



20 October 2016

Mr Henry Lawrence  
Branch Secretary  
United Firefighters' Union of Australia – Aviation Branch  
Level 3 TLC Building  
16 Peel Street  
SOUTH BRISBANE QLD 4101

via email: [branchsecretary@ufuav.asn.au](mailto:branchsecretary@ufuav.asn.au)

Dear Mr Lawrence

**United Firefighters' Union of Australia Aviation Branch Financial Report for the year ended 30 June 2016 - [FR2016/249]**

I acknowledge receipt of the financial report for the year ended 30 June 2016 for the United Firefighters' Union of Australia Aviation Branch (the reporting unit). The financial report was lodged with the Fair Work Commission (FWC) on 6 October 2016. I also acknowledge the Operating Report that was lodged with the FWC on 17 October 2016.

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 2017 may be subject to an advanced compliance review.

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

**Timescale requirements**

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the FWC website. In particular, I draw your attention to the fact sheet titled *financial reporting process* which explains the timeline requirements, and the fact sheet titled *summary of financial reporting timelines* which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirements were not met:

**Documents must be lodged with the FWC within 14 days of General Meeting**

Within 14 days of the meeting of the committee of management, section 268 of the RO Act states that the full report and the Designated Officer's Certificate are required to be lodged with the FWC. The Designated Officer's Certificate indicates that this meeting occurred on 21 September 2016. If this is correct the full report should have been lodged with the FWC by 5 October 2016.

The full report was lodged on 6 October 2016.

This issue was raised with the reporting unit last year. The FWC aims to assist reporting units in complying with their obligations under the RO Act and Reporting Guidelines, by providing advice about the errors identified in the financial reports. Section 268 is a civil penalty provision and future failure to meet this timelines may result in an inquiry into the organisation and the General Manager of the FWC may apply under s.310(1) of the RO Act to the Federal Court of Australia for a pecuniary penalty order to be imposed on your organisation and, potentially, an officer whose conduct led to the non-compliance.

Reports must be provided to members within 5 months of end of financial year where the report is presented before Committee of Management meeting

Under subsection 265(1)(a) of the RO Act a reporting unit must provide free of charge to its members a full report. A full report consists of:

- (i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and
- (ii) a copy of the general purpose financial report to which the report relates; and
- (iii) a copy of the operating report to which the report relates.

Under subsection 265(5)(b) of the RO Act, where the full report is presented to a Committee of Management meeting, the full report must be provided to members within 5 months of the end of the financial year. The Designated Officer's Certificate states that the full report was provided to members on 22 August 2016, and presented to a Committee of Management meeting on 21 September 2016.

Although the date the report was provided to members is within 5 months of the end of the financial year, the Operating Report was not signed until the 13 October 2016 which is after the date the report was provided to members. As identified above, this report is a required document of a full report. It would therefore appear that members have not been provided with a copy of the full report.

Please note that subsections 265(1) and 265(5) are both civil penalty provisions.

### **Reporting Requirements**

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8656 4681 or by email at [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely



Joanne Fenwick  
Financial Reporting Specialist  
Regulatory Compliance Branch



## United Firefighters' Union of Australia Aviation Branch

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13 October 2016

Mr Robert Pfeiffer  
Senior Advisor  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001



Dear Mr Pfeiffer

### LODGEMENT OF OPERATING REPORT

Enclosed please find the completed Operating Report for the year ended 30 June 2016, signed by the prescribed designated officer.

Yours sincerely

  
**HENRY LAWRENCE**  
**BRANCH SECRETARY**

Encs

**UNITED FIREFIGHTERS UNION OF AUSTRALIA – AVIATION BRANCH**  
**ABN 96 533 521 914**  
**OPERATING REPORT**  
*for the period ended 30 June 2016*

The committee presents its report on the reporting unit for the financial year ended 30 June 2015.

**Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

*The principal activities of the United Firefighters Union of Australia – Aviation Branch during the financial year was to represent professional fire fighters and their safety.*

*No significant changes in the nature of these activities occurred during the year.*

**Significant changes in financial affairs**

*The operating surplus of the Union for the financial year amounted to \$171,732.00. No provision for tax was necessary as the reporting unit is exempt from income tax.*

**Right of members to resign**

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

**Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee**

*No officers or employees of the Union were a trustee for a superannuation fund or a director of a company that is a superannuation fund trustee during the financial year.*

**Number of members**

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

*The number of persons that were at the end of the financial year recorded in the register of members for section 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the registered organisation under section 244 of the Fair Work (Registered Organisations) Act 2009 was 856.*

## Number of employees

*The number of persons who were at the end of the financial year employees of the organisation including both full and part time employees measured on a full time equivalent basis was 2.*

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

*The names of each person who has been a member of the Branch Committee of Management of the organisation at any time during the financial year, and the periods for which they held such a position were:*

<i>Jon Vaughan</i>	<i>President</i>	<i>1 July 2015 – 30 June 2016</i>
<i>Henry Lawrence</i>	<i>Branch Secretary</i>	<i>1 July 2015 – 30 June 2016</i>
<i>Simon Osborn</i>	<i>Senior Vice President</i>	<i>28 July 2015 – 30 June 2016</i>
<i>John Ring</i>	<i>Junior Vice President</i>	<i>28 July 2015 – 30 June 2016</i>
<i>Simon Owen</i>	<i>Branch Committee of Management</i>	<i>21 July 2015 – 30 June 2016</i>
<i>Jake Callaghan</i>	<i>Branch Committee of Management</i>	<i>1 July 2015 – 30 June 2016</i>
<i>Ricky Nolan</i>	<i>Branch Committee of Management</i>	<i>1 July 2015 – 30 June 2016</i>
<i>Karl McDonald</i>	<i>Branch Committee of Management</i>	<i>1 July 2015 – 30 June 2016</i>
<i>Chris Jones</i>	<i>Branch Committee of Management</i>	<i>21 July 2015 – 30 June 2016</i>
<i>John Miller</i>	<i>Branch Committee of Management</i>	<i>21 July 2015 – 30 June 2016</i>

## Other relevant information:

Nil.

Signature of designated officer: .....



Name and title of designated officer: HENRY LAWRENCE, BRANCH SECRETARY

Dated: 13 October 2016



## United Firefighters' Union of Australia Aviation Branch

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13 October 2016

Mr Robert Pfeiffer  
Senior Advisor  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001



Dear Mr Pfeiffer

Regarding returns for the financial year ended 30 June 2016, I provide the following information:

Disclosure of employee expenses to office holders and other employees

The amount for disclosure for *separation and redundancies* for items 16(f) and 16(g) for the year ended June 2016 is NIL.

Disclosure of employee provisions to office holders and other employees

The amount for disclosure for separations and redundancies for items 20(c) and 20(d) for the year ended June 2016 is NIL.

I trust this information will complete our return for filing purposes.

Yours sincerely

  
HENRY LAWRENCE  
BRANCH SECRETARY



## United Firefighters' Union of Australia Aviation Branch

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5 October 2016

Mr Robert Pfeiffer  
Senior Advisor  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Mr Pfeiffer

### **LODGEMENT OF FINANCIAL REPORT (FR2016/249)**

Enclosed please find the financial statements of the United Firefighters Union – Aviation Branch, for the year ended 30 June 2016, along with the completed certificate by the prescribed designated officer.

Yours sincerely

**HENRY LAWRENCE**  
**BRANCH SECRETARY**

Encs

**[Insert name of Reporting Unit]**

s.268 Fair Work (Registered Organisations) Act 2009

**SAMPLE CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER<sup>1</sup>**

Certificate for the period ended 30<sup>th</sup> June 2016

I Henry Pearson Lawrence being the Branch Secretary of the United Firefighters Union of Australia Aviation Branch certify:

- that the documents lodged herewith are copies of the full report for the United Firefighters Union of Australia Aviation Branch for the period ended 30<sup>th</sup> June 2016 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 22<sup>nd</sup> August 2016; and
- that the full report was presented to a meeting of the Branch Committee of Management of the reporting unit on 21<sup>st</sup> September 2016 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer: H. P. Lawrence

Name of prescribed designated officer: Henry Pearson Lawrence

Title of prescribed designated officer: Branch Secretary

Dated: 5<sup>th</sup> October 2016

<sup>1</sup> Regulation 162 of the Fair Work (Registered Organisations) Regulations 2009 defines a 'prescribed designated officer' of a reporting unit for the purposes of s.268(c) as:  
(a) the secretary; or  
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.



**UNITED FIREFIGHTERS UNION OF AUSTRALIA  
AVIATION BRANCH  
ABN: 96 533 521 914**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

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UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

ABN: 96 533 521 914

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2016

	Note	2016 \$	2015 \$
<b>Revenue</b>	3	629,882	576,964
<b>Expenses</b>			
Affiliation Fees	4	65,559	59,928
Bank Fees		4,389	4,025
Depreciation		654	2,125
Donations		-	750
Employee Benefit Expense	5(a)	214,140	193,943
Honorariums		10,499	12,000
Interest Expense		-	-
Legal Fees	5(b)	32,431	10,494
Professional Fees		14,800	17,183
Rent and Outgoings		14,272	13,987
Station Meetings		11,720	2,319
Travel Accommodation & Conferences	5(c)	41,434	41,653
Other Expenses		<u>48,252</u>	<u>25,577</u>
<b>Total Expenses</b>		<u>458,150</u>	<u>383,984</u>
<b>Surplus for the Year</b>		<u>171,732</u>	<u>192,980</u>
<b>Total Comprehensive Income for the Year</b>		<u>171,732</u>	<u>192,980</u>

The accompanying notes form part of these financial statements

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

**ABN: 96 533 521 914**

**STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	2016 \$	2015 \$
<b>CURRENT ASSETS</b>			
Cash Assets	6	896,783	729,388
Inventories	7	5,866	2,718
Trade and Other Receivables	8	8,448	7,382
Other Assets	9	<u>13,184</u>	<u>10,758</u>
<b>Total Current Assets</b>		<u>924,281</u>	<u>750,246</u>
<b>NON CURRENT ASSETS</b>			
Other Financial Assets	10	10	10
Plant and Equipment	11	<u>3,765</u>	<u>2,067</u>
<b>Total Non Current Assets</b>		<u>3,775</u>	<u>2,077</u>
<b>Total Assets</b>		<u>928,056</u>	<u>752,323</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	12	16,390	15,142
Provisions	13	<u>19,608</u>	<u>15,682</u>
<b>Total Current Liabilities</b>		<u>35,998</u>	<u>30,824</u>
<b>NON CURRENT LIABILITIES</b>			
Provisions	13	<u>-</u>	<u>1,173</u>
<b>Total Non Current Liabilities</b>		<u>-</u>	<u>1,173</u>
<b>Total Liabilities</b>		<u>35,998</u>	<u>31,997</u>
<b>NET ASSETS</b>		<u>892,058</u>	<u>720,326</u>
<b>EQUITY</b>			
Members' Funds	14	<u>892,058</u>	<u>720,326</u>
<b>TOTAL MEMBERS' EQUITY</b>		<u>892,058</u>	<u>720,326</u>

The accompanying notes form part of these financial statements

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH  
ABN: 96 533 521 914

STATEMENT OF CHANGES IN MEMBERS' EQUITY  
FOR THE YEAR ENDED 30 JUNE 2016

	Members' Funds \$	Total \$
Balance at 1 July 2014	527,346	527,346
Surplus attributable to Members	<u>192,980</u>	<u>192,980</u>
<b>Balance at 30 June 2015</b>	720,326	720,326
Surplus attributable to Members	<u>171,732</u>	<u>171,732</u>
<b>Balance at 30 June 2016</b>	<u>892,058</u>	<u>892,058</u>

The accompanying notes form part of these financial statements

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

**ABN: 96 533 521 914**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	2016 \$	2015 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Members and related activities		610,014	570,890
Payments to Suppliers and Employees		(455,391)	(412,766)
Interest Received		15,124	4,892
Interest and other Costs of Finance		<u>-</u>	<u>-</u>
Net Cash provided by (used in) operating activities	21	169,747	163,016
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payments for Plant and Equipment		<u>(2,352)</u>	<u>-</u>
Net Cash provided by (used in) investing activities		<u>(2,352)</u>	<u>-</u>
Net Increase (Decrease) in cash held		167,395	163,016
Cash at the beginning of the Year		<u>729,388</u>	<u>566,372</u>
<b>Cash at the end of the Year</b>	20	<u>896,783</u>	<u>729,388</u>

The accompanying notes form part of these financial statements

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

ABN: 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016

**NOTE 1: SIGNIFICANT ACCOUNTING POLICIES**

**(a) General Information**

This financial report covers United Firefighters Union of Australia - Aviation Branch as an individual entity.

**(b) Statement of Compliance**

This financial report is a general purpose financial report and has 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 financial statements, the UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH is a not for profit entity.

**(c) Basis of Preparation**

The financial report has been prepared on an accruals basis and is based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities 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.

**(d) Comparatives**

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

**(e) Inventories**

Inventories are made up of promotional stock on hand and are measured at the lower of cost and net realisable value.

**(f) Plant and Equipment**

Each class of plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

**Depreciation**

The depreciable amount of all fixed assets is depreciated on a straight line or diminishing value basis over the asset's useful life to the union commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

ABN: 96 533 521 914

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2016

(f) **Plant and Equipment (cont'd)**

**Depreciation**

The depreciation rates used for each class of depreciable assets are:

Office Equipment - Diminishing value basis 15% - 40%

Office Equipment - Prime cost basis 10 - 25%

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

**Derecognition**

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

**Impairment for Non Financial Assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the United Firefighters Union of Australia - Aviation Branch were deprived of the asset, its value in use is taken to be its depreciated replacement costs.

(g) **Investments (Financial Assets)**

Non current investments are measured on the cost basis. The carrying amount of non current investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments.

(h) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, 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.

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

**ABN: 96 533 521 914**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**(i) Employee Entitlements**

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 19 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of the reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

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

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

**(j) Income Tax**

No provision for income tax has been raised as the Union is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

**(l) Revenue**

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

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

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

Donation income is recognised when it is received.

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

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



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016

**(m) Borrowing Costs**

All borrowing costs are recognised in profit and loss the period in which they are incurred.

**(n) 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 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.

**(o) Financial Liabilities**

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

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

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or (where appropriate) a shorter period, to the net carrying amount on initial recognition.

The Union derecognises financial liabilities when, and only when, the Union's obligations are discharged, cancelled or they expire. The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

**(p) Leases**

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**(q) Financial Assets**

**Held to Maturity Investments**

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

**Loans and Receivables**

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

**Effective Interest Method**

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

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

**Impairment of Financial Assets**

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

**(r) Contingent Liabilities and Contingent Assets**

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

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

ABN: 96 533 521 914

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

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

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

- (1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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).

**NOTE 3: REVENUE AND OTHER INCOME**

	2016	2015
	\$	\$
<b>Revenue:</b>		
Membership Fees	607,596	550,452
Interest Revenue	17,550	15,650
Reimbursements	412	7,883
Grants, Donations and Sponsorship	2,794	2,286
Capitation Fees	-	-
Other	1,530	693
	<u>629,882</u>	<u>576,964</u>

**NOTE 4: AFFILIATION FEES**

United Firefighters Union of Australia	61,050	56,234
Australian Council of Trade Unions	3,515	2,790
Union Shopper	994	904
	<u>65,559</u>	<u>59,928</u>

**NOTE 5: SURPLUS FROM ORDINARY ACTIVITIES**

Surplus from ordinary activities has been determined after:

Charging as an Expense:

Depreciation of Non Current Assets:

- Plant and Equipment	<u>654</u>	<u>2,125</u>
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Rental Expense on Operating Leases:

- Minimum Lease Payments	<u>14,272</u>	<u>13,987</u>
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**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

**ABN: 96 533 521 914**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

<b>NOTE 5: SURPLUS FROM ORDINARY ACTIVITIES (cont'd)</b>	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
(a) Employee Expenses		
Holders of Office:		
- Wages and Salaries	127,487	122,318
- Superannuation	19,123	18,419
- Leave and Other Entitlements	3,799	(7,696)
- Separations and Redundancies	-	-
	<u>150,409</u>	<u>133,041</u>
Employees other than Office Holders:		
- Wages and Salaries	57,356	51,311
- Superannuation	7,198	6,829
- Leave and Other Entitlements	(1,046)	2,128
- Separations and Redundancies	-	-
	<u>63,508</u>	<u>60,268</u>
	<u>213,917</u>	<u>193,309</u>
Other Employee Expenses included in Other Expenses	<u>223</u>	<u>634</u>
Total Employee Expenses	<u>214,140</u>	<u>193,943</u>
(b) Legal Costs		
- Litigation	23,840	1,909
- Other Legal Matters	8,591	8,585
Total Legal Costs	<u>32,431</u>	<u>10,494</u>
(c) Travel, Accommodation and Conferences		
- Fees and Allowances	690	960
- Conferences and Meeting Expenses	32,825	40,693
- Other Travel Costs	7,919	-
Total Travel, Accommodation and Conferences	<u>41,434</u>	<u>41,653</u>
(d) Other Expenses include the following:		
- Compulsory Levies	-	-
- Penalties - via RO Act or RO Regulations	-	-
- Consideration to Employers for Payroll Deduction	-	-
Total Other Expenses	<u>-</u>	<u>-</u>
<b>NOTE 6: CASH ASSETS</b>		
<b>Cash and Cash Equivalents:</b>		
Cash at Bank - Conference Account	59,849	55,820
Cash at Bank - Staff Account	104,387	97,856
Cash at Bank - Bendigo Bank	163,625	245,636
Cash at Bank - Credit Union Australia	129	129
Petty Cash Imprest	170	29
	<u>328,160</u>	<u>399,470</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

ABN: 96 533 521 914

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

<b>NOTE 6: CASH ASSETS (cont'd)</b>	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Term Deposits:</b>		
Term Deposit - Members Equity	568,623	329,918
	<u>568,623</u>	<u>329,918</u>
	<u>896,783</u>	<u>729,388</u>
 <b>NOTE 7: INVENTORIES</b>		
<b>Current</b>		
Stock on Hand	<u>5,866</u>	<u>2,718</u>
 <b>NOTE 8: TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Receivables from other Reporting Units	-	-
<b>Trade Debtors</b>	14,642	12,325
Less Provision for Doubtful Debts	(6,225)	(4,974)
Other Debtors	31	31
	<u>8,448</u>	<u>7,382</u>
 <b>NOTE 9: OTHER CURRENT ASSETS</b>		
Interest Receivable	13,184	10,758
Prepayments	-	-
	<u>13,184</u>	<u>10,758</u>
 <b>NOTE 10: FINANCIAL ASSETS</b>		
<b>Non Current</b>		
Shares in other Companies - at cost:		
Regional One Credit Union	<u>10</u>	<u>10</u>
 <b>NOTE 11: PLANT AND EQUIPMENT</b>		
Office Furniture and Equipment - at cost	17,325	14,973
Accumulated Depreciation	<u>(13,560)</u>	<u>(12,906)</u>
	<u>3,765</u>	<u>2,067</u>

**Movement in Carrying Amounts**

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

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

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**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 30 JUNE 2016

<b>NOTE 11: PLANT AND EQUIPMENT (cont'd)</b>	<b>Office Furniture and Equipment</b>	<b>Total</b>
Balance at 1 July 2014	4,192	4,192
Additions	-	-
Depreciation Expense	(2,125)	(2,125)
<b>Carrying Amount at 30 June 2015</b>	<u>2,067</u>	<u>2,067</u>
Additions	2,352	2,352
Depreciation Expense	(654)	(654)
<b>Carrying Amount at 30 June 2016</b>	<u>3,765</u>	<u>3,765</u>

<b>NOTE 12: TRADE AND OTHER PAYABLES</b>	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Current</b>		
Unsecured Liabilities:		
Payables to other Reporting Units	-	-
Trade and other Payables:		
Consideration to Employer for Payroll deductions	-	-
Legal Expenses	-	-
- Litigation	-	-
- Other	-	-
GST Payable	10,264	9,664
Other	6,126	5,478
	<u>16,390</u>	<u>15,142</u>

Settlement of trade and other payables is usually made within 30 days.

**NOTE 13: PROVISIONS**

**Employee Provisions**

Office Holders:		
- Annual Leave	18,642	14,053
- Long Service Leave	-	790
- Separations and Redundancies	-	-
	<u>18,642</u>	<u>14,843</u>
Employees other than Office Holders:		
- Annual Leave	966	1,629
- Long Service Leave	-	383
- Separations and Redundancies	-	-
	<u>966</u>	<u>2,012</u>
<b>Total Employee Provisions</b>	<u>19,608</u>	<u>16,855</u>

**Analysis of Total Provisions**

Current	19,608	15,682
Non Current	-	1,173
	<u>19,608</u>	<u>16,855</u>

There were 2 employees at the end of the year.

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

ABN: 96 533 521 914

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**NOTE 13: PROVISIONS (Cont'd)**

**Provision for Employee Benefits**

The measurement and recognition criteria for employee benefits has been included in Note 1.

	2016	2015
	\$	\$
<b>NOTE 14: MEMBERS' FUNDS</b>		
Members' Funds at the beginning of the financial year	720,326	527,346
Net Surplus attributable to members	171,732	192,980
Members' Funds at the end of the financial year	<u>892,058</u>	<u>720,326</u>

**NOTE 15: GRANTS AND DONATIONS**

Grants over \$1,000	-	-
Grants less than \$1,000	-	-
Donations over \$1,000	-	-
Donations less than \$1,000	-	750
	<u>-</u>	<u>750</u>

**NOTE 16: LEASING COMMITMENTS**

**Operating Lease Commitments**

Non cancellable operating leases contracted for but not capitalised in the financial statements:

Payable - minimum lease payments:

Not later than 12 months	13,988	13,776
Later than 12 months	13,988	27,552
	<u>27,976</u>	<u>41,328</u>

From 1 July 2012 the Union leased office space at Level 3, TLC Building, 16 Peel Street, Brisbane for a period of 3 years to 30 June 2015. From April 2014 the Union moved to Level 4 in the same building. The existing terms and rental charge from the Level 3 lease have been transferred to the new space. All figures include GST. The Union lease is due for renewal on the 30 June 2018.

**NOTE 17: AUDITORS' REMUNERATION**

Remuneration of the auditor of the union for:-

- Audit of the financial report (2014 year)	9,400	11,700
- Audit of the financial report (2015/16)	5,000	-
- Other Services (2015/16)	400	-
	<u>14,800</u>	<u>11,700</u>

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ABN: 96 533 521 914

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

<b>NOTE 18: KEY MANAGEMENT PERSONNEL REMUNERATION FOR THE REPORTING PERIOD</b>	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Short Term Employee Benefits:</b>		
- Salary	127,487	122,318
- Annual Leave Accrued	<u>4,589</u>	<u>9,691</u>
<b>Total Short Term Employee Benefits</b>	<u>132,076</u>	<u>132,009</u>
<b>Post Employment Benefits:</b>		
- Superannuation	<u>19,123</u>	<u>18,419</u>
<b>Total Post Employment Benefits</b>	<u>19,123</u>	<u>18,419</u>
<b>Other Long Term Benefits:</b>		
- Long Service Leave	<u>(790)</u>	<u>233</u>
<b>Total Other Long Term Benefits</b>	<u>(790)</u>	<u>233</u>
<b>Separation Benefits</b>	-	-
<b>Redundancies</b>	-	-
<b>Total</b>	<u>150,409</u>	<u>150,661</u>

**NOTE 19: FINANCIAL INSTRUMENTS**

The union's financial assets comprise cash and cash equivalents and held to maturity investments. In addition the union has various financial liabilities including amounts payable to trade and other creditors. The totals for each category of financial instruments are as follows:-

**Financial Assets**

**Cash and Bank Balances**

Cash at Bank - Conference Account	59,849	55,820
Cash at Bank - Staff Account	104,387	97,856
Cash at Bank - Bendigo Bank	163,625	245,636
Cash at Bank - Credit Union Australia	129	129
Petty Cash Imprest	<u>170</u>	<u>29</u>
<b>Total</b>	<u>328,160</u>	<u>399,470</u>

**Held to Maturity Investments**

Term Deposit - Members Equity	<u>568,623</u>	<u>329,918</u>
<b>Total</b>	<u>568,623</u>	<u>329,918</u>

**Fair Value through Profit or Loss**

Shares in Unlisted Companies	<u>10</u>	<u>10</u>
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**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**  
**ABN: 96 533 521 914**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
<b>NOTE 19: FINANCIAL INSTRUMENTS (cont'd)</b>		
<b>Loans and Receivables</b>		
Receivables	<u>8,448</u>	<u>7,382</u>
<b>Total Carrying Amount of Financial Assets</b>	<u>905,241</u>	<u>736,780</u>
<b>Financial Liabilities</b>		
<b>Other Financial Liabilities</b>		
Other Creditors	6,126	5,478
Superannuation Payable	-	-
GST Payable	<u>10,264</u>	<u>9,664</u>
<b>Total</b>	<u>16,390</u>	<u>15,142</u>
<b>Total Carrying Amount of Financial Liabilities</b>	<u>16,390</u>	<u>15,142</u>
<b>Net Income and Expenses from Financial Assets</b>		
<b>Held to Maturity</b>		
Interest Revenue	<u>4,366</u>	<u>4,892</u>
<b>Net Gain/(Loss) Held to Maturity</b>	<u>4,366</u>	<u>4,892</u>
<b>Loans and Receivables</b>		
Interest Revenue	<u>13,184</u>	<u>10,758</u>
<b>Net Gain/(Loss) from Loans and Receivables</b>	<u>13,184</u>	<u>10,758</u>
<b>Net Gain/(Loss) from Financial Assets</b>	<u>17,550</u>	<u>15,650</u>
The net income/expense from financial assets not at fair value from profit and loss is \$17,550 (2015: \$15,650).		
<b>Net Income and Expenses from Financial Liabilities</b>		
<b>At Amortised Cost</b>		
Other Creditors:		
Interest Expense	<u>-</u>	<u>-</u>
<b>Net Gain/(Loss) Financial Liabilities at Amortised Cost</b>	<u>-</u>	<u>-</u>
<b>Net Gain/(Loss) from Financial Liabilities</b>	<u>-</u>	<u>-</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH  
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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016

NOTE 19: FINANCIAL INSTRUMENTS (cont'd)

**Financial Risk Management Policies**

The committee's overall risk management strategy seeks to assist the Union in meeting its financial targets, whilst minimising potential adverse effects on financial performance.

Risk management policies are approved and reviewed by the committee on a regular basis. These include the credit risk policies and future cash flow requirements.

The Union does not have any derivative instruments at 30 June 2016.

**Specific Financial Risk Exposures and Management**

**Credit Risk**

Credit risk refers to the risk of any default on any type of debt owing to the Union. The Union is exposed to credit risk on its memberships fees, trade debtors, and other debtors. The Union manages this credit rate risk by continually reconciling members amounts due against monies received and regular reporting to identify outstanding amounts owed.

The following table illustrates the Union's gross exposure to credit risk:

	2016	2015
	\$	\$
<b>Financial Assets</b>		
Cash Assets	896,783	729,388
Trade Debtors	8,417	7,351
Other Debtors	31	31
Shares in One Credit Union	10	10
<b>Total</b>	<u>905,241</u>	<u>736,780</u>
<b>Financial Liabilities</b>		
Trade and Other Payables	16,390	15,142
<b>Total</b>	<u>16,390</u>	<u>15,142</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**NOTE 19: FINANCIAL INSTRUMENTS (cont'd)**

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

	Not Past Due Nor Impaired 2016 \$	Past Due or Impaired 2016 \$	Not Past Due Nor Impaired 2015 \$	Past Due or Impaired 2015 \$
Cash Assets	896,783	-	729,388	-
Trade Debtors	8,417	6,225	7,351	7,351
Other Debtors	-	31	31	-
Shares in One Credit Union	10	-	10	-
<b>Total</b>	<b>905,210</b>	<b>6,256</b>	<b>736,780</b>	<b>7,351</b>
Trade and Other Payables	16,390	-	15,142	-
<b>Total</b>	<b>16,390</b>	<b>-</b>	<b>15,142</b>	<b>-</b>

Ageing of financial assets that were past due but not impaired for 2016

	0 to 30 Days \$	31 to 60 Days \$	61 to 90 Days \$	90+ Days \$	Total \$
Trade Debtors	505	1347	1,935	4,630	8,417
Other Debtors	31	-	-	-	31
<b>Total</b>	<b>536</b>	<b>1347</b>	<b>1,935</b>	<b>4,630</b>	<b>8,448</b>

Ageing of financial assets that were past due but not impaired for 2015

	0 to 30 Days \$	31 to 60 Days \$	61 to 90 Days \$	90+ Days \$	Total \$
Trade Debtors	562	1,120	1,674	3,995	7,351
Other Debtors	31	-	-	-	31
<b>Total</b>	<b>593</b>	<b>1,120</b>	<b>1,674</b>	<b>3,995</b>	<b>7,382</b>

**Interest Rate Risk**

Interest rate risk refers to the risk that the value of financial instruments or cash flows associated with instruments will fluctuate due to changes in market interest rates. The Union is exposed to interest rate fluctuations on its cash at bank. Interest rate risk is managed by continually reviewing the cash balances and transferring excess funds to term deposit accounts that earn a better rate of return.

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016

NOTE 19: FINANCIAL INSTRUMENTS (cont'd)

	Weighted Average Effective Interest		Weighted Average Effective Interest	
	Rate %	2016 \$	Rate %	2015 \$
<b>Floating Rate Instruments</b>				
Cash and Cash Equivalents	1	<u>328,160</u>	1	<u>399,470</u>
<b>Total Floating Rate Financial Assets</b>		<u>328,160</u>		<u>399,470</u>
<b>Fixed Rate Instruments</b>				
Short Term Deposits	2.9	<u>568,623</u>	3.3	<u>329,918</u>
<b>Total Fixed Rate Financial Assets</b>		<u>568,623</u>		<u>329,918</u>

Sensitivity Analysis of Risk that the Entity is exposed to for 2016

	Risk Variable Interest Income	Change in Risk Variable %	Effect On	
			Profit & Loss \$	Equity \$
Interest Rate Risk				
Cash Accounts	13,281	+/- .5	1,641	1,641
Short Term Deposits	16,490	+/- 1	5,686	5,686

Sensitivity Analysis of Risk that the Entity is exposed to for 2015

	Risk Variable Interest Income	Change in Risk Variable %	Effect On	
			Profit & Loss \$	Equity \$
Interest Rate Risk				
Cash Accounts	1,997	+/- .5	998	998
Short Term Deposits	10,887	+/- 1	3,299	3,299

**Liquidity Risk**

Liquidity risk arises from the possibility that the union might encounter difficulty in settling its debts related to financial liabilities. The Union manages this risk by monitoring the operational, investing and financing activities of the Union.

The following table shows the expected maturities of cash inflows and outflows from financial assets and trade and other payables.

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

**NOTE 19: FINANCIAL INSTRUMENTS (cont'd)**

2016	Floating Interest at Call \$	Fixed Interest Within 1 Year \$	Non Interest Bearing \$	Total \$
<b>Financial Assets - Cash Flows Realisable</b>				
Cash and Cash Equivalents	327,990	-	170	328,160
Short Term Deposits	-	568,623	-	568,623
Receivables	-	-	8,448	8,448
Investments	-	-	10	10
<b>Total Anticipated Inflows</b>	<b>327,990</b>	<b>568,623</b>	<b>8,628</b>	<b>905,241</b>
<b>Financial Liabilities due for payment</b>				
Trade and other Payables	-	-	16,390	16,390
<b>Total Expected Outflows</b>	<b>-</b>	<b>-</b>	<b>16,390</b>	<b>16,390</b>
<b>Net (Outflow)/Inflow on Financial Instruments</b>	<b>327,990</b>	<b>568,623</b>	<b>(7,762)</b>	<b>888,851</b>
2015	Floating Interest at Call \$	Fixed Interest Within 1 Year \$	Non Interest Bearing \$	Total \$
<b>Financial Assets - Cash Flows Realisable</b>				
Cash and Cash Equivalents	399,441	-	29	399,470
Short Term Deposits	-	329,918	-	329,918
Receivables	-	-	7,382	7,382
Investments	-	-	10	10
<b>Total Anticipated Inflows</b>	<b>399,441</b>	<b>329,918</b>	<b>7,421</b>	<b>736,780</b>
<b>Financial Liabilities due for payment</b>				
Trade and other Payables	-	-	15,142	15,142
<b>Total Expected Outflows</b>	<b>-</b>	<b>-</b>	<b>15,142</b>	<b>15,142</b>
<b>Net (Outflow)/Inflow on Financial Instruments</b>	<b>399,441</b>	<b>329,918</b>	<b>(7,721)</b>	<b>721,638</b>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**NOTE 19: FINANCIAL INSTRUMENTS (cont'd)**

**Net Fair Values**

The fair value of financial assets and liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

	2016		2015	
	Carrying Amount \$	Net Fair Value \$	Carrying Amount \$	Net Fair Value \$
<b>Financial Assets</b>				
Cash and Cash Equivalents	328160	328,160	399,470	399,470
Short Term Deposits	568623	568,623	329,918	329,918
Receivables	8448	8,448	7,382	7,382
Investments	10	10	10	10
<b>Total Financial Assets</b>	<b>905241</b>	<b>905,241</b>	<b>736,780</b>	<b>736,780</b>
<b>Financial Liabilities</b>				
<b>Trade and other Payables</b>	<b>16,390</b>	<b>16,390</b>	<b>15,142</b>	<b>15,142</b>
<b>Total Financial Liabilities</b>	<b>16,390</b>	<b>16,390</b>	<b>15,142</b>	<b>15,142</b>

**NOTE 20: RECONCILIATION OF CASH**

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

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

	2,016	2015
	\$	\$
Cash at Bank - Conference Account	59,849	55,820
Cash at Bank - Staff Account	104,387	97,856
Cash at Bank - Bendigo Bank	163,625	245,636
Cash at Bank - Credit Union Australia	129	129
Petty Cash Imprest	170	29
Term Deposit - Members Equity	568,623	329,918
	<u>896,783</u>	<u>729,388</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

<b>NOTE 21: CASH FLOW INFORMATION</b>	<b>2,016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Reconciliation of Cash Flow from Operating Activities</b>		
Net Surplus for the Year	171,732	192,980
Non Cash Flows in Surplus:		
Depreciation	654	2,125
Changes in Assets and Liabilities:		
(Increase) Decrease in Trade and other Receivables	(1,066)	(157)
(Increase) Decrease in other Assets	(2,426)	(1,123)
(Increase) Decrease in Inventories	(3,148)	1,580
Increase (Decrease) in Trade and other Payables	1,248	(23,652)
Increase (Decrease) in Provisions	2,753	(8,737)
<b>Net Cash provided by Operating Activities</b>	<u><b>169,747</b></u>	<u><b>163,016</b></u>

**Cash Flow Statement**

The following amounts relate to cash inflows/outflows from related party entities.

**Cash from Operating Activities**

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

United Firefighters Union of Australia - Affiliation Fees	<u>61,050</u>	<u>56,234</u>
	<u>61,050</u>	<u>56,234</u>

**NOTE 22: EVENTS AFTER THE REPORTING PERIOD**

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

**NOTE 23: RELATED PARTY TRANSACTIONS**

Affiliation Fees have been paid to the National Branch of the United Firefighters Union in the amount of \$61,050 (2015: \$56,234) throughout the year.

United Firefighters Union of Australia - Aviation Branch also pay their ACTU fees to the National Branch. The National Branch then pay the ACTU fees on behalf of all the branches. ACTU fees have been paid to the National Branch in the amount of \$3,515 (2015: \$2,790).

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE 23: RELATED PARTY TRANSACTIONS (cont'd)**

**Terms and Conditions of Transactions with Related Parties**

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

**NOTE 24: UNION DETAILS**

**(a) Registered Office**

The registered office of the company is:

United Firefighters Union of Australia - Aviation Branch  
Level 4, TLC Building  
16 Peel Street  
South Brisbane QLD 4101

**(b) Principal Place of Business**

The principal place of business is:

United Firefighters Union of Australia - Aviation Branch  
Level 4, TLC Building  
16 Peel Street  
South Brisbane QLD 4101



**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**  
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**COMMITTEE OF MANAGEMENT STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2016**

On the            day of            2016 the Committee of Management of the UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH passed the following resolution in relation to the general purpose financial report of the branch for the financial year ended 30 June 2016.

The Committee of Management declares that in its opinion:


- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of the year:
  - (i) meetings of the Committee were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the branch 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 branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the financial records of the branch have been kept as far as practicable, in a consistent manner to each of the other branches of the organisation; and
  - (v) no information was sought by any member of the branch or General Manager under section 272 of the Fair Work (Registered Organisations) Act 2009; and

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH  
ABN: 96 533 521 914

COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016

- (e) (vi) no orders have been made by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) In relation to the recovery of wages activity:
- (i) There were no recovery of wages activity by the Union during the year ended 30 June 2016.

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

  
Secretary: Henry Lawrence

Dated this 16<sup>th</sup> day of August 2016

**UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH**  
**ABN: 96 533 521 914**

**INDEPENDENT AUDIT REPORT**

To the members of the United Firefighters Union of Australia Aviation Branch.

We have audited the general purpose financial report of the United Firefighters Union of Australia Aviation Branch, which comprises the statement of financial position as at 30 June 2016, and the statement of comprehensive income, statement of changes in members equity and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes and branch committee of management's certificate for the year then ended.

***Branch Committee of Management and the Branch Secretary's Responsibility for the Financial Report***

The branch committee of management and the branch secretary of the Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the branch committee of management and branch secretary, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

UNITED FIREFIGHTERS UNION OF AUSTRALIA - AVIATION BRANCH  
ABN: 96 533 521 914

INDEPENDENT AUDIT REPORT

**Independence**

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

**Audit Opinion**

In our opinion, the financial report presents fairly, in all material respects, the financial position of the United Firefighters Union of Australia Aviation Branch as at 30 June 2016, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

As part of our audit of the financial statements we have concluded that Management's use of the going concern basis of accounting in the preparation of the financial statements for the year ended 30 June 2016 is appropriate.

MORRIS & BATZLOFF  
Chartered Accountants



Norman J Hoare  
Partner  
Registered Company Auditor  
Member of Institute of Chartered Accountants Australia, New Zealand  
and Holder of Current Public Practice Certificate

96 Lytton Road  
EAST BRISBANE QLD 4169

11th August 2016



15 July 2016

Mr Henry Lawrence  
Branch Secretary  
United Firefighters' Union of Australia-Aviation Branch  
By email: [ufuavat1@bigpond.com.au](mailto:ufuavat1@bigpond.com.au)

Dear Mr Lawrence,

**Re: Lodgement of Financial Report - [FR2016/249]  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Firefighters' Union of Australia-Aviation Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

### **Timelines**

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

### **Fact sheets, guidance notes and model statements**

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. 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. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

### **Loans, grants and donations: our focus this year**

Also you are reminded of the obligation to prepare and 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 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone : (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

## Civil penalties may apply

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

## Contact

Should you wish to seek any clarification in relation to the above, email [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

Yours sincerely,

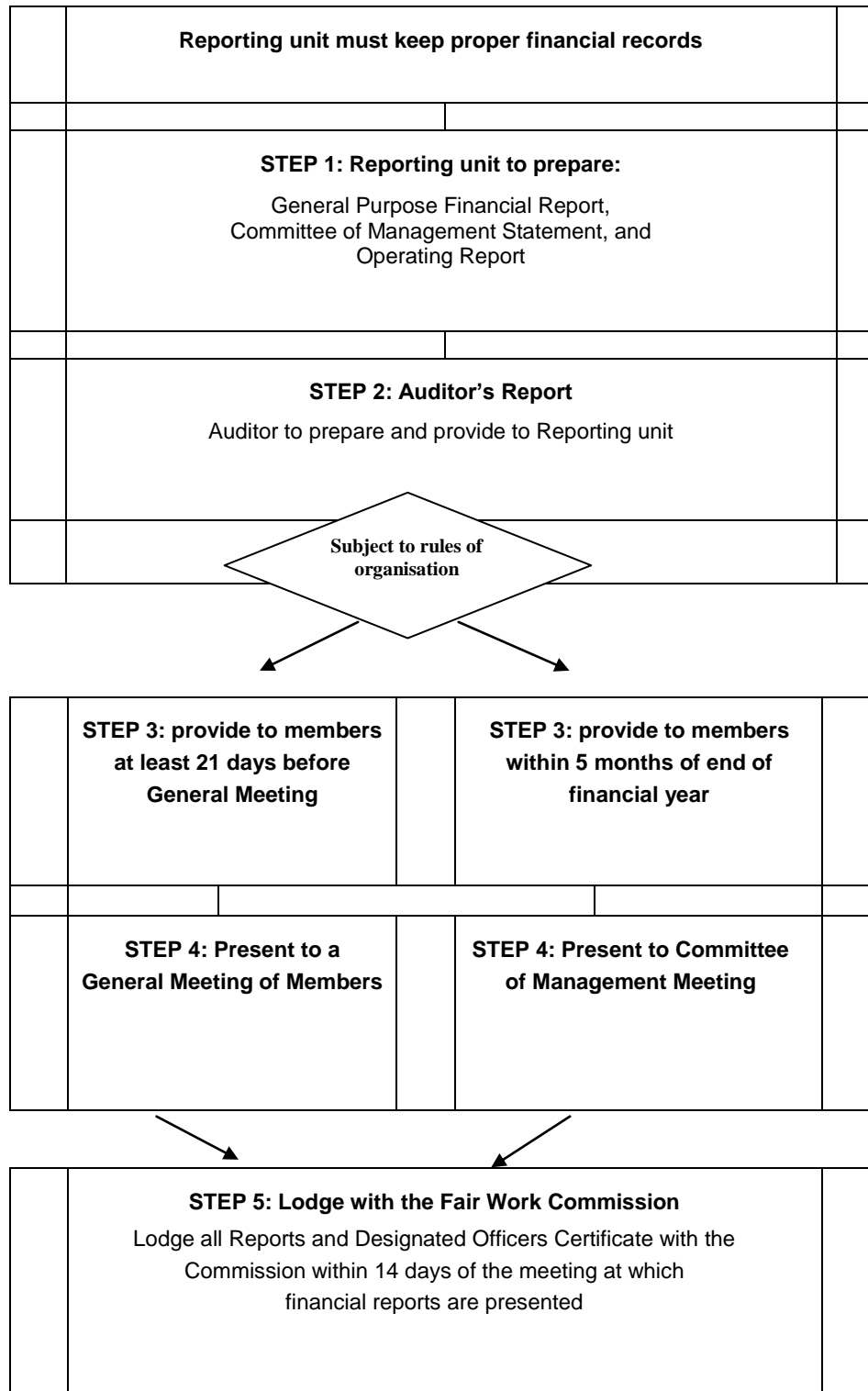


Anastasia Kyriakidis  
Adviser  
Regulatory Compliance Branch

# Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



# 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 General Manager'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 exceed \$1000. The following information must be supplied to the Commission 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 Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission 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.



## Grants & Donations within the Financial Report

Item 16(e) of the [General Manager'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 [Commission's Model Statements](#) the note appears as follows:

### Note 4E: Grants or donations\*

Grants:	2016	2015
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	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>

Item 17 of the General Manager'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 2016 financial report staff of the Commission will 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 2015 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 [Commission's 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 Regulatory Compliance Branch on [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)