

FR2004/410

United Firefighters Union Victorian Branch

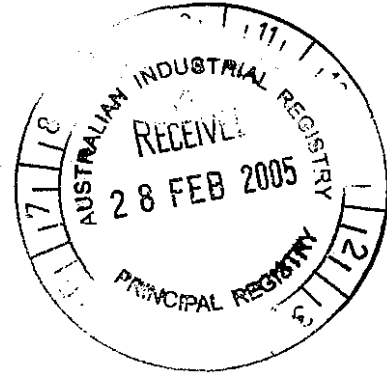
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24 February 2005

Strictly Private & Confidential

Paul Herrod
Australian Industrial Registry
Statutory Services Branch
Level 35 Nauru House
80 Collins Street
MELBOURNE VIC 3000



Dear Mr Herrod

**United Firefighters' Union of Australia – Victorian Branch
Certificate of the Secretary**

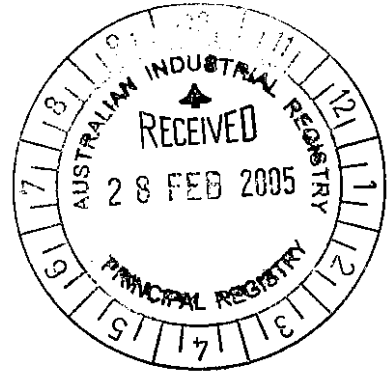
I, Peter Marshall, being the Secretary of the United Firefighters' Union of Australia – Victorian Branch certify:

- that the documents lodged herewith are copies of the full report and concise report, referred to in s268 of the RAO Schedule; and
- that the concise report was provided to members on 27 January 2005; and
- that the full report was presented to a general meeting of members of the reporting unit on 24 February 2005; in accordance with section 266 of the RAO Schedule

Should you have any queries in relation to the Financial Statements, please do not hesitate to me.

Yours sincerely

PETER MARSHALL
Branch Secretary



United Firefighters' Union of Australia – Victorian Branch

General Purpose Financial Accounts

For the year ended 30 June, 2004

**UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH**

**FINANCIAL STATEMENTS FOR THE
YEAR ENDED 30 JUNE 2004**

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**UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH**

OPERATING REPORT

I, *Peter Marshall*, being the officer responsible for keeping the accounting records of the United Firefighters' Union of Australia, Victorian Branch certify that as at 30 June, 2004 the number of members of the organisation was 2,318.

The principal activity of the Union is to represent professional firefighters and their safety. No significant change in the nature of these activities occurred during the year.

The number of persons employed by the Union as at 30 June 2004 were 7 full-time and 2 part-time employees.

The Branch Committee of Management as at 30 June 2004 were as follows:

		Period Position Held
President	Mr Ian Leaves	4 years & 10 months
Senior Vice President	Mr Wayne Carlson	1 year & 10 months
Junior Vice President	Mr Michael Cecchetto	1 year & 10 months
Secretary	Mr Peter Marshall	9 years
Trustees	Mr Tony Scully	4 years
	Mr Danny Ward	4 years
	Mr David Hamilton	4 years
	Mr Graeme Kellet	4 years
Branch Committee of Management	Mr Wayne Rigg	1 year & 10 months
	Mr Shane McCluskey	7 years
	Mr John Fowler	7 years
	Mr Michael McGuinnes	4 years & 10 months
	Mr Brendan Angwin	1 year & 10 months
	Mr Glen Cavanagh	1 year & 10 months
	Mr Robert Gardiner	1 year & 10 months

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.

**UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH**

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2004;
- (ii) a record has been kept of all moneys paid by or collected from members of the organisation and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules of the organisation, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996;

Dated at Fitzroy this 18th day of November 2004.



PETER MARSHALL

**UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH**

STATEMENT OF THE COMMITTEE OF MANAGEMENT

I, *David Hamilton*, being a member of the Committee of Management of the United Firefighters' Union of Australia, Victorian Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

The Committee of Management declares that in relation to the general purpose financial reports (GPFR) that in its opinion:

- (a) the financial statements and notes have been prepared in accordance 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 show a true and fair view of the financial performance, financial position and cash flows of the Union as at 30 June, 2004;
- (d) the Union has reasonable grounds to believe that the association will be able to pay its debts as they fall due;
- (e) during the financial year to which the GPFR relates and since the end of the year
 - (i) meetings of the Committee were held during the year ended 30 June 2004, in accordance with the rules of the organisation;
 - (ii) the financial affairs of the Union 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 Union have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the union is a sole reporting unit, therefore the financial records of the union have been kept in a consistent manner specifically relating to the union; and
 - (v) No information was sought by any member of the Union or the Registrar under section 272 of the RAO Schedule; and
 - (vi) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

Signed on behalf of the Committee of Management

Dated at *Fitzroy* this *18th* day of *November* 2004.



DAVID HAMILTON

AUDITORS' REPORT
TO THE MEMBERS OF THE
UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH

Scope

We have audited the attached accounts, as set out on pages 2 to 4 and 7 to 19, of the United Firefighters' Union of Australia, Victorian Branch, for the year ended 30 June 2004. The Committee of Management is responsible for the preparation and presentation of the accounts and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the organisation.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is 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 statements of Accounting Concepts and applicable Australian Accounting Standards and the Workplace Relations Act 1996 so as to present a view of the organisation which is consistent with our understanding of its financial position and the results of its operations and its cash flows.

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

Audit Opinion

In our opinion, the accounts of the United Firefighters' Union of Australia, Victorian Branch are properly drawn up and:

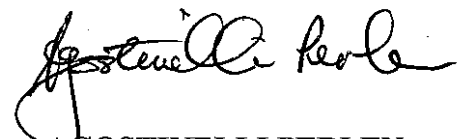
- (a) satisfactory accounting records have been kept by the organisation so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the organisation (including income from members); and
 - (ii) records of the nature and purposes of expenditure of the organisation.

AUDITORS' REPORT
TO THE MEMBERS OF THE
UNITED FIREFIGHTERS' UNION OF AUSTRALIA
VICTORIAN BRANCH

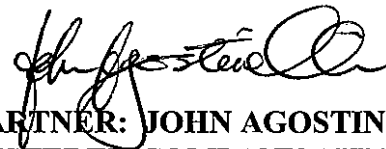
(Continued...)

- (b) the accounts and statements required to be prepared under Section 253 of Schedule 1B of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the organisation as at 30 June 2004; and
 - (ii) the income and expenditure and any surplus or deficit of the organisation for the year.
- (c) all the relevant information and explanations required to be furnished by the officers of the organisation were furnished;
- (d) the accounts have been prepared in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards.

Dated at Carlton this *Twenty seventh* day of *January* 2005.



AGOSTINELLI PERLEN
CHARTERED ACCOUNTANTS



PARTNER: JOHN AGOSTINELLI
REGISTERED COMPANY AUDITOR

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

BALANCE SHEET

AS AT 30 JUNE 2004

	Notes	2004 \$	2003 \$
MEMBERS' FUNDS		2,104,459	359,678
REPRESENTED BY:			
CURRENT ASSETS			
Cash at Bank & On Deposit	7	424,770	375,720
Promotional Stock On Hand		5,120	10,568
Other Receivables		59,458	82,403
Total Current Assets		489,348	468,691
NON-CURRENT ASSETS			
INVESTMENTS	2	3,365	3,365
FIXED ASSETS			
Land & Buildings, Motor Vehicles, Office Furniture & Equipment and Furniture & Fittings	3	1,892,207	323,612
Total Non-Current Assets		1,895,572	326,977
TOTAL ASSETS		2,384,920	795,668

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

BALANCE SHEET

AS AT 30 JUNE 2004

(Continued...)	Notes	2004 \$	2003 \$
<u>Less:</u>			
CURRENT LIABILITIES			
Trade Creditors & Accruals		185,233	348,685
Provisions	4	77,827	56,475
Hire Purchase Liability		14,384	13,429
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		277,444	418,589
		<hr/>	<hr/>
NON CURRENT LIABILITIES			
Hire Purchase Liability		3,017	17,401
		<hr/>	<hr/>
TOTAL LIABILITIES		280,461	435,990
		<hr/>	<hr/>
NET ASSETS		2,104,459	359,678
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

MEMBERS' FUNDS

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Operating Surplus / (Deficit)	156,739	(808)
Accumulated Funds as at 1st July, 2003	359,678	360,486
Asset Revaluation Reserve	1,588,042	--
Accumulated Funds as at 30 June, 2004	<u>2,104,459</u>	<u>359,678</u>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2004 \$	2003 \$
<u>INCOME</u>			
Membership Fees		998,119	913,549
Fighting Fund Levy	8	274,918	268,717
Retrospective Fund	8	--	509
Publicity Fund	8	3,351	30,598
Donations		240	326
Sundry Income		736	4,057
Interest Received		7,108	7,048
Rental Income		56,188	58,373
		<hr/>	<hr/>
		1,340,660	1,283,177
		<hr/>	<hr/>
<u>LESS: EXPENDITURE</u>			
<u>Administration</u>			
Printing & Stationery		15,658	20,835
Postage		10,660	10,338
Telephone		68,650	109,860
Bank Charges		16,650	17,475
Debt Collection Expenses		1,049	558
Repairs & Maintenance		1,132	1,700
General Expenses		216	1,431
Computer Costs		3,485	4,611
Fringe Benefits Tax		--	322
Conference Expense		--	4,029
Courier Service		2,558	1,436
Photocopying Charges		12,909	12,822
Loss on Sale of Assets		3,390	--
Storage		365	--
		<hr/>	<hr/>
		136,722	185,417
		<hr/>	<hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2004 \$	2003 \$
<u>Affiliation Fees & Levies</u>			
United Firefighters' Union of Australia (National Fees)		41,627	35,089
Victorian Trades Hall Council		7,376	6,795
Australian Labor Party		9,578	8,223
National Office - ACTU Levy		5,130	4,620
Other Affiliation Fees & Levies		498	366
		<hr/>	<hr/>
		64,209	55,093
		<hr/>	<hr/>
<u>Campaign, Dispute & Awareness Costs</u>			
		272,286	417,630
		<hr/>	<hr/>
<u>Donations</u>			
		1,100	200
		<hr/>	<hr/>
<u>Education & Promotion</u>			
Magazines, Journals & Periodicals		11,361	5,275
Seminars, Training & Functions		4,923	1,173
Publications, Manuals, etc.		1,550	1,139
(Gain) / Loss on Sale of Merchandise		7,399	(3,924)
Health & Education		3,590	--
		<hr/>	<hr/>
		28,823	3,663
		<hr/>	<hr/>
<u>Executive/Shop Stewards & Conference Expenses</u>			
General Expenses & Reimbursements		16,959	13,160
Travel & Accommodation		21,917	18,740
Meetings Food / Drink		13,257	12,584
		<hr/>	<hr/>
		52,133	44,484
		<hr/>	<hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2004 \$	2003 \$
<u>Office Occupancy</u>			
Light & Power		3,418	3,067
Rates & Taxes		2,845	3,570
Office Repairs & Maintenance		3,383	3,103
Depreciation		28,822	27,037
Cleaning		5,189	4,941
Waste Disposal		518	1,069
Agent Fees, Rental Property Expenses		1,326	1,769
Security		573	1,099
Legal		100	6,299
		<hr/>	<hr/>
		46,174	51,954
		<hr/>	<hr/>
<u>Motor Vehicle Expenses</u>			
Fuel		6,948	8,213
Insurance		2,454	3,837
Registration		1,094	1,397
Depreciation		7,391	10,928
Maintenance		2,863	1,801
Fringe Benefits Tax		2,480	5,300
Interest		1,741	2,701
Other Costs		4,612	7,272
		<hr/>	<hr/>
		29,583	41,449
		<hr/>	<hr/>
<u>Members' Welfare</u>			
		8,801	9,717
		<hr/>	<hr/>
<u>Insurance</u>			
		16,367	12,683
		<hr/>	<hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2004 \$	2003 \$
<u>Professional Fees</u>			
Audit Fees		8,000	7,500
Accounting Fees		8,800	5,600
		<hr/>	<hr/>
		16,800	13,100
		<hr/>	<hr/>
<u>Social Committee Expenses</u>			
Retired Firefighters' Functions		20,404	23,818
Firefighters' Ball (net of income received)		2,592	1,508
Union Picnic		8,675	6,987
Gifts		1,872	744
		<hr/>	<hr/>
		33,543	33,057
		<hr/>	<hr/>
<u>Staff Costs</u>			
Salaries	9	398,424	340,924
Temporary Wages		30,860	29,995
Superannuation		38,478	32,390
Workcover Insurance		9,098	10,718
Staff Amenities		520	1,511
		<hr/>	<hr/>
		477,380	415,538
		<hr/>	<hr/>
TOTAL EXPENDITURE		1,183,921	1,283,985
		<hr/>	<hr/>
<u>OPERATING SURPLUS/(DEFICIT)</u>		156,739	(808)
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from Members & Related Activities		1,359,711	1,267,256
Payments to Suppliers & Employees		(1,282,443)	(1,154,164)
		<hr/>	<hr/>
Interest Received		77,268 7,108	113,092 7,048
		<hr/>	<hr/>
Net Cash Inflow/(Outflow) From Operating Activities	7 (ii)	84,376	120,140
<u>CASH FLOWS FROM INVESTING & FINANCING ACTIVITIES</u>			
Payments for Property, Plant & Equipment		(25,674)	(32,822)
Proceeds from Sale of Property, Plant & Equipment		5,518	--
Repayment of Borrowings		(15,170)	(15,170)
		<hr/>	<hr/>
Net Cash Inflow/(Outflow) From Investing Activities		(35,326)	(47,992)
		<hr/>	<hr/>
NET INCREASE (DECREASE) IN CASH HELD		49,050	72,148
Cash at the Beginning of the Financial Year		375,720	303,572
		<hr/>	<hr/>
CASH AT THE END OF FINANCIAL YEAR	7 (i)	424,770	375,720
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of these accounts.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Note 1 - Accounting Policies

In accordance with generally accepted accounting principles for such organisations, membership contributions are accounted for on a cash receipts basis. Unless otherwise stated, the accounts are prepared under the historical cost convention and do not take into account changing money values, or except where stated, current valuations of non-current assets. The accounts have been drawn up in accordance with the Accounting Standards jointly issued by the Australian Accounting Bodies and as required by law.

(a) Depreciation

Fixed assets are depreciated over the period of their expected effective lives.

(b) Employee Entitlements

Provision is made for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount.

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

(c) Comparatives

The comparative figures in the accounts are for the twelve months ended 30 June 2003.

(d) Income Tax

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

(e) Stock on Hand

Stock on hand is measured at the lower of cost and net realisable value.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Note 2 - Investments		
3,365 Units - ACTU Financial Services Pty Ltd and for the ACTU Trust are paid up to 40% of the par value of units.	<u>3,365</u>	<u>3,365</u>
	<u><u>3,365</u></u>	<u><u>3,365</u></u>
Note 3 - Land & Buildings, Motor Vehicles, Office Furniture & Equipment and Furniture & Fittings		
Land & Buildings		
Freehold Land at:		
- Cost	--	100,000
- Independent valuation 2004	1,150,000	--
	<u>1,150,000</u>	<u>100,000</u>
Buildings at:		
- Cost	--	192,078
- Independent valuation 2004	650,000	--
Less: Accumulated Depreciation	--	76,657
	<u>650,000</u>	<u>115,421</u>
Total Land & Buildings	<u><u>1,800,000</u></u>	<u><u>215,421</u></u>
Motor Vehicles - at Cost	48,795	77,500
Less: Accumulated Depreciation	<u>24,222</u>	<u>40,007</u>
	<u>24,573</u>	<u>37,493</u>
Office Furniture & Equipment - at Cost	139,190	141,646
Less: Accumulated Depreciation	<u>102,765</u>	<u>99,792</u>
	<u>36,425</u>	<u>41,854</u>
Furniture & Fittings - at Cost	80,281	74,301
Less: Accumulated Depreciation	<u>58,068</u>	<u>55,819</u>
	<u>22,213</u>	<u>18,482</u>
Pooled Assets	17,603	14,799
Less: Accumulated Depreciation	<u>8,607</u>	<u>4,437</u>
	<u>8,996</u>	<u>10,362</u>
Total Written Down Value	<u><u>1,892,207</u></u>	<u><u>323,612</u></u>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Note 4 - Provisions		
Provision for Annual Leave	59,435	40,759
Provision for Long Service Leave	18,392	15,716
	<hr/>	<hr/>
	77,827	56,475
	<hr/> <hr/>	<hr/> <hr/>

Note 5 - Notice Required Under The Workplace Relations Act 1996 As Amended

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272, which read as follows:

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

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Note 7 - Notes To The Statement of Cash Flows

(i) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand, cash at bank and deposits. Cash at the beginning and end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	Note	2004 \$	2003 \$
Petty Cash Imprest		50	50
Cash at Bank		424,720	375,670
		<hr/>	<hr/>
		424,770	375,720

(ii) Reconciliation of Cash Flow from Operations with Operating Surplus:

<u>Operating Surplus/(Deficit)</u>	156,739	(808)
Depreciation & Amortisation	36,213	37,965
(Profit)/Loss on Sale of Non-Current Assets	3,390	--
Interest on Hire Purchase Loans	1,741	2,701

Changes in Operating Assets
& Liabilities:

(Increase)/Decrease in Stock on Hand	5,448	(4,032)
(Increase)/Decrease in Sundry Debtors	22,945	(16,161)
Increase/(Decrease) in Trade Creditors and Accruals	(177,090)	103,483
Increase/(Decrease) in Provisions	27,506	(3,242)
Increase/(Decrease) in Net GST Payable	7,484	234
	<hr/>	<hr/>
Cash Inflow from Operating Activities	84,376	120,140
	<hr/> <hr/>	<hr/> <hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Additional Information In Relation To Income & Expenditure:

	2004	2003
	\$	\$
Note 8 – Compulsory Levies		
<u>Fighting Fund Levy</u>	274,918	268,717
- Levy raised to fund litigation and operating costs of campaigns on behalf of UFU members.		
<u>Retrospective Fund</u>	--	509
- Levy of MFESB towards the Allowable matters campaign to prevent deregulation of the firefighting industry. Since finalised.		
<u>Publicity Fund</u>	3,351	30,598
- Levy raised to use funds exclusively to lifting the profile of full-time firefighters in the community. Since finalised.		
 Note 9 - Salaries		
Salaries - Officials	94,952	89,138
- Staff	287,744	243,986
President's Honorarium	7,800	7,800
Officials Makeup wages	7928	--
	<hr/>	<hr/>
	398,424	340,924
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UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

CONCISE FINANCIAL REPORT FOR THE

YEAR ENDED 30 JUNE 2004

The Financial Statements of the United Firefighters' Union of Australia – Victorian Branch have been audited in accordance with the provisions of the Workplace Relations Act 1996 (the Act) and the attached concise report is provided for members in accordance with Section 265 (1) of Schedule 1B of the Act.

The issue of the concise financial report is in accordance with a resolution of the Committee of Management.

The Accounting Officer and Committee of Management have signed the certificates required under the Workplace Relations Act 1996.

The Financial Statements prepared in accordance with Section 253 of Schedule 1B of the Workplace Relations Act 1996, will be presented at the next Branch Meeting of Members.

A copy of the full report and auditor's report are available free of charge to any member who so requests. The concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the Union as the full report.

In accordance with the requirement of the Act, the attention of members is drawn to the provisions of subsection (1), (2) and (3) of Section 272 which read as follows:

1. A member of the Union, or a Registrar, may apply to the Union for specified prescribed information in relation to the Union 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 Union.
3. The Union must comply with an application made under subsection (1).

Finally, we draw your attention to the Financial Statement, in particular, the surplus. Essentially, the operating surplus for the year reflects the impact of higher membership fees and lower dispute costs incurred during the year. The operating surplus was largely absorbed to reduce the outstanding creditors at 30 June 2004, which primarily relate to legal expenses and campaign costs.

We also bring to your attention the requirement to undertake a revaluation of the building as stipulated by the Act and changes to the new reporting requirements. For the year ended 30 June 2004 annual accounts were prepared as General Purpose Financial Reports which required additional disclosure, hence, a requirement to revalue land & buildings at market value.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

Dated this 18th day of November 2004.


.....
DAVID HAMILTON


.....
PETER MARSHALL

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

OPERATING REPORT

I, *Peter Marshall*, being the officer responsible for keeping the accounting records of the United Firefighters' Union of Australia, Victorian Branch certify that as at 30 June, 2004 the number of members of the organisation was 2,318.

The principal activity of the Union is to represent professional firefighters and their safety. No significant change in the nature of these activities occurred during the year.

The number of persons employed by the Union as at 30 June 2004 were 7 full-time and 2 part-time employees.

The Branch Committee of Management as at 30 June 2004 were as follows:

		Period Position Held
President	Mr Ian Leaves	4 years & 10 months
Senior Vice President	Mr Wayne Carlson	1 year & 10 months
Junior Vice President	Mr Michael Cecchetto	1 year & 10 months
Secretary	Mr Peter Marshall	9 years
Trustees	Mr Tony Scully	4 years
	Mr Danny Ward	4 years
	Mr David Hamilton	4 years
	Mr Graeme Kellet	4 years
Branch Committee of Management	Mr Wayne Rigg	1 year & 10 months
	Mr Shane McCluskey	7 years
	Mr John Fowler	7 years
	Mr Michael McGuinnes	4 years & 10 months
	Mr Brendan Angwin	1 year & 10 months
	Mr Glen Cavanagh	1 year & 10 months
	Mr Robert Gardiner	1 year & 10 months

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.

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2004;
- (ii) a record has been kept of all moneys paid by or collected from members of the organisation and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules of the organisation, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996;

Dated at Fitzroy this 18th day of November 2004.


PETER MARSHALL

UNITED FIREFIGHTERS' UNION OF AUSTRALIA


VICTORIAN BRANCH

AUDITORS' REPORT

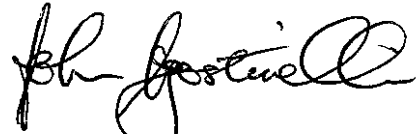
We have audited the attached concise financial report of the United Firefighters' Union of Australia, Victorian Branch, for the year ended 30 June 2004.

In our opinion, the accounts of the United Firefighters' Union of Australia, Victorian Branch are properly drawn up and have been prepared in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards.

Dated at Carlton this *twentieth* day of *January*, 2005.



**AGOSTINELLI PERLEN
CHARTERED ACCOUNTANTS**



**PARTNER: JOHN AGOSTINELLI
REGISTERED COMPANY AUDITOR**

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

BALANCE SHEET

AS AT 30 JUNE 2004

	2004	2003
	\$	\$
MEMBERS' FUNDS	2,104,459	359,678
REPRESENTED BY:		
CURRENT ASSETS		
Cash at Bank & On Deposit	424,770	375,720
Promotional Stock On Hand	5,120	10,568
Other Receivables	59,458	82,403
Total Current Assets	489,348	468,691
NON-CURRENT ASSETS		
INVESTMENTS	3,365	3,365
FIXED ASSETS		
Land & Buildings, Motor Vehicles, Office Furniture & Equipment and Furniture & Fittings	1,892,207	323,612
Total Non-Current Assets	1,895,572	326,977
TOTAL ASSETS	2,384,920	795,668

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

BALANCE SHEET

AS AT 30 JUNE 2004

(Continued...)	2004	2003
	\$	\$
<u>Less:</u>		
CURRENT LIABILITIES		
Trade Creditors & Accruals	185,233	348,685
Provisions	77,827	56,475
Hire Purchase Liability	14,384	13,429
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	277,444	418,589
	<hr/>	<hr/>
NON CURRENT LIABILITIES		
Hire Purchase Liability	3,017	17,401
	<hr/>	<hr/>
TOTAL LIABILITIES	280,461	435,990
	<hr/>	<hr/>
NET ASSETS	2,104,459	359,678
	<hr/> <hr/>	<hr/> <hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

MEMBERS' FUNDS

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Operating Surplus / (Deficit)	156,739	(808)
Accumulated Funds as at 1st July, 2003	359,678	360,486
Asset Revaluation Reserve	1,507,922	--
Accumulated Funds as at 30 June, 2004	<u>2,104,459</u>	<u>359,678</u>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
<u>INCOME</u>		
Membership Fees	998,119	913,549
Fighting Fund Levy	274,918	268,717
Retrospective Fund	--	509
Publicity Fund	3,351	30,598
Donations	240	326
Sundry Income	736	4,057
Interest Received	7,108	7,048
Rental Income	56,188	58,373
	<hr/>	<hr/>
	1,340,660	1,283,177
	<hr/>	<hr/>
<u>LESS: EXPENDITURE</u>		
<u>Administration</u>		
Printing & Stationery	15,658	20,835
Postage	10,660	10,338
Telephone	68,650	109,860
Bank Charges	16,650	17,475
Debt Collection Expenses	1,049	558
Repairs & Maintenance	1,132	1,700
General Expenses	216	1,431
Computer Costs	3,485	4,611
Fringe Benefits Tax	--	322
Conference Expense	--	4,029
Courier Service	2,558	1,436
Photocopying Charges	12,909	12,822
Loss on Sale of Assets	3,390	--
Storage	365	--
	<hr/>	<hr/>
	136,722	185,417
	<hr/>	<hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
<u>Affiliation Fees & Levies</u>		
United Firefighters' Union of Australia (National Fees)	41,627	35,089
Victorian Trades Hall Council	7,376	6,795
Australian Labor Party	9,578	8,223
National Office - ACTU Levy	5,130	4,620
Other Affiliation Fees & Levies	498	366
	<hr/>	<hr/>
	64,209	55,093
	<hr/>	<hr/>
<u>Campaign, Dispute & Awareness Costs</u>		
	272,286	417,630
	<hr/>	<hr/>
<u>Donations</u>		
	1,100	200
	<hr/>	<hr/>
<u>Education & Promotion</u>		
Magazines, Journals & Periodicals	11,361	5,275
Seminars, Training & Functions	4,923	1,173
Publications, Manuals, etc.	1,550	1,139
(Gain) / Loss on Sale of Merchandise	7,399	(3,924)
Health & Education	3,590	--
	<hr/>	<hr/>
	28,823	3,663
	<hr/>	<hr/>
<u>Executive/Shop Stewards & Conference Expenses</u>		
General Expenses & Reimbursements	16,959	13,160
Travel & Accommodation	21,917	18,740
Meetings Food / Drink	13,257	12,584
	<hr/>	<hr/>
	52,133	44,484
	<hr/>	<hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
<u>Office Occupancy</u>		
Light & Power	3,418	3,067
Rates & Taxes	2,845	3,570
Office Repairs & Maintenance	3,383	3,103
Depreciation	28,822	27,037
Cleaning	5,189	4,941
Waste Disposal	518	1,069
Agent Fees, Rental Property Expenses	1,326	1,769
Security	573	1,099
Legal	100	6,299
	<hr/>	<hr/>
	46,174	51,954
	<hr/>	<hr/>
<u>Motor Vehicle Expenses</u>		
Fuel	6,948	8,213
Insurance	2,454	3,837
Registration	1,094	1,397
Depreciation	7,391	10,928
Maintenance	2,863	1,801
Fringe Benefits Tax	2,480	5,300
Interest	1,741	2,701
Other Costs	4,612	7,272
	<hr/>	<hr/>
	29,583	41,449
	<hr/>	<hr/>
<u>Members' Welfare</u>	8,801	9,717
	<hr/>	<hr/>
<u>Insurance</u>	16,367	12,683
	<hr/>	<hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
<u>Professional Fees</u>		
Audit Fees	8,000	7,500
Accounting Fees	8,800	5,600
	<hr/>	<hr/>
	16,800	13,100
	<hr/>	<hr/>
<u>Social Committee Expenses</u>		
Retired Firefighters' Functions	20,404	23,818
Firefighters' Ball (net of income received)	2,592	1,508
Union Picnic	8,675	6,987
Gifts	1,872	744
	<hr/>	<hr/>
	33,543	33,057
	<hr/>	<hr/>
<u>Staff Costs</u>		
Salaries	398,424	340,924
Temporary Wages	30,860	29,995
Superannuation	38,478	32,390
Workcover Insurance	9,098	10,718
Staff Amenities	520	1,511
	<hr/>	<hr/>
	477,380	415,538
	<hr/>	<hr/>
TOTAL EXPENDITURE	1,183,921	1,283,985
	<hr/>	<hr/>
<u>OPERATING SURPLUS/(DEFICIT)</u>	156,739	(808)
	<hr/>	<hr/>

UNITED FIREFIGHTERS' UNION OF AUSTRALIA

VICTORIAN BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from Members & Related Activities	1,359,711	1,267,256
Payments to Suppliers & Employees	(1,282,443)	(1,154,164)
	-----	-----
Interest Received	77,268	113,092
	7,108	7,048
	-----	-----
Net Cash Inflow/(Outflow) From Operating Activities	84,376	120,140
<u>CASH FLOWS FROM INVESTING & FINANCING ACTIVITIES</u>		
Payments for Property, Plant & Equipment	(25,674)	(32,822)
Proceeds from Sale of Property, Plant & Equipment	5,518	--
Repayment of Borrowings	(15,170)	(15,170)
	-----	-----
Net Cash Inflow/(Outflow) From Investing Activities	(35,326)	(47,992)
	-----	-----
NET INCREASE (DECREASE) IN CASH HELD	49,050	72,148
Cash at the Beginning of the Financial Year	375,720	303,572
	-----	-----
CASH AT THE END OF FINANCIAL YEAR	424,770	375,720
	=====	=====



Australian Government
Australian Industrial Registry

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

Mr Peter Marshall
Branch Secretary
United Firefighters' Union of Australia
Victorian Branch
410 Brunswick Street
FITZROY VIC 3065

Dear Mr Marshall,

**Re: Financial reports for year ended 30 June 2004 - FR2004/410
Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)**

Receipt is acknowledged of the full financial report and the concise financial report of the Victorian Branch of the United Firefighters' Union of Australia for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 28 February 2005.

The documents have been filed.

I direct your attention to the following comments concerning the reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

Full Report

Auditor's report

The opinion of the auditor made under the auditor's report is expressed in terms previously required under subsection 276(4) of the *Workplace Relations Act 1996*. The RAO Schedule, under subsection 257(5), now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"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."

You may wish to forward a copy of this letter to the reporting unit's auditor.

Operating report

The following defects or deficiencies are contained in this report:

Significant changes in financial affairs

The operating report must give details of any significant changes in the reporting unit's financial affairs during the financial year to which it relates in accordance with the requirement of paragraph 254(2)(b) of the RAO Schedule.

Trustees of superannuation entities

Under subsection 254(2)(d) of the Schedule the report must give details (including details of the position held) in relation to 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.

Could you please ensure, on future occasions, that these required details are included in the operating report.

Accounting officer's certificate

The second page of the operating report contains the information previously required, under subsection 273(2) of the Act, to be included in the accounting officer's certificate. Please note that there is no requirement under the RAO Schedule to lodge such a certificate. Furthermore, the information provided is not required for inclusion in the operating report.

Committee of management statement

The committee of management statement is required to specify the date of passage of its resolution in relation to the matters requiring declaration in the statement. I refer you to item 18(b) of the Industrial Registrar's reporting guidelines.

Notes to the financial statements

Information to be provided to members or Registrar

Note 5 of the notes to the financial reports correctly draws the attention of members of the reporting unit to subsections (1), (2) and (3) of section 272 of the RAO Schedule. However, the notice incorrectly cites the provisions previously contained under section 274 of the Act.

Reporting timelines

Full report to be presented to meetings

According to the information contained in the secretary's certificate the full report of the reporting unit was presented to a general meeting of members held on 24 February 2005. Under subsection 266(3), however, that report should have been presented within the period of 6 months starting at the end of the financial year; i.e. the last day for conducting such a meeting was 31 December 2004.

In future, unless an extension of time has been granted under subsection 265(5), compliance with this timeline requirement should be observed.

Concise Report

Operating report

My comments concerning the operating report lodged under the full financial report are applicable to the operating report lodged under the concise report.

Auditor's report

In order to fully comply with the requirements of subsection 265(3)(c) of the RAO Schedule, the words "have been prepared in accordance with" appearing in the auditor's statement should be replaced with the words "comply with".

Section 272 notice

I note that the wording of this notice correctly cites the provisions of subsections (1), (2) and (3) of section 272 of the RAO Schedule.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7775.

Yours sincerely



Ruth Hansen
Statutory Services Branch

16 March 2005