

3. 572

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UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH

UFU OF A. A.C.T BRANCH FINANCIAL REPORT
2003-2004

MOTION:

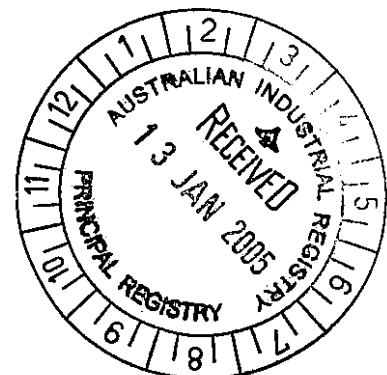
2002/2003
THAT THE ACCOUNTS FOR THE FINANCIAL YEARS 30TH
JUNE ~~2003-2004~~, AS ACCEPTED AND ADOPTED AT THE
BRANCH COMMITTEE OF MANAGEMENT MEETING A.C.T
BRANCH ON THE 9TH DECEMBER 2004, BE FORWARDED TO
THE AUSTRALIAN INDUSTRIAL REGISTRY AS PER THE
WORKPLACE RELATIONS ACT 1996 FR2003/5712

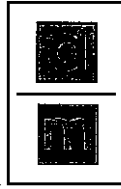
CARRIED

Branch Secretary

B. Bauman

9/12/2004





ANDREW MAROC & ASSOCIATES
CERTIFIED PRACTISING ACCOUNTANTS

ABN 25 184 154 884

**UNITED FIREFIGHTERS
UNION ACT BRANCH**

**Audited Financial Accounts
For The Year Ended 30 June 2004/3**

UNIT 1A, 15 HALL ST, LYNEHAM ACT 2602 PO BOX 113, LYNEHAM ACT 2602
TEL (02) 6257 1630 FAX (02) 6247 8975 EMAIL andrew@amaroc.com.au



UNITED FIREFIGHTERS UNION OF AUSTRALIA

ACT BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

BOST BAULMAN

I, ~~Steve Edwards~~ being the officer responsible for keeping the accounting records of the United firefighters Union of Australia ACT Branch, certify that as at 30 June 2003 the number of members of the Union was 333 (2002 – 326).

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2003.
- (ii) A record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union.
- (iii) Before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regards to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the Union, were made to persons holding office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the Act.

B. BAULMAN
~~Steve Edwards~~
Principal Accounting Officer

10/1/2005
Date

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ACT BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, _____ and _____ being two members of the Committee of Management of the United Firefighters Union of Australia ACT Branch do state on behalf of the Committee and in accordance with a resolution passed by the committee, that:

- (i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2003.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under the Industrial Relations Act – 1988) or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Industrial Relations Act 1988, or the rules of the Union.
- (iv) The Union has complied with the Act in relation to the financial accounts in respect of the year ended 30 June 2003 and the Auditors' Report thereon.

Date

Date

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ACT BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2003

Note 1 – Statement of Accounting Policies

The accounts have been prepared in accordance with Statements of Accounting Concepts and applicable Accounting Standards. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

(a) Depreciation

Leasehold Land and buildings have not been depreciated. Fittings and Equipment are written off over the estimated life of each asset using either of the straight line/diminishing value methods. The policy of depreciation of the Strata Office Unit remains under review and no depreciation has been charged as in previous years. Had depreciation been charged at the rate of 2 ½% on the building the additional amount of depreciation written off this year would have been approximately \$2,250.

(b) Employee Benefits

The amount expected to be paid to employees for their pro-rata entitlement to long service, annual and sick leave are accrued annually at current pay rates having regard to experience of employee departures and period of service.

(c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset are transferred to the entity are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Lease payments under operating leases are charged as expenses in the periods in which they are incurred.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ACT BRANCH

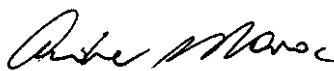
AUDITORS' REPORT

To the Members of the United firefighters Union of Australia ACT Branch.

We have inspected and audited the accounting records kept by the ACT Branch in respect of the year ended 30 June 2003 and have received all information and explanation we required for the purposes of our audit.

In our opinion:

- (i) They were kept by the Union in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation (including income from members) and of the nature and purposes of expenditure; and
- (ii) The attached accounts and statements, prepared under the historical cost convention, and in accordance with the industrial Relations Act-1988, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the union as at 30 June 2003 and
 - (b) the income and expenditure and deficit of the Union for the year ended on that date.



Andrew Maroc

ANDREW MAROC AND ASSOCIATES

Dated:

1/9/04

FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003

UNITED FIREFIGHTERS UNION OF AUSTRALIA

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
Cash Flows from Operating Activities		
Receipts from Members & Other Income	147,940	141,397
Interest Received	15	17
Payment to Suppliers & Employees	<u>(115,141)</u>	<u>(76,326)</u>
Net Cash Provided by (Used in) Operating Activities	<u>32,814</u>	<u>65,088</u>
Cash Flows from Investing Activities		
Proceeds from Sale of Property Plant & Equipment	-	-
Payment for Property, Plant & Equipment	(3,948)	(1,231)
Net Cash Provided by (Used in) Investing Activities	<u>(3,948)</u>	<u>(1,231)</u>
Cash Flows from Financing Activities		
Proceeds from Borrowings	-	-
Repayment of Borrowings	-	-
Net Cash Provided by (Used In) Financing Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	28,866	63,857
Cash at Beginning of Financial Year	95,488	31,631
CASH AT END OF FINANCIAL YEAR	<u>124,354</u>	<u>95,488</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
NOTES TO THE STATEMENT OF CASHFLOWS		
Reconciliation of Cash		
Cash at the end of the financial year as shown in the statement of cashflows is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	124,354	91,099
Term Deposits	0	4,389
	124,354	95,488
Reconciliation of Net Cash provided by Operating Activities to Operating Profit after Income Tax		
Operating Profit (Loss)	33,087	56,456
Non Cash Flows in Operating Profit:		
Equipment written Off	-	140
Amortisation	-	-
Finance Charges	-	-
Depreciation	3,770	4,077
Charges to Provisions	-	-
Changes in Assets & Liabilities		
Decrease (Increase) in current receivables	-	818
Increase (Decrease) in trade creditors	(4,043)	3,597
Increase (Decrease) in non current provisions	-	-
Net Cash Provided by Operating Activities	32,814	65,088

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH**

**BALANCE SHEET
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	2	124,354.40	95,488.10
TOTAL CURRENT ASSETS		<u>124,354.40</u>	<u>95,488.10</u>
NON-CURRENT ASETS			
Property Plant and Equipment	3	110,409.74	110,231.32
TOTAL ASSETS		<u>234,764.14</u>	<u>205,719.42</u>
CURRENT LIABILITIES			
Creditors and borrowings	4	2,823.38	6,866.11
Provisions	5		
TOTAL CURRENT LIABILITIES		<u>2,823.38</u>	<u>6,866.11</u>
NON-CURRENT LIABILITIES			
Provisions	6	-	-
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>2,823.38</u>	<u>6,866.11</u>
NET ASSETS (LIABILITIES)		<u>231,940.76</u>	<u>198,853.31</u>
MEMBERS FUNDS			
Balance Brought Forward		198,853.31	142,397.42
Profit (Loss)		33,087.45	56,455.89
TOTAL MEMBERS FUNDS		<u>231,940.76</u>	<u>198,853.31</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
2 CASH		
Term Deposit Commonwealth Bank	-	4,388.74
Commonwealth Bank	100,560.25	77,609.79
Commonwealth Bank Creswell Account	23,794.15	13,489.57
	<u>124,354.40</u>	<u>95,488.10</u>
3 PROPERTY, PLANT & EQUIPMENT		
Leasehold Property	<u>95,680.00</u>	<u>95,680.00</u>
	<u>95,680.00</u>	<u>95,680.00</u>
Plant & Equipment - at Cost	30,821.24	26,872.82
Less Accumulated Depreciation	<u>23,844.90</u>	<u>22,325.90</u>
	<u>6,976.34</u>	<u>4,546.92</u>
Motor Vehicles - at Cost	24,597.40	24,597.40
Less Accumulated Depreciation	<u>16,844.00</u>	<u>14,593.00</u>
	<u>7,753.40</u>	<u>10,004.40</u>
Office Equipment under Lease	-	-
Less Accumulated Amortisation	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Total property, plant & equipment	<u>110,231.32</u>	<u>110,231.32</u>
4 CREDITORS & BORROWINGS		
Commonwealth Bank	-	-
Hire Purchase Liability	-	-
Trade Creditors & Accruals	1,026.00	4,296.00
GST Liabilities	<u>1,797.38</u>	<u>2,570.11</u>
	<u>2,823.38</u>	<u>6,866.11</u>
5 PROVISIONS		
CURRENT		
Provision for Holiday Pay	-	-
Provision for Long Service Leave	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
6 NON-CURRENT		
Provision for Long Service Leave	<u>-</u>	<u>-</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA A.C.T. BRANCH

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
OTHER INCOME		
Subscriptions	134,438.12	126,034.49
Miscellaneous Income	-	2,500.00
Interest Received	15.05	17.92
	<hr/>	<hr/>
	134,453.17	128,552.41
EXPENDITURE		
Accountancy Fees	200.00	580.00
Affiliation Fees	5,024.02	1,555.57
Auditor's Remuneration	2,000.00	3,000.00
Bank Charges	287.90	379.59
Campaign Costs	244.36	152.00
Computer Software & Support	151.00	306.19
Consultancy Fees	5,488.64	-
Depreciation	3,770.00	4,077.00
Donations	-	270.00
Equipment Written Off	-	140.00
Fines & Penalties	-	96.00
Fringe Benefits Tax	1,978.00	2,282.41
General Expenses	199.93	-
Hire of Plant & Equipment	-	70.13
Insurance	884.90	807.16
Legal Costs	12,883.01	799.27
Light & Power	527.27	639.98
Member Welfare Contributions	5,000.00	-
Motor Vehicle Expenses	3,950.18	2,903.64
Office Expenses	1,462.17	480.00
Printing & Stationery	252.73	1,701.44
Rates & Taxes	3,295.45	2,786.93
Repairs & Maintenance	583.81	445.11
Social Functions/Meetings	1,751.42	1,614.93
Subscriptions	1,645.29	1,020.56
Superannuation Contributions	719.34	2,395.67
Telephone	9,944.96	9,450.73
Training & Development	1,663.64	1,119.09
Transcripts/Texts	-	88.00
Travelling Expenses	8,825.13	9,972.20
Wages - Employees	28,632.57	22,962.92
	<hr/>	<hr/>
	101,365.72	72,096.52
OPERATING PROFIT BEFORE INCOME TAX	33,087.45	56,455.89
Retained Profits - Beginning of Year	198,853.31	142,397.42
	<hr/>	<hr/>
UNAPPROPRIATED PROFIT AT 30TH JUNE 2003	\$231,940.76	\$198,853.31

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
A.C.T. BRANCH**

**SUMMARY OF THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 30TH JUNE 2003**

The financial accounts of the Union have been audited in accordance with the provisions of the Industrial Relations Act 1988, and the following summary is provided for members in accordance with Section 279(2) of the Act.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request the same.

**Income and Expenditure for the Year ended
30th June 2003**

	2003	2002
Contributions	134,438	126,034
Other Income	<u>15</u>	<u>2,518</u>
Total Income	<u>134,453</u>	<u>128,552</u>
Less Total Expenditure	101,366	72,096
Operating Surplus (Deficit) for the Year	<u>33,087</u>	<u>56,456</u>

**Balance Sheet
As at 30th June 2003**

Accumulated Funds at beginning of Year	198,853	142,397
Surplus (Deficit) for Year	<u>33,087</u>	<u>56,456</u>
Total Members Funds	<u>231,940</u>	<u>198,853</u>
Represented by:		
Current Assets	124,354	95,488
Fixed Assets	110,409	110,231
Total Assets	<u>234,763</u>	<u>205,719</u>
Less Current liabilities	2,823	6,866
Less Non-current liabilities	-	-
Total Liabilities	<u>2,823</u>	<u>6,866</u>
Net Assets	<u>231,940</u>	<u>198,853</u>



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Baulman
Branch Secretary
United Firefighters' Union of Australia
ACT Branch
P.O. Box 110
BELCONNEN MALL ACT 2616

Dear Mr Baulman

**Re: United Firefighters' Union of Australia - ACT Branch
Financial documents for year ended 30 June 2003 - FR2003/572**

I have received the full financial documents of the ACT Branch of the above named organisation for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 13 January 2005.

The following matters concern the financial reporting requirements of the *Workplace Relations Act 1996*.

Secretary's Certificate

Financial documents lodged with the Registrar under the provisions of the Workplace Relations Act 1996 are required under subsection 280(1) to be filed under cover of a certificate from the secretary - or other prescribed officer. Such certificate should state that the documents so lodged are copies of the auditor's report, accounts and statements, which were presented to a meeting held in accordance with section 279 of the Act. In addition, the secretary needs to state in the certificate whether the full documents were circulated to members. Could you please lodge the secretary certificate as soon as possible.

Committee of Management Certificate

This certificate should be dated and signed by two members of the committee. In addition, the certificate should identify the names of the members who are the signatories to the certificate. Such information assists in determining whether those persons are appropriate persons consistent with the requirement of paragraph 109(2)(b) of the *Workplace Relations Regulations*. Could you please relodge the Committee of Management certificate as soon as possible.

I direct your attention to the following matters concerning the financial reporting requirements of the *Workplace Relations Act 1996*. Please note that no further action is required in respect of the subject documents.

Prescribed Information Notice

The accounts should contain a notice drawing attention to, and setting out, the provisions of subsections 274(1), (2) and (3) of the Act under which specified prescribed information shall be made available to members on request.

References to the Industrial Relations Act 1998

There are a number of references in the abovementioned documents to the amended *Industrial Relations Act 1988*. The *Industrial Relations Act 1988* has been amended and, effective from 25 November 1996, has been known as the *Workplace Relations Act 1996*.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 86617988.

Yours sincerely

A handwritten signature in cursive script that reads "L. Markovski".

Lynette Markovski
Statutory Services Branch

7 June 2005