



12 February 2019

Mr Peter Marshall
National Secretary
United Firefighters' Union of Australia

By e-mail: p.marshall@ufuvic.asn.au

CC: heinz@kidmanspartners.com.au

Dear Mr Marshall,

**United Firefighters' Union of Australia
Financial Report for the year ended 30 June 2018 - [FR2018/182]**

I acknowledge receipt of the financial report of the United Firefighters' Union of Australia (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 21 December 2018.

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 30 June 2019 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these matters have been addressed prior to filing next year's report.

General purpose financial report (GPFR)

Nil activities disclosure

Item 21 of the reporting guidelines (**RGs**) states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. The notes contained nil activity information for all prescribed reporting guideline categories except the following:

- Acquiring an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission;
- Having a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch;

- Transferring to or withdrawing from a fund (other than the general fund), account, asset or controlled entity;
- Having another entity administer the financial affairs of the reporting unit; and
- Making payment to a former related party of the reporting unit.

Please ensure in future years that the above mentioned items are disclosed in either the financial statements, the notes or in the officer's declaration statement as per the RGs.

I note that the body of the notes includes the following nil activity disclosure for which there was already an equivalent form of disclosure in the financial statement:

- "Receiving donations or grants" is disclosed in both the statement of comprehensive income and Note 3(d).

Please note that nil activities only need to be disclosed once.

References to legislation and the ROC

Following the enactment of the *Fair Work (Registered Organisations) Amendment Act 2016*, the ROC is the new regulator for registered organisations, with effect from 1 May 2017. All references to the Fair Work Commission and General Manager must be changed to the Registered Organisations Commission and Commissioner except in relation to declaration (e)(vi) in the committee of management statement.

I note that Note 2 *Notice required under the Fair Work (Registered Organisations) Act 2009* refers to the General Manager instead of the Commissioner.

Operating report

Prescribed information in Operating report

Regulation 159(c) requires an operating report to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position. The ROC takes the words "at any time" to mean that all persons, whether they held their position for the full year or for part of the year, must be included.

I note that the name of Anthony Trimble appeared in the previous year's operating report but did not appear in this year's operating report. There was no indication that Anthony Trimble had resigned during, or at the end of, the previous year, and without any such indication the question arises whether their names have been inadvertently omitted.

In future years, please ensure that all persons are included and the periods for which they held their position are clearly indicated.

Reconciliation between reporting unit

During last year assessment of the lodged financial report of the reporting unit, discrepancies were noted in the figures reporting on various transactions between the reporting unit and the other Branches of the United Firefighters' Union of Australia. During this year's assessment, discrepancies were again identified.

Please ensure that for future reporting periods that the reporting unit works closely with the other Branches of the United Firefighters' Union of Australia to ensure that a consistent process is established for the recording and reporting of all financial transactions between the reporting unit and its Branches.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements. The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at Kylie.Ngo@roc.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Kylie', with a horizontal line underneath.

Kylie Ngo
Financial Reporting Assistant
Registered Organisations Commission

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018**

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

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UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 74 030 569 256

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate For The Year Ended 30 June 2018

I, Peter Marshall, being the National Secretary of the United Firefighters Union of Australia certify:

- that the documents lodged herewith are copies of the full report for the United Firefighters Union of Australia for the period referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 27 November 2018; and
- that the full report was presented to a meeting of the National Committee of Management of the reporting unit on 18 December 2018; in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of designated officer:



Name of designated officer:

Peter Marshall

Title of designated officer:

National Secretary

Dated: 21 December 2018

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 74 030 569 265

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate For The Year Ended 30 June 2018

I, Greg Northcott, being the President of the United Firefighters Union of Australia certify:

- that the documents lodged herewith are copies of the full report for the United Firefighters Union of Australia for the period ended referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on; and
- that the full report was presented to a National Committee of Management of the reporting unit on; in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of designated officer:

Name of designated officer:

Title of designated officer:

Dated:

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 74 030 569 265

EXPENDITURE REPORT - PER SUBSECTION 255(2A)
FOR THE YEAR ENDED 30 JUNE 2018

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2018.

Categories of expenditures	2018	2017
	\$	\$
Remuneration and other employment-related costs and expenses - employees	307,259	331,781
Advertising	-	-
Operating costs	384,328	386,171
Donations to political parties	-	-
Legal costs	37,513	9,778

Signature of designated officer:



Name and title of designated officer:

President UFAA. Gregory Bruce Northcott

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

OPERATING REPORT

In accordance with section 254 of the Fair Work (Registered Organisations) Act 2009 (the Act), your Committee of Management present their report on the Union for the financial year ended 30 June 2018.

Principal activities

The principal activities of the United Firefighters' Union of Australian include but are not limited to the following:

- Providing an industrial advocacy and representation service with regard to national matters, and relationships with industry, employers and other parties.
- Acting as a national spokesperson on national issues and major matters.
- Providing assistance and advice to the members with regards to industrial matters, disputes, industrial relations, legislation, health and safety, bargaining and other issues of national significance.
- Representation on the ACTU.
- Representation on Australian Standards, International Standards Organisation.
- Representation of the skills and training needs of members through participation on Public Safety Industry Training committees.
- Advocating members' interests through political lobbying at Federal and State levels.
- Advocating members' interests at a workplace, branch, state and national level. This has included meeting with employers and industry representatives, lobbying and representing members' interests in Industrial Tribunals, courts and other jurisdictions as necessary. This is across the spectrum of common national issues, fire agency specific issues and cases impacting on an individual member.
- Identification of issues at state and national level and coordinating an approach for desired outcomes for members' interests.
- Assisting Branches with branch specific issues including bargaining terms and conditions.
- Campaigning on issues affecting members' interests or to promote members' interests.
- Organising and hosting conferences examining specific interests of members.
- Regulatory compliance including the maintenance of the membership eligibility rule.
- Undertaking due diligence including legal and expert advice.
- Submissions to Federal and State Parliamentary and other inquiries, appearing before committees as necessary and participating in the legislative process of Bills and other legislative instruments being considered.
- Promotion of firefighter health, safety and wellness issues to improve workplace practices, policies and programmes for the benefit of firefighters.
- Maintaining the Union's national and international affiliations including drawing on the experience of international industry experts to further the interest of members.
- Undertaking and commissioning research on issues affecting members' interest

Operating Result

The Union continued its principal activities during the year being the representation of professional fire fighters and their safety. The results of those activities are the continued successful provision of services to members.

The operating surplus of the Union for the financial year amounted to \$79,023 (2017: \$89,995).

No provision for tax was necessary as the reporting unit is exempt from income tax.

Significant Changes in Financial Affairs

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

The dispute with one of the state branches, as reported in previous financial reports, remains unresolved. Legal proceeding ceased during the 2012 financial year and no further action has been undertaken by the Union during the 2018 financial year regarding this matter.

Outstanding dues owing from the branch continue to be fully provided for.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

OPERATING REPORT (CONTINUED)

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Union, the results of those operations or the state of affairs of the Union in future financial years.

Rights of members to resign

Subject to the rules of the organisation and Sec 174 of the Fair Work (Registered Organisations) Act 2009, members have the right to resign from membership of the organisation by written notice addressed to and delivered to the secretary of the organisation.

Superannuation officeholders

The following members of the committee of management are directors of a company that is a trustee of a superannuation entity:

Name	Branch	Company
Greg Northcott	South Australia	SA Metropolitan Fire Service Superannuation Pty Ltd
Max Adlam	South Australia	SA Metropolitan Fire Service Superannuation Pty Ltd
Chris Read	New South Wales	NSW Fire Brigades Superannuation Pty Ltd
Kevin Jolly	Western Australia	Fire and Emergency Services Superannuation Board

No members of the committee of management are an individual trustee of a superannuation entity.

Officers or members who are superannuation fund trustees

No officer or member of the reporting unit:

- (a) is a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (b) is a director of a company that is trustee of a superannuation entity or an exempt public sector superannuation scheme.

Other prescribed information

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Act 2009:

Number of members

- (a) the number of persons that were at the end of the financial year recorded in the register of members for section 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the registered organisation under section 244 of the Fair Work (Registered Organisations) Act 2009 was 7689.

Number of employees

- (b) the number of persons who were at the end of the financial year employees of the organisation including both full and part time employees measured on a full time equivalent basis was 1.5.

The role of National Secretary is not included in the above employee numbers. From 1 April 2014 the National Secretary is solely employed by the United Firefighters Union - Victorian Branch. The services of the National Secretary are contracted out from the Victorian Branch.

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 51 824 544 079

OPERATING REPORT (CONTINUED)

Names of Committee of Management members and period positions held during the financial year

(c) the name of each person who has been a member of the Committee of Management of the organisation at any time during the financial year, and the periods for which they held such a position were:

Branch	Names	Period
National Office	Greg Northcott	1 July 2017 - 30 June 2018
	Peter Marshall	1 July 2017 - 30 June 2018
Representing New South Wales	Chris Read	1 July 2017 - 30 June 2018
Representing Victoria	Peter Marshall	1 July 2017 - 30 June 2018
	David Hamilton	1 July 2017 - 30 June 2018
	Danny Ward	1 July 2017 - 30 June 2018
	Tony Martin	1 July 2017 - 13 May 2018
	Michael Tisbury	14 May 2018 - 30 June 2018
	Ken Brown	1 July 2017 - 13 May 2018
Representing Queensland	Brendan Angwin	14 May 2018 - 30 Jun 2018
	John Oliver	1 July 2017 - 30 June 2018
	Shane Malley	1 July 2017 - 30 June 2018
	Wayne McLean	17 May 2018 - 30 June 2018
	Lawrence Cullen	1 July 2017 - 16 May 2018
	Peter Chalmers	17 May 2018 - 30 June 2018
Representing South Australia	Peter Draper	1 July 2017 - 16 May 2018
	Greg Northcott	1 July 2017 - 15 May 2018
	Max Adiam	16 May 2018 - 30 Jun 2018
	Michael Vander Jeugd	1 July 2017 - 15 May 2018
Representing Western Australia	Chas Thomas	16 May 2018 - 30 June 2018
	Lea Anderson	1 July 2017 - 30 June 2018
	Kevin Jolly	1 July 2017 - 30 June 2018
Representing Aviation	Henry Lawrence	1 July 2016 - 13 May 2018
	Robert Skelton	14 May 2018 - 30 Jun 2018
	Jon Vaughan	1 July 2017 - 13 May 2018
	Mark Von Nida	14 May 2018 - 30 Jun 2018
Representing Australian Capital Territory	Greg McConville	1 Jul 2017 - 30 June 2018
Representing Tasmania	Greg Cooper	1 July 2017 - 2 October 2017
	John Holloway **	14 May 2018 - 30 June 2018

**** John Holloway was acting Secretary from 03 Oct 2017 – 13 May 2018**

Other relevant information

Nil



Signed for and on behalf of the Committee of Management

GREG NORTHCOTT
PRESIDENT

Dated this 15 day of November 20 18

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 51 824 544 079

COMMITTEE OF MANAGEMENT CERTIFICATE


On the.....15th.....day of.....November.....the Committee of Management of the United Firefighters' Union of Australia passed the following resolution in relation to the general purpose financial report (GPFR) for the financial year ended 30 June 2018.

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act);
- (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 organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit 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 reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations Act) 2009; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) no information was sought by any member of the reporting unit or Commissioner duly made under the Fair Work (Registered Organisations Act) 2009; and
 - (vi) no orders have been made by the Fair Work Commission under the Fair Work (Registered Organisations Act) 2009.
- (f) In relation to the recovery of wages activity:
 - (i) No revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.

GREG NORTHCOTT
PRESIDENT


Dated this 15th day of November 2018

**INDEPENDENT AUDIT REPORT TO THE MEMBERS
OF UNITED FIREFIGHTERS UNION OF AUSTRALIA**

Opinion

I have audited the financial report of United Firefighters' Union Of Australia (the Reporting Unit), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity, statement of cash flows for the year ended 30 June 2018, notes to the financial statements, including a summary of significant accounting policies, expenditure statement per subsection 255(2A); and the Committee of Management Statement.

In my opinion, the accompanying financial report presents fairly, in all material respects, the financial position of United Firefighters' Union Of Australia as at 30 June 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

- (a) the Australian Accounting Standards; and
- (b) any other requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Kidmans Partners Audit Pty Ltd

Suite 4, 255 Whitehorse Road, Balwyn,
Victoria, Australia 3103

Postal Address: P.O. Box 718, Balwyn,
Victoria, Australia 3103

INDEPENDENT AUDIT REPORT (Continued)

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- a Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- c Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- d Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- e Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- f Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of Chartered Accountants Australian And New Zealand and hold a current Public Practice Certificate.

Kidmans Partners Audit Pty Ltd



Heinz Mai
Director

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/162
Melbourne

Date 15 / 11 / 2018

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2018 \$	2017 \$
REVENUE			
Membership subscriptions		-	-
Capitation Fees	3 (a)	724,199	707,374
Affiliation levies	3 (b)	58,401	55,388
Magazine revenue		-	54,545
Interest received	3 (c)	203	418
Sponsorships	3 (c)	20,000	-
Income distributions	3 (c)	4,653	-
Grants and donations	3 (d)	-	-
Revenue from recovery of wages activity		-	-
Other income	3 (c)	667	-
Total revenue		808,123	817,725
EXPENSES			
Accounting fees		16,130	18,000
Administration expenses		14,000	12,000
Affiliation fees and levies	4 (c)	64,416	57,113
Audit fees	5	12,000	12,000
Bank charges		30	27
Campaign, dispute and awareness costs		1,508	34,338
Computer expenses		2,717	1,459
Conference and meetings	4 (f)	176,745	185,784
Consultancy		200	-
Depreciation	9 (a)	749	857
Doubtful debts		45,130	18,306
Employment costs	4 (a)	307,259	331,781
General expenses		3,969	1,174
Interest expense		-	87
Legal fees	4 (h)	37,513	9,778
Magazine expenses		-	9,000
Office occupancy expenses		21,409	20,667
Printing, postage and stationery		14,499	2,090
Storage		3,326	3,269
Subscriptions and donations		-	-
Web hosting		7,500	10,000
Total expenses		729,100	727,730
OPERATING SURPLUS/ (DEFICIT) FOR THE YEAR		79,023	89,995
Other comprehensive income			
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		79,023	89,995

The above statement should be read in conjunction with the notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	589,553	506,901
Trade and other receivables	7	-	5,005
Other assets	8	-	3,000
TOTAL CURRENT ASSETS		589,553	514,906
NON-CURRENT ASSETS			
Property, plant and equipment	9	2,882	3,631
TOTAL NON-CURRENT ASSETS		2,882	3,631
TOTAL ASSETS		592,435	518,537
LIABILITIES			
CURRENT LIABILITIES			
Trade payables	10	21,655	37,844
Other payables	10	39,979	31,782
Employee provisions	11	94,234	91,367
TOTAL CURRENT LIABILITIES		155,868	160,993
NON-CURRENT LIABILITIES			
Employee provisions	11	-	-
TOTAL NON-CURRENT LIABILITIES		-	-
TOTAL LIABILITIES		155,868	160,993
NET ASSETS		436,567	357,544
MEMBERS' EQUITY			
Members funds		436,567	357,544
TOTAL MEMBERS' EQUITY		436,567	357,544

The above statement should be read in conjunction with the notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 51 824 544 079

STATEMENT OF CHANGES IN MEMBERS' EQUITY
FOR THE YEAR ENDED 30 JUNE 2018

	Members funds \$	Total \$
Balance at 1 July 2016	267,549	267,549
Surplus/(deficit) attributable to members	89,995	89,995
Balance at 30 June 2017	357,544	357,544
Surplus/(deficit) attributable to members	79,023	79,023
Balance at 30 June 2018	436,567	436,567

The above statement should be read in conjunction with the notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 51 824 544 079

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers (including members and related activities)		894,218	873,554
Payments to suppliers and employees		(811,769)	(771,247)
Interest received		203	418
Finance costs		-	(87)
Net cash provided by (used in) operating activities	12 (b)	82,652	102,638
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		-	(1,734)
Net cash provided by (used in) investing activities		-	(1,734)
Net increase / (decrease) in cash held		82,652	100,904
Cash at beginning of financial year		506,901	405,997
Cash at end of financial year	6	589,553	506,901

The above statement should be read in conjunction with the notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Statement of compliance

These Financial Statements are of the national body of the United Firefighters Union of Australia (the Union). They do not include the accounts of each of the Branches of the Union. The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period, and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Union is a not-for-profit entity.

Basis of preparation

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

The following significant accounting policies have been adopted in the preparation and presentation of the financial

(a) Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

(b) Gains - Sale of assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

(c) Capitation fees and levies

Capitation fees and levies are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

(d) Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The reporting unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

(e) Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

(f) Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(g) Financial instruments

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

(h) Financial assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Fair value through profit or loss

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

Held-to-maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Loan and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

Impairment of financial assets

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

Derecognition of financial assets

The reporting unit derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

(i) Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Fair value through profit or loss

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

Derecognition of financial liabilities

The reporting unit derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

(j) Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

(k) Land, Buildings, Plant and Equipment

Asset Recognition Threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations—Land and Buildings

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
- Leasehold Improvements	2.50%
- Furniture, fixtures & fittings	15%
- Office equipment	50% - 67%

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Derecognition

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

(l) Taxation

United Firefighters' Union of Australia is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

(m) Fair value measurement

United Firefighters' Union of Australia measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 13.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Union. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Union has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability.

(n) Going concern

United Firefighters' Union of Australia is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

United Firefighters' Union of Australia has not agreed to provide financial support to another reporting unit to ensure they can continue on a going concern basis.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(o) Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(p) Significant accounting judgements and estimates

The preparation of financial statements requires the management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amount of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

UNITED FIREFIGHTERS UNION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(q) Application of new and revised Accounting Standards

New or amended accounting standards and interpretations that became applicable to the Union for the first time for the 30 June 2018 year end did not result in a change to the accounting policies.

Standards and interpretations in issue not yet adopted

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

<i>Standard/ Interpretation</i>	<i>Effective for annual reporting periods beginning on or after</i>	<i>Expected to be initially applied in the financial year ending</i>
AASB 16 'Lease' Introduces a single lessee accounting model and requires lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value.	1 January 2019	30 June 2019

The committee of Management anticipates that the adoption of the above standards or interpretations will not have an impact on the Union's financial statements.

NOTE 2: NOTICE REQUIRED UNDER THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

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

Information to be provided to members or the General Manager:

- (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 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 subsection (1).

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
NOTE 3: INCOME			
(a) Capitation fees			
Capitation fees are receivable from State Branches based on membership numbers and paid quarterly in arrears .			
Capitation fees rendered for the period are made up as follows:			
United Firefighters' Union - Queensland Branch		165,979	159,076
United Firefighters' Union - South Australian Branch		72,476	72,552
United Firefighters' Union - Tasmanian Branch		25,908	26,685
United Firefighters' Union - Victorian Branch		279,912	266,821
United Firefighters' Union - Western Australian Branch		93,513	90,922
United Firefighters' Union - New South Wales Branch		-	107
United Firefighters' Union - Australian Capital Territory		25,222	25,984
United Firefighters' Union - Aviation Branch		61,189	65,227
Total capitation fees		724,199	707,374
(b) Levies			
ACTU affiliation levies rendered for the period are made up as follows:			
United Firefighters' Union - Queensland Branch		14,540	13,583
United Firefighters' Union - South Australian Branch		6,211	6,071
United Firefighters' Union - Tasmanian Branch		2,000	2,001
United Firefighters' Union - Victorian Branch		21,757	20,087
United Firefighters' Union - Western Australian Branch		7,223	6,806
United Firefighters' Union - New South Wales Branch		-	17
United Firefighters' Union - Australian Capital Territory		1,947	1,944
United Firefighters' Union - Aviation Branch		4,723	4,879
Total levies		58,401	55,388
(c) Other income			
Sponsorships		20,000	-
Interest received		203	418
Magazine revenue		-	54,545
Trust distribution ACTU		4,653	-
Miscellaneous income		667	-
Total other income		25,523	54,963
(d) Grants or Donations			
Grants		-	-
Donations		-	-
Total Grants or Donations		-	-

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2,018 \$	2,017 \$
NOTE 4: EXPENSES			
(a) Employee expense			
Holders of office:			
Wages and salaries		-	-
Superannuation		3,293	3,278
Honorariums		34,662	34,502
Contract services (i)		84,854	84,854
Movement in leave and other entitlements		-	-
Separation and redundancies		-	-
Other employee expenses		-	-
Subtotal employee expenses – holders of office		<u>122,809</u>	<u>122,634</u>
Employees other than office holders:			
Wages and salaries		152,869	161,970
Superannuation		25,694	28,626
Movement in leave and other entitlements		2,867	16,937
Separation and redundancies		-	-
Other employee expenses		-	134
Subtotal employee expenses - employees other than holders of office		<u>181,430</u>	<u>207,667</u>
Other employee expenses - work cover insurance		3,020	1,480
Total employee expenses		<u><u>307,259</u></u>	<u><u>331,781</u></u>
 (i) Reimbursement of wages paid to National Secretary by the United Firefighters Union - Victorian Branch. The total amount paid to the Victorian Branch from 1 July 2017 to 30 June 2018 included in the above holders of office amounts:			
Contract services		84,854	84,854
Superannuation		-	-
Movement in leave and other entitlements		-	-
		<u>84,854</u>	<u>84,854</u>
 (b) Capitation fees			
Capitation fees		-	-
Total capitation fees		<u>-</u>	<u>-</u>
 (c) Affiliation fees			
	Type		
Australian Council of Trade Unions	Affiliation fees	63,461	56,270
APHEDA	Affiliation fees	955	843
Total affiliation fees		<u>64,416</u>	<u>57,113</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2,018 \$	2,017 \$
NOTE 4: EXPENSES (CONTINUED)			
(d) Donations			
Total paid that were \$1,000 or less		-	-
Total paid that exceeded \$1,000		-	-
Total donations		-	-
(e) Grants			
Total paid that were \$1,000 or less		-	-
Total paid that exceeded \$1,000		-	-
Total grants		-	-
(f) Conference and meeting costs			
Conference and meeting travel expenses		125,308	125,851
Conference and meeting fees/allowances		-	-
Venue, speakers and catering costs		37,903	53,810
Teleconferencing		5,031	3,145
Other conference and meeting expenses		8,503	2,978
		176,745	185,784
(g) Administration and other operating expenses			
Rent and Services		34,000	30,655
Other expense		1,409	2,012
Compulsory Levies		-	-
Consideration to employers for payroll deductions		-	-
		35,409	32,667
(h) Legal costs			
Litigation		-	-
Other legal matters		37,513	9,778
Total legal costs		37,513	9,778
(i) Other expenses			
Penalties - via RO Act or RO regulations		-	-
Total other expenses		-	-

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2,018 \$	2,017 \$
NOTE 5: AUDITORS' REMUNERATION			
Remuneration of the auditor of the Union for			
- Auditing or reviewing the financial report		12,000	12,000
- Other services		2,000	-
Total Auditor's remuneration		<u>14,000</u>	<u>12,000</u>
NOTE 6: CASH AND CASH EQUIVALENTS			
Cash on hand		-	-
Cash at bank		589,553	506,901
Total cash and cash equivalents		<u>589,553</u>	<u>506,901</u>
NOTE 7: TRADE AND OTHER RECEIVABLES			
Receivables from other reporting units			
United Firefighters' Union - New South Wales		288,959	288,958
United Firefighters' Union - Queensland		49,643	-
Total receivables from other reporting units		<u>338,601</u>	<u>288,958</u>
Less provision for doubtful debts			
United Firefighters' Union - New South Wales		(288,959)	(288,958)
United Firefighters' Union - Queensland		(49,643)	-
		<u>(338,601)</u>	<u>(288,958)</u>
Net receivables from other reporting units		<u>-</u>	<u>-</u>
Other trade receivables		20,000	25,005
Less provision for doubtful debts		(20,000)	(20,000)
		<u>-</u>	<u>5,005</u>
Total trade and other receivables		<u>-</u>	<u>5,005</u>
A provision for doubtful debts has been booked in the accounts representing disputed amounts payable by State Branches.			
NOTE 8: OTHER ASSETS			
Prepayments		-	3,000
		<u>-</u>	<u>3,000</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
NOTE 9: PLANT AND EQUIPMENT			
Office furniture and equipment			
At cost		4,904	4,904
Accumulated depreciation		<u>(4,119)</u>	<u>(3,435)</u>
		<u>785</u>	<u>1,469</u>
Leasehold improvements			
At cost		2,591	2,591
Accumulated depreciation		<u>(494)</u>	<u>(429)</u>
		<u>2,097</u>	<u>2,162</u>
Total property, plant and equipment		<u><u>2,882</u></u>	<u><u>3,631</u></u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 9: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

a. Movements in Carrying Amounts

Movement in the carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year.

	Office furniture and equipment	Leasehold improvements	Total
	\$	\$	\$
Cost or valuation			
Balance at 1 July 2016	4,191	2,591	6,782
Additions	1,576	-	1,576
Disposals	(863)	-	(863)
Balance at 30 June 2017	4,904	2,591	7,495
Additions	-	-	-
Revaluation	-	-	-
Disposals	-	-	-
Balance at 30 June 2018	4,904	2,591	7,495
Accumulated depreciation			
Balance at 1 July 2016	(3,503)	(364)	(3,867)
Depreciation expense	(792)	-	(792)
Disposals	860	(65)	795
Balance at 30 June 2017	(3,435)	(429)	(3,864)
Depreciation expense	(684)	(65)	(749)
Disposals	-	-	-
Balance at 30 June 2018	(4,119)	(494)	(4,613)

UNITED FIREFIGHTERS UNION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
NOTE 10: TRADE AND OTHER PAYABLES			
Payables to other reporting units			
United Firefighters' Union - South Australia		4,392	421
United Firefighters' Union - Victorian Branch		4,808	17,695
United Firefighters' Union - Western Australian Branch		-	-
		9,200	18,116
<i>Settlement is usually made within 30 days</i>			
Trade payables		12,455	31,148
Wages and salaries		4,070	-
Consideration to employers for payroll deductions		-	-
Legal costs			
Litigation		-	-
Other legal matters		-	-
GST Payable		9,710	(1,145)
PAYG Withholding		6,153	-
Superannuation		5,633	2,785
Accrued expenses		14,413	18,722
Other		-	-
		52,434	51,510
		61,634	69,626
NOTE 11: PROVISIONS			
Employee provisions			
Office holders:			
Annual leave		28,483	28,483
Long service leave		19,900	19,900
Separation and redundancies		-	-
Other		-	-
Subtotal employee provisions – office holders		48,383	48,383
Employees other than office holders:			
Annual leave		24,286	24,532
Long service leave		21,565	18,452
Separation and redundancies		-	-
Other		-	-
Subtotal employee provisions – employees other than office holders		45,851	42,984
Total employee provisions		94,234	91,367
Current		94,234	91,367
Non Current		-	-
Total employee provisions		94,234	91,367

UNITED FIREFIGHTERS UNION OF AUSTRALIA
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
NOTE 12: CASH FLOW INFORMATION			
a. Reconciliation of cash			
For the purposes of the statement of cash flows, cash includes cash on hand, cash at bank and deposits. Cash at the beginning and end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:			
Cash at Bank - Commonwealth Bank		497,983	425,591
Cash at Bank - Credit Union		91,570	81,310
		589,553	506,901
b. Reconciliation of cash flow from operating activities			
Net surplus/(deficit) for the period		79,023	89,995
Adjustments for non-cash income and expense items:			
Depreciation		749	857
Doubtful debt expense		45,130	18,306
Asset write off		-	3
Changes in operating assets and liabilities			
(Increase)/decrease in trade and other receivables		(40,125)	(23,311)
(Increase)/decrease in prepayments		3,000	(3,000)
Increase/(decrease) in trade payables and accruals		(7,992)	2,852
Increase/(decrease) in provisions		2,867	16,936
		82,652	102,638

c. Cash flows with related parties

The following amounts relate to cash inflows/outflows from related party entities. The cash flows presented are on a gross basis including GST.

Receipts from members and related activities include the following amounts received from related parties:

	2,018		
	Capitation \$	Levies \$	Total \$
Cash inflows from operating activities			
United Firefighters' Union - Queensland Branch	136,933	11,996	148,929
United Firefighters' Union - South Australian Branch	79,724	6,832	86,556
United Firefighters' Union - Tasmanian Branch	28,499	2,200	30,699
United Firefighters' Union - Victorian Branch	307,903	23,933	331,836
United Firefighters' Union - Western Australian Branch	102,864	7,945	110,809
United Firefighters' Union - New South Wales Branch	-	-	-
United Firefighters' Union - Australian Capital Territory	27,744	2,142	29,886
United Firefighters' Union - Aviation Branch	67,307	5,196	72,503
	750,974	60,243	811,217

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
<hr/>			
Payments to suppliers and employees include the following amounts paid to related parties:			
		2,018	
		Rent and other services	Contract services
		\$	\$
Cash outflows from operating activities		\$	Total \$
United Firefighters' Union - Queensland Branch		-	-
United Firefighters' Union - South Australian Branch		13,069	13,069
United Firefighters' Union - Tasmanian Branch		-	-
United Firefighters' Union - Victorian Branch		45,328	93,339
United Firefighters' Union - Western Australian Branch		3,022	3,022
United Firefighters' Union - New South Wales Branch		-	-
United Firefighters' Union - Australian Capital Territory		1,546	1,546
United Firefighters' Union - Aviation Branch		-	-
		62,966	93,339
		156,305	156,305

		2,017	
		Capitation	Levies
		\$	\$
Cash inflows from operating activities		\$	Total \$
United Firefighters' Union - Queensland Branch		174,983	14,941
United Firefighters' Union - South Australian Branch		79,807	6,678
United Firefighters' Union - Tasmanian Branch		29,353	2,201
United Firefighters' Union - Victorian Branch		293,503	22,095
United Firefighters' Union - Western Australian Branch		100,014	7,486
United Firefighters' Union - New South Wales Branch		-	-
United Firefighters' Union - Australian Capital Territory		28,582	2,138
United Firefighters' Union - Aviation Branch		71,750	5,367
		777,992	60,906
		838,898	838,898

Payments to suppliers and employees include the following amounts paid to related parties:

		2,017	
		Rent and other services	Contract services
		\$	\$
Cash outflows from operating activities		\$	Total \$
United Firefighters' Union - Queensland Branch		-	-
United Firefighters' Union - South Australian Branch		-	-
United Firefighters' Union - Tasmanian Branch		-	-
United Firefighters' Union - Victorian Branch		76,993	93,339
United Firefighters' Union - Western Australian Branch		-	-
United Firefighters' Union - New South Wales Branch		-	-
United Firefighters' Union - Australian Capital Territory		-	-
United Firefighters' Union - Aviation Branch		-	-
		76,993	93,339
		170,332	170,332

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 51 824 544 079

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2,018 \$	2,017 \$
NOTE 13: FINANCIAL RISK MANAGEMENT			
Operating Lease			
The Union's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and accounts payable.			
The totals for each category of financial instrument are as follows:			
Financial assets			
Cash and cash equivalents		<u>589,553</u>	<u>506,901</u>
<i>Loans and receivables</i>			
Trade and other receivables		<u>-</u>	<u>5,005</u>
Carrying amount of financial assets		<u>589,553</u>	<u>511,906</u>
Financial liabilities			
Trade and other payables		<u>61,634</u>	<u>69,626</u>
Carrying amount of financial liabilities		<u>61,634</u>	<u>69,626</u>
Specific financial risk exposures and management			
The main risks the Branch is exposed to through its financial instruments are liquidity risk and market risk through interest rate risk.			
(a) Net income and expense from financial assets and financial liabilities			
<i>Cash and cash on hand</i>			
Interest revenue		<u>203</u>	<u>418</u>
Net gain/(loss) on cash and cash on hand		<u>203</u>	<u>418</u>
Net gain/(loss) from financial assets		<u>203</u>	<u>418</u>
<i>Other financial liabilities</i>			
Interest expense		<u>-</u>	<u>-</u>
Net gain/(loss) financial liabilities at amortised cost		<u>-</u>	<u>-</u>
Net gain/(loss) from financial liabilities		<u>-</u>	<u>-</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 13: FINANCIAL RISK MANAGEMENT (CONTINUED)

(b) Fair value of financial instruments

	2018		2017	
	Carrying amount	Fair value	Carrying amount	Fair value
<i>Financial assets</i>				
Cash and cash equivalents	589,553	589,553	506,901	506,901
Loans and receivables	-	-	5,005	5,005
Investments	-	-	-	-
Total	589,553	589,553	511,906	511,906
<i>Financial liabilities</i>				
Trade and other payables	61,634	61,634	69,626	69,626
Other liabilities	-	-	-	-
Total	61,634	61,634	69,626	69,626

(c) Credit risk

Credit risk refers to the risk of any default on any type of debt owing to the Branch. The Branch is exposed to credit risk on its member subscriptions, trade debtors, and other debtors.

The following table illustrates the Branches gross exposure to credit risk, excluding any collateral or credit enhancements:

	2018	2017
	\$	\$
Financial assets		
Trade and other receivables	-	5,005
Total	-	5,005

Credit quality of financial instruments not past due or individually determined as impaired

	2018		2017	
	Not past due nor impaired	Past due or impaired	Not past due nor impaired	Past due or impaired
	\$	\$	\$	\$
Trade and other receivables	-	358,601	5,005	308,958
	-	358,601	5,005	308,958

Ageing of financial assets that were past due but not impaired for 2018

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	-	-	-	-	-
	-	-	-	-	-

Ageing of financial assets that were past due but not impaired for 2017

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	5,005	-	-	-	5,005
	5,005	-	-	-	5,005

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 51 824 544 079

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 13: FINANCIAL RISK MANAGEMENT (CONTINUED)

(d) Liquidity risk

Liquidity risk arises from the possibility that the Union might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities.

The Union manages risk through the following mechanisms:

1. Comparing the maturity profile of financial liabilities with the realisation profile of financial assets;
2. Managing credit risk related to financial assets;
3. Maintaining a reputable credit risk profile; and
4. Monitoring undrawn credit facilities.

Financial liability and financial asset maturity analysis

	2018			
	On demand \$	< 1 year \$	1-5 years \$	Total \$
Financial assets – cash flow realisable				
Cash and cash equivalents	589,553	-	-	589,553
Trade and other receivables	-	-	-	-
Total anticipated inflows	<u>589,553</u>	<u>-</u>	<u>-</u>	<u>589,553</u>
Financial liabilities due for payment				
Trade and other payables	-	61,634	-	61,634
Other liabilities	-	-	-	-
Total contractual outflows	<u>-</u>	<u>61,634</u>	<u>-</u>	<u>61,634</u>
Net inflow/(outflow) on financial instruments	<u>589,553</u>	<u>(61,634)</u>	<u>-</u>	<u>527,919</u>
	2017			
	On demand \$	< 1 year \$	1-5 years \$	Total \$
Financial assets – cash flow realisable				
Cash and cash equivalents	506,901	-	-	506,901
Trade and other receivables	-	-	5,005	5,005
Total anticipated inflows	<u>506,901</u>	<u>-</u>	<u>5,005</u>	<u>511,906</u>
Financial liabilities due for payment				
Trade and other payables	-	69,626	-	69,626
Other liabilities	-	-	-	-
Total contractual outflows	<u>-</u>	<u>69,626</u>	<u>-</u>	<u>69,626</u>
Net inflow/(outflow) on financial instruments	<u>506,901</u>	<u>(69,626)</u>	<u>5,005</u>	<u>442,280</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ABN 74 030 569 265

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018	2017
		\$	\$
NOTE 14: RELATED PARTY TRANSACTIONS			
Revenue transactions in relation to capitation fees GST exclusive:			
United Firefighters' Union - Queensland Branch		165,979	159,076
United Firefighters' Union - South Australian Branch		72,476	72,552
United Firefighters' Union - Tasmanian Branch		25,908	26,685
United Firefighters' Union - Victorian Branch		279,912	266,821
United Firefighters' Union - Western Australian Branch		93,513	90,922
United Firefighters' Union - New South Wales Branch		-	107
United Firefighters' Union - Australian Capital Territory		25,222	25,984
United Firefighters' Union - Aviation Branch		61,189	65,227
		724,199	707,374
Revenue transactions in relation to levies GST exclusive:			
United Firefighters' Union - Queensland Branch		14,540	13,583
United Firefighters' Union - South Australian Branch		6,211	6,071
United Firefighters' Union - Tasmanian Branch		2,000	2,001
United Firefighters' Union - Victorian Branch		21,757	20,087
United Firefighters' Union - Western Australian Branch		7,223	6,806
United Firefighters' Union - New South Wales Branch		-	17
United Firefighters' Union - Australian Capital Territory		1,947	1,944
United Firefighters' Union - Aviation Branch		4,723	4,879
		58,401	55,388
The above levies are collected by the National Office and paid to the Australian Council of Trade Unions (ACTU) on behalf of the branches.			
Revenue transactions in relation to other charges GST exclusive:			
United Firefighters' Union - Queensland Branch		-	-
United Firefighters' Union - South Australian Branch		-	3,818
United Firefighters' Union - Tasmanian Branch		-	736
United Firefighters' Union - Victorian Branch		-	2,536
United Firefighters' Union - Western Australian Branch		-	-
United Firefighters' Union - New South Wales Branch		-	-
United Firefighters' Union - Australian Capital Territory		-	2,363
United Firefighters' Union - Aviation Branch		-	-
		-	9,453
Total revenue transactions with related parties		782,600	772,215

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 74 030 569 265

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
Expense transactions with related parties			
United Firefighters' Union - Queensland Branch		-	390
United Firefighters' Union - South Australian Branch		17,067	14,882
United Firefighters' Union - Tasmanian Branch		-	
United Firefighters' Union - Victorian Branch			
Rent and other services		39,493	69,994
Contract services (note 4(a))		84,854	84,854
United Firefighters' Union - Western Australian Branch		2,747	11,148
United Firefighters' Union - New South Wales Branch		-	-
United Firefighters' Union - Australian Capital Territory		1,406	-
United Firefighters' Union - Aviation Branch		-	2,726
		145,566	183,994
Expense reimbursements to related parties are not included in the above disclosure. Amounts reimbursed to branches are equal to the total amount charged by the third party.			
The following balances were outstanding at the end of the period:			
Trade receivables:			
United Firefighters' Union - New South Wales		288,959	288,958
United Firefighters' Union - Queensland		49,643	-
Total receivables from other reporting units		338,601	288,958
Less provision for doubtful debts			
		(288,959)	(288,958)
		(49,643)	-
		(338,601)	(288,958)
Total amounts owed by related parties		-	-
Trade payables:			
United Firefighters' Union - South Australian Branch		4,392	421
United Firefighters' Union - Victorian Branch		4,808	17,695
United Firefighters' Union - Western Australian Branch		-	-
Total amounts owed to related parties		9,200	18,116

Terms and conditions of transactions with related parties

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables.

UNITED FIREFIGHTERS UNION OF AUSTRALIA
ABN 74 030 569 265

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
NOTE 15: COMMITMENTS AND CONTINGENCIES			
<p>The dispute between the National Office and a State Branch remains unresolved at the date of signing the committee report despite cessation of legal proceedings during the 2012 financial year. Membership dues owing from that Branch are in dispute and remain unpaid at year end. These amounts were fully provided for as at 30 June 2018 and will continue to be provided for until the dispute is resolved.</p> <p>United Firefighters Union of Australia rents office space from the United Firefighters Union - Victorian Branch. Under the current arrangement the space is leased to the Victorian Branch on a month by month basis with rent payable one month in advance. On the basis the arrangement may be ended at any stage it has not been treated as an on-going commitment for disclosure purposes.</p> <p>There were no other contingent liabilities or contingent assets as at balance sheet date.</p>			
NOTE 16: EVENTS AFTER THE BALANCE DATE			
<p>No matters of circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Union, the results of those operations or the state of affairs of the Union in future financial years.</p> <p>The ongoing dispute with one of the state branches, as disclosed in Note 15, remains unchanged after balance date up to the date of signing of this report.</p>			
NOTE 17: KEY MANAGEMENT PERSONNEL			
The total remuneration paid to elected officials of the Branch during the period are as follows:			
Short-term employee benefits:			
Salary and wages		84,854	84,854
Contract services (i)		-	-
Allowances		-	-
Honarium		34,662	34,502
Total short-term employee benefits		119,516	119,356
Post-employment benefits			
Superannuation		3,293	3,278
Total post-employment benefits		3,293	3,278
Total employee benefits		122,809	122,634

(i) From 1 April 2014 the National Secretary is solely employed by the United Firefighters Union - Victorian Branch. The services of the National Secretary are contracted out from the Victorian Branch. The United Firefighters Union of Australia reimburses the Victorian Branch for all payroll expenses for the National Secretary.

NOTE 18: UNION DETAILS

Registered office & Principal place of business

The registered office and principal place of business of the Union is:

United Firefighters' Union of Australia - National Branch
410 Brunswick Street
Fitzroy Victoria 3065



11 December 2018

Mr Peter J Marshall
National Secretary
United Firefighters' Union of Australia
Sent via email: p.marshall@ufuvic.asn.au

Dear Mr Marshall,

Lodgement of Financial Report - Reminder to lodge

The Registered Organisations Commission's (the ROC) records disclose that the financial year of the United Firefighters' Union of Australia (the reporting unit) ended on the 30 June 2018.

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 full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). The full report must be lodged with the ROC within 14 days of that meeting.

The ROC 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 Commissioner 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 Commissioner 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 \$105,000 per contravention on the organisation and up to \$21,000 per contravention on an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to regorgs@roc.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) 9954 2931 or via email at Sam.Gallichio@roc.gov.au.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sam Gallichio'.

Sam Gallichio
Registered Organisations Commission



25 September 2018

Mr Peter J Marshall
National & Victorian Branch Secretary
United Firefighters' Union of Australia

By Email: p.marshall@ufuvic.asn.au

Dear Mr Marshall,

**Re: Lodgement of Financial Report - [FR2018/182]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Firefighters' Union of Australia (the reporting unit) ended on 30 June 2018. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, namely on or before 28 September 2018.

The attached fact sheet *Loans Grants and Donations (FS 009)* summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty. Currently penalties are up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual and may be imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines (FS 008)* summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on its rules) no later than 30 December 2018 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported (see attached *Loans Grants and Donations* fact sheet FS 009). The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement.

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the

ROC is also available on our website. 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.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty, as set out above, being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into operation with effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (also available on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,



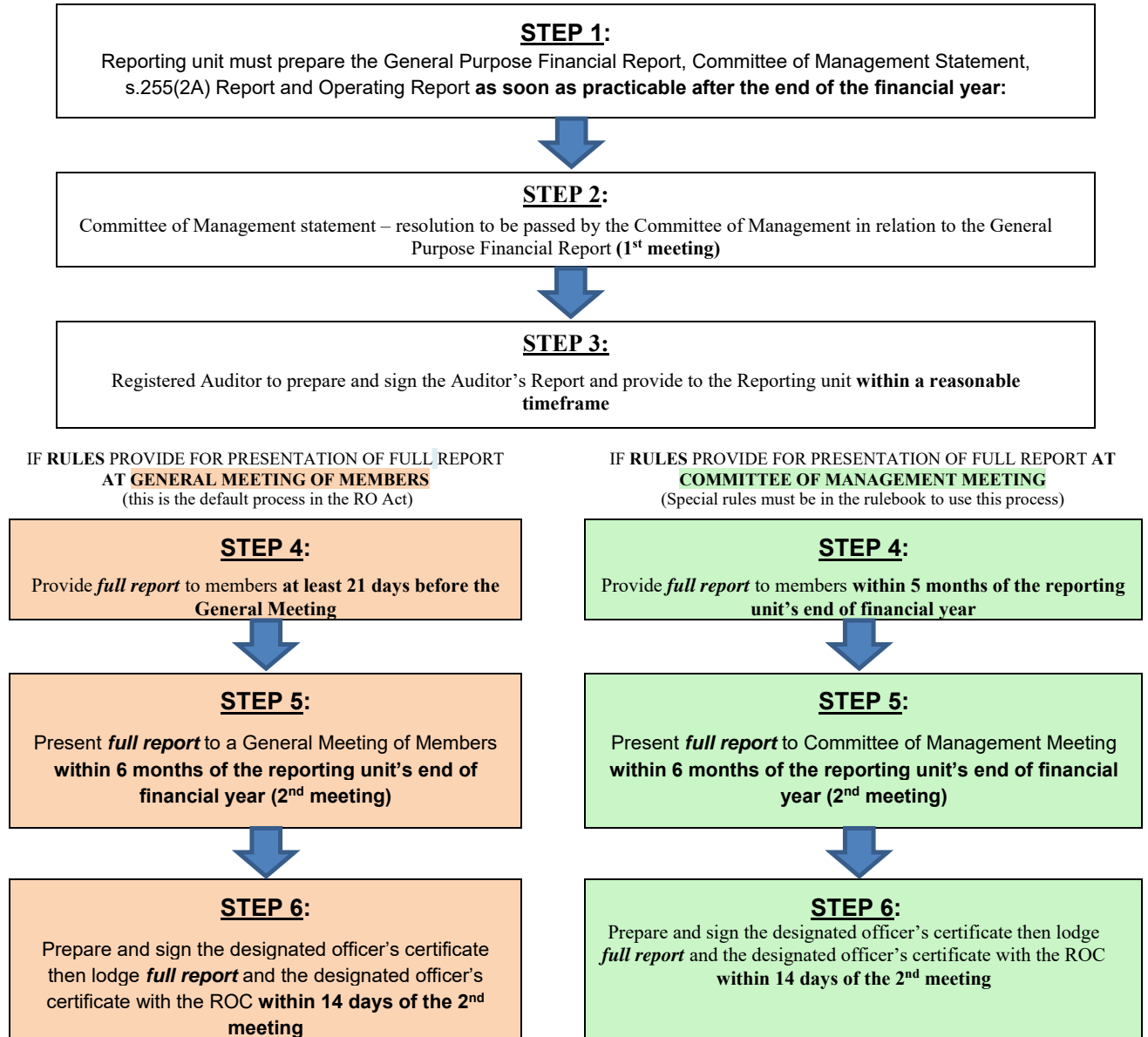
Sarah Wilkin
Registered Organisations Commission

Fact sheet

Summary of financial reporting timelines – s.253 financial reports

General Information:

- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



Fact sheet



Australian Government
Registered Organisations Commission

FS 009
(19 June 2017)

Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.





The Loans, Grants & Donations Statement



Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:

- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL. Common misconceptions Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.

	Statements can be lodged with the financial report.		The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.
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Grants & Donations within the Financial Report

Item 16(e) of the Commissioner’s Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants ~~OR~~ donations*

Grants:	[Current year]	[Previous year]
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner’s Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au