



28 March 2019

Gregory McConville
Secretary
United Firefighters' Union of Australia-Australian Capital Territory Branch

By e-mail: secretary@ufuact.asn.au
CC: ged.stenhouse@rsm.com.au

Dear Gregory McConville,

**United Firefighters' Union of Australia-Australian Capital Territory Branch
Financial Report for the year ended 30 June 2018 - [FR2018/191]**

I acknowledge receipt of the financial report of the United Firefighters' Union of Australia-Australian Capital Territory Branch (**UFUA-ACT**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 4 February 2019. I also acknowledge receipt of the correction statement which was lodged with the ROC on 25 March 2019.

The financial report has now been filed.

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

Please note that the financial report for the year ending 30 June 2019 may be subject to an advanced compliance review.

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

1. General purpose financial report (GPFR)

References to legislation and the ROC

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

I note that Note 2 refers to the General Manager instead of the Commissioner.

Nil activity Disclosures

Item 21 of the reporting guidelines (**RGs**) states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be

included either in the financial statements, the notes or in the officer's declaration statement. The notes contained nil activity information for all prescribed RG categories except the following:

- Making a payment to a former related party of the reporting unit.

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

I also note that the notes include the following nil activity disclosures for which there was already an equivalent form of disclosure in the financial statements:

- "Receiving capitation fees from another reporting unit" and "receiving any other revenue from another reporting unit" are disclosed in both the statement of comprehensive income and Note 3A;
- "Receiving revenue via compulsory levies" is disclosed in both the statement of comprehensive income and Note 3B;
- "Receiving donations or grants" and "receiving revenue from undertaking recovery of wages activity" are disclosed in both the statement of comprehensive income and Note 3C;
- "Having a receivable with another reporting unit" is disclosed in both Note 5 and Note 10A;
- "Having a payable with another reporting unit" is disclosed in both Note 8 and Note 10A; and
- "Providing cash flows to another reporting unit and/ or controlled entity" and "receiving cash flows from another reporting units and/or controlled entity" are disclosed in both the statement of cash flows and Note 12B.

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

2. Operating Report

Membership of Committee of Management

The UFUA-ACT's Operating Report shows the Names of Committee of Management members and period positions held during the financial year as an attachment.

Regulation 159(c) of the RO Regulations requires the Operating Report to disclose the name of each person who has been a member of the Committee of Management of the reporting unit at any time during the reporting period, and the period for which they held such a position.

This information is required to be included as part of the signed Operating Report and not as an attachment.

Reporting Requirements

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

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

Yours sincerely,



Kylie Ngo
Financial Reporting Assistant
Registered Organisations Commission



Australian Government
Registered Organisations Commission

13 December 2018

Mr Greg McConville
Secretary
United Firefighters' Union of Australia, Australian Capital Territory Branch
PO Box 120
DICKSON ACT 2602

By email: secretary@ufuact.asn.au

Dear Mr McConville

RE: Request by the United Firefighters' Union of Australia Australian Capital Territory Branch (UFUA ACT) for an extension of time to hold a general meeting of members to consider the financial report for the year ended 30 June 2018 (FR2018/191)

I acknowledge receipt on 12 December 2018 of a request for an extension of time to hold a general meeting of members of the UFUA ACT to consider the financial report for the year ended 30 June 2018.

Your email advises that due to the delay in your auditor providing a copy of their signed auditors report, the UFUA ACT is unable to meet its obligation under section 265(5) of the *Fair Work (Registered Organisations) Act 2009 (RO Act)* in relation to members receiving a copy of the full report at least 21 days before the general meeting of members.

Where the financial report is to be presented to a general meeting of members, section 266 of the RO Act requires that the meeting be held within the period of 6 months of the end of the financial year that is, by 31 December 2018. Subsection 265(5) of the RO Act enables the Commissioner of the ROC, upon application by a reporting unit, to extend the period by no more than one month.

Having considered your reasons, I allow an extension of time for a period of one month, until 31 January 2019, to hold a general meeting of members to consider the full report.

Should you wish to discuss these matter further, please contact Ms Joanne Fenwick on 03) 9603 0731 or by email joanne.fenwick@roc.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'CE', with a small dash to the right.

Chris Enright
Executive Director
Registered Organisations Commission

UNITED FIREFIGHTERS UNION – ACT BRANCH

CORRECTION STATEMENT

For the year ended 30 June 2018

There was an error classifying payment made to United Firefighters Union of Australia (**National Office**) of \$25,222 and affiliation fees expense of \$4,459 to the National Office. This has been rectified by restating each of the financial statements line items for 2017/18 as follows:


Statement of Cash Flow	30 June 2018		
	Previous Amount	Adjustment	Restated Amount
Inflow/outflow to/from other reporting Units – UFU of Australia and Unions ACT	-	(29,681)	(29,681)
Payment to supplier and employees	(412,487)	29,681	(382,806)
Net cash provided by/(used in) operating activities	14,056	-	14,056

There was an error classifying donation amount to legal costs. This has been rectified by restating each of the financial statements line items for 2016/17 as follows:

Statement of Comprehensive Income (Extract)	30 June 2017		
	Previous Amount	Adjustment	Restated Amount
Grants or Donation	(373)	(5,000)	(5,373)
Legal Costs	(32,729)	5,000	(27,729)
Total Comprehensive income for the year	(58,166)	-	(58,166)

NOTE 4E: GRANTS OR DONATIONS		30 June 2017		
	Previous Amount	Adjustment	Restated Amount	
Grants:		-	-	
Total expensed that were \$1,000 or less	-	-	-	
Total expensed that exceeds \$1,000	-	-	-	
Donations:				
Total expensed that were \$1,000 or less	373	-	373	
Total expensed that exceeds \$1,000	-	5,000	5,000	
Total grants or donations	373	5,000	5,373	

NOTE 4G: LEGAL COSTS		30 June 2017		
	Previous Amount	Adjustment	Restated Amount	
Litigation	-	-	-	
Other legal costs	32,729	(5,000)	27,729	
Total legal costs	32,729	(5,000)	27,729	

Signature of the designated officer: 

Name and title of designated officer: **Greg McConville, Secretary UFU ACT Branch**

Dated: 25 March 2019

United Firefighters' Union of Australia – ACT Branch

Certificate by Prescribed Designated Officer

Certificate for the year ended 30 June 2018

I, *Greg McConville*, being the *Branch Secretary* of the *United Firefighters Union - ACT Branch* certify:

- that the documents lodged herewith are copies of the full report for the *United Firefighters Union - ACT Branch* for the period ended referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on *11 December 2018* and again on *17 December 2018*; and
- that the full report was presented to a *general meeting of members* of the reporting unit on *22 January 2019* in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated officer: Greg McConville

Title of prescribed designated officer: Branch Secretary

Dated: 4 February 2019

**UNITED FIREFIGHTERS UNION - ACT BRANCH
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018**

UNITED FIREFIGHTERS UNION – ACT BRANCH

COMMITTEE OF MANAGEMENT STATEMENT

On the 21st of November 2018 the Committee of Management of United Firefighters Union - ACT Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2018.

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 any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records has been made by the Registered Organisations Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

For committee of management:

Title of Office held: Branch Secretary



Signature: _____

Dated this 21st day of November 2018

UNITED FIREFIGHTERS UNION – ACT BRANCH

REPORT REQUIRED UNDER SUBSECTION 255(2A)

for the year ended 30 June 2018

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

Descriptive form

Categories of expenditures	2018 \$	2017 \$
Remuneration and other employment-related costs and expenses - employees	204,884	193,840
Advertising	-	-
Operating costs	121,922	145,799
Donations to political parties	-	-
Legal costs	53,986	32,729

Signature of designated officer: 

Name and title of designated officer:Greg McConville, Secretary, UFU of Australia ACT Branch

Dated:26 November 2018.....



BRANCH PRESIDENT
Mate Peric

BRANCH SECRETARY
Greg McConville

OFFICE
PO Box 120
Dickson ACT 2602

PHONE
0488 000 465

EMAIL
secretary@ufuact.asn.au
accounts@ufuact.asn.au

WEB
www.ufuact.asn.au

ABN
90 662 922 325

12 November 2018

UNITED FIREFIGHTERS UNION OF AUSTRALIA ACT BRANCH OPERATING REPORT

Financial Year Ending 30 June 2018

Number of members

The number of financial members as at 30 June 2018 was 336.

Number of Employees

1 full-time (office bearer)
1 part-time (office bearer)
2 part-time (staff members)

Full time equivalent of staff and office bearers: 1.45

Principal Activities

UFU ACT is a trade union whose members are firefighters with the ACT Fire & Rescue Service. The union acts on their behalf in all industrial and workplace matters to improve their working conditions and general welfare.

Significant Changes

There were no significant changes within the 12 months to 30 June 2018.

Members right to resign

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

Superannuation Trustees

Details of officers or members who are trustees, or directors of a company that is a trustee, of a superannuation entity because they are a member or an officer of a registered organisation - Nil

Membership of the Branch Committee of Management

Attachment 1 sets out the names of persons who are or were members of the Branch Committee of Management during the financial year and the periods for which they held those roles.

Report prepared by:
Greg McConville
Secretary
UFU ACT Branch

Dated this 12th day of November 2018

Signed:

Attachment I: Persons who are or have been members of the Branch Committee of Management during the financial year

Position on BCOM	Person	Dates office held
President	Maté Peric	1 July 2017 to 30 June 2018
Secretary	Greg McConville	1 July 2017 to 30 June 2018
Vice President	Graeme Gallagher	1 July 2017 to 26 September 2017
	Vacant	26 September 2017 to 28 September 2017.
	Stephen Geerdink	28 September 2017 to 30 June 2018
Junior Vice President	Vacant	1 July 2017 to 28 September 2017
	Peter Telford	28 September 2017 to 12 April 2018
	David Bridgford	12 April 2018 to 30 June 2018
Trustee	Stephen Geerdink	1 July 2017 to 28 September 2017
	Mark Rowley	28 September 2017 to 30 June 2018
Trustee	Adam Gresham	1 July 2017 to 30 June 2018
Trustee	Neal Hall	1 July 2017 to 30 June 2018
Trustee	Peter Telford	12 April 2018 to 30 June 2018

UNITED FIREFIGHTERS UNION – ACT BRANCH

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

	Note	2018 \$	2017 \$
Revenue			
Membership subscription		375,351	305,207
Capitation fees and other revenue from another reporting unit	3A	-	-
Levies	3B	-	-
Interest on deposits		12,980	9,367
Other revenue		615	-
Total revenue		388,946	314,574
Other Income			
Grants and/or donations	3C	-	-
Revenue from recovery of wages/activity	3D	-	-
Total other income		-	-
Total income		388,946	314,574
Expenses			
Employee expenses	4A	(204,884)	(193,840)
Capitation fees paid to United Firefighters Union of Australia	4B	(25,222)	(25,984)
Affiliation fees	4C	(4,460)	(3,716)
Administration expenses	4D	(75,901)	(91,723)
Grants or donations	4E	(5,273)	(373)
Depreciation	4F	(4,338)	(5,573)
Legal costs	4G	(53,986)	(32,729)
Audit fees	11	(5,350)	(5,200)
Other expenses	4H	(6,651)	(13,602)
Total expenses		(386,065)	(372,740)
Surplus (deficit) for the year		2,881	(58,166)
Other comprehensive income		-	-
Total comprehensive income for the year		2,881	(58,166)

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

UNITED FIREFIGHTERS UNION – ACT BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2018**

	Note	2018 \$	2017 \$
ASSETS			
Current Assets			
Cash at bank		59,151	57,922
Term deposits		456,162	443,335
Trade and other receivables	5	-	-
Prepayments	6	230	870
Total current assets		<u>515,543</u>	<u>502,127</u>
Non-current Assets			
Plant and equipment	7A	16,704	21,042
Total non-current assets		<u>16,704</u>	<u>21,042</u>
TOTAL ASSETS		<u><u>532,247</u></u>	<u><u>523,169</u></u>
LIABILITIES			
Current Liabilities			
Trade payables	8	28,631	20,045
Other payables	8	964	3,970
Employee provisions	9	14,466	14,765
Total current liabilities		<u>44,061</u>	<u>38,780</u>
Non-current Liabilities			
Employee provisions	9	2,332	1,416
Total non-current liabilities		<u>2,332</u>	<u>1,416</u>
TOTAL LIABILITIES		<u><u>46,393</u></u>	<u><u>40,196</u></u>
NET ASSETS		<u><u>485,854</u></u>	<u><u>482,973</u></u>
EQUITY			
Retained earnings		485,854	482,973
Total equity		<u><u>485,854</u></u>	<u><u>482,973</u></u>

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

UNITED FIREFIGHTERS UNION – ACT BRANCH

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

	Retained earnings	Total equity
	\$	\$
Balance as at 1 July 2016	541,139	541,139
Deficit attributable to the Entity	(58,166)	(58,166)
Balance as at 30 June 2017	482,973	482,973
Surplus attributable to the Entity	2,881	2,881
Balance at 30 June 2018	485,854	485,854

UNITED FIREFIGHTERS UNION – ACT BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2018	2017
		\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		413,563	336,829
Inflow/outflow to/from other reporting Units - UFU of Australia		-	(29,700)
Payments to suppliers and employees		(412,487)	(365,280)
Interest received		12,980	9,367
Net cash provided by/ (used in) operating activities	12B	<u>14,056</u>	<u>(48,784)</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		-	(1,187)
Net cash used in investing activities		<u>-</u>	<u>(1,187)</u>
Net increase/(decrease) in cash held		14,056	(49,971)
Cash and cash equivalents at beginning of the financial year		501,257	551,228
Cash and cash equivalents at the end of the financial year	12A	<u>515,313</u>	<u>501,257</u>

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

UNITED FIREFIGHTERS UNION – ACT BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1- Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the United Firefighters Union – ACT Branch (“the Branch”) is a not-for-profit entity.

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

1.2- Significant Accounting Judgements and Estimates

There has been no accounting assumptions or estimates identified that would indicate any significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

1.3- New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year except for the following standards and amendments, which have been adopted for the first time this financial year.

AASB 2016-1 Amendments to Australian Accounting Standards – Recognition of Deferred Tax Assets for Unrealised Losses, which makes amendments to AASB 112 Income Taxes to clarify the accounting for deferred tax assets for unrealized losses on debt instruments measured at fair value.

The management consider that the carrying values as stated on the statement of Financial Position are a reasonable indication of their fair value at balance date.

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are not expected to have a future financial impact on United Firefighters Union - ACT Branch.

1.4- Capitation fees / levies and Member's Subscriptions

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

1.5- Employee Benefits

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

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

UNITED FIREFIGHTERS UNION – ACT BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.5- Employee Benefits (continued)

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

1.6- Financial Instruments

Recognition

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist.

Financial assets at fair value through profit and loss

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading unless they are designated as hedges. Realised and unrealised gains and losses arising from changes in the fair value of these assets are included in the income statement in the period in which they arise.

Available-for-sale financial assets

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

Held-to-maturity investments

These investments have fixed maturities, and it is the group's intention to hold these investments to maturity. Any held-to-maturity investments held by the group are stated at amortised cost using the effective interest rate method.

Impairment of Assets

At each reporting date, the group assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

1.7- Financial Liabilities

1.7 – Financial Liabilities

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

Fair value through profit or loss

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

A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the managers together and has a recent actual patterns of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition
- inconsistency that would otherwise arise; or

UNITED FIREFIGHTERS UNION – ACT BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.7 – Financial Liabilities (continued)

- the financial liability forms part of a group of financial assets or financial liabilities or managed and its performance is evaluated on a fair value basis, in accordance with the units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB Instruments: Recognition and Measurement' permits the entire combined contract to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on re-measurement recognised in profit or loss. The net gain or loss recognised incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

Other financial liabilities

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

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

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using effective interest rate method.

1.8- Land, Buildings, Plant and Equipment

Asset Recognition Threshold

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

Depreciation

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

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

Class of asset	Useful life
Plant and equipment	3-8 years
Motor vehicles	5-10 years

1.9- Taxation

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

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

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

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER OF THE FAIR WORK COMMISSION

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272, which indicates as follows:

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

	2018	2017
	\$	\$
Note 3A: CAPITATION FEES AND OTHER REVENUE FROM ANOTHER REPORTING UNIT		
Capitation fees	-	-
Subtotal capitation fees	<u>-</u>	<u>-</u>
Other revenue from another reporting unit	-	-
Subtotal other revenue from another reporting unit	<u>-</u>	<u>-</u>
Total capitation fees and other revenue from another reporting unit	<u>-</u>	<u>-</u>
Note 3B: LEVIES		
Levies	-	-
Total levies	<u>-</u>	<u>-</u>
Note 3C: GRANTS OR DONATIONS		
Grants	-	-
Donations	-	-
Total grants or donations	<u>-</u>	<u>-</u>
Note 3D: REVENUE FROM RECOVERY OF WAGES ACTIVITY		
Amounts recovered from employers in respect of wages	-	-
Interest received on recovered money	-	-
Total revenue from recovery of wages activity	<u>-</u>	<u>-</u>

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017
	\$	\$
NOTE 4A: EMPLOYEE EXPENSES		
Holders of office:		
Wages and salaries	122,436	118,958
Superannuation	18,171	17,843
Leave and other entitlements	(3,089)	9,440
Separation and redundancies	-	-
Other employee expenses	-	-
Subtotal employee expenses holders of office	<u>137,518</u>	<u>146,241</u>
Employees other than office holders:		
Wages and salaries	57,868	45,912
Superannuation	5,793	4,300
Leave and other entitlements	3,705	(2,613)
Separation and redundancies	-	-
Other employee expenses	-	-
Subtotal employee other than office holders:	<u>67,366</u>	<u>47,599</u>
Total employee expenses	<u>204,884</u>	<u>193,840</u>
Note 4B: CAPITATION FEES AND OTHER EXPENSE TO ANOTHER REPORTING UNIT		
Capitation fees - United Firefighters Union of Australia	<u>(25,222)</u>	<u>(25,984)</u>
Subtotal capitation fees	<u>(25,222)</u>	<u>(25,984)</u>
Other expense to another reporting unit	-	-
Subtotal other expense from another reporting unit	<u>-</u>	<u>-</u>
Total capitation fees and other expense to another reporting unit	<u>(25,222)</u>	<u>(25,984)</u>
NOTE 4C: AFFILIATION FEES		
United Firefighter Union of Australia	1,947	1,943
Unions ACT	2,513	1,773
Total affiliation fees	<u>4,460</u>	<u>3,716</u>

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017
	\$	\$
NOTE 4D: ADMINISTRATION EXPENSES		
Accounting fees	500	730
Bank fees	401	149
Conference and meeting expenses	-	-
Fees/allowances - meeting and conferences	-	-
Compulsory levies	-	-
Functions and meetings	9,688	7,771
Insurance	1,331	1,101
Motor vehicle expenses	5,681	6,768
Other employment costs and training	-	270
Publications and campaign costs	34,088	44,797
Rent and property costs	10,000	10,000
Sponsorship	5,000	-
Telephone and internet	945	15,013
Total paid to employers for payroll deductions of membership subscriptions	-	-
Travel and accommodation costs	8,267	5,124
Total other expenses	<u>75,901</u>	<u>91,723</u>
NOTE 4E: GRANTS OR DONATIONS		
Grants:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeds \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	273	373
Total expensed that exceeds \$1,000	5,000	-
Total grants or donations	<u>5,273</u>	<u>373</u>
NOTE 4F: DEPRECIATION		
Plant and equipment	1,579	2,327
Motor vehicle	2,759	3,246
Total depreciation	<u>4,338</u>	<u>5,573</u>
NOTE 4G: LEGAL COSTS		
Litigation	-	-
Other legal costs	53,986	32,729
Total legal costs	<u>53,986</u>	<u>32,729</u>
Note 4H: OTHER EXPENSES		
Penalties - via RO Act or the <i>Fair Work Act 2009</i>	-	-
Other expenses	6,651	13,602
Total other expenses	<u>6,651</u>	<u>13,602</u>

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018 \$	2017 \$
NOTE 5. TRADE AND OTHER RECEIVABLES		
Receivables from other reporting unit	-	-
Total receivables from other reporting unit	<u>-</u>	<u>-</u>
Less provision for doubtful debts	-	-
Total provision for doubtful debts	<u>-</u>	<u>-</u>
Receivable from other reporting unit (net)	<u><u>-</u></u>	<u><u>-</u></u>

NOTE 6. PREPAYMENTS

Prepayments	<u>230</u>	<u>870</u>
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NOTE 7. PROPERTY, PLANT AND EQUIPMENT

(a) Reconciliation of property, plant and equipment

Computer equipment		
At cost	10,292	10,292
Accumulated depreciation	<u>(9,223)</u>	<u>(7,644)</u>
	<u>1,069</u>	<u>2,648</u>
 Motor vehicle		
At cost	40,445	40,445
Accumulated depreciation	<u>(24,810)</u>	<u>(22,051)</u>
	<u>15,635</u>	<u>18,394</u>
	<u><u>16,704</u></u>	<u><u>21,042</u></u>

The management consider that the value of the leasehold property shown above represents its fair value due to its recent purchase at market value.

(b) Reconciliation of the opening and closing balances of property, plant and equipment

	Plant and equipment	Motor vehicles	Total
Opening balance at 1 July 2017	2,648	18,394	21,042
Additions	-	-	-
Revaluations	-	-	-
Depreciation/impairment	(1,579)	(2,759)	(4,338)
Disposals	-	-	-
Closing balance at 30 June 2018	<u>1,069</u>	<u>15,635</u>	<u>16,704</u>

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017
	\$	\$
NOTE 8. TRADE AND OTHER PAYABLES		
Trade payables	28,631	20,045
Payable to employers for making payroll deductions of membership subscriptions	-	-
Legal costs	-	-
Other payables	964	3,970
Subtotal trade creditors	<u>29,595</u>	<u>24,015</u>
Payables to other reporting unit	-	-
Subtotal payables to other reporting unit	<u>-</u>	<u>-</u>
Total trade and other payables	<u>29,595</u>	<u>24,015</u>
 NOTE 9. EMPLOYEE PROVISIONS		
Current Liabilities		
<i>General Staff</i>		
Provision for Annual Leave	1,915	793
Provision for Long Service Leave	1,870	1,644
Liability for Separation/redundancies	-	-
Liability for other Staff Provisions	-	-
	<u>3,785</u>	<u>2,437</u>
<i>Office Holder</i>		
Provision for Annual Leave	10,681	12,327
Provision for Long Service Leave	-	-
Liability for Separation/redundancies	-	-
Liability for other Staff Provisions	-	-
	<u>10,681</u>	<u>12,327</u>
TOTAL CURRENT STAFF LEAVE ENTITLEMENTS	<u>14,466</u>	<u>14,764</u>
 Non Current Liability		
Provision for Long Service Leave - General Staff	394	250
Provision for Long Service Leave - Office Holders	1,938	1,167
TOTAL NON-CURRENT STAFF LEAVE ENTITLEMENTS	<u>2,332</u>	<u>1,417</u>
 NOTE 10A. RELATED PARTY TRANSACTIONS		
Transactions between related parties are on normal commercial terms and conditions unless otherwise stated.		
Transactions with related parties:		
Income	-	-
 Expenses		
- Affiliation fees to UFU of Australia	4,459	1,943
- Capitation fees to UFU of Australia	25,222	25,984
	<u>29,681</u>	<u>27,927</u>

No money was owing to or from the related reporting entity at balance date.

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017
	\$	\$
NOTE 10B. KEY MANAGEMENT PERSONNEL REMUNERATION		
Short-term employee benefits		
Salary	122,436	118,958
Annual leave accrued or paid	9,251	9,374
Performance bonus	-	-
Total short-term employee benefits	131,687	128,332
Post-employment benefits		
Superannuation	18,171	17,843
Total post-employment benefits	18,171	17,843
Other long-term benefits		
Long service leave accrued or paid	715	66
Total other long-term benefits	715	66
Total remuneration of Key Management Personnel	150,573	146,241

NOTE 10C. TRANSACTIONS WITH KEY MANAGEMENT PERSONNEL AND THEIR IMMEDIATE FAMILY

There were no loans or other transactions between the reporting entity and its key management personnel, or their immediate family members, during the financial year.

NOTE 11. AUDITORS' REMUNERATION

Audit of financial statements	5,350	5,200
Other fees	-	-
	5,350	5,200

NOTE 12A. CASH FLOW RECONCILIATION

(a) Reconciliation of cash

Cash at bank	59,151	57,922
Term deposit	456,162	443,335
	515,313	501,257

(b) Reconciliation of cash flows from operations

Operating surplus/(deficit)	2,881	(58,166)
Add Back Non-Cash Items:		
Depreciation of Plant & Equipment	1,579	2,327
Depreciation of Motor Vehicles	2,759	3,246
Changes in Assets & Liabilities		
Decrease/(increase) in debtors and prepayments	640	877
Increase/(decrease) in Leave provisions	617	6,825
Increase/(decrease) in Creditors	8,586	(3,893)
Increase/(decrease) in Other Payables	(3,006)	-
	14,056	(48,784)

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017
	\$	\$
NOTE 12B. CASH FLOW INFORMATION		
Cash inflows from reporting unit	-	-
Total cash inflows	<u>-</u>	<u>-</u>
Cash outflows to reporting unit	-	-
Total cash outflows	<u>-</u>	<u>-</u>

NOTE 13 OTHER DISCLOSURE REQUIREMENTS

- There is no agreed going concern financial support received or paid to another reporting unit.
- There were no assets or liabilities acquired as a result of an amalgamation or restructure.
- No entrance fees were paid or received during the year.
- There has been no financial support from any other reporting units.
- There were no fees or allowances paid to office-holders for attendance at meetings, other than their normal salary.
- There are no accounts or investments held in respect of compulsory levies or voluntary contributions.
- There has been no administration of financial affairs by a third party.

NOTE 14. FINANCIAL RISK MANAGEMENT

The Union's financial instruments consist mainly of deposits with banks, short and long-term investments, accounts receivable and accounts payable.

The main risks arising from the Union's financial instruments are liquidity risk, credit risk and market price risk. The Branch does not use derivative instruments to manage risks associated with its financial instruments.

The Union's Council have overall responsibility for risk management, including risks associated with financial instruments.

This note presents, information about the Union's exposure to liquidity, credit and market price risk, and its objectives, policies and processes for measuring and managing risk.

Liquidity Risk

Liquidity risk is the risk that the Union will not be able to fund its obligations as they fall due.

The following are the contractual maturities of financial assets and liabilities:

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 14. FINANCIAL RISK MANAGEMENT (CONTINUED)

The following are the contractual maturities of financial assets and liabilities:

	Within 1 year		1 to 5 years		Over 5 years		Total	
	2018	2017	2018	2017	2018	2017	2018	2017
	\$	\$	\$	\$	\$	\$	\$	\$
Financial liabilities due for payment								
Trade and other payables	28,631	20,045	-	-	-	-	28,631	20,045
Total expected outflows	28,631	20,045	-	-	-	-	28,631	20,045
Financial assets - Cash flows realisable								
Cash and cash equivalents	515,313	501,257	-	-	-	-	515,313	501,257
Trade and other receivables	-	-	-	-	-	-	-	-
Total anticipated inflows	515,313	501,257	-	-	-	-	515,313	501,257
Net inflow on financial instruments	486,682	481,212	-	-	-	-	486,682	481,212

Credit Risk

Credit risk is the risk of financial loss to the Union if a customer or counterparty to a financial instrument fails to meet its contractual obligations.

Exposure of credit risk

The carrying amount of the Union's financial assets best represents its maximum credit risk exposure. The Union's maximum exposure to credit risk at the reporting date was:

	2018	2017
	\$	\$
Cash and cash equivalents	515,313	501,257
Trade debtors	-	-
Other receivables	-	-
	515,313	501,257

NOTE 15. FAIR VALUE MEASUREMENT

Management of the reporting unit assessed that (cash, trade receivables, trade payables, and other current liabilities) approximate their carrying amounts largely due to the short-term maturities and instruments.

The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values:

Fair values of the reporting entities interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuers borrowing rate as at the end of the reporting period. The own performance risk as at 30 June 2018 was assessed to be insignificant.

UNITED FIREFIGHTERS UNION – ACT BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 15. FAIR VALUE MEASUREMENT (CONTINUED)

- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets
- Long-term fixed rate and variable-rate receivables / borrowings are evaluated by the Group based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at 30 June 2016 the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

The management consider that the carrying values of assets and liabilities as stated on the Statement of Financial Position are a reasonable indication of their Fair Value balance date.

NOTE 16. CONTINGENT LIABILITIES

There are no contingent liabilities outstanding at balance date.

NOTE 17. EVENTS AFTER BALANCE DATE

There has not been any other material events between the balance date and the date of signing of the operating report.

RSM Australia Pty Ltd

Equinox Building 4, Level 2, 70 Kent Street Deakin ACT 2600
GPO Box 200 Canberra ACT 2601

T +61(0) 2 6217 0300
F +61(0) 2 6217 0401

www.rsm.com.au

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
UNITED FIREFIGHTERS UNION - ACT BRANCH

Opinion

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

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

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

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

Basis for Opinion

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

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

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

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

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

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

Responsibilities of Committee of Management for the Financial Report

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

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

Auditor's Responsibilities for the Audit of the Financial Report

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.

THE POWER OF BEING UNDERSTOOD

AUDIT | TAX | CONSULTING

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- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

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

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

RSM Australia Pty Ltd



Canberra, Australian Capital Territory
Dated: 29 November 2018

G M STENHOUSE
Director

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/129

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11 December 2018

Mr Gregory McConville
Secretary
United Firefighters' Union of Australia-Australian Capital Territory Branch
Sent via email: secretary@ufuact.asn.au

Dear Mr McConville,

Lodgement of Financial Report - Reminder to lodge

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

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

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

The ROC encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the Commissioner instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the Commissioner following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$105,000 per contravention on the organisation and up to \$21,000 per contravention on an officer whose conduct led to the contravention.

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

Should you seek any clarification in relation to the above, please contact me on (03) 9954 2931 or via email at Sam.Gallichio@roc.gov.au.

Yours faithfully,

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

Sam Gallichio
Registered Organisations Commission



25 September 2018

Mr Gregory McConville
Secretary
United Firefighters' Union of Australia-Australian Capital Territory Branch

By Email: secretary@ufuact.asn.au

Dear Mr McConville,

**Re: Lodgement of Financial Report - [FR2018/191]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

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

Loans Grants and Donations Statement

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

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

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

Financial report

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

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

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

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

ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

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

Auditor's report

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

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

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

Contact

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

Yours faithfully,



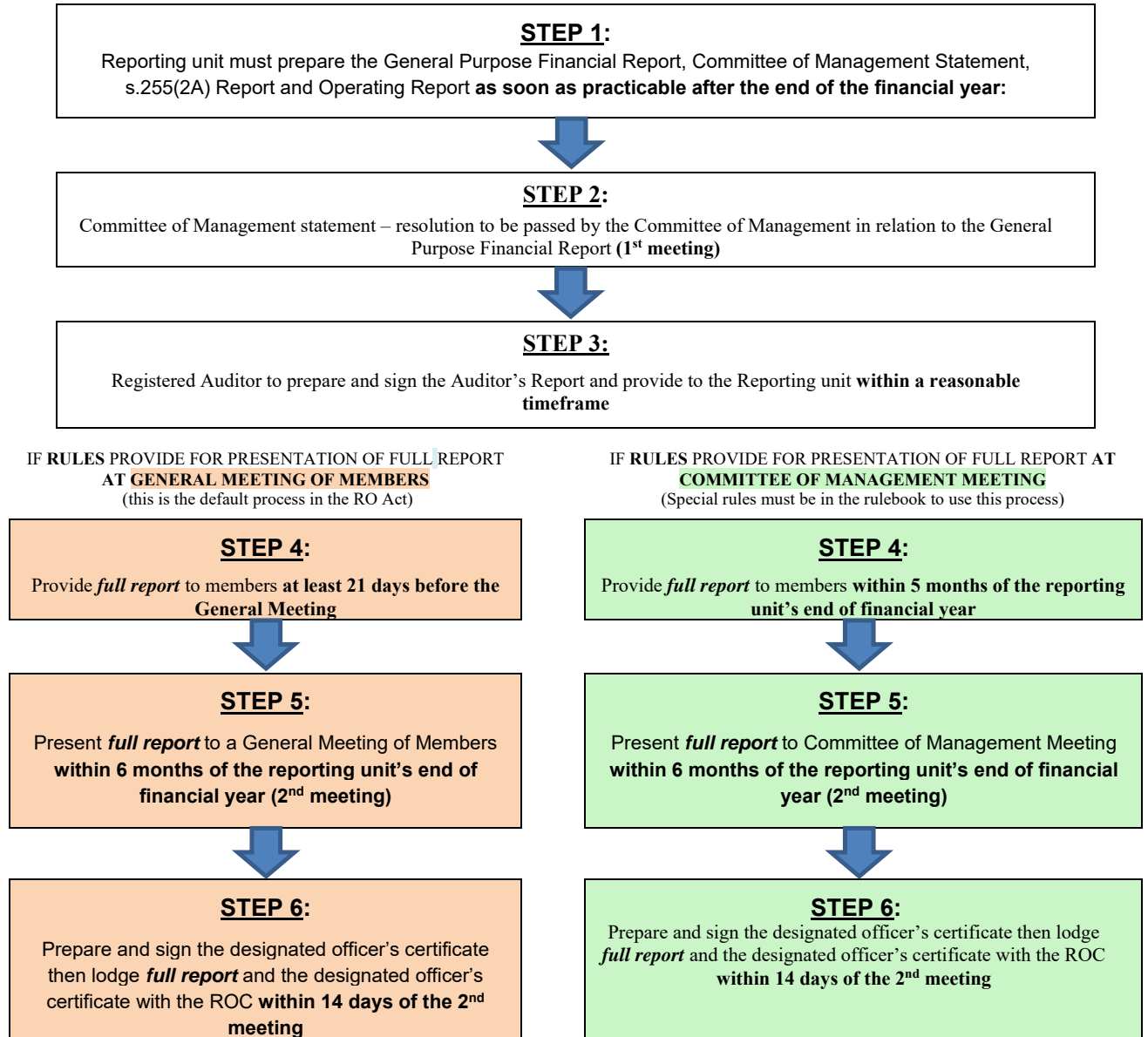
Sarah Wilkin
Registered Organisations Commission

Fact sheet

Summary of financial reporting timelines – s.253 financial reports

General Information:

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



Fact sheet



Australian Government
Registered Organisations Commission

FS 009
(19 June 2017)

Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

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

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





The Loans, Grants & Donations Statement



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

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

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

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

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

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

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

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

Note 4E: Grants OR donations*

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

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

Implications for filing the Financial Report

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

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

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

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

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

Further information

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

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