



FAIR WORK  
AUSTRALIA

12 September 2011

David Livingston  
Secretary  
United Firefighters' Union of Australia  
ACT Branch  
PO Box 110 Belconnen Mall  
BELCONNEN ACT 2616

Dear Mr Livingston,

**Re: Financial Reports of the United Firefighters' Union of Australia – ACT Branch for years ended 30 June 2008, 2009 and 2010**

**Fair Work (Registered Organisations) Act 2009 (the RO Act)**

I refer to the financial reports of the ACT Branch (the reporting unit) of the United Firefighters' Union of Australia for the years ended 30 June 2008, 2009 and 2010. The financial reports were lodged with Fair Work Australia on 6 July 2011. I apologise for the time it has taken to respond to you.

The financial reports for the abovementioned years were signed and dated by Mr Jason Jones, the former Secretary of the ACT Branch. I recall writing to Mr Jones on 20 November 2009 and on 5 October 2010 in relation to overdue financial reports covering a number of years. Mr Jones was advised, at the time, that the financial reports for years ending 30 June 2008 and 2009 could not be accepted by this office because they were not compliant with the reporting requirements under the RO Act. At our request, Mr Jones has repeated the reporting steps for the 2008 and 2009 financial years in accordance with the RO Act, and has included the financial report for the year ended 30 June 2010. In doing so however, the financial reporting timescales that relate to these financial years are discernibly out of synchronisation with the legislative requirements.

Financial reporting timelines

As you may know, financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged with Fair Work Australia in that order and within certain timeline requirements. While considerable improvements are noted in the financial reports for 2008, 2009 and 2010, the timelines are incorrect because of their lateness. For instance, in all three financial reports the Auditor's report (19 October 2010) predates the Operating Report (OR) and the Committee of Management's Statement (C of M Statement). When an Auditor is preparing his or her report, that person must have in their possession, and take into account, the OR and C of M Statement prepared by the Branch. A properly made Auditor's report cannot therefore predate an OR and C of M Statement.

Auditor's Report

I note in the Secretary's Certificate for the financial report of 2010 that the full report was provided to the members on 14 October 2010. Given the Auditor's report is dated 19 October 2010, it would appear that the members were not provided with the 'audited' full report for 2010. Could you please confirm that the members were, at any time, provided with the audited full report for 2010.

Presentation of financial report

Subsection 266 of the RO Act requires the reporting unit to present the full report to a general meeting of the members of the reporting unit within a period of 6 months of the end of the financial year.

If the rules of the reporting unit, however, provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting for the purpose of considering the auditor's report, the full report may instead be presented to a meeting of the committee of management. In other words, if the reporting unit considered it easier to present its financial reports to a meeting of the committee of management, then it must insert in its rules a provision for the members to be able to call a general meeting for the purpose of considering the full financial report, if they so desire. Copies of the full report are still required to be supplied to the members, but must be done within a period of 5 months after the end of financial year if presentation is made at a meeting of the committee of management.

I note that all three financial reports were presented to a meeting of the committee of management without the rules making provision for the reporting unit to be able to do so. I must shoulder some responsibility for this happening. On 5 October 2010, I provided Mr Jones with a copy of the 2008 financial report of the Queensland Branch of the United Firefighters' Union of Australia for illustrative purposes, not realising at the time that the Branch was incorrect to present its financial reports to a meeting of the committee of management without appropriate provisions in its rules. The Queensland Branch has since altered its rules to allow for the presentation of its reports to such a meeting (refer subrule 6(b) of the rules of the Qld Branch of the UFUA).

Until the rules of the ACT Branch are altered to provide an alternative for the presentation of its financial reports, could you please ensure that future financial reports are presented to a general meeting of the members.

#### References

The *Fair Work (Registered Organisations) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009* are more commonly referred to as the RO Act and the RO Regulations.

A number of references throughout the financial reports refer to the former Act. The reference to the RAO Schedule or the RAO Regulations, wherever appearing, should read the RO Act or the RO Regulations.

Any references to the *reporting guidelines of the Industrial Registrar*, wherever appearing, should read the *Financial reporting guidelines*, and

References to the *Workplace Relations Act 1996* appearing in the Auditor's report should read the *Fair Work (Registered Organisations) Act 2009*

At this time, could you please respond in writing to my request above under heading 'Auditor's Report'. In the meantime, I would be pleased to take any questions you may have in relation to financial reporting. I may be contacted by email at: [robert.pfeiffer@fwa.gov.au](mailto:robert.pfeiffer@fwa.gov.au) or by telephone on (03) 8661 7817.

Yours sincerely,



Robert Pfeiffer  
Tribunal Services and Organisations  
Fair Work Australia

A copy of this letter has been sent to Mr Andrew Maroc of:

Andrew Maroc and Associates.  
Unit 1A, 15 Hall Street  
LYNEHAM ACT 2602

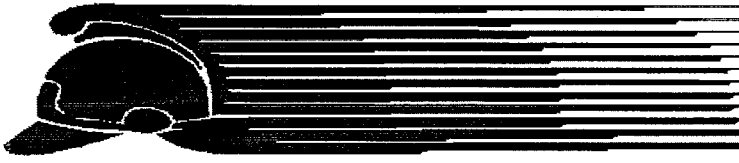
## TIMELINE/ PLANNER

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

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

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

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



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ABN 90 662 922 325

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

26<sup>th</sup> November 2008

**Certificate of Secretary of other Authorised Officer**

I, Jason Jones, being the Secretary of the United Firefighters Union ACT Branch, certify that:

- The documents lodged herewith are copies of the full financial report of the UFU ACT Branch for 2007/08; and
- The full report was provided to members on 31<sup>st</sup> October 2008; and
- The full report was provided to a meeting of the Branch Committee of Management of the reporting unit on 27<sup>th</sup> October 2008

Jason Jones  
Secretary  
United Firefighters Union  
ACT Branch



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Facsimile (02) 6253 1573  
ABN 90 662 922 325

## **UNITED FIREFIGHTERS UNION OF AUSTRALIA**

**A.C.T. BRANCH**

*26<sup>th</sup> November 2008*

### **Operating Report for United Firefighters Union of Australia ACT Branch Year ending 30<sup>th</sup> June 2008**

#### **Number of members**

336

#### **Number of Employees**

2 part time (office bearers)

1 part time (staff member)

#### **Principal Activities**

UFU ACT is a trade union whose members are Firefighters with the ACT Fire Brigade. The union acts on their behalf in all industrial and workplace matters.

#### **Significant Changes**

None.

#### **Members right to resign**

A member has the right to resign from the Union under Rule 8 – Resignation by providing written notice to the Secretary of the Branch.

#### **Superannuation Trustees**

No trustees on Superannuation board – members are all members of government provided superannuation funds.

#### **Membership of the Branch Committee of Management**

Please find attached list of BCOM members and the date they were elected, as well as the date their current term ends.

Jason Jones  
Secretary  
United Firefighters Union  
ACT Branch

<b>Name</b>	<b>Title of Office</b>	<b>Date of election or appointment</b>	<b>Date term ends</b>	
Matt Mavity	Branch President	October 20, 2007	May 12, 2009	
Jason Jones	Branch Secretary	May 12, 2007	May 12, 2009	
Todd Bourne	Senior Vice President	May 12, 2006	May 12, 2009	
Patrick Brennan	Junior Vice President	May 12, 2006	May 12, 2009	
Graeme Gallagher	Trustee	May 12, 2006	May 12, 2009	
Paul Fixter	Trustee	May 12, 2006	May 12, 2009	
Mark Hall	Trustee	May 12, 2006	May 12, 2009	
Dave Balfour	Trustee	May 12, 2006	February 2008 (deceased)	
Brett Baulman	Trustee	May 12, 2006	November 2006 (retired)	
Eric Williams	Trustee	May 12, 2006	January 2009 (retired)	



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

26<sup>th</sup> November 2008

### UNITED FIREFIGHTERS UNION (ACT) BRANCH COMMITTEE OF MANAGEMENT STATEMENT

On 27<sup>th</sup> October 2008, the Committee of Management of the United Firefighters Union (ACT) Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the following financial year ended 30 June 2008.

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

- (a) The financial statements and notes comply\* with the Australian Accounting Standards;
- (b) The financial statements and notes comply\* with the reporting guidelines of the Industrial Registrar;
- (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 payable;
- (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 have been\* managed in accordance with the rules of the organisation including the rules of the branch concerned; and
  - (iii) The financial records of the reporting unit have been\* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) #Where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been\* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) #The information sought in any request of a member of the reporting unit or a registrar duty made under the RAO Schedule has been\* furnished to the member or registrar; and
  - (vi) #There has been\* compliance with any order for inspection of financial records made by the Commission under the RAO Schedule.

For Committee of Management:

Title of Office held: *Secretary*

Signature: *[Handwritten Signature]*

Date: 26/11/2008 *26-11-2008*

\*Where compliance or full compliance has not been attained – set of non compliance instead.  
# Where not relevant these may be modified accordingly (e.g. in (vi) "no orders have been made by the commission under the RAO Schedule during the period.").

**United Firefighters Union Act  
Branch**

**Financial Statements  
For the year ended 30 June 2008**

**Andrew Maroc & Associates**

Unit 1A 15 Hall Street

Lynham 2602



# **UNITED FIREFIGHTERS UNION (ACT) BRANCH**

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**UNITED FIREFIGHTERS UNION  
(ACT) BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30TH JUNE 2008**

	Note	2008 \$	2007 \$
<b>CLASSIFICATION OF EXPENSES BY NATURE</b>			
Revenue from ordinary activities	2	160,260.33	163,274.19
Depreciation and amortisation expenses		-799.00	-1,572.00
Borrowing costs expense			
Other expenses from ordinary activities		-139,307.45	-110,848.04
		<hr/>	<hr/>
<b>Profit from ordinary activities before income tax expense</b>	3	20,153.88	50,854.15
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<hr/> <b>20,153.88</b>	<hr/> <b>50,854.15</b>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.

**UNITED FIREFIGHTERS UNION  
(ACT)BRANCH**

**STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 30TH JUNE 2008**

	Note	2008 \$	2007 \$
<b>Current Assets</b>			
Cash assets	8	309,163.92	287,922.11
<b>Total Current Assets</b>		<u>309,163.92</u>	<u>287,922.11</u>
<b>Non-Current Assets</b>			
Property, plant and equipment	14	98,775.74	99,574.74
<b>Total Non-Current Assets</b>		<u>98,775.74</u>	<u>99,574.74</u>
<b>Total Assets</b>		<u>407,939.66</u>	<u>387,496.85</u>
<b>Current Liabilities</b>			
Current tax liabilities	18	7,031.85	6,742.92
<b>Total Current Liabilities</b>		<u>7,031.85</u>	<u>6,742.92</u>
<b>Total Liabilities</b>		<u>7,031.85</u>	<u>6,742.92</u>
<b>Net Assets</b>		<u>400,907.81</u>	<u>380,753.93</u>
<b>Equity</b>			
Retained profits	5	400,907.81	380,753.93
<b>Total Equity</b>		<u>400,907.81</u>	<u>380,753.93</u>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.

UNITED FIREFIGHTERS UNION  
(ACT) BRANCH

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2008

	2008	2007
	\$	\$
<b>Cash Flows From Operating Activities</b>		
Contributions, UFC of Employees, ACT	160,260.33	163,274.19
Payments to Suppliers and employees	-139,017.74	-110,848.04
Interest received		
Interest and other costs of finance	-0.78	-11.00
<b>Net cash provided by (used in) operating activities (Note b)</b>	<u>21,241.81</u>	<u>52,415.15</u>
Net increase (decrease) in cash held	21,241.81	52,415.15
Cash at Beginning of Financial Year	<u>287,922.11</u>	<u>235,506.96</u>
<b>Cash at end of year (Note a)</b>	<u>309,163.92</u>	<u>287,922.11</u>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.

**UNITED FIREFIGHTERS UNION  
(ACT) BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2008**

	2008	2007
	\$	\$

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**Notes to the Statement of Cash Flows**

**Note a. Reconciliation Of Cash**

For the purpose of the statement of cash flows, cash includes cash on hand and in investments in money market instruments, net of outstanding bank overdraft.

Cash at the end of the year as shown in the statement of cash flow is reconciled to the related items in the balance sheet as follows:

Cheque Account CBA 291300800087	215,070.34	209,474.93
Bank Creswell Account	<u>94,093.58</u>	<u>78,447.18</u>
	<u><u>309,163.92</u></u>	<u><u>287,922.11</u></u>

**Notes b. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit**

Opening profit (loss) after tax	20,153.88	50,854.15
Depreciation	799.00	1,572.00
Changes in assets and liabilities net of effects of purchase and disposals of assets:		
Increase(Decrease) in sundry provisions	<u>288.93</u>	<u>-11</u>
<b>Net cash provided by operating activities</b>	<u><u>21,241.81</u></u>	<u><u>52,415.15</u></u>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.

**UNITED FIREFIGHTERS UNION  
(ACT) BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

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**1 Statement of Significant Accounting Policies**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report is for the entity the United Firefighters Union of Australia Queensland Branch as an Individual entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair value of the consideration given in exchange for assets.

Information to be provided to members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996 as amended, the attention of members is drawn to the provisions of subsections 272(1), (2) and (3) which read as follows:

(1) a member of a reporting unit, or a Registrar, 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).

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

**Income Tax**

The entity is a registered Trade Union and is exempt from income tax.

These notes are to be read in conjunction with the attached auditor's report.

**UNITED FIREFIGHTERS UNION  
(ACT) BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

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**Cash**

For purpose of the statement of cash flows, cash includes deposits at call with financial institutions and other highly liquid investments with maturity within less than 3 months which are readily convertible to cash on hand at the investor's opinion and are subject to an insignificant risk of changes in value, and borrowings which are integral to the cash management function and which are not subject to a term facility.

**Revenue**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

**Goods and Services Tax (GST)**

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

UNITED FIREFIGHTERS UNION  
(ACT) BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2008

	2008	2007
	\$	\$
<b>Note 2: Revenue</b>		
Operating activities		
Subscriptions	<u>160,260.33</u>	<u>163,274.19</u>
	<u>160,260.33</u>	<u>163,274.19</u>
<b>Note 3: Profit from Ordinary Activities</b>		
Profit from ordinary activities before income tax expense has been determined after:	<u>20,153.88</u>	<u>50,854.15</u>
<b>Note 5: Retained Profit</b>		
Retained profits(accumulated losses) at the beginning of the financial year	380,753.93	329,899.78
Net profit attributable to members of the company	20,153.88	50,854.15
Retrospective adjustment(s) upon introduction of accounting standard(s):	<u>                    </u>	<u>                    </u>
Retained profits (accumulated losses) at the end of the financial year	<u>400,907.81</u>	<u>380,753.93</u>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.



**UNITED FIREFIGHTERS UNION  
(ACT) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

	2008	2007
	\$	\$
<b>Note 8: Cash assets</b>		
Bank accounts:		
Cheque Account CBA 291300800087	215,070.34	209,474.93
Bank Creswell Account	94,093.58	78,447.18
	<u>309,163.92</u>	<u>287,922.11</u>

**Note 14: Property, Plant and Equipment**

<b>Buildings:</b>		
- At cost	95,680.00	95,680.00
	<u>95,680.00</u>	<u>95,680.00</u>
<b>Plant and equipment</b>		
- At cost	29,573.24	29,573.24
- Less: Accumulated depreciation	-28,644.90	-28,474.90
	<u>928.34</u>	<u>1,098.34</u>
<b>Motor vehicles:</b>		
- At cost	24,597.40	24,597.40
- Less: Accumulated depreciation	-22,430.00	-21,801.00
	<u>2,167.40</u>	<u>2,796.40</u>
	<u>98,775.74</u>	<u>99,574.74</u>

**Note 18: Current tax liabilities**

GST payable control account	5,265.44	6,469.37
Input tax credit	-2,926.59	-3,463.45
Amount withheld from Salary and Wages	4,693.00	3,737.00
Current tax liability	<u>7,031.85</u>	<u>6,742.92</u>

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The accompanying notes form part of these financial statements.  
This report is to be read in conjunction with the attached auditor's report.

**UNITED FIREFIGHTERS UNION (ACT) BRANCH  
COMMITTEE OF MANAGEMENT STATEMENT**

On \_\_\_\_\_, the Committee of Management of the United Firefighters Union (ACT) Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the following financial year ended 30 June 2008.

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

- (a) The financial statements and notes comply\* with the Australian Accounting Standards;
- (b) The financial statements and notes comply\* with the reporting guidelines of the Industrial Registrar;
- (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 payable;
- (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 have been\* managed in accordance with the rules of the organisation including the rules of the branch concerned; and
  - (iii) The financial records of the reporting unit have been\* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) #Where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been\* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) #The information sought in any request of a member of the reporting unit or a registrar duty made under section 272 of the RAO Schedule has been\* furnished to the member or registrar; and
  - (vi) #There has been\* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

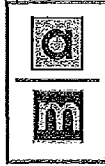
Title of Office held:

Signature:

Date:

*\*Where compliance or full compliance has not been attained – set of non compliance instead.*

*# Where not relevant these may be modified accordingly (e.g. in (vi) "no orders have been made by the commission under section 273 of RAO Schedule during the period.").*



## **ANDREW MAROC & ASSOCIATES** CPA

**CERTIFIED PRACTISING ACCOUNTANTS**

Director: Andrew Maroc B.Ec., G.Dip in Admin., CPA

ABN 49 434 223 452

# **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF UNITED FIREFIGHTERS UNION (ACT) BRANCH**

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## **Scope**

### **The general purpose financial report and committee's responsibility**

The general purpose financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the statement by members of the committee for the United Firefighters Union (ACT) Branch for the year ended 30 June 2008.

The committee of the Union is responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

## **Audit Approach**

We conducted an independent audit in order to express an opinion to the members of the union. Our Audit was conducted in accordance with the Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore an audit cannot guarantee that all material misstatements have been detected.

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*Liability limited by a scheme approved under Professional Standard Legislation*



## **ANDREW MAROC & ASSOCIATES** PTY LTD

**CERTIFIED PRACTISING ACCOUNTANTS**

Director: Andrew Maroc B.Ec., G.Dip in Admin., CPA

ABN 49 434 223 452

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the association's financial position, and of its performance as represented by results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal records.

### **Independence**

In accordance with ASIC class order 05/83, we declare to the best of our knowledge and belief that the auditors independence declaration has not changed as at the date of providing our audit opinion.

---

UNIT 1A, 15 HALL ST, LYNEHAM ACT 2602 PO BOX 5113, LYNEHAM ACT 2602  
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*Liability limited by a scheme approved under Professional Standard Legislation*



**ANDREW MAROC & ASSOCIATES** PTY LTD

**CERTIFIED PRACTISING ACCOUNTANTS**

Director: Andrew Maroc B.Ec., G.Dip in AdmIn., CPA

ABN 49 434 223 452


**Audit Opinion**

In our opinion, the general purpose financial report of the United Firefighters Union (ACT) Branch presents fairly, in accordance with Australian Accounting Standards, the requirements imposed by Part 3 of Chapter 8 of Schedule 1 (RAO Schedule) of the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia the financial position of United Firefighters (ACT) Branch as at 30 June 2008, and the results of its operations and cash flows for the year then ended.

I further confirm that there was no recovery of wages activity for the financial year.

**Name of Firm:** Andrew Maroc & Associates

**Address:** Unit 1A, 15 Hall Street, Lyneham ACT 2602

**Name of Principal:**   
.....  
**Andrew Maroc CPA**

**Date:** 19 October 2010

---

UNIT 1A, 15 HALL ST, LYNEHAM ACT 2602 PO BOX 5113, LYNEHAM ACT 2602  
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*Liability limited by a scheme approved under Professional Standard Legislation*

**United Firefighters Union Act Branch**  
**Detailed Financial Performance Statement**  
For the year ended 30 June 2008

	2008 \$	2007 \$
<b>Income</b>		
Subscriptions	160,260.33	163,274.19
Total income	<u>160,260.33</u>	<u>163,274.19</u>
<b>Expenses</b>		
Accountancy	5,968.70	3,230.00
Affiliation Fees	9,663.32	14,856.56
Bank Fees And Charges	406.07	307.50
Computer Expenses	58.18	
Depreciation - other	799.00	1,572.00
Donations	5,427.27	1,752.16
Entertainment		759.98
Fines	106.00	104.00
Fringe benefits tax	1,825.59	
Funeral Expenses	11,412.91	
Insurance	1,327.93	1,582.63
Interest Deductions	0.78	
Legal fees	13,864.00	1,710.00
Light & power	407.26	340.91
Motor Vehicle Expenses	4,021.04	4,210.93
Office Expenses	217.11	1,675.81
Printing & stationery	311.71	423.52
Rates & land taxes	3,978.17	3,609.94
Repairs & maintenance	350.00	
Social Functions / Meetings	3,330.41	17,681.61
Staff Reimbursments / Training	1,930.84	241.32
Subscriptions	1,753.03	1,986.92
Superannuation	4,281.00	3,454.63
Telephone	12,556.83	8,830.41
Travel, accom & conference	15,435.69	4,509.26
Uniforms		1,203.11
Wages	5,087.42	5,804.24
Wages - Officeholders pre 06	35,586.19	32,572.60
Total expenses	<u>140,106.45</u>	<u>112,420.04</u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**United Firefighters Union Act Branch**  
**Detailed Financial Performance Statement**  
For the year ended 30 June 2008

	2008 \$	2007 \$
<b>Profit from ordinary activities before income tax</b>	20,153.88	50,854.15
Income tax revenue relating to ordinary activities	<u>                    </u>	<u>                    </u>
<b>Net profit attributable to the association</b>	<u>20,153.88</u>	<u>50,854.15</u>
<b>Total changes in equity of the association</b>	<u><u>20,153.88</u></u>	<u><u>50,854.15</u></u>
Opening retained profits	380,753.93	329,899.78
Net profit attributable to the association	<u>20,153.88</u>	<u>50,854.15</u>
<b>Closing retained profits</b>	<u><u>400,907.81</u></u>	<u><u>380,753.93</u></u>

---

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
Compilation Report and Notes which form part of these financial statements.

**United Firefighters Union Act Branch**  
**Detailed Financial Position As At 30 June 2008**

	Note	2008 \$	2007 \$
<b>Current Assets</b>			
<b>Cash Assets</b>			
Cheque Account CBA 291300800087		215,070.34	209,474.93
Bank Creswell Account		94,093.58	78,447.18
		<u>309,163.92</u>	<u>287,922.11</u>
<b>Total Current Assets</b>		<u><b>309,163.92</b></u>	<u><b>287,922.11</b></u>
<b>Non-Current Assets</b>			
<b>Property, Plant and Equipment</b>			
Buildings - at cost		95,680.00	95,680.00
Plant & equipment - at cost		29,573.24	29,573.24
Less: Accumulated depreciation		(28,644.90)	(28,474.90)
Motor vehicles - at cost		24,597.40	24,597.40
Less: Accumulated depreciation		<u>(22,430.00)</u>	<u>(21,801.00)</u>
		<u>98,775.74</u>	<u>99,574.74</u>
<b>Total Non-Current Assets</b>		<u><b>98,775.74</b></u>	<u><b>99,574.74</b></u>
<b>Total Assets</b>		<u><b>407,939.66</b></u>	<u><b>387,496.85</b></u>
<b>Current Liabilities</b>			
<b>Current Tax Liabilities</b>			
GST payable control account		5,265.44	6,469.37
Input tax credit control account		(2,926.59)	(3,463.45)
Amounts withheld from salary and wages		4,693.00	3,737.00
		<u>7,031.85</u>	<u>6,742.92</u>
<b>Total Current Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>
<b>Total Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.



**United Firefighters Union Act Branch**  
**Detailed Financial Position As At 30 June 2008**

	Note	2008 \$	2007 \$
<b>Net Assets</b>		<u>400,907.81</u>	<u>380,753.93</u>
<b>Members' Funds</b>			
Accumulated surplus (deficit)		<u>400,907.81</u>	<u>380,753.93</u>
<b>Total Members' Funds</b>		<u>400,907.81</u>	<u>380,753.93</u>



These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.



FAIR WORK  
AUSTRALIA

20 November 2009

Jason Jones  
Secretary  
United Firefighters' Union of Australia  
ACT Branch  
PO Box 110  
BELCONNEN MALL 2616

Dear Mr Jones,

**Re: Financial Reports of the United Firefighters' Union of Australia – ACT Branch for years ended 30 June 2004, 2005, 2006, 2007 and 2008**

**Fair Work (Registered Organisations) Act 2009 (the RO Act)**

I refer to the above financial reports lodged on 2 March 2009. Firstly, I apologise for the lateness of our reply. The Fair Work Legislation introduced in July has certainly had an impact on our normal work load.

Given the amount of years the Branch is in arrears and the changes to the legislation, our examination and comments focus only on the 30 June 2008 financial report. That is not to say that late lodgements of financial reports are acceptable. Financial reports should be prepared, audited, supplied to members, presented to a meeting and then lodged with Fair Work Australia (FWA) within certain timeline requirements. I attach a flowchart for your assistance.

Section 305(2)(ze) of the RO Act is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of FWA impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision. I also draw your attention to the provisions of Chapter 9 of the RO Act which set out the general duties of officers and employees of organisations and their branches in relation to financial management. These provisions may be invoked where inadequate reasons for late lodgements are provided.

In relation to the 30 June 2008 financial report, there are a considerable number of areas the financial documents need to be revisited in order to fully comply with the relevant provisions. It is clear that the report has been prepared under provisions that are no longer applicable and therefore cannot be accepted. Given that the lodgement of the 30 June 2009 financial report is expected shortly, I suggest that the 2008 financial report be done again taking in the requirements of the RO Act and lodged with the 2009 report. This will require the auditor to audit both financial reports because the auditor's report for 30 June 2008 is incorrect.

By way of example, it will be necessary for the auditor to provide an opinion regarding whether the report is 'presented fairly' in accordance with the requirements of the RO Act. The auditor is required to specifically refer to whether the report meets the requirements of both the RO Act and Australian Accounting Standards. An appropriate form of wording for the auditor to use would be:

*In my opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.*

The audit report must report on a General Purpose Financial Report. A Special Purpose Financial Report will not be accepted by FWA. Further, it is not clear from the auditor's report whether or not the auditor is an 'approved' auditor. I draw your attention to the definitions of approved auditor in regulation 4 of the Fair Work (Registered Organisations) Regulations 2009 (copy attached). In all likelihood the auditor may be such a person however, it should be made explicit in the Report. I recommend you draw these comments to the attention of your auditor.

Other issues about your report are:

- The Accounting Officer's certificate is no longer required.
- Your Committee of Management Statement contains opinions and information that were once relevant under the Workplace Relations Act 1996. The Committee of Management Statement under the RO Act requires similar and other information.
- There is now a requirement to provide an Operating Report of the Branch. The Operating Report must, among other things, provide a review of the branch's principle activities during the year and any significant changes in the nature of those activities.
- The financial reports must be accompanied by a Designated Officers Certificate, or better known as a Secretary's certificate. This is generally a one page certificate from the secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were provided to the members and presented to a meeting. The certificate should contain the date the members were provided a copy and the date on which the meeting was held.

Given the changes to the legislation since the Branch last lodged its financial reports, I have attached, for illustrative purposes, a copy of the 2008 financial report of the Queensland branch\* of your organisation as a guide to preparing reports that meet the requirements of the RO Act. In addition, the Financial Reporting Guidelines, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au), click Registered Organisations/Overview/ registered organisations fact sheets.

Every effort should be made by the branch (the reporting unit) to now meet the terms of the reporting requirements and I would be pleased to take any queries you have. The attached flowchart, report of the Queensland branch and the fact sheets should assist you in this matter.

Could you please advise me in writing at your earliest convenience the steps the branch proposes to take in fulfilling the above requirements. You may contact me by email at [robert.pfeiffer@fwa.gov.au](mailto:robert.pfeiffer@fwa.gov.au) or by phone (03) 8661 7817.

Yours sincerely,



Robert Pfeiffer  
Tribunal Services and Organisations  
Fair Work Australia

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\* Please note that references in this document are made to the former Act, which are acceptable. The RO Act commenced on 1 July 2009. Financial reporting obligations that were previously set out in Schedule 1 to the Workplace Relations Act 1996 now appear in the RO Act, although section numbering remains the same.



**United Firefighters Union Act  
Branch**

Financial Statements  
For the year ended 30 June 2008

Andrew Maroc & Associates

Unit 1A 15 Hall Street

Lynham 2602

UNITED FIREFIGHTERS UNION OF AUSTRALIA

ACT BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2008

**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. There were no amounts written off for Fittings and Equipment during the audited year. 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

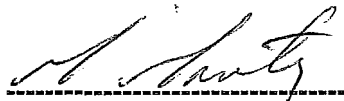
ACT BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

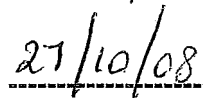
I, Matthew Mavity, being the officer responsible for keeping the accounting records of the United Firefighters Union of Australia ACT Branch, certify that as at 30 June 2008 the number of members of the Union was 432, as per bank statements.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2008.
- (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.



Matthew Mavity  
Principal Accounting Officer



Date

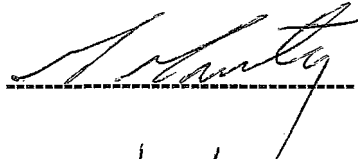
UNITED FIREFIGHTERS UNION OF AUSTRALIA


ACT BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, MATHEN MAVITY and ~~John Jones~~ 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 2008.
- (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 Workplace Relations Act - 1996) 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 Workplace Relations Act - 1996, 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 2008 and the Auditors' Report thereon.

  
27/10/08  
Date

  
27/10/08  
Date

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 2008 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 (bank deposits only) and nature of the income of the organisation (including income from members) and the nature and purposes of expenditure. However, the Union has not kept nor maintained a Member's register and it has not been possible to verify whether the correct amounts are being paid each fortnight by the member's employer. We were not able to satisfy ourselves as to the correct number of members and consequently whether the correct amounts are being remitted each fortnight. The number of members estimated to belong to the Union at 30<sup>th</sup> June 2008 is based on remittances received from members or their employer.
- (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 2008 and
  - (b) the income and expenditure and surplus of the Union for the year ended on that date.



**Andrew Maroc**  
**ANDREW MAROC AND ASSOCIATES**

Dated: 14/10/2008



# United Firefighters Union Act Branch

## Contents

Profit and Loss Statement

Balance Sheet

Notes to the Financial Statements

Compilation Report

Detailed Profit and Loss Statement

Detailed Balance Sheet

Depreciation Schedule

# United Firefighters Union Act Branch

## Profit and Loss Statement

For the year ended 30 June 2008

	2008	2007
	\$	\$
Operating profit before income tax	20,153.88	50,854.15
Income tax (credit) attributable to operating profit (loss)		
<b>Operating profit after income tax</b>	<b>20,153.88</b>	<b>50,854.15</b>
Retained profits at the beginning of the financial year	380,753.93	329,899.78
Total available for appropriation	400,907.81	380,753.93
<b>Retained profits at the end of the financial year</b>	<b>400,907.81</b>	<b>380,753.93</b>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Balance Sheet As At 30 June 2008**

	Note	2008 \$	2007 \$
<b>Current Assets</b>			
Cash assets	2	<u>309,163.92</u>	<u>287,922.11</u>
<b>Total Current Assets</b>		<u><b>309,163.92</b></u>	<u><b>287,922.11</b></u>
<b>Non-Current Assets</b>			
Property, plant and equipment	3	<u>98,775.74</u>	<u>99,574.74</u>
<b>Total Non-Current Assets</b>		<u><b>98,775.74</b></u>	<u><b>99,574.74</b></u>
<b>Total Assets</b>		<u><b>407,939.66</b></u>	<u><b>387,496.85</b></u>
<b>Current Liabilities</b>			
Current tax liabilities		<u>7,031.85</u>	<u>6,742.92</u>
<b>Total Current Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>
<b>Total Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>
<b>Net Assets</b>		<u><b>400,907.81</b></u>	<u><b>380,753.93</b></u>
<b>Equity</b>			
Retained profits		<u>400,907.81</u>	<u>380,753.93</u>
<b>Total Equity</b>		<u><b>400,907.81</b></u>	<u><b>380,753.93</b></u>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2008**

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**Note 1: Statement of Significant Accounting Policies**

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Corporations Act 2001. The directors have determined that the company is not a reporting entity.

United Firefighters Union Act Branch is a company limited by shares, incorporated and domiciled in Australia.

**Basis of Preparation**

The report has been prepared in accordance with the requirements of the Corporations Act 2001 and the following applicable Accounting Standards and Urgent Issues Group Interpretations :

AASB 101:	Presentation of Financial Statements
AASB 107:	Cash Flow Statements
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110:	Events after the Balance Sheet Date
AASB 117:	Leases
AASB 1031:	Materiality
AASB 1048:	Interpretation and Application Standards

No other Australian Accounting Standards, Urgent Issues Group Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

**Reporting Basis and Conventions**

The financial report has been prepared on an accruals basis and is based on historic costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

The following is a summary of the material accounting policies adopted by the company in the presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated. Refer to Note: 'changes in accounting policies' for comparison to the previous financial year:

**Accounting Policies**

**(a) Income Tax**

The charge for current income tax expense is based on the profit for the year adjusted for any non-assessable or disallowed items. It is calculated using tax rates that have been enacted or are substantively enacted by the balance sheet date.

Deferred tax is accounted for using the balance sheet liability method in respect of temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements. No deferred income tax will be recognised from the initial recognition of an asset or liability, excluding a business combination, where there is no effect on accounting or taxable profit or loss.

Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or liability is settled. Deferred tax is credited in the income statement except where it relates to items that may be credited directly to equity, in which case the deferred tax is adjusted directly against equity.

# United Firefighters Union Act Branch

## Notes to the Financial Statements

For the year ended 30 June 2008

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Deferred income tax assets are recognised to the extent that it is probable that future tax profits will be available against which deductible temporary differences can be utilised.

The amount of benefits brought to account or which may be realised in the future is based on the assumption that no adverse change will occur in income tax legislation, and the anticipation that the company will derive sufficient future assessable income to enable the benefit to be realised and comply with the conditions of deductibility imposed by the law.

### (b) Property, Plant and Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

#### Property

Freehold land and buildings are shown at their fair value (being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction), based on periodic valuations, but at least triennial, valuations by external independent valuers, less subsequent depreciation for buildings.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

#### Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Increases in the carrying amount arising on revaluations are credited to the revaluation reserve in equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the assets original cost is transferred from the revaluation reserve to retained earnings.

#### Depreciation

The depreciable amount of all fixed assets, excluding freehold land, is depreciated on a straight line basis over their useful lives to the company commencing from the time the asset is held ready for use.

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

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

### (c) Leases

# United Firefighters Union Act Branch

## Notes to the Financial Statements

For the year ended 30 June 2008

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Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entity, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives of the lease term.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

### (d) Inventories

Inventories are measured at the lower of cost and net realisable value. The cost of manufactured products includes direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses. Overheads are applied on the basis of normal operating capacity. Costs are assigned on a first-in first-out basis.

### (e) Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually to ensure it is not in excess of recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies or the underlying net assets for other non-listed corporations.

### (f) Financial Assets

#### Recognition

Financial assets are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

#### Available-for-sale financial assets

All investments are classified as available-for-sale financial assets. Available-for-sale financial assets are reflected at fair value unless the fair value can not be readily measured. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

#### Fair Value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

### (g) Intangibles

#### Goodwill

Goodwill is initially recorded at the amount by which the purchase price for a business or for an ownership interest in a controlled entity exceeds the fair value attributed to its net assets at the date of acquisition. Goodwill is tested annually for impairment and carried at cost less accumulated impairment losses. Gains and losses on the disposal of an entity include the carrying amount of goodwill relating to the entity sold.

**United Firefighters Union Act Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2008**

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**(h) Employee Benefits**

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on-costs. Employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

**(i) Provisions**

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefit will result and that the outflow can be measured reliably.

**(j) Cash and Cash Equivalents**

Cash and Cash Equivalents includes cash on hand, deposits held at call with banks or financial institutions, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short term borrowings in current liabilities on the balance sheet.

**(k) Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking in to account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

**(l) Borrowing Costs**

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use of sale.

All other borrowing costs are recognised in income in the period in which they are incurred

**(m) Goods and Service Tax (GST)**

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

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(m) Comparative Figures**

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**United Firefighters Union Act Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2008**

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Comparative figures have been adjusted to conform with changes in presentation for the current financial year where required by accounting standards or as a result of changes in accounting policy.

**Critical accounting estimates and judgments**

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the group.

*Key estimates - Valuation of goodwill*

No impairment loss has been recognised in respect of goodwill for the year as the company believes that the goodwill is supported by forecasts indicating profitability in the next financial year. However should the projected turnover figures be outside 90% of budgeted figures incorporated in the forecast calculations, an impairment loss will be recognised up to the maximum carrying value of goodwill at 30 June 2006.



**United Firefighters Union Act Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2008**

	<u>2008</u>	<u>2007</u>
<b>Note 2: Cash assets</b>		
Bank accounts:		
Bank Cheque Account	215,070.34	209,474.93
Bank Creswell Account	94,093.58	78,447.18
	<u>309,163.92</u>	<u>287,922.11</u>

**Reconciliation of Cash:**

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

- Cash	309,163.92	287,922.11
	<u>309,163.92</u>	<u>287,922.11</u>

**Note 3: Property, Plant and Equipment**

Buildings:		
- At cost	95,680.00	95,680.00
	<u>95,680.00</u>	<u>95,680.00</u>
Plant and equipment:		
- At cost	29,573.24	29,573.24
- Less: Accumulated depreciation	(28,644.90)	(28,474.90)
	<u>928.34</u>	<u>1,098.34</u>
Motor vehicles:		
- At cost	24,597.40	24,597.40
- Less: Accumulated depreciation	(22,430.00)	(21,801.00)
	<u>2,167.40</u>	<u>2,796.40</u>
	<u>98,775.74</u>	<u>99,574.74</u>

**United Firefighters Union Act Branch**  
**Compilation Report to United Firefighters Union Act Branch**

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On the basis of the information provided by the directors of United Firefighters Union Act Branch, we have compiled, in accordance with APS 9: Statement on Compilation of Financial Reports the special purpose financial report of United Firefighters Union Act Branch for the period ended 30 June 2008, comprising the attached Statement of Financial Performance and Statement of Financial Position.

The specific purpose for which the special purpose financial report has been prepared is set out in Note 1. The extent to which Australian Accounting Standards and other mandatory professional reporting requirements have or have not been adopted in the preparation of the special purpose financial report is set out in Note 1.

The Directors are solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of United Firefighters Union Act Branch's constitution and are appropriate to meet the needs of the Directors and Members of the company.

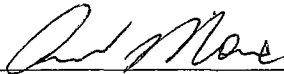
Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Directors provided into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Company, may suffer arising from any negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Directors and Members of United Firefighters Union Act Branch and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.

Unit 1A 15 Hall Street  
Lyneham

Andrew Maroc & Associates



14 October, 2008

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**United Firefighters Union Act Branch**  
**Detailed Profit and Loss Statement**  
For the year ended 30 June 2008

	2008 \$	2007 \$
<b>Income</b>		
Subscriptions	160,260.33	163,274.19
Total income	160,260.33	163,274.19
<b>Expenses</b>		
Accountancy	5,968.70	3,230.00
Affiliation Fees	9,663.32	14,856.56
Bank Fees And Charges	406.07	307.50
Computer Expenses	58.18	
Depreciation - other	799.00	1,572.00
Donations	5,427.27	1,752.16
Entertainment		759.98
Fines	106.00	104.00
Fringe benefits tax	1,825.59	
Funeral Expenses	11,412.91	
Insurance	1,327.93	1,582.63
Interest Deductions	0.78	
Legal fees	13,864.00	1,710.00
Light & power	407.26	340.91
Motor Vehicle Expenses	4,021.04	4,210.93
Office Expenses	217.11	1,675.81
Printing & stationery	311.71	423.52
Rates & land taxes	3,978.17	3,609.94
Repairs & maintenance	350.00	
Social Functions / Meetings	3,330.41	17,681.61
Staff training	1,930.84	241.32
Subscriptions	1,753.03	1,986.92
Superannuation	4,281.00	3,454.63
Telephone	12,556.83	8,830.41
Travel, accom & conference	15,435.69	4,509.26
Uniforms		1,203.11
Wages	5,087.42	5,804.24
Wages - Officeholders pre 06	35,586.19	32,572.60
Total expenses	140,106.45	112,420.04

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Detailed Profit and Loss Statement**  
**For the year ended 30 June 2008**

	2008	2007
	\$	\$
<b>Profit from Ordinary Activities before income tax</b>	<u>20,153.88</u>	<u>50,854.15</u>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Detailed Balance Sheet As At 30 June 2008**

	Note	2008 \$	2007 \$
<b>Current Assets</b>			
<b>Cash Assets</b>			
Bank Cheque Account		215,070.34	209,474.93
Bank Creswell Account		94,093.58	78,447.18
		<u>309,163.92</u>	<u>287,922.11</u>
<b>Total Current Assets</b>		<u><b>309,163.92</b></u>	<u><b>287,922.11</b></u>
<b>Non-Current Assets</b>			
<b>Property, Plant and Equipment</b>			
Buildings - at cost		95,680.00	95,680.00
Plant & equipment - at cost		29,573.24	29,573.24
Less: Accumulated depreciation		(28,644.90)	(28,474.90)
Motor vehicles - at cost		24,597.40	24,597.40
Less: Accumulated depreciation		(22,430.00)	(21,801.00)
		<u>98,775.74</u>	<u>99,574.74</u>
<b>Total Non-Current Assets</b>		<u><b>98,775.74</b></u>	<u><b>99,574.74</b></u>
<b>Total Assets</b>		<u><b>407,939.66</b></u>	<u><b>387,496.85</b></u>
<b>Current Liabilities</b>			
<b>Current Tax Liabilities</b>			
GST payable control account		5,265.44	6,469.37
Input tax credit control account		(2,926.59)	(3,463.45)
Amounts withheld from salary and wages		4,693.00	3,737.00
		<u>7,031.85</u>	<u>6,742.92</u>
<b>Total Current Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>
<b>Total Liabilities</b>		<u><b>7,031.85</b></u>	<u><b>6,742.92</b></u>
<b>Net Assets</b>		<u><b>400,907.81</b></u>	<u><b>380,753.93</b></u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Detailed Balance Sheet As At 30 June 2008**

	Note	2008 \$	2007 \$
<hr/>			
<b>Equity</b>			
Retained profits / (accumulated losses)		400,907.81	380,753.93
<b>Total Equity</b>		<u>400,907.81</u>	<u>380,753.93</u>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**United Firefighters Union Act Branch**  
**Depreciation Schedule for the year ended 30 June, 2008**

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS			
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total	-
<b>Plant &amp; Equipment</b>																		
Furniture & Fittings	8,690.00	01/07/90	8,690	0.00	244		0	0	244	D	15.00	37	0	207	0	0	0	0
Office Equipment	2,400.00	01/07/90	2,400	0.00	146		0	0	146	D	15.00	22	0	124	0	0	0	0
Photocopier	5,126.00	29/08/91	5,126	0.00	392		0	0	392	D	15.00	59	0	333	0	0	0	0
Two Office Chairs	350.00	06/09/91	350	0.00	26		0	0	26	D	15.00	4	0	22	0	0	0	0
Fax machine	845.00	03/03/92	845	0.00	70		0	0	70	D	15.00	10	0	60	0	0	0	0
Kresta Blinds	360.00	04/10/91	360	0.00	28		0	0	28	D	15.00	4	0	24	0	0	0	0
Microwave	259.00	05/08/92	259	0.00	22		0	0	22	D	15.00	3	0	19	0	0	0	0
Vacuum Cleaner	286.00	18/08/92	286	0.00	26		0	0	26	D	15.00	4	0	22	0	0	0	0
Equipment	208.00	15/09/92	208	0.00	19		0	0	19	D	15.00	3	0	16	0	0	0	0
Filing Cabinet	224.00	28/06/95	224	0.00	31		0	0	31	D	15.00	5	0	26	0	0	0	0
Bookshelves	556.00	13/07/99	556	0.00	94		0	0	94	D	20.00	19	0	75	0	0	0	0
	19,304		1,098		0		0	1,098			170	0		928				
								Deduct Private Portion				0						
								Net Depreciation			170							

**United Firefighters Union Act Branch**  
**Depreciation Schedule for the year ended 30 June, 2008**

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT			LOSS		
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total	-
<b>Motor Vehicles</b>																		
VW Polotrek	24,597.00	08/12/98	24,597	0.00	2,797		0	0	2,797	D	22.50	629	0	2,168	0	0	0	0
	<u>24,597</u>		<u>2,797</u>		<u>0</u>		<u>0</u>	<u>2,797</u>			<u>629</u>	<u>0</u>	<u>2,168</u>					
								Deduct Private Portion			<u>0</u>							
								Net Depreciation			<u>629</u>							



UFU Meeting 26 November 2008

Apologies:

Saunders

Todd Bourne

Pete Stanley

Scott Young

Peter Jeffs

Russell Goodall

Jim Schlizio

Peter Cartwright

Motion that minutes of previous meeting be accepted.

Moved: Graham Bryce

Second: Pat Brennan

### **Financials**

Have Financials from 2004, 2005, 2006, 2007 and 2008 but only one set of minutes and motions. Documents need to be submitted to Industrial Relations Commission or the Union will be deregistered. Unsure of location of documents however, damage was suffered in office by water and some documents lost.

Table 2004 Financials then move through 2005, 2006 and 2007.

Investment strategy for Union implemented. Currently getting 8.35% on monies invested.

Financial 30 June 2004 moved Gina Kikos. Second Shaun McIntyre

2005 moved Ross Turton seconded Alan Swan

2006 moved Stu Gallop seconded Mick Agius.

No queries on 2008.

Moved Graham Bryce, seconded Alan Swan.

Motion put forward – all in favour.

AGM closed at 1825.

Ordinary General Meeting opened 1825.

### **Secretary's report.**

Union vehicle deemed unserviceable. Vehicle unused by Eric – used personal vehicle but didn't keep log books. Last audit recommendations, buying being deemed the better option financially, however car will not be purchased until there are sufficient funds available. The old vehicle is to be taken to Rae St for training purposes.

## Fairbairn and Hume.

Meeting with D Prince and G Kent. Plans have been viewed and will be available for everyone to look at. There are some issues with some supposed Government policies regarding open space, no closed space which raises privacy concerns. There are also issues for Comcen staff and that any level over SOGB has to have own office. Need to have further consultation over plans.

Hume going ahead. Have been allocated the block near the swamp instead of the block between the Helicopter and the Gaol. Construction will be done in stages which will have implications on the movement of areas. Cannot build an enclosed tower due to bird species. There are many issues that need to be discussed so a working group is to be formed. For example workshop not getting six bays only five. The Fairbairn move is to be before middle of next year. Training will be multi-agency training.

Vince – president of Services Club gave thanks for the support of the Union so far. Firefighters to be able to be full members voted unanimously at AGM.

Members on South Coast, private contractors with CIRCO and their CA is due. There is to be a National review. NSW reluctant to take over while review under way. ACTUFU to handle CA negotiations. Started bargaining period for CA, offer from NSW to assist.

National review. National Union has no money. National meeting in Tasmania, to be attended by Jason Jones and Mark Hall.

Finances - \$260,000 in term deposit, \$41,000 in cheque account. / 25k —

Future direction of Union. Plan for future akin to Tasmania. Union fees currently at \$20 per fortnight whereas other unions charge 1% of wage. More expenses being incurred. Propose that deductions increase with pay rises. Everyone to pay same but increases linked to pay rises. Same figure for everybody fairer so everyone pays equally for same services.

Motion – dues at hourly rate of FB1 per fortnight to increase with pay rise.

Moved: Pat Brennan seconded Gina Kikos.

Motion carried with one vote against.

Payment for Secretary is at 20 hours per fortnight and President at 4 hours.

Motion Secretary to receive 30 hours and President to receive 20 hours to be reviewed twelve months.

Motion put forward by Mick Agius.

Seconded Neil Smith.

Motion carried.

Motion by Mark Hall.

To endorse declaration by Eric Williams that Jason Jones be acknowledged as Secretary of UFU Canberra Branch until elections in May 09. Seconded by Shaun McIntyre.

Motion carried unanimously.

Station relocation – final report was for the seven station model. Objections were raised by the Union over 7 station model. The model is now back up to 9 station model at new locations. No loss of stations but they are to be relocated.

Time frame may be influenced by Westfield Belconnen expansion and change to bus interchange. No concrete time frame as yet.

Day work dispositions. Generic duty statements for Brigade through JaCS HR. Currently 46 staff on day work and should only have 24. Need to ensure that personnel only do the duties assigned.

Training brief. CA put enormous workload on training section. Because of training of SO's there has been a suspension of more strategic training issues. Discussions to be held with CO and Deputy Commissioner on issue. SO's to come out with Diploma's in Firefighting Management. Need to put in place recognition of prior learning for SO's who do not have the official qualifications but have done the study.

Promotions will be linked to benchmarks. Cert IV for SFQ's and Diplomas for SO levels etc.

Website – not kept up to date. Can't put private information on it at the moment. Want to set up forum with list of topics for discussion and have a bulletin board. It will be moderated to ensure comments are kept appropriate. Look at email alerts for new stories. Nominate union delegates for certain portfolios. Website will advise contact officers to take weight off Secretary and President to allow them to concentrate on the bigger issues. Stories to be viewed openly, forums to be password protected.

OH&S – national standards document takes best practice around Australia and puts it in the one document which becomes policy. ACT has very good standards and are in line with the new National standards.

New tankers – old Mercs getting replaced, unsure of time frame. Dual cab, state of the art safety systems. Acquiring three.

New ACT OH&S bill to prepare in advance for National bill. Not enough people doing risk and pre-planning.

Club update – new fence put up and side fence to go up when funds received. Memorial garden go be installed as well.

Station cleaning – industrial cleaning of stations. Dispute registered with JaCS. All stations to be done to provide baseline. Tender has gone out.

New BAZ. Union does not know anything about it. Written to Conrad Barr and Brian Parry asking for outline of new arrangement. Change to work practices so need to know what the issues are. Ensure

proper documentation is available. Need to define for Comms operators to ensure proper agencies responded.

General Business

None

Meeting closed at 20:10.