10 to 17:-

- (a) Are drawn up so as to give a true and fair view of the state of the Union's affairs as at 31 December 2007 and of its Net Profit for the year ended on that date; and
- (b) At the date of this statement there are reasonable grounds to believe that the Union will be able to pay its debts as and when they fall due.

The accounts have been made out in accordance with Statement of Accounting Concepts and all Applicable Accounting Standards.

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GORDON SINCLAIR THOMSON GENERAL SECRETARY For and on behalf of Union of Christmas Island Workers

Dated: 31 May 2008

Committee of Management Statement

I FOO, KEE HENG being a member of the Committee of Management of the Union of Christmas Island Workers, do state that on the 22 May 2008 the Committee of Management of the Union of Christmas Island Workers passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2007:

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 reporting guidelines of the Industrial Register;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year to which they relate;
- d) there are reasonable grounds to believe that the Union will be able to pays its debts as and when they become due and payable;
- e) during the financial year to which the GPFR related and since the end of that year:
  - i) meetings of the committee of management were held in accordance with the rules of the Union including the rules of a branch concerned; and
  - ii) the financial affairs of the Union have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - iii) the financial records of the Union have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - iv) the information sought in any request of a member of the reporting entity or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of Registrar; and

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- v) there has been no orders made by the Commission under section 273 of the RAO Schedule during the period.
- vi) in relation to the recovery of wages activity there has been no such activity undertaken by the reporting unit.

For Committee of Management: FOO KEE HENG

Title of Office Held: President FOO KEE HENG Dated: 22 May 2008

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This Committee of Management Certificate forms part of the Accounts and Statements referred to in the Auditors Report.

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#### BALANCE SHEET AS AT 31 DECEMBER 2007

	CURRENT \$	PRIOR \$
MEMBERS FUNDS	105,744	91,481
Represented by -		
CURRENT ASSETS		
Cash at Bank Westpac Bank Sundry Debtors Sundry Debtors - ATO	74,931	68,143 800 
	76,413	68,943
CURRENT LIABILITIES		
Provision for PAYG Withholding Provision for Superannuation	5,706	6,047
Payable Provision for Annual Leave	21,587	1,843 23,909
	27,293	31,799
WORKING CAPITAL/(DEFICIENCY)	49,120	37,144
NON-CURRENT ASSETS		
Land & Buildings - at Cost Plant & Equipment - at Cost Accumulated Depreciation	50,443 40,696 31,471	50,444 38,260 27,531
Motor Vehicles - at Cost Accumulated Depreciation	9,225 26,088 21,834	10,729 26,088 20,599
	4,254	5,489
	13,479	16,218
	63,922	66,662
	113,042	103,806
NON-CURRENT LIABILITIES		
Keystart Loans Ltd	7,298	12,326
EXCESS OF ASSETS OVER LIABILITIES	105,744	91,480

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#### MEMBERS FUND ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2007

	CURRENT \$	PRIOR \$
Opening Balance Net Profit/(Loss)	91,481 14,263	54,374 37,107
	105,744	91,481

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#### PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2007

	CURRENT \$	
INCOME		
Court Costs Received - PRL Dividend Received - TLC	-	4,755
Building Society	-	4,000
Donations Received Interest Received	39,620 531	73,500 366
Rent Income	14,000	800
Management Fees - IOS Membership Fees Received	- 114,573	6,664 95,961
Public Rally Collection - ACTU	-	1,334
Union Day Lottery	10,000	10,000
	178,724	197,380
EXPENDITURE		
Accounting & Audit Fees	3,350	3,300
Annual Leave Expense	(2,322)	3,112
Affiliation Fees Bank Charges	4,235	4,353 11
Bad Debts - Loan UCIW Services		
Pty Ltd Bookkeeping Fees	1,234	5,238 1,889
Cleaning	466	134
Computer Requisites	-	100
Depreciation Donations - Other	5,175 368	3,390 200
Donations - ACTU	-	1,334
Electricity	3,148	1,940
Fees & Licences Fringe Benefits Tax	322 1,482	152 1,379
Insurance	1,787	1,740
Internet & Service Fees	803	396
Interest - Keystart Loans Ltd Motor Vehicle	704	1,080
Fuel & Oil	1,678	1,466
Repairs & Maintenance	606 469	555 448
Registration Insurance	527	504
	3,280	2,973
Printing, Stationery & Stamps Rates & Taxes	322 2,095	1,242 1,995
Repairs & Maintenance	5,401	-
Staff Amenities	1,197	318
Staff Accommodation Travel & Accommodation	7,200	6,000 6,097
Staff Airfares	1,023	1,335
Subscriptions	750	110

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#### PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2007

	CURRENT \$	PRIOR \$
Superannuation Telephone Union Day Expenses Union Day Expenses - Lottery	14,188 2,625 14,745 9,800	12,274 3,278 9,266 10,000
Wages Employees Elected Officials	14,634 64,852	10,363 64,127
Workers Compensation	79,486 1,597	74,490
NET PROFIT/(LOSS)	164,461	160,273 37,107

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#### STATEMENT OF CASH FLOWS FOR YEAR ENDED 31 DECEMBER 2007

	2007 \$	2006 \$	
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members & Donors Payments to Suppliers and Employees Interest Received Rental Income Received Court Costs Refund – PRL Dividend Received – TLC Building Society Management Fees – IOS Public Rally Collection - ACTU	164,193 (164,474) 531 14,000 - -	179,461 (149,005) 366 800 4,755 4,000 6,664 1,334	
Net cash provided by (used in) Operating Activities	14,250	48,375	
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Plant & Equipment	(2,435)	(5,100)	
Net cash provided by (used in) Investing Activities	(2,435)	(5,100)	
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of Borrowings – TLC Building	(5,027)	(7,945)	
Net cash provided by (used in) Financing Activities	(5,027)	(7,945)	
Net increase/(decrease) in cash held	6,788	35,330	
Cash at 31 December 2006	68,143	32,813	
Cash at 31 December 2007	74,931	68,143	

#### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

NOTE 1 – STATEMENT OF ACCOUNTING POLICIES IN ACCORDANCE WITH THE WORKPLACE RELATIONS ACT 1996

1. This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, and the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Contributions from members have been brought to account on a cash basis. All other income and expenditure of the union has been brought to account on an accrual basis of accounting as to match income for the period with the expenditure incurred in earning that income.

(b) Provisions for Accrued Annual Leave Provision for Employee Benefits in the form of Accrued Annual Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

## (c) Income Tax

No Provision has been made in the accounts for income tax on the basis that the Union is exempt under section 50-15 of the Income Tax Assessment Act 1997.

# (d) Plant & Equipment & Motor Vehicle Each class of plant & equipment and motor vehicles is carried at historical cost less, where applicable any accumulated depreciation. Rates used are:

Plant & Equipment	Varying rates, using diminishing value method.
Motor Vehicles	22.5% Diminishing Value

#### NOTE 2 - WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of sub-section (1),(2) and (3) of Section 272, which reads,

- (1) A member of a reporting unit, or a register, 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 writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub section (1).

#### UNION OF CHRISTMAS ISLAND WORKERS Accounting Depreciation Schedule - Detailed

Period 01/01/2007 to 31/12/2007

Asset Code	Description	Private Acq. Use % (Disp)	Original Cost	Opening W.D.V.	Additions (Disposals)	Profit (Loss) On Sale	Depn Method	YTD Depreciation	Closing W.D.V.
670	Plant & Equipment - at Cost								
01	Industrial Library	01/07/1995	9,850	1,523	-	-	15.00 D	228	1,295
05	Desks (5)	01/07/1995	500	38	-	-	20.00 D	8	30
06	Tables (3)	01/07/1995	400	30	-	-	20.00 D	6	24
07	Front Counter	01/07/1995	300	23	-	-	20.00 D	5	18
08	Carpet	01/07/1995	100	8	-	-	20.00 D	2	6
09	Coffee Table	01/07/1995	50	4	-	-	20.00 D	1	3
10	Chairs	01/07/1995	300	23	-	-	20.00 D	5	18
11	Filing Cabinets	01/07/1995	300	23	-	-	20.00 D	5	18
12	Lounge Suite Set	01/07/1995	100	8	-	-	20.00 D	2	6
13	Paintings	01/07/1995	500	277	-	-	5.00 D	14	263
16	Refrigerator	01/07/1995	100	8	-	_	20.00 D	2	6
17	Public Address System	01/07/1995	300	10	-	-	25.00 D	3	7
19	UCIW - Plaque & Flag	01/07/1995	1,000	298	-	-	10.00 D	30	268
21	Photocopier	11/11/1997	3,523	255	-	-	25.00 D	64	191
23	Fax Machine - Donated by CIP	01/01/1998	1,000	-	-	-	20.00 P	-	-
24	3 Air Conditioners	08/03/2000	2,520	356	-	-	25.00 D	89	267
25	2 Computers	08/05/2000	5,012	-	-	-	40.00 P	_	_
26	1 Laptop Computer	12/05/2000	2,518	-	-	-	40.00 P	-	_
28	Vacuum Cleaner	30/06/2003	205	94	-	-	20.00 D	19	75
29	Mobile Phone - Nokia	20/09/2004	1,482	518	-	-	37.50 D	194	324
30	Air Conditioner	20/07/2005	1,000	894	-	-	7.50 D	67	827
31	Photocopier	09/12/2005	2,100	1,442	-	-	30.00 D	433	1,009
32	Computer & Printer	03/12/2006	5,100	4,897	_	-	50.00 D	2,449	2,448
33	Aircon	26/07/2007	600	-	600	-	15.00 D	39	561
34	Aircon	01/01/2007	1,835	_	1,835	-	15.00 D	275	1,560
			40,695	10,729	2,435	0		3,940 -	9,224
676	Motor Vehicles - at Cost							·	
27	Toyota Rav4 car	15/11/2000	26,088	5,489	-	· -	22.50 D	1,235	4,254
			26,088	5,489	0	0		1,235 -	4,254
TOTAL		-	66,783	16,218	2,435	0		5,175	13,478

! Impairment or Revaluation during the year. See Impairment and Revaluation Transactions report for details