



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/573-[259V-AGE]

Mr Michael Farrell
Branch Secretary
United Firefighters' Union of Australia
Aviation Branch
PO Box 966
SUNBURY VIC 3429

Dear Mr Farrell

Re: United Firefighters' Union of Australia-Aviation Branch - Financial Reporting Obligations under *Workplace Relations Act 1996*

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7775 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Ruth Hansen
E-mail: ruth.hansen@air.gov.au
21 August, 2003

FR2003/573.



**United Firefighters Union of Australia
Aviation Branch**

Registered Office:

86A O'Shannassy St, Sunbury, Victoria 3429

Postal Address: PO Box 966, Sunbury 3429

Ph: (03) 9746 3722 Fax: (03) 9746 3766

Email ufuavat1@bigpond.com.au

ABN: 96 533 521 914

18th February 2004

Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Registrar

Please find enclosed, the relevant financial documents required by your organisation regarding the audited accounts of the Aviation Branch of the United Firefighters Union of Australia for the period 1 July 2002 to 30 June 2003.

Also enclosed are the required certificates from the:

- Accounting Officer
 - Branch Secretary and the
 - Committee of Management.

I trust this is acceptable and in accordance with the relevant regulations.

Should you require further information regarding the above matter, please do not hesitate to contact me at your convenience.

Kind regards

Barb Foster
Barbara Foster
Office Manager

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

A.B.N. 96 533 521 914

AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH JUNE 2003

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

A.B.N. 96 533 521 914

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United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	Note	2003 \$	2002 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities	2	220,242.10	294,769.49
Raw materials and consumables used		(464.97)	(1,242.99)
Employee benefits expense		(82,712.16)	(65,394.80)
Depreciation and amortisation expenses	3	(2,015.00)	(3,119.00)
Borrowing costs expense	3	(185.69)	-
Other expenses from ordinary activities		(114,490.79)	(154,458.46)
<hr/>			
Profit from ordinary activities before income tax expense	3	20,373.49	70,554.24
Total changes in equity other than those resulting from transactions with owners as owners		20,373.49	70,554.24
		<hr/>	<hr/>

The accompanying notes form part of these financial statements.

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash assets	6	177,562.21	159,440.09
Inventories	7	-	464.97
TOTAL CURRENT ASSETS		<u>177,562.21</u>	<u>159,905.06</u>
NON-CURRENT ASSETS			
Receivables	8	100.00	100.00
Property, plant and equipment	9	7,355.40	8,007.67
TOTAL NON-CURRENT ASSETS		<u>7,455.40</u>	<u>8,107.67</u>
TOTAL ASSETS		<u>185,017.61</u>	<u>168,012.73</u>
CURRENT LIABILITIES			
Payables	10	3,246.71	2,732.63
Provisions	11	11,265.26	15,147.95
TOTAL CURRENT LIABILITIES		<u>14,511.97</u>	<u>17,880.58</u>
TOTAL LIABILITIES		<u>14,511.97</u>	<u>17,880.58</u>
NET ASSETS		<u>170,505.64</u>	<u>150,132.15</u>
EQUITY			
Contributed equity	12	-	-
Retained profits	5	170,505.64	150,132.15
TOTAL EQUITY		<u>170,505.64</u>	<u>150,132.15</u>

The accompanying notes form part of these financial statements.

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

1. Statement of Significant Accounting Policies

These financial statements have been prepared as a Special Purpose Financial Report in order to provide accounts which satisfy the requirements of the provisions of Rule 10 (1) (c) of the National Rules of the United Firefighters Union of Australia. The committee has determined that the Branch is not a reporting entity as defined in Statement of Accounting Concepts 1 "Definition of the Reporting Entity", and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus View) in the preparation and presentation of these statements.

The statements have been prepared in accordance with the requirements of Rule 10 (1) (c) of the National Rules of the United Firefighters Union of Australia, and the following Australian Accounting Standards:

AASB 1002:	Events Occurring After Balance Date
AASB 1018:	Profit & Loss Accounts
AASB 1019:	Measurement and Presentation of Inventories in the Context of Historical Cost System
AASB 1021:	Depreciation

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

Except for the following items, the Statements have been prepared on a cash basis from the books and records maintained by the Branch:-

recognition of accrued staff leave entitlements in both the Statement of Financial Performance and the Statement of Financial Position;

inclusion of Plant & Equipment and Accumulated Depreciation in the Statement of Financial Position;

inclusion of Depreciation on Plant & Equipment as an expense in the Statement of Financial Performance

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 subsection 274 (1), (2) and (3), which reads as follows:-

(1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

(2) An organisation shall, on application made under subsection (1) by a member of the organisation, or a Registrar, make the specified information available to the member or Registrar in such manner;

(3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

Benefits Received by Officers

In addition to their monetary entitlements, the Branch Secretary and Branch President also receive Frequent Flyer Points arising from the payment of Union expenses on Corporate Credit Cards. However effective from 9th May 2003, the Branch President declined to hold any corporate credit cards whilst the Branch Secretary continues to hold an American Express and a Visa Card. All Frequent Flyer Points arising from the American Express and Visa Card are attributable to the Secretary personally.

Employee Benefits

Contributions are made to an employee superannuation fund and are charged as expenses when incurred.

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

	2003	2002
	\$	\$
2 Revenue		
Operating activities		
Sale of goods	159.63	27.27
Interest	4,409.29	2,443.65
Rendering of services	213,309.63	292,298.57
Other revenue	2,363.55	-
	220,242.10	294,769.49
Interest from:		
Other Corporations	4,409.29	2,443.65
 3 Profit from Ordinary Activities		
Profit from ordinary activities before income tax expense has been determined after:		
Expenses:		
Cost of sales	464.97	1,242.99
Borrowing Costs	185.69	-
Depreciation of property, plant and equipment	2,015.00	3,119.00
Remuneration of auditor		
Auditor's Remuneration	4,664.00	2,295.00
Rental expense on operating leases		
Finance Lease Rental	2,824.88	-
	2,824.88	-
 4 Income Tax Expense		
The organisation is exempt from income tax.		
 5 Retained Profits		
Retained profits (accumulated losses) at the beginning of the financial year	150,132.15	79,577.91
Net profit attributable to members of the company	20,373.49	70,554.24
Retrospective adjustment(s) upon introduction of accounting standard(s):		
Retained profits(accumulated losses) at the end of the financial year	170,505.64	150,132.15

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

	2003	2002
	\$	\$
6 Cash Assets		
Petty Cash Imprest	28.80	80.00
Deposit - St George Bank	-	25,598.25
Deposit - Heritage	20,000.00	50,697.97
Cash at Bank - General Account	-	6,570.40
Cash at Bank - Conference Account	20,365.59	23,586.08
Cash at Bank - Staff Account	4,743.25	2,275.47
Cash at Bank - Office Equipment Account	5,712.98	3,190.55
Cash at Bank - Heritage Account	64,767.43	47,441.37
Cash at Bank - Bendigo Bank	35,145.14	-
Cash at Bank - Members Equity	26,799.02	-
	177,562.21	159,440.09
7 Inventories		
CURRENT		
Stock on Hand	-	464.97
8 Receivables		
NON-CURRENT		
Deposit - Electricity	100.00	100.00
9 Property, Plant and Equipment		
Land and Buildings		
Office Furniture & Equipment - at Cost	43,506.40	42,143.67
Less: Accumulated Depreciation	36,151.00	34,136.00
	7,355.40	8,007.67
Total Plant and Equipment	7,355.40	8,007.67
10 Payables		
CURRENT		
Other Creditors	2,938.00	1,705.16
GST Clearing	308.71	1,027.47
	308.71	1,027.47
	3,246.71	2,732.63

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

	2003	2002
	\$	\$
11 Provisions		
CURRENT		
Provision for Holiday Pay	4,752.00	8,634.69
Provision for Long Service Leave	6,513.26	6,513.26
	<u>11,265.26</u>	<u>15,147.95</u>
Aggregate employee benefit liability	<u>11,265.26</u>	<u>15,147.95</u>

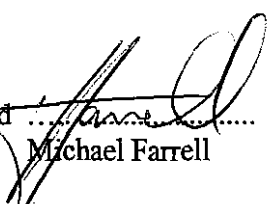
UNITED FIREFIGHTERS UNION OF AUSTRALIA – AVIATION BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, Michael Farrell, being the officer responsible for keeping the accounting records for the United Firefighters Union of Australia – Aviation Branch, certify that as at 30 June 2003, the number of members of the organisation was 454.

In my opinion:

- (i) the accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2003
- (ii) a record has been kept of all moneys paid by, or collected from, members of the organisation, and all moneys so paid or collected have been credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) any payment made out of funds of the organisation raised by compulsory levies or voluntary contributions from members or funds other than the General Fund operated in accordance with the rules, for a purpose other than the purpose for which the fund was operated, was approved in accordance with the rules of the organisation;
- (iv) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation; and
- (v) the register of members of the organisation was maintained in accordance with the Act.

Signed .....
Michael Farrell

Dated: 20/10/03

UNITED FIREFIGHTERS UNION OF AUSTRALIA – AVIATION BRANCH

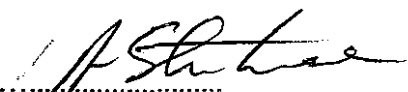
COMMITTEE OF MANAGEMENT'S CERTIFICATE

FOR THE YEAR ENDED 30 JUNE 2003

We, Andrew Stenhouse, and Dennis Horner, being two members of the Committee of Management of the United Firefighters Union of Australia – Aviation Branch, do hereby state on behalf of the Committee and in accordance with a resolution passed by the Committee at its meeting held on ~~5th November 2003~~⁰³, 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 organisation as at 30 June 2003;
- (ii) during the financial year ending on 30 June 2003, meetings of the Committee of Management were, in the opinion of the Committee, held in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been during the financial year ending 30 June 2003, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Workplace Relations Act 1996), or copies of these records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Act, the Regulations, or the rules of the organisation, as the case may be;
- (iv) in relation to the report prepared in accordance with the section 276 of the Act by the auditor of the organisation in respect of the immediately preceding financial year, and in relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act to which the report relates, the organisation has complied with subsection 279(1) of the Act and subsection 279(6) of the Act is applicable.

Signed


Andrew Stenhouse

Signed


Dennis Horner

Dated: 14/11/03

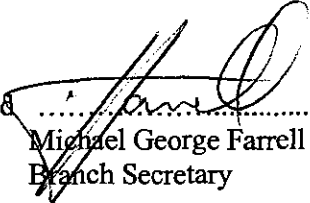
UNITED FIREFIGHTERS UNION OF AUSTRALIA – AVIATION BRANCH

SECRETARY'S CERTIFICATE

FOR THE YEAR ENDED 30 JUNE 2003

I, Michael George Farrell, being the Branch Secretary of the United Firefighters Union of Australia – Aviation Branch, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ended 30 June 2003 that were:-

- (i) supplied to members free of charge on 10/12/03.....; and
- (ii) presented to a meeting of the United Firefighters Union of Australia – Aviation Branch, on 12/02/04.....

Signed .....
Michael George Farrell
Branch Secretary

Dated: 18/2/04

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

Scope

We have audited the attached financial report, being a special purpose financial report of United Firefighters Union of Australia - Aviation Branch for the year ended 30th June 2003, as set out in the Statement of Financial Performance, Statement of Financial Position and Notes to the Financial Statements. The organisation's committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the organisation's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the organisation. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the organisations' committee reporting requirements under the organisation's constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the organisation's financial position, and performance as represented by the results of its operation and its cash flows. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements in Australia.

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

Audit Opinion

In our opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of United Firefighters Union of Australia - Aviation Branch as at 30th June 2003 and the results of its operations and its cash flows for the year then ended.

Name of Firm: Baguley & Associates Pty Ltd
Certified Practising Accountants

Name of Partner: Barry M Baguley

Address: Sunbury

Dated this 20th day of October, 2003

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003

	2003	2002
	\$	\$
SALES		
Sales - Union Apparel	159.63	27.27
LESS: COST OF GOODS SOLD		
Opening Stock	464.97	-
Purchases - Union Apparel	-	1,242.99
	<hr/>	<hr/>
	464.97	1,242.99
TOTAL MATERIAL COSTS	<hr/>	<hr/>
	464.97	1,242.99
TOTAL COST OF GOODS SOLD	<hr/>	<hr/>
	464.97	1,242.99
	<hr/>	<hr/>
	(305.34)	(1,215.72)

United Firefighters Union of Australia - Aviation Branch
A.B.N. 96 533 521 914

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
OTHER INCOME		
Reimbursable Expenses	16,249.90	47,551.48
Donations Received	-	51,539.37
Membership Fees & Dues	197,059.73	193,207.72
Interest Received	4,409.29	2,443.65
Rebates & Refunds	2,090.83	-
Rent Received	272.72	-
TOTAL OTHER INCOME	220,082.47	294,742.22
EXPENDITURE		
Administration Fees	988.18	-
Affiliation Fees	3,172.80	1,568.56
Auditor's Remuneration	4,664.00	2,295.00
Bank Charges	1,180.19	1,233.96
Computer Software	704.51	130.00
Commission Paid	3,042.23	3,792.48
Depreciation	2,015.00	3,119.00
Donations	513.35	3,685.95
Fringe Benefits Tax	997.70	636.30
Honorariums	16,162.38	13,975.00
Holiday Pay	-	3,820.60
Insurance - Workcover	132.62	244.14
Insurance	3,020.50	2,516.72
Interest Paid	185.69	-
Leasing Charges	2,824.88	-
Light & Power	745.91	705.32
Long Service Leave	-	2,677.04
Media Release Fees	-	129.00
Printing & Stationery	5,648.65	4,350.74
Rates & Taxes	685.35	-
Refunds - Union Fees	244.37	58.40
Redundancy Fund	-	1,137.10
Rent	7,095.87	5,133.37
Repairs & Maintenance	2,520.74	1,769.94
Staff & Office Amenities	38.41	51.45
Staff Training	245.45	519.86
Subscriptions & Memberships	2,813.60	2,461.65
Sundry Expenses	3,608.63	279.82
Superannuation Contributions	15,459.56	5,452.11
Telephone	12,057.71	16,075.79
Travelling Expenses	44,463.40	95,504.57
Uniforms	-	47.27
Wages	64,171.96	49,601.12
TOTAL OVERHEADS	199,403.64	222,972.26
OPERATING PROFIT/OPERATING (LOSS)	20,373.49	70,554.24
NET PROFIT/NET (LOSS)	20,373.49	70,554.24



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ms Barbara Foster
Office Manager
United Firefighters' Union of Australia
Aviation Branch
PO Box 966
SUNBURY VIC 3429

Dear Ms Foster,

**Re: United Firefighters' Union of Australia - Aviation Branch
Financial documents for year ended 30 June 2003 - FR2003/573**

I have received your letter dated 18 February 2004 together with the full financial documents of the above named branch for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 23 February 2004.

The documents have been filed.

I direct your attention to the following matters concerning the financial reporting requirements of the *Workplace Relations Act 1996* (the Act) applicable to these documents. Please note that the reporting obligations for the year ended 30 June 2004 will be governed by the new RAO Schedule.

Certificate signed after auditor's report

The committee of management's certificate has been signed after the making of the auditor's report to the Branch. This certificate should not post-date the auditor's report as:-

- the auditor must express an opinion on the accounts and statements prepared under section 273 of the Act.
- the accounts prepared under section 273 must include certificates by the accounting officer and the committee of management.

Auditors Report

The Auditors Report does not strictly comply with the requirements of subsection 4 of section 276 of the Act. Please ensure in future that the auditors report meets the requirements set out under the Act. Please note that future auditors report must comply with the provisions set out under Schedule 1B of the Act, in particular see section 257 of Schedule 1B.

New Legislation

As you may be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation generally came into operation on 12 May 2003.

Schedule 1B establishes a **Registration and Accountability of Organisations Schedule** within the *Workplace Relations Act 1996* (the WR Act), which pertains to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new Schedule 1B, with some amendments. Other matters are substantially changed by the Schedule 1B particularly the financial reporting requirements.

The abovenamed organisation/branch has correctly completed and lodged its financial documents for the financial year ended 30 June 2003 under the WR Act. **However, the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the new of Schedule 1B.**

Accordingly, it is recommended that, in preparation of the financial documents for the year commencing 1 July 2003, the new requirements be brought to the attention of the organisations/branches auditor.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 8661 7988.

Yours sincerely



Lynette Markovski
Statutory Services Branch

5 March 2004