



23 February 2017

Mr Chris Read
Branch Secretary
United Firefighters' Union of Australia – New South Wales Branch
145 De Boos Street
TEMORA NSW 2666

via email: ufuansw@gmail.com

Dear Mr Read

United Firefighters' Union of Australia New South Wales Branch Financial Report for the year ended 30 June 2016 - [FR2016/250]

I acknowledge receipt of the financial report for the year ended 30 June 2016 for the United Firefighters' Union of Australia New South Wales Branch (**the reporting unit**). The financial report was lodged with the Fair Work Commission (**FWC**) on 9 January 2017.

The financial report has now been filed.

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.

Operating Report

I note that item 9 in the reporting units Operating Report refers to a requirement within the 3rd edition of the Reporting Guidelines which has been removed from the current Reporting Guidelines (i.e. the 4th edition) and is no longer required.

Please note that the information under subsection 254(2)(d) of the *Fair Work (Registered Organisations) Act 2009 (RO Act)* which requires details of any officer or member of the reporting unit who is a trustee, or a director of a company that is a trustee, of a superannuation entity or an exempt public sector superannuation scheme is still required to be included in the reporting units Operating Report.

Committee of Management Statement

In relation to recovery of wages activity, if there was no recovery of wages activity undertaken by the reporting unit which derived revenue for the financial year, item 35(f) of the Reporting Guidelines requires the following statement to be included in the Committee of Management Statement:

'no revenue has been derived from undertaking recovery of wages activity during the reporting period'.

Notes to the financial statements

New and Future Australian Accounting Standards

Australian Accounting Standard *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors* paragraphs 28 and 30 require that the entity disclose:

- Australian Accounting Standards adopted during the period; and
- Australian Accounting Standards issued but not yet effective with an assessment of the future impact of the standard on the entity.

This information has not been provided.

Statement of Profit and Loss and Other Comprehensive Income

Disclosure of audit fees

Australian Accounting Standard *AASB 1054 Australian Additional Disclosures* paragraph 10 requires the financial statements to separately disclose amounts paid to the auditor for the audit or review of the financial statements and for all other services performed.

The Statement of Profit and Loss and Other Comprehensive Income discloses audit fees but does not break down this expenditure as described above. It should be noted that if any of the audit fee relates to other services performed, then a description of the nature of the other services must be provided (refer to *AASB 1054* paragraph 11).

Cash Flow Statement

Reconciliation of cash flows from operating activities

Australian Accounting Standard *AASB 107 Statement of Cash Flows* paragraph 45 requires that:

An entity shall disclose the components of cash and cash equivalents and shall present a reconciliation of the amounts in its Statement of Cash Flows with the equivalent items reported in the Statement of Financial Position.

Although Note 11(b) provides this reconciliation, the figure included as the Net Surplus for the 2016 financial year does not reconcile to the Net Surplus figure reported in the Statement of Profit and Loss and Other Comprehensive Income. The reconciliation does not take into account the decrease in payables.

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.

Yours sincerely



Joanne Fenwick
Financial Reporting Specialist
Regulatory Compliance Branch



9 January 2017

The General Manager
Fair Work Commission

**Re: Designated Officer's Certificate
Financial report for year ended 30 June 2016
Fair Work (Registered Organisations) Act 2009 – (RO Act)**

I, Chris Read, being the Branch Secretary of United Firefighters Union of Australia, New South Wales Branch certify:

- that the document lodged herewith is a copy of the full report referred to in s268(a) of the Fair Work (Registered Organisations) Act 2009, being the financial report for the year ended 30 June 2016; and
- that the full report was provided to members of the Branch on 9 December 2016 in accordance with s265(5)(a) of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was presented to a general meeting of the members of the Branch on 31 December 2016 in accordance with s266(1) of the Fair Work (Registered Organisations) Act 2009.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Chris Read".

Chris Read
Branch Secretary

UNITED FIREFIGHTERS UNION OF AUSTRALIA
NEW SOUTH WALES BRANCH
FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

OPERATING REPORT

The Branch Committee of Management presents its operating report of the United Firefighters Union of Australia NSW Branch for the financial year ended 30 June 2016.

1. The principal activity of the NSW Branch during 2015/2016 financial year was to remain registered under the Fair Work (Registered Organisations) Act 2009. There was no significant change to the nature of this activity from the previous financial year.
2. A financial dispute in relation to capitation fees and ACTU affiliation fees payable by the NSW Branch to the National Office was the subject of Federal Court proceedings initiated by the National Office in December 2009. These proceedings were discontinued by the National Office prior to hearing in August 2012.
3. The rights of members to resign from the NSW Branch by written notice addressed and delivered to the Branch Secretary are set out within Rule 8 of the Union's Registered Rules and section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.
4. There was known to be one officer of the NSW Branch, C. Read who during the financial year was a director of NSW Fire Brigades Superannuation Pty Ltd, being a company that is a trustee of a superannuation entity.
5. There were 3 members of the Branch as at 30 June 2016.
6. The number of staff employed by the Branch on a full time equivalent basis at 30 June 2016 was Nil.
7. In 2012 the Branch Rules were amended to require members to pay Branch subscriptions commencing 1 April 2012. Section 127 of the Fair Work (Registered Organisations) Act 2009 requires members who have not paid membership subscriptions for 2 or more years to be removed from the membership register.
8. The names of each person who were members of the Branch Committee of Management, at any time, during the financial year are as follows;-

P Harmon	1 July 2015 – 30 June 2016
G Matthews	1 July 2015 – 30 June 2016
C Read	1 July 2015 – 30 June 2016
9. Officers and Employees Who are Directors of a Company or a Member of a Board Pursuant to section 37 of Reporting Guidelines apply for the purpose of section 253 of the RO Act 2009, the following officers and employees who are directors of a company or a member of a board. There is no compensation received for these services.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

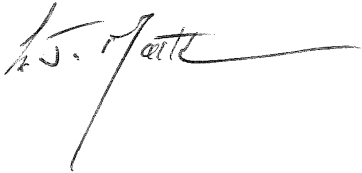
NEW SOUTH WALES BRANCH

Name of officer/employee	Name of company/board	Principal activities	Nominated by UFUA
C Read	NSW Fire Brigades Superannuation Pty Ltd	Trustee	No

Signed in accordance with a resolution of the Branch Committee of Management



.....
CHRIS READ



.....
GREG MATTHEWS

9 December 2016

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

COMMITTEE OF MANAGEMENT'S STATEMENT

On 9 December 2016 the Committee of Management of the United Firefighters Union of Australia, New South Wales Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 30 June 2016.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of the Fair Work Commission;
- (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 ended 30 June 2016;
- (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 ended 30 June 2016 and since the end of the financial year:
 - (i) meetings of the Branch Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the RO Act; 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 has been sought in any request by a member of the branch or General Manager duly made under section 272 of the RO Act, that information has been provided to the member or General Manager; and
 - (vi) no order for inspection of the financial records has been made by the Fair Work Commission under section 273 of the RO Act.
- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the General Manager; and
 - (ii) the Branch Committee of Management instructed the auditor to include in the scope of the audit required under subsection 257(1) of the RO Act all recovery of wages activity by the reporting unit from which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers other than reported in the

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

COMMITTEE OF MANAGEMENT'S STATEMENT (cont'd)

financial report on recovery of wages activity and the notes to the financial statements; and

- (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For the Branch Committee of Management



.....
CHRIS READ

9 December 2016



.....
GREG MATTHEWS

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
YEAR ENDED 30 JUNE 2016**

	Note	2016	2015
		\$	\$
INCOME			
Interest Income		16	18
Membership Dues	3	<u>1,155</u>	<u>1,105</u>
		<u>1,171</u>	<u>1,123</u>
EXPENDITURE			
Audit Fees		(752)	1,550
Donations	4	-	-
Capitation Fees - UFUA National Office	4	<u>38</u>	<u>38</u>
TOTAL EXPENDITURE		<u>(714)</u>	<u>1,588</u>
SURPLUS/(DEFICIT) FOR YEAR		<u>1,885</u>	<u>(465)</u>
OTHER COMPREHENSIVE INCOME		<u>-</u>	<u>-</u>
TOTAL COMPREHENSIVE GAIN/(LOSS)		<u>1,885</u>	<u>(465)</u>

The statements should be read in conjunction with the accompanying notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**STATEMENT OF FINANCIAL POSITION AS AT
30 JUNE 2016**

	Note	2016	2015
		\$	\$
ASSETS			
CURRENT ASSETS			
Cash at Bank		16,013	15,678
Receivables	8	<u>76,946</u>	<u>76,946</u>
TOTAL ASSETS		<u>92,959</u>	<u>92,624</u>
LIABILITIES			
CURRENT LIABILITIES			
Payables	9	<u>122,276</u>	<u>123,826</u>
TOTAL LIABILITIES		<u>122,276</u>	<u>123,826</u>
NET LIABILITIES		<u>(29,317)</u>	<u>(31,202)</u>
ACCUMULATED DEFICIT		<u>(29,317)</u>	<u>(31,202)</u>

The statements should be read in conjunction with the accompanying notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**STATEMENT OF CHANGES IN ACCUMULATED DEFICIT
FOR THE YEAR ENDED 30 JUNE 2016**

	Accumulated Deficit \$
Balance at 30 June 2014	<u>(30,737)</u>
Net Deficit for the Year	(465)
Balance at 30 June 2015	<u>(31,202)</u>
Net Surplus for the Year	1,885
Balance at 30 June 2016	<u>(29,317)</u>

The statements should be read in conjunction with the accompanying notes.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**STATEMENT OF CASHFLOWS FOR THE
YEAR ENDED 30 JUNE 2016**

	Note	2016 \$	2015 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Membership Dues		1,271	1,216
Interest Received		16	18
Payments to Suppliers		<u>(952)</u>	<u>(1,822)</u>
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	11(b)	<u>335</u>	<u>(588)</u>
NET INCREASE/(DECREASE) IN CASH		335	(588)
Cash at Beginning of Year		<u>15,678</u>	<u>16,266</u>
CASH AT END OF YEAR	11(a)	<u>16,013</u>	<u>15,678</u>

The statements should be read in conjunction with the accompanying notes.

RECOVERY OF WAGES ACTIVITY

FOR THE YEAR ENDED 30 June 2016

The New South Wales Branch of the United Firefighters Union of Australia has not undertaken recovery of wages activity. The Union does assist with recovery of its members' wages. However, as and when decreed by the court we confirm that any settlement or recovery of wages is directly managed between the employer and the employee and at no point of time is any money banked into the Branch bank account. Reportable amounts are NIL for:

- a. any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- b. any donations or other contributions deducted from recovered money.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The financial report is for the New South Wales Branch of the United Firefighters Union of Australia, and in accordance with the Fair Work (Registered Organisations) Act 2009 the Branch is a reporting unit. The United Firefighters Union of Australia is an organisation registered under the Fair Work (Registered Organisations) Act 2009. The New South Wales Branch is a Branch of the registered organisation. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the New South Wales Branch are not subject to the Corporations Act 2001. The Branch is a not-for-profit entity for the purpose of preparing financial statements under Australian Accounting Standards.

Going Concern

The United Firefighters Union of Australia New South Wales Branch has a surplus of \$1,885 (2015: \$465 deficit) for the year ended 30 June 2016 and had net liabilities of \$29,317 as at 30 June 2016 (2015: \$31,202). The financial statements have been prepared on a going concern basis due to the factors referred to in Note 15. The Branch Committee of Management has assessed and considered it appropriate for the accounts to be prepared on this basis.

Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009.

The reporting guidelines made under section 255 of the Fair Work (Registered Organisations) Act 2009 (the RO Act) require all reporting units to apply the Tier 1 reporting requirements as per Australian Accounting Standard AASB 1053 Application for Tiers of Australian Accounting Standards. As such the Branch Committee of Management have prepared a full set of financial statements with all disclosure requirements.

The following is a summary of the significant accounting policies adopted by the Branch in the preparation of the financial report.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(a) Revenue

Revenue from Membership contributions is accounted for on an accrual basis, and recorded in the year to which it relates, and to the extent that the amounts due are considered receivable.

Interest income is accounted for on an accruals basis.

(b) Income tax

No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

(c) Accounting Standards Issued But Not Yet Effective

There has been no accounting standards issued which will impact the financial report in future periods and which are not yet effective.

(d) Goods and Services Tax

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

(e) Financial instruments

Recognition, initial measurement and derecognition

Financial assets and financial liabilities are recognised when the Branch becomes a party to the contractual provisions of the financial instrument, and are measured initially at fair value adjusted by transactions costs, except for those carried at fair value through profit or loss, which are measured initially at fair value. Subsequent measurement of financial assets and financial liabilities are described below. Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and subsequent measurement of financial assets

For the purpose of subsequent measurement, financial assets other than those designated and effective as hedging instruments are classified into the following categories upon initial recognition:

- loans and receivables
- financial assets at Fair Value Through Profit or Loss ('FVTPL')
- Held-To-Maturity ('HTM') investments
- Available-For-Sale ('AFS') financial assets

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

All financial assets except for those at FVTPL are subject to review for impairment at least at each reporting date to identify whether there is any objective evidence that a financial asset or a group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below.

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs or finance income, except for impairment of trade receivables which is presented within other expenses.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial. The Branch's trade and most other receivables fall into this category of financial instruments.

Individually significant receivables are considered for impairment when they are past due or when other objective evidence is received that a specific counterparty will default. Receivables that are not considered to be individually impaired are reviewed for impairment in groups, which are determined by reference to the industry and region of a counterparty and other shared credit risk characteristics. The impairment loss estimate is then based on recent historical counterparty default rates for each identified group.

(f) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and demand deposits, together with other short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

(g) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Union during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(h) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year. Where errors are identified relating to comparative figures the comparative figures are restated and the nature of the error discussed.

(l) Amalgamations and Restructures

The Branch has not acquired any asset or liability during the financial year as a result of an Amalgamation or restructure; or a determination by the General Manager under subsection 245(1) of the RO Act; or a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1)

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 June 2016 (Cont'd)**

(j) Financial Support

The branch has not provided financial support to another reporting unit to continue as a going concern.

(k) Administration by another entity

The Branch financial affairs are not administered by another entity. No payments were made during the reporting period to a former related party of the Branch.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the Branch's accounting principles

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of the assets and liabilities.

3. INCOME

(a) Membership fees

	2016	2015
	\$	\$
Membership Fees	1,155	1,105

(b) Other income

The following income items as prescribed under the reporting guidelines of the Fair Work Commission, have not occurred in the reporting period:

- a. Capitation/Sustentation fees
- b. Compulsory levies
- c. Donations or grants
- d. Other financial support from other reporting units

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 June 2016 (Cont'd)**

4. EXPENSE

(a) Fees and periodic subscriptions are paid in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters

	2016	2015
	\$	\$
Capitation Fees – UFUA National Office	38	38
	<u>38</u>	<u>38</u>

(b) Employee expenses

Employee expenses related to holders of office:

	2016	2015
	\$	\$
Wages and Salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	-	-
Total	<u>-</u>	<u>-</u>

Employee expenses related to employees (other than holders of offices):

	2016	2015
	\$	\$
Wages and Salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	-	-
Total	<u>-</u>	<u>-</u>

Legal costs and other expenses related to:

	2016	2015
	\$	\$
Litigation	-	-
Other legal matters	-	-
Total	<u>-</u>	<u>-</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

(d) Other expense

The following expense items as prescribed under the reporting guidelines of the Fair Work (Registered Organisations) Act, 2009, have not occurred in the reporting period:

- a. Employee expenses related to employees (other than holders of office)
- b. Legal costs
- c. Compulsory levies
- d. Payments to employers for payroll deduction activity
- e. Fees or allowances to persons in respect of their attendances as representatives of the Union at conferences or other meetings.
- f. Expenses incurred in connection with holding meetings of members of the reporting unit and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the reporting unit was wholly or partly responsible
- g. Penalties imposed under the RO Act.
- h. Fees and periodic subscriptions paid in respect of its affiliation to any political party.
- i. Grants have been paid
 - i. The total amounts paid in grants were \$1,000 or less
 - ii. The total amounts paid in grants that exceed \$1,000
- j. Donations have been paid
 - i. The total amount paid in Donations that were \$1,000 or less
 - ii. The total amounts paid in Donations that exceed \$1,000

5. DISCLOSURES IN RESPECT OF STATEMENT OF FINANCIAL POSITION

(a) Amounts receivable/payable to/from other reporting units of the Union

	2016	2015
	\$	\$
Amounts receivable from reporting units		
United Firefighters Union of Australia – National Office	79,526	79,526
Allowance for doubtful debts – UFUA National Office	(7,475)	(7,475)
New South Wales Fire Brigade Employees Union - Adam Bandt Consultancy	2,563	2,563
Amounts payable to reporting units		
United Firefighters Union of Australia – National Office	119,583	119,583

(b) Payables in respect of legal costs and other expenses related to litigation or other legal matters;

	2016	2015
	\$	\$
Litigation	-	-
Other legal matters	-	-
Total	-	-

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

(c) Employee provisions related to holders of office

Employee Provisions (holders of offices)

	2016	2015
	\$	\$
Annual Leave	-	-
Long Service Leave	-	-
Separation of redundancies	-	-
Other employee provisions	-	-
Total	-	-

Employee Provisions (other than holders of office)

	2016	2015
	\$	\$
Annual Leave	-	-
Long Service Leave	-	-
Separation of redundancies	-	-
Other employee provisions	-	-
Total	-	-

(d) The following items as prescribed under the reporting guidelines of the Fair Work (Registered Organisations) Act, 2009, have not occurred in the reporting period:

- a. Payables to employers as consideration for the employers making payroll deductions of membership subscriptions;

6. DISCLOSURES IN RESPECT OF STATEMENT OF CHANGES IN EQUITY

The following equity items as prescribed under the reporting guidelines of the Fair Work (Registered Organisations) Act, 2009, have not occurred in the reporting period:

- a. No separate fund or account operated in respect of compulsory levies raised by the Union or voluntary contributions collected from members of the Union.
- b. No monies in respect of compulsory levies raised or voluntary contributions collected from members of the Union have been invested in any assets.
- c. No separate fund or account which is required by the rules of the Union or rules of a Branch of the Union.
- d. No transfer(s) and/or withdrawal(s) to a fund, account or controlled entity, when any of these are kept for a specific purpose(s) by the Union.

7. DISCLOSURES IN RESPECT OF STATEMENT OF CASH FLOWS

Amounts received/paid to/from other reporting units of the Union

	2016	2015
	\$	\$
Cash inflows from other reporting units	-	-
Cash outflows to other reporting units	-	-

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

8. RECEIVABLES

	2016 \$	2015 \$
United Firefighters Union of Australia – National Office	79,526	79,526
Allowance for doubtful debts – UFUA National Office	(7,475)	(7,475)
New South Wales Fire Brigade Employees Union - Adam Bandt Consultancy	2,563	2,563
GST Accrued	2,361	2,361
GST Collected	(29)	(29)
GST Paid	-	-
	<hr/> 76,946	<hr/> 76,946

An allowance for doubtful debts has been booked in the accounts representing a disputed net receivable amount from the National Office which was subject to legal action. The legal action was in relation to a financial dispute regarding capitation fees and ACTU affiliation fees payable by the NSW Branch to the National Office. The legal action was initiated in December 2009 by the National Office in the Federal Court. These proceedings were subsequently discontinued by the National Office prior to hearing in August 2012. No ACTU affiliation fees have since been received from the United Firefighters Union of Australia - National Office or paid by the United Firefighters Union of Australia NSW Branch.

9. PAYABLES

	2016 \$	2015 \$
United Firefighters Union of Australia – National Office	119,583	119,583
Sundry payable	2,693	2,693
Accrued Audit Fees	-	1,550
	<hr/> 122,276	<hr/> 123,826

10. Section 272 Fair Work (R.O) Act 2009

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

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

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 June 2016 (Cont'd)

11. CASH FLOW INFORMATION	2016	2015
	\$	\$
(a) For the purposes of the cash flow statement cash includes cash on hand and at call deposits with banks and other financial institutions.		
Cash at Bank	<u>16,013</u>	<u>15,678</u>
(b) Reconciliation of cash flow from operations with operating result		
Net Surplus/(Deficit)	335	(465)
Changes in Assets and Liabilities		
(Increase)/Decrease in Receivables	-	(123)
Increase/(Decrease) in payables	-	-
CASH FLOWS FROM OPERATIONS	<u>335</u>	<u>(588)</u>

12. FINANCIAL RISK MANAGEMENT

(a) *General objectives, policies and processes*

The Branch is exposed to risks that arise from its use of financial instruments. This note describes the Branch's objectives, policies and processes for managing those risks and the methods used to measure them.

There have been no substantive changes in the Branch's exposure to financial instrument risk, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods unless otherwise stated in this note.

The Branch's financial instruments consist mainly of deposits with banks and payables. The main risks the union is exposed to through its financial instruments are interest rate risk (see section (e) below), liquidity risk and credit risk.

The Branch Committee of Management has overall responsibility for the determination of the Branch's risk management objectives and policies and whilst retaining ultimate responsibility for them, the Committee of Management makes investment decisions after considering appropriate advice.

(b) *Credit Risk*

Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the union incurring a financial loss. This usually occurs when debtors fail to settle their obligations owing to the Branch.

There is no concentration of credit risk with respect to current and non-current receivables.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 June 2016 (Cont'd)

12. FINANCIAL RISK MANAGEMENT (Cont'd)

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed below:

	2016	2015
	\$	\$
Cash at Bank	16,013	15,678
	<u>16,013</u>	<u>15,678</u>

The cash and cash equivalents are held in high quality Australian financial institutions.

(c) *Liquidity Risk*

Liquidity risk is the risk that the Branch may encounter difficulties raising funds to meet commitments associated with financial liabilities.

The Branch is not significantly exposed to this risk, as at 30 June 2016 it had \$16,013 (2015: \$15,678) of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 30 June 2016 totalled \$122,276 (2015: \$123,826).

(d) *Market Risk*

Market risk arises from the use of interest bearing, tradable financial instruments. It is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates (interest rate risk) or other market factors (other price risk).

(e) *Interest Rate Risk*

The Branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities are summarised below:

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 June 2016 (Cont'd)**

12. FINANCIAL RISK MANAGEMENT (Cont'd)

30 June 2016	Floating interest rate	Non interest bearing	Total
	\$	\$	\$
Financial Assets			
Cash	16,013	-	16,013
Sundry Debtors	-	76,946	76,946
	<u>16,013</u>	<u>76,946</u>	<u>92,959</u>
Weighted average interest rate	0.01%		
Financial Liabilities			
Payables	-	122,276	122,276
	<u>-</u>	<u>122,276</u>	<u>122,276</u>
Net Financial Assets/(Liabilities)	<u>16,013</u>	<u>(45,330)</u>	<u>(29,317)</u>
30 June 2015	Floating interest rate	Non interest bearing	Total
	\$	\$	\$
Financial Assets			
Cash	15,678	-	15,678
Sundry Debtors	-	76,946	76,946
	<u>15,678</u>	<u>76,946</u>	<u>92,624</u>
Weighted average interest rate	0.01%		
Financial Liabilities			
Payables	-	123,826	123,826
	<u>-</u>	<u>123,826</u>	<u>123,826</u>
Net Financial Assets/(Liabilities)	<u>15,678</u>	<u>(46,880)</u>	<u>(31,202)</u>

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 June 2016 (Cont'd)

(e) *Interest Rate Risk*

Sensitivity Analysis

2016	Carrying Amount	+1% (100 Basis Points) Profit	-1% (100 Basis Points) Loss
	\$	\$	\$
Cash and cash equivalents	16,013	160	(160)

2015	Carrying Amount	+1% (100 Basis Points) Profit	-1% (100 Basis Points) Loss
	\$	\$	\$
Cash and cash equivalents	15,678	156	(156)

(f) *Other Price Risks*

The Branch does not invest in shares or derivatives therefore it does not expose itself to the fluctuations in price that are inherent in such a market.

(g) *Foreign Exchange Risk*

The Branch is not directly exposed to foreign exchange rate risk.

13. CONTINGENT LIABILITIES

The Branch has not made any payments or set a provision aside for future payments to United Firefighters Union of Australia (UFUA) National Office in relation to the amounts in dispute, as it cannot reliably or practically estimate the amount of the future financial commitment. Refer to Note 15 (Financial Dependence) for further details.

14. RELATED PARTY TRANSACTIONS

Transactions with related parties are on normal terms and conditions no more favourable than those available to other parties, unless otherwise stated.

- (a) UFUA National Office capitation fees are disclosed as expenses in the statement of comprehensive income and as a payment in the statement of cash flows.
- (b) UFUA National Office capitation fees payable are disclosed at Note 9 of the accounts.
- (c) UFUA National Office ACTU affiliation fees receivable are disclosed at Note 5 of the accounts.

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 June 2016 (Cont'd)

15. FINANCIAL DEPENDENCE

The going concern of the Branch is supported due to the following factors:

The net amount payable to United Firefighters Union of Australia (UFUA) National Office is \$40,057 (payable of \$119,583 less receivable of \$79,526). This amount has been in dispute with UFUA National Office for at least the past six years and not resolved at the date of signing these financial statements. The Branch Committee of Management is of the opinion that the liability will not be called upon within 12 months of signing these financial statements due to the disputed capitation amounts due and the inability of the National office to recommence the legal proceedings against the NSW Branch that it discontinued in 2012. Excluding this net liability, the Branch will be in a net asset position of \$10,740. The cash reserve of the Branch is sufficient to pay its debts, including future capitation payments as and when they become due and payable.

In 2015, the State Committee of Management of the Fire Brigade Employees' Union of New South Wales resolved further to amend the Union's 2010 policy regarding financial support for the UFUA and/or the NSW Branch by setting two separate conditions which, if triggered or satisfied, would result in the resumption of FBEU funding for the NSW Branch. This resolution was adopted at the FBEU's Annual General Meeting held on 28 October 2015.

The financial statements have been prepared on a going concern basis by the Branch Committee of Management on the basis of the matters referred to in Notes 1 and above. While the conditions of the financial support have not as yet been triggered or satisfied, the Branch Committee of Management believes the day to day administration of the Branch (including all forward payments due to the Union's National Office) is able to be managed within the current operational cash flows.

The Branch Committee of Management is satisfied that current operational cash flows will meet the estimated obligations of the Branch and, given the recent commitment of the FBEU to underwrite any Branch liability that is ordered by a competent court to be paid, that all legitimate liabilities of the Branch will be met.

16. POST-REPORTING DATE EVENTS

No adjusting or significant non-adjusting events have occurred between the reporting date and the date of authorisation.

17. CAPITAL MANAGEMENT POLICIES AND PROCEDURES

Management controls the capital of the Branch to ensure that adequate cash flows are generated to fund its programs and that returns from investments are maximised. The Committee of Management ensure that the overall risk management strategy is in line with this objective.

The Branch's capital consists of financial liabilities, supported by financial assets. Management effectively manages the Branch's capital by assessing the Branch's financial risk and responding to changes in these risks and in the market. These

UNITED FIREFIGHTERS UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 June 2016 (Cont'd)**

responses may include the consideration of debt levels. There have been no changes to the strategy adopted by management to control capital of the Branch since the previous year.

18. REGISTERED OFFICE

The registered office and principal place of business of the Branch is:

145 De Boos Street
Temora NSW 2666

Level 17, 383 Kent Street
Sydney NSW 2000

Correspondence to:
Locked Bag Q800
QVB Post Office
Sydney NSW 1230

T +61 2 8297 2400
F +61 2 9299 4445
E info.nsw@au.gt.com
W www.grantthornton.com.au

Independent Auditor's Report To the Members of United Firefighters Union of Australia New South Wales Branch

We have audited the accompanying financial report of United Firefighters Union of Australia New South Wales Branch (the "Branch"), which comprises the statement of financial position as at 30 June 2016, and the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information to the financial report and the statement by the Branch Committee of Management.

Responsibility of the Branch Committee of Management and Branch Secretary for the financial report

The Branch Committee of Management and Branch Secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work Act 2009 (Registered Organisations). This responsibility includes such internal controls as the Branch Committee of Management and Branch Secretary determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

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 which require us to 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

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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 Branch'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 Branch's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management and the 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.

Independence

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional and Ethical Standards Board.

Auditor's opinion

In our opinion, the financial report of United Firefighters Union of Australia New South Wales Branch;

- a presents fairly, in all material respects, the Branch's financial position as at 30 June 2016 and of its performance and cash flows for the year then ended;
- b complies with Australian Accounting Standards and the relevant legislation;
- c complies with the requirements of the Fair Work (Registered Organisations) Regulation 2009 and Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009; and
- d as part of the audit of the financial statements, we have concluded that management's use of the going concern basis of accounting in the preparation of the Reporting Unit's financial statements is appropriate.

Emphasis of matter – Going Concern

Without qualification we draw attention to Note 1 which states The United Firefighters Union of Australia New South Wales Branch has a surplus of \$1,885 for the year ended 30 June 2016 and had net liabilities of \$29,317 as at 30 June 2016. The financial statements have been prepared on a going concern basis due to the factors referred to in Note 1 and Note 15. The Branch Committee of Management and Branch Secretary have assessed and considered it appropriate for the accounts to be prepared on this basis.

Report on the recovery of wages activity

The Committee of Management are responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with section 253(2) (c) of the Fair Work Act 2009 (Registered Organisations). Our responsibility is to express an opinion on the recovery of wages activity financial report, based on our audit conducted in accordance

with Australian Auditing Standards. We have been advised that no recovery of wages activity has been undertaken in the current financial year. Accordingly we have not been instructed by the committee of management to include in the scope of the audit required under subsection 257(1) of the RO Act all recovery of wages activity by the reporting unit from which revenues had been derived for the financial year in respect of such activity.

Auditor's opinion on the recovery of wages activity financial report

Based upon the management statements referred to above, in our opinion in relation to the recovery of wages activity, the financial report of the Branch presents fairly all reporting guidelines of the General Manager, including:

- a any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- b any donations or other contributions deducted from recovered money.

Other matter

The signor is an Approved Auditor (who holds a current Public Practice Certificate) with the Chartered Accountants Australia and New Zealand.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



A L Spewart
Partner - Audit & Assurance

Sydney, 9 December 2016



8 December 2016

Mr Christopher Read
Branch Secretary
United Firefighters' Union of Australia-New South Wales Branch

Sent via email: ufuansw@gmail.com

Dear Mr Read,

Lodgement of Financial Report - Reminder to lodge

The Fair Work Commission's (the Commission) records disclose that the financial year of the United Firefighters' Union of Australia-New South Wales Branch (the reporting unit) ended on the 30 June 2016.

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

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

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

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.

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

Should you seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Galichio@fwc.gov.au.

Yours sincerely,



Sam Galichio
Adviser
Regulatory Compliance Branch



15 July 2016

Mr Christopher Read
Branch Secretary
United Firefighters' Union of Australia-New South Wales Branch
By email: ufuansw@gmail.com

Dear Mr Read,

**Re: Lodgement of Financial Report - [FR2016/250]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Firefighters' Union of Australia-New South Wales 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.

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

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : 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.

Yours sincerely,

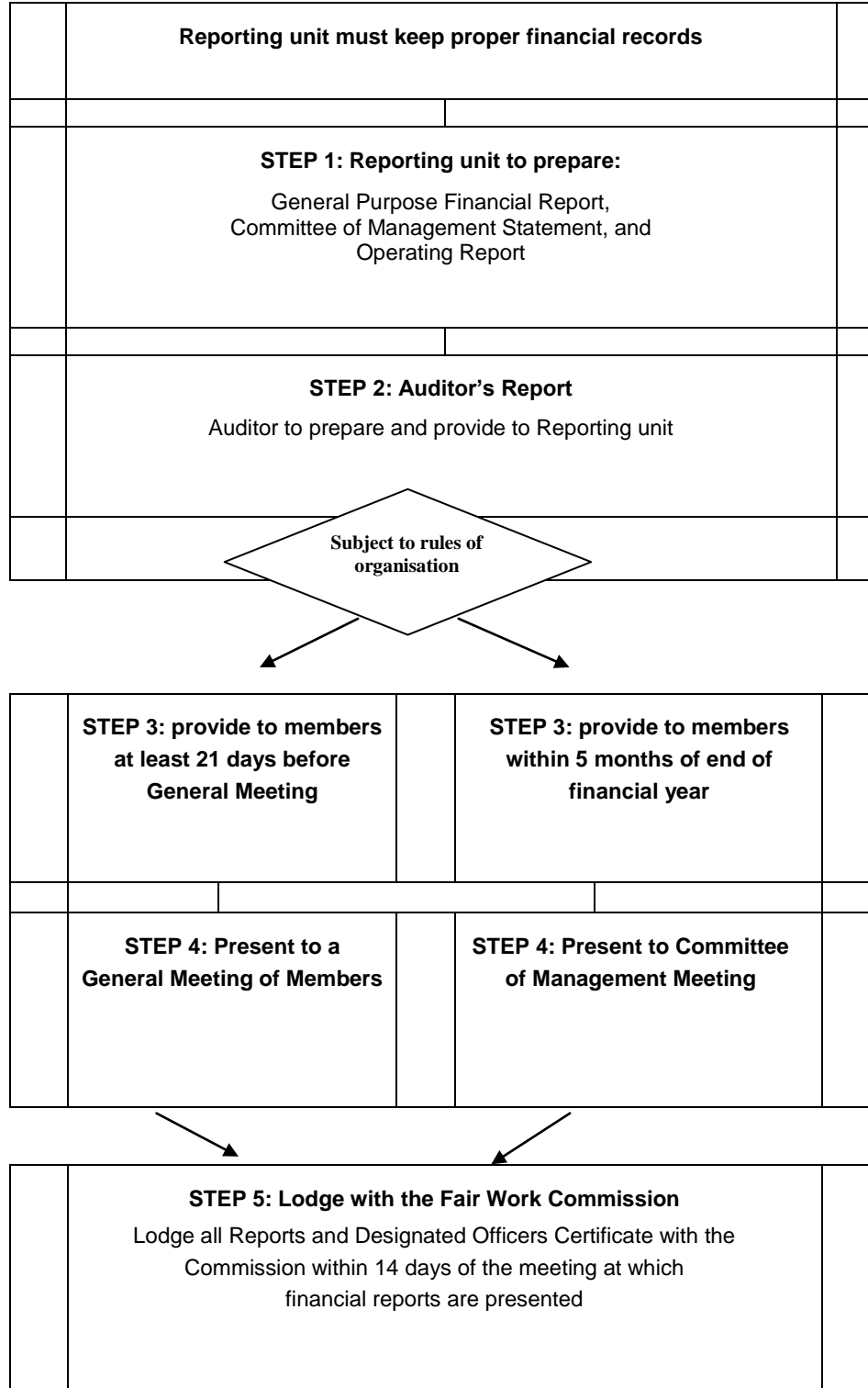


Anastasia Kyriakidis
Adviser
Regulatory Compliance Branch

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	-	-
Total grants or donations	-	-

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