



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 C S Read
Secretary
United Firefighters' Union of Australia
New South Wales Branch
267 Sussex Street
SYDNEY NSW 2000

Dear Ms Read,

**Re: United Firefighters' Union of Australia - New South Wales Branch
Outstanding Financial Documents - Workplace Relations Act 1996**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended **30 June 2000**

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain an audit report, provide copies of the auditor's report, accounts and statements ('the financial documents') to its members, present the financial documents to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgement of the financial documents specified above would, in the normal course, be expected before now.

Therefore, I request your written advice by **17 December 2001** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements
2. making of the audit report
3. provision of copies of the financial documents to the members
4. presentation of the financial documents to a meeting of the members or the committee of management following *provision of copies to the members*
5. lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you that the documents so lodged are copies of the documents presented to the meeting referred to in 4 above - such certificate specifying the type of meeting and the date when it was held.

I have enclosed for your information a notice setting out a summary of the requirements including time-scales of Part IX, Division 11 of the Act.

If you wish to discuss this letter you may contact me on (03) 8661 7988. In reply please quote **FR2001/585**.

Yours sincerely

Lynette Markovski
Research, Information and Advice Branch

30 November 2001

FR 2001/585



10 December 2001

Australian Industrial Registry
GPO Box 1994S
MELBOURNE ^{VIC} NSW 3001

Dear Sirs

**Re: Your Ref: FR2001/585
United Firefighters Union of Australia – New South Wales Branch**

Please find attached copies of the financial records for the United Firefighters Union of Australia – New South Wales Branch for the Year ending 30th June 2000.

I hope the above is in order, but should you require any further assistance please do not hesitate to contact me.

Yours faithfully

Alison Ornbø
for **Chris Read**
State Secretary



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Yours sincerely


Lynette Markovski
Research, Information and Advice Branch

30 November 2001

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

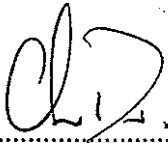
UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

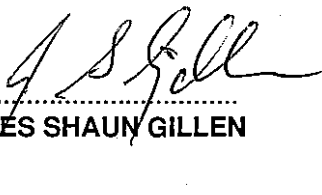
COMMITTEE OF MANAGEMENT'S CERTIFICATE

We **CHRISTOPHER SCOTT READ**, and **JAMES SHAUN GILLEN**, being two members of the Committee of Management of the United Firefighters Union of Australia, New South Wales Branch, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:-

- [i] In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2000.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held during the period in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee during the financial year ended 30 June 2000 there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 30 June 1999 and the Auditors' Report thereon.



.....
CHRISTOPHER SCOTT READ



.....
JAMES SHAUN GILLEN

8/12/00

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, **CHRISTOPHER SCOTT READ**, being the Officer responsible for keeping the accounting records of the United Firefighters Union of Australia, New South Wales Branch, certify that as at 30 June 2000, the number of members of the Union was 5,478.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2000.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.



.....
CHRISTOPHER SCOTT READ

8/12/00

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**INCOME AND EXPENDITURE ACCOUNT FOR THE
YEAR ENDED 30 JUNE 2000**

	<u>2000</u>	<u>1999</u>
	\$	\$
INCOME		
New South Wales Fire Brigade Employees' Union		
National Fees	52,188	50,650
ACTU Affiliation	9,805	9,522
Travel Expenses	182	1,489
Meeting Expenses	200	2,059
Accommodation	224	828
Allowances	630	630
Audit Fees	1,200	1,200
Evatt Foundation Levy	-	1,007
Sundry Income	-	200
	<hr/>	<hr/>
TOTAL INCOME	64,429	67,585
EXPENDITURE		
Affiliation Fees - National Office	52,188	50,650
ACTU Affiliation	9,805	9,522
Travel Expenses	182	1,489
Accommodation	224	828
Meeting Expenses	200	2,059
Allowances	630	630
Audit Fees	1,200	1,200
Bank Charges	104	181
Evatt Foundation Levy	-	1,007
	<hr/>	<hr/>
TOTAL EXPENDITURE	64,533	67,566
(DEFICIT) SURPLUS FOR YEAR	(104)	19
Accumulated Funds at Beginning of Year	147	128
	<hr/>	<hr/>
ACCUMULATED FUNDS AT END OF YEAR	43	147
[Represented by Cash at Bank]	<hr/>	<hr/>

[The attached Notes 1 and 2 form part of these accounts]

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2000**

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The accounts have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

No provision for Income Tax is necessary as the income of the Union is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- [2] An organization shall, on application made under Sub-Section [1] by a member of the organization or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organization concerned, and the Registrar shall provide to a member information received of an application made at the request of the member.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the United Firefighters Union of Australia, New South Wales Branch.

SCOPE

We have audited the financial accounts of the United Firefighters Union of Australia, New South Wales Branch for the year ended 30 June 2000 as set out on pages 1 to 4. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the United Firefighters Union of Australia, New South Wales Branch which is consistent with our understanding of its financial position and the results of its operations.

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

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH


AUDIT OPINION

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- [i] There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union [including income from members] and the nature and purposes of expenditure, and
- [ii] The attached accounts and statements including the Certificates of the Committee of Management and the Accounting Officer are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on pages 1 to 4 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:
 - [a] the financial affairs of the Union as at 30 June 2000; and
 - [b] the income and expenditure and surplus of the Union for the year ended on that date;and are in accordance with applicable Accounting Standards and other mandatory professional reporting purposes.

A.J. WILLIAMS & CO.
Chartered Accountants.


.....
P.F. WALES.

Registered Company Auditor.

2 Market Street,
SYDNEY NSW 2000

13/12/00



New South Wales Fire Brigade Employees' Union
267 Sussex Street, Sydney. NSW 2000

FACSIMILE TRANSMISSION

Fax No.: 03 9654 6672
To: Australian Industrial Registry
Attention: Lynette Markovski
From: Alison Ornbo **Date:** 18 January 2002
Fax: (02) 9267 6304 **No. of pages to follow:** 1

If message is incomplete call (02) 9267 5552.

Lynette

Further to our telephone conversation late last year, please find attached a copy of the Secretary's Certificate for year ending 30 June 2000. I apologise for the delay in forwarding this to you and hope everything is now in order.

Regards

Alison

UNITED FIREFIGHTERS UNION OF AUSTRALIA
NEW SOUTH WALES BRANCH
SECRETARY'S CERTIFICATE

I, CHRISTOPHER SCOTT READ, being the secretary of the New South Wales Branch of the United Firefighters Union of Australia, do hereby state that the attached financial documents are copies of the branch's audited accounts and financial statements for the year ending 30th day of June 2000 that were:

Distributed to members, free of charge, on 2nd November 2000, when posted onto the Union's website, <http://fbeu.labor.net.au> and advice forwarded to all fire stations where members are attached.

Presented to a meeting of the Committee of Management of the Branch, on 10th November 2000.



Secretary

11th November 2000



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Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms Alison Ornbo
United Firefighters' Union of Australia
New South Wales Branch
267 Sussex Street
SYDNEY NSW 2000

Dear Ms Ornbo

**Re: United Firefighters' Union of Australia
Financial documents for year ended 30 June 2000 - FR2001/585**

Receipt is acknowledged of the financial documents of the United Firefighters' Union of Australia - New South Wales Branch for the year ended 30 June 2000. The documents were lodged in the Industrial Registry on 12 December 2001.

On 18 January 2002 the Branch lodged a secretary's certificate in accordance with the requirements of paragraph 280(1)(b) of the *Workplace Relations Act 1996*.

The documents have been filed.

I direct your attention to the following matters concerning the financial reporting requirements of the Act. Please note that these matters are raised only for the purposes of providing assistance in the future preparation of financial documents.

Balance Sheet

The documents did not include a balance sheet in accordance with the requirements of subsection 273(1) of the Act and subregulation 107(b) of the *Workplace Relations Regulations*. Such balance sheet should provide an account of the assets and liabilities of the Branch as at the end of the relevant financial year. (emphasis added)

Late Lodgement

You are also reminded that, unless an extension of time has been granted, financial documents are required to be lodged in the Registry within 14 days of the relevant meeting at which such documents are presented. [refer ss 279 & 280(1)].

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

Yours sincerely

Lynette Markovski
Statutory Services Branch

5 February 2002