



Australian Government
Australian Industrial Registry

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

23 February 2005

P. J. Harrison
Secretary
South Australian Branch
United Firefighters' Union of Australia
148 South Road
Torrensville SA 5031

Dear Mr Harrison

Re: FR2004/408 Financial documents for year ended 30 June 2004

I acknowledge receipt of financial documents for the above period under cover of your correspondence dated 15 December 2004, received in the Registry on 20 December 2004. The documents relate to the South Australian Branch of the United Firefighters' Union of Australia and the United Firefighters Union of South Australia. The following comments relate only to the documents of the South Australian Branch of the federally registered organisation, however the documents of the State Union are of great assistance in understanding the financial operations as a whole.

The branch may wish to consider whether it would be helpful in future financial years to utilise the recently introduced provisions of s269 of Schedule 1B of the Workplace Relations Act 1996 [Schedule 1B]. These provisions are intended to simplify the financial reporting process where a branch of a federally registered organisation has a state registered "associated body".

The following comments are intended to assist in fully complying with the Act in future years, should the provisions of s269 not be utilised. No further action is requested with respect to the documents for 30 June 2004.

Audit Report

The Audit Report uses wording which consistent with what was required by the Act prior to the introduction of Schedule 1B.

Section 257 of Schedule 1B which sets out the powers and duties of auditors, includes amongst other things, matters which must stated in the auditor's report. A form of words which would meet the requirements of s257(5) would be:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

Committee of Management & Accounting Officer's Certificates

Under Schedule 1B, it is no longer necessary to provide both an Accounting Officer's certificate, and a Committee of Management certificate.

The *Committee of Management Statement* which is included at the end of the Branch accounts, meets the new requirements and replaces the two certificates previously required.

Prescribed Information Notice

This notice, which appears as Note 2 to the accounts, should now refer to *subsections 272(1), (2) and (3) of Schedule 1B* of the Act (instead of *s274(1), (2) and (3) of the Act*).

The wording for the notice has changed, and the new wording and references should be used in future year's documents.

Presentation of full report to meeting

The Certificate of Secretary states that the full report was presented to a Committee of Management meeting.

S266 of Schedule 1B requires that the report be presented to a general meeting of members unless "*the rules of the reporting unit provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the auditor's report, the general purpose financial report and the operating report*".

Subrule 55(2) of the rules of the UFUA provide that a branch general meeting must be called "*If a request in writing signed by at least one twentieth of the financial members of the Branch*".

The provision in s266(3) does not allow the number of members required to call a meeting to be restricted to financial members. The rules of the UFUA would need to be altered to allow 5% of members (without the restriction regarding financiality), to call a meeting to consider the reports, before presentation to a committee of management meeting would comply with the obligations imposed by s266.

If the rules are to be altered, this would need to be done in time for the alterations to be certified by a Registrar before the provisions of S266(3) could be used in future years.

Operating Report

Under the heading "Number of Employees", the operating report states that the branch has 2.3 employees on a FTE basis. That appears inconsistent with the income & expenditure statement and statement of cash flows which do not show any items for remuneration of employees.

Could you please provide a copy of this correspondence to your auditors for their information.

Yours sincerely

Ken Ophel
Statutory Services Branch



United Fire Fighters Union of South Australia Inc.

ABN 30 080 654 964

148 South Road
Torrensville
South Australia 5031
Telephone: (08) 8352 7211
Fax: (08) 8234 1031

Email: ufusa@senet.com.au

Our ref: PH:VM:132:Financial

Secretary: P.J. Harrison

15 December 2004

Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne Vic 3001

Dear Sir/Madam

Re: Financial Return – Year Ending 30 June 2004

In accordance with the Workplace Relations Act 1996, I have enclosed the financial statements of the United Firefighters Union of Australia (South Australian Branch) for the financial year ended 30th June 2004.

Should you require any further information please do not hesitate to contact me.

Yours faithfully

P Harrison
Secretary

enc.



Certificate of Secretary

s268 of Schedule 1B Workplace Relations Act 1996

I, **Phillip John Harrison** being the Secretary of the United Firefighters Union of Australia (SA Branch) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 16th November 2004; and
- that the full report was presented to a Branch Committee of Management of the reporting unit on 9th December 2004; in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 15th December 2004

**UNITED FIREFIGHTERS
UNION OF AUSTRALIA
(SOUTH AUSTRALIAN BRANCH)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

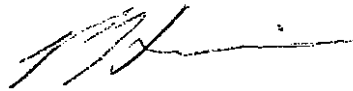
30 JUNE 2004

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

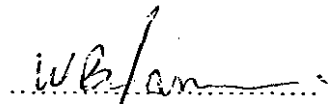
COMMITTEE OF MANAGEMENT CERTIFICATE

We, Bill Jamieson and Phil Harrison, being two members of the National Committee of Management of the United Firefighters Union of Australia (SA 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 documents show a true and fair view of the financial affairs of the Union as at 30 June 2004.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee, 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 the Workplace Relations Act – 1996) or copies of those 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, or the rules of the Union.
- (iv) The Union has complied with the Act in relation to the financial accounts in respect of the year ended 30 June 2004 and the Auditor's report thereon.



.....
P Harrison
Secretary


.....
W Jamieson
President

Dated this *14th* day of *November* 2004

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, Phil Harrison, being the officer responsible for keeping the accounting records of the United Firefighters Union of Australia (SA Branch) certify that as at 30 June 2004, the number of members of the Union was 758.

In my opinion:

The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2004.

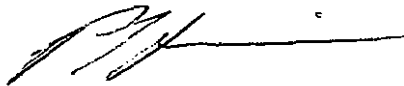
A record has been kept of all monies paid by, or collected from, members and all monies paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union.

Before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.

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 fund for purposes other than those from which the fund was operated.

No loans or other financial benefits, other than remuneration in respect of their fulltime employment with the Union, were made to persons holding office in the Union.

The register of members of the Union was maintained in accordance with the Act.



.....
P Harrison
Secretary

Dated this *4th* day of *November* 2004

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

BALANCE SHEET

AS AT 30 JUNE 2004

	2004 \$	2003 \$
Current Assets	0	0
Non-Current Assets	<u>0</u>	<u>0</u>
Total Assets	0	0
Current Liabilities	0	0
Non-Current Liabilities	<u>0</u>	<u>0</u>
Net Assets	<u>0</u>	<u>0</u>
Represented by:		
Members Funds	<u>0</u>	<u>0</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

REPORT UNDER THE WORKPLACE RELATIONS ACT 1996

**Income & Expenditure Account
As at 30 June 2004**

	2004 \$	2003 \$
Income		
Members Subscriptions	15,523	21,946
Other Income	<u>0</u>	<u>0</u>
TOTAL INCOME	<u>15,523</u>	<u>21,946</u>
 Expenditure		
Contributions paid towards the administrative expenses of the United firefighters Union of Australia	15,523	21,946
Affiliation political & other industrial contributions paid	0	0
National Levies paid	0	0
TOTAL EXPENDITURE	<u>15,523</u>	<u>21,946</u>
 Operating Surplus/(Deficit)	<u>0</u>	<u>0</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

STATEMENT OF CASH FLOWS

For the Year Ended 30 JUNE 2004

	2004 \$	2003 \$
Cash flows from Operating Activities	0	0
Cash flows from Investing Activities	0	0
Cash flows from Financing Activities	0	0
Net increase in cash held	<u>0</u>	<u>0</u>
Cash held at 1 July 2003	<u>0</u>	<u>0</u>
Cash held at 20 June 2004	<u>0</u>	<u>0</u>

**UNITED FIREFIGHTERS UNION OF AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

NOTES TO AND FORMING PART OF THE ACCOUNTS

For the Year Ended 30 JUNE 2004

1. Accounting Policies

(a) Accounting Convention

The accounts are prepared under the historical cost convention and in accordance with Australian accounting standards.

(b) Assets and Liabilities

The branch has no assets or liabilities.

(c) Income and Expenses

All income is collected and all expenses are paid on behalf of the Branch by the United Firefighters Union of South Australia Inc.

(d) Taxation

The Union is exempt from income tax.

2. PRESCRIBED INFORMATION NOTICE

The *Workplace Relations Act 1996* provides within subsections 274(1), (2) and (3) that prescribed information is available to members on request:

274 Information to be provided to members or Registrar

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

INDEPENDENT AUDIT REPORT

To the Members of UNITED FIREFIGHTERS UNION OF AUSTRALIA SOUTH AUSTRALIAN BRANCH

Scope

We have audited the accounts of the United Firefighters Union of Australia (South Australian Branch) as set out on page 4 to 7 for the year ended 30 June 2004. In accordance with the registered constitution and rules of the Union and the National Executive and Branches, the members of the South Australian Branch are responsible for the preparation and presentation of the accounts and the information contained therein. We have conducted an independent audit of these accounts in order to express an opinion on them to the members on their preparation and presentation. No opinion is expressed as to whether the accounting policies used and described in Note 1 are appropriate to the needs of the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the 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 accounts are presented fairly in accordance with the accounting policies as described in Note 1 and the relevant provisions of the Workplace Relations Act 1996, so as to present a view of the Union's financial position which is consistent with our understanding of its financial position results of its operations and cash flows.

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

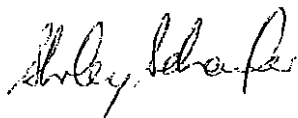
Audit Opinion

In our opinion:

- (i) There were kept by the Union in relation to the year ended 30 June 2004 satisfactory accounting records, including:
 - (a) records of the sources and nature of the income of the organisation, including income from members; and
 - (b) records of the nature and purpose of the expenditure of the organisation; and
- (ii) the accounts and statements prepared under section 273 of the Workplace relations Act 1996 in relation to the year ended 30 June 2004 were properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Union as at end of the year;
 - (b) the income and expenditure and surplus for the year; and
- (iii) we have obtained all information and explanations required in accordance with section 276(2) of the Workplace Relations Act 1996.

BDO

Chartered Accountants



Shirley Schaefer
Partner

Adelaide, 10th November 2004



United Firefighters Union of Australia

(South Australian Branch)

United Firefighters Union of Australia (South Australian Branch) (hereafter "the Branch")

Operating Report for the Year Ended 30 June 2004 pursuant to s254 of the Workplace Relations Act 1996

Principal Activities

The principal activities of the Branch during the financial year ended 30th June 2004 were

- to uphold the rights of organised labour, to improve, protect and foster the best interests of its members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of its members
- to watch over, improve, foster and protect the interests of its members
- to obtain and maintain for its members reasonable hours of work and fair wages and industrial conditions

Results of Principal Activities

Results of the Branch's principal activities were to improve the wages and conditions of employment of the Branch membership, particularly for those members in collective enterprise agreements negotiated by the Branch.

Significant Changes in the Associations Financial Affairs

No matters of circumstances arose during the reporting year, which significantly affected the financial affairs of the Branch.

Manner of Resignation

Members may resign from the Branch in accordance with Rule 8 which reads as follows:-

8 - Resignation from Membership

- (1) A member of the Union may resign from membership by written notice addressed and delivered to the Secretary of the Branch to which such member belongs.
- (2) A notice of resignation from membership of the Union takes effect:
 - (a) where the member ceases to be eligible to become a member of the Union;

:2:

- (i) on the day on which the notice is received by the Union; or
- (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

(b) in any other case:

- (i) at the end of two weeks after the notice is received by the Union; or
- (ii) on the day specified in the notice;

whichever is later.

- (3) Any dues payable but not paid by a former member of the Union, in relation to a period before a member's resignation from the Union took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt due to the Union.
- (4) A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- (5) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with Sub-Rule (1).
- (6) A resignation from membership of the Union is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme

The following members of the Branch held reserved positions in the following entities:

Phillip John Harrison is a member of the Branch, and office holder (Secretary, Member of the Branch State Council and Branch Committee of Management) and a Trustee of the South Australian Metropolitan Fire Service Superannuation Fund.

William Braem Jamieson is a member of the Branch, an office holder (Member of the Branch State Council and Branch Committee of Management) and Trustee of the South Australian Metropolitan Fire Service Superannuation Fund.

Gregory Bruce Northcott is a member of the Branch, an office holder (Member of the Branch State Council and Branch Committee of Management) and Trustee of the South Australian Metropolitan Fire Service Superannuation Fund.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Registrar of Members was 758.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 2.3 (includes one employee 1½ days per week) measured on a full time equivalent basis.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

President	Bill Jamieson
Vice President	Mark Shepherd
Vice President	Kevin Ryan
Secretary	Mick Doyle
Trustee	Chris Smith
Trustee	Wayne Tresize
Trustee	Ted Templer
Committee Member Officer	David Scarce
Committee Member Officer	Cameron Stott
Committee Member Officer	Brendan West
Committee Member Firefighter	Greg Northcott
Committee Member Firefighter	Mick Vander-Jeugd
Committee Member Firefighter	Richard Webb

There was two changes to the composition of the Committee of Management during the financial year.

Secretary Mick Doyle resigned as at 7th August 2003 and elections were conducted (Election E No. 258 of 2003) by the Australian Electoral Commission and Phil Harrison was elected Secretary as at 20th November 2003.

Branch Trustee Wayne Trezise resigned as at 8th March 2004 and Greg Chivers was appointed to the vacancy by UFU State Council meeting dated 1st April 2004, in accordance with Rule 71.1



Phil Harrison
Branch Secretary

Dated: 4th November 2004

COMMITTEE OF MANAGEMENT STATEMENT

On 4th November 2004 the Committee of Management of the United Firefighters Union of Australia (SA Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2004:


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 Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consist of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under Section 273 of the RAO Schedule.

For Committee of Management: Phil Harrison

Title of Office held: Secretary

Signature:



Date: 4th November 2004

**UNITED FIREFIGHTERS UNION OF
SOUTH AUSTRALIA**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2004

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

STATEMENT BY COUNCIL

In the opinion of the members of Council:

- (a) the income and expenditure account is drawn so as to give a true and fair view of the surplus of the Union for the financial year from 1 July 2003 to 30 June 2004;
- (b) the balance sheet is drawn up so to give a true and fair view of the state of affairs of the Union as at the end of the financial year on 30 June 2004;
- (c) at the date of this statement, there are reasonable grounds to believe that the Union will be able to pay its debts as and when they fall due; and
- (d) the financial statements have been made out in accordance with the stated accounting policies of the Union as detailed in note 1 to the accounts, and the requirements of the Industrial and Employee Relations Act 1994.

This statement is made in accordance with the resolution of the members of Council and is signed on behalf of the Council by:



.....
P Harrison
Secretary



.....
W Jamieson
President

Dated this 4th day of Nov. 2004.

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

BALANCE SHEET

AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash at Bank	7(a)	74,408	52,237
Sundry Debtors & Prepayments		32,010	28,941
TOTAL CURRENT ASSETS		<u>106,418</u>	<u>81,178</u>
NON-CURRENT ASSETS			
Investments		10	10
Fixed Assets	6	295,554	298,725
TOTAL NON-CURRENT ASSETS		<u>295,564</u>	<u>298,735</u>
TOTAL ASSETS		<u>401,982</u>	<u>379,913</u>
CURRENT LIABILITIES			
Lease Liability	5	0	6,565
Mortgage Loans	4	1,463	21,615
Creditors and Accrued Charges		16,339	24,560
Provisions	1(g)	20,811	53,965
TOTAL CURRENT LIABILITIES		<u>38,613</u>	<u>106,705</u>
NON-CURRENT LIABILITIES			
Provisions		20,947	18,903
TOTAL NON-CURRENT LIABILITIES		<u>20,947</u>	<u>18,903</u>
TOTAL LIABILITIES		<u>59,560</u>	<u>125,608</u>
NET ASSETS		<u>342,422</u>	<u>254,303</u>
Represented by:			
MEMBERS FUNDS:			
Accumulated Surplus		256,241	168,122
Members Asset Revaluation Reserve		86,181	86,181
TOTAL MEMBERS FUNDS		<u>342,422</u>	<u>254,303</u>

The notes on pages 7 to 11 form part of these accounts

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

INCOME & EXPENDITURE ACCOUNT

For the Year Ended 30 JUNE 2004

	Note	2004	2003
INCOME			
Interest		721	487
Management Fees	2	40,145	31,727
Profit on Disposal of Fixed Asset		652	0
Subscriptions	3	348,774	329,364
Sundry Income		1,023	1,723
TOTAL INCOME		391,315	363,301
 COST OF SALES			
Freight		9	-
Purchases for Resale		840	-
Accountancy and audit fees		6,775	5,340
Advertising		734	
Affiliation Fees		21,305	29,295
Bank Charges		922	834
Cleaning		2,760	3,855
Clothing Allowance		2,160	3,002
Computer Software		1,762	2,229
Consultant's Fees		-	11,430
Depreciation		13,143	14,925
Donations		2,520	3,477
Electricity		2,376	2,408
Entertainment		4,931	5,322
Fringe Benefits Tax		8,466	7,734
Freight		250	-
Honorariums		5,340	5,340
Insurance		2,664	7,856
Interest		890	2,067
Internet		949	613
Legal Costs		4,732	(2,084)
Leasing Costs		510	1,222
Motor Vehicle Expenses		4,931	2,911
Printing, Stationery and Postages		6,349	5,177
Provisions - Employee Benefits		2,044	(11,009)
Rates and Taxes		3,544	3,295
Repairs and Maintenance		852	1,963
Salaries & Benefits		141,695	146,476
Security Services		1,080	1,652
Staff Amenities and Training		5,141	352

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

State Council	4,235	4,970
Subscriptions	5,991	6,816
Sundry Expenses & Commissions	959	2,153
Superannuation Contributions	18,732	18,974
Telephone and Facsimile	8,288	12,740
Travelling	11,835	5,626
WorkCover	2,831	2,245
Yard Maintenance	651	728
TOTAL EXPENDITURE	<u>303,196</u>	<u>337,051</u>
OPERATING (DEFICIT)/SURPLUS	88,119	26,250
ACCUMULATED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR	<u>168,122</u>	<u>141,872</u>
ACCUMULATED SURPLUS AT THE END OF THE FINANCIAL YEAR	<u>256,241</u>	<u>168,122</u>

The notes on pages 7 to 11 form part of these accounts

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

STATEMENT OF CASH FLOWS

For the Year Ended 30 JUNE 2004

	Note	2004 \$	2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Subscriptions received		380,685	359,373
Interest received		721	487
Management fees received		44,160	34,900
Other income received		1,023	1,723
Interest paid		(890)	(2,067)
Administration and operating costs paid		<u>(367,489)</u>	<u>(372,336)</u>
NET CASH (USED IN)/PROVIDED BY OPERATING ACTIVITIES	7(b)	<u>58,209</u>	<u>22,080</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of plant and equipment		17,500	0
Payments for plant and equipment		<u>(26,820)</u>	<u>0</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(9,320)</u>	<u>0</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings - Finance Lease		(6,565)	(4,710)
Proceeds from (Repayment of) borrowings - Mortgage Loan		<u>(20,153)</u>	<u>19,203</u>
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES		<u>(26,718)</u>	<u>14,493</u>
NET INCREASE IN CASH HELD		22,171	36,573
Cash held at 1 July 2003		<u>52,237</u>	<u>15,672</u>
CASH HELD AT 30 JUNE 2004	7(a)	<u><u>74,408</u></u>	<u><u>52,237</u></u>

The notes on page 7 to 11 form part of these accounts.

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

1. ACCOUNTING POLICIES

The Union is a non-reporting entity. These financial statements are a special purpose financial report prepared in order to satisfy the requirements of the Industrial and Employee Relations Act 1994, consequently accounting standards have not been applied.

The Accounts have 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.

(a) Basis of Preparation

The accounts are prepared on an accruals basis.

(b) Fixed Assets

The Union's property, located at 148 South Road, Torrensville, Adelaide, was valued at \$290,000 in 1992 by Maloney Field Services, Property Consultants and Valuers and revalued to this amount in the balance sheet at 30 June 1992. The State Council considers that this value is a fair representation of the property's value as at 30 June 2004. This value represents fully the Union's entitlement to cash inflows and outflows arising from the continued use of the property and subsequent disposal. The excess value over cost is represented by the balance of the asset revaluation reserve.

(c) Depreciation

Depreciation is provided on all tangible fixed assets, other than land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life.

(d) Stocks

All stocks of stationery and other printed materials are written off immediately on acquisition through the income and expenditure account.

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

(e) Superannuation Contributions

The Union contributes to a master plan for its employees. Contributions are charged to income and expenditure as they become payable in accordance with the rules of the scheme.

(f) Netting of income and expenditure

The Union adopts a direct policy of accounting for expense reimbursements as reductions in the relevant expense.

(g) Employee Entitlements

Provision is made in respect of the Union's liability for annual leave, rostered days off and long service leave at balance date. Long Service Leave is accrued in respect of employees with more than five years service with the Union.

(h) Taxation

The Union is exempt from income tax.

2. MANAGEMENT FEES

Management fees are receivable from the Ambulance Employees Association of South Australia for the provision of office accommodation and other administrative services.

3. SUBSCRIPTIONS

Subscriptions are for the year ended 30 June in each year. The amount subscribed is based on members' rates of pay at a percentage determined periodically by the Executive Committee. In accordance with the Rule 27 subscriptions were paid quarterly in advance except where deducted fortnightly from members' payroll.

4. BORROWINGS

The loan from the Fire Service Credit Union Ltd is secured by a first registered mortgage over the Union's property at 148 South Road, Torrensville, South Australia (certificate of title volume 4202, folio 832). The loan is being repaid by monthly instalments of \$1,912 to cover capital and interest charged at variable rates.

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

5. FINANCE LEASE COMMITMENTS

During the year ended 30 June 1999 the Union entered into a five year finance lease commitment relating to a piece of office equipment. The lease was fully repaid at the end of the financial year therefore no further liability exists. Under the terms of the agreement, the lease required monthly instalments of \$475 to cover capital and interest charged at 13.33%. The Union made a final payment of \$3,511 at the expiration of the lease.

Future lease commitments are as follows:

	2004	2003
	\$	\$
not later than one year	0	6,976
later than 1 year but not later than 2 years	0	0
later than 2 years but not later than 5 years	0	0
Minimum lease payments	0	6,976
LESS: Future finance charges	0	411
Total Lease Liability	0	6,565

The above obligation is shown in the accounts as:

Current Lease Liability	0	6,565
Non-current Lease Liability	0	0
	0	6,565

6. FIXED ASSETS

	2004	2003
	\$	\$
Motor Vehicles	25,647	29,356
LESS: accumulated depreciation	(4,020)	(11,274)
	21,627	18,082
Plant & Equipment	151,332	150,159
LESS: accumulated depreciation	(132,959)	(127,632)
	18,373	22,527
Land & Buildings at Valuation	290,000	290,000
LESS: accumulated depreciation	(34,446)	(31,884)
	255,554	258,116
	295,554	298,725

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

7. NOTES TO THE STATEMENT OF CASH FLOWS

A Statement of Cash Flows has been provided incorporating comparative figures for the previous year.

	2004	2003
	\$	\$
(a) Reconciliation of Cash		
Commonwealth Bank	59,067	37,513
Fire Service Credit Union	15,241	14,674
Petty Cash	100	50
	74,408	52,237
 (b) Reconciliation cash flow from operations with deficit for the year		
Surplus/(Deficit) for the year	88,119	26,250
Cash Flows in operating activities but not in operating result:		
Non-cash flows in deficit for the year:		
Depreciation	13,143	14,925
Movement on employee provisions	(31,110)	(11,009)
Profit on Disposal of Fixed Asset	(652)	-
Changes in assets and liabilities:		
(Increase)/ Decrease in sundry debtors & prepayments	(3,069)	(15,560)
Increase/ (Decrease) in handbook		
Increase/ (Decrease) in creditors and accruals	(8,222)	7,474
Cash (used in) / flow from operations	58,209	22,080

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

8. RELATED PARTIES

Members of the State Council throughout the year are as follows:

President	W Jamieson
Secretary	P Harrison
Treasurer	G Northcott
Members	M Shepherd
	G Chivers
	D Scarce
	C Smith
	E Templer
	C Stott
	B West
	R Webb
	M Vander-Jeugd
	K Ryan

In the course of fulfilling his duties as an office bearer, the Secretary has occasionally incurred personal expenses on the Union's account. The Secretary has reimbursed the Union as soon as those expenses are quantified.

INDEPENDENT AUDIT REPORT

To the Members of

UNITED FIREFIGHTERS UNION OF SOUTH AUSTRALIA INCORPORATED

Scope

We have audited the financial statements of the United Firefighters Union of South Australia Incorporated for the year ended 30 June 2004 set out on pages 3 to 11. In accordance with the registered constitution and rules of the Union, the Treasurer and members of State Council are responsible for the preparation and presentation of the financial statements and the information contained therein. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are presented fairly in accordance with Australian accounting standards, and the relevant provisions of the Industrial and Employee Relations Act 1994, so as to present a view of the Union which is consistent with our understanding of its financial position and the result of its operations and cash flows.

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

Audit Opinion

In our opinion the financial statements prepared under section 128 of the Industrial and Employee Relations Act 1994 in relation to the year were drawn up so as to give a true and fair view of:

- (a) the financial affairs of the Association as at the end of the year; and
- (b) the income and expenditure of the Association for the year.

BDO
Chartered Accountants



Shirley Schaefer
Partner

Adelaide, 12 November, 2004