



31 July 2019

Lea Anderson
Secretary
United Firefighters' Union of Australia-West Australian Branch

Sent via email: lea@ufuofwa.net.au
CC: martin@amwaudit.com.au

Dear Lea Anderson,

**United Firefighters' Union of Australia-West Australian Branch
Financial Report for the year ended 31 December 2018 – (FR2018/306)**

I acknowledge receipt of the financial report of the United Firefighters' Union of Australia-West Australian Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 20 June 2019. I also acknowledge receipt of the reporting unit's subsection 255(2A) report which was lodged with the ROC on 26 July 2019.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009 (RO Act)* have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 December 2019 may be subject to an advanced compliance review.

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

Auditor's report

Audit scope to include subsection 255(2A) report

A general purpose financial report prepared under section 253 of the RO Act also includes the expenditure report required to be prepared under subsection 255(2A) as prescribed by reporting guideline 22.

The subsection 255(2A) report must be identified by title in the auditor's statement in accordance with paragraph 24(c) of Australian Auditing Standard *ASA 700 Forming an Opinion and Reporting on a Financial Report*.

A subsection 255(2A) report was lodged with the ROC on 26 July 2019 but the auditor did not refer to the statement in the auditor's report.

Please ensure in future years that the subsection 255(2A) report is audited before it is provided to members and lodged with the ROC.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at kylie.ngo@roc.gov.au.

Yours sincerely,



Kylie Ngo
Registered Organisations Commission

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 31 367 577 278

REPORT REQUIRED UNDER SUBSECTION 255(2A)

For the year ended 31 December 2018

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 31 December 2018

Categories of Expenditures	2018 \$	2017 \$
Remuneration and other employment-related costs and expenses-employees	-	-
Advertising	-	-
Operating Costs	-	-
Donations to political parties	-	-
Legal costs	-	-

Lea Anderson

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Lea Anderson
Branch Secretary

Dated: *23/7/19*

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

ABN 43 959 075 162

**GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018**

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

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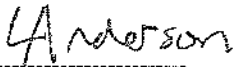
UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER
FOR THE YEAR ENDED 31 DECEMBER 2018**

I, Lea Anderson, being the Secretary of the United Firefighters Union of Australia West Australian Branch, certify:

- that the documents lodged herewith are copies of the full report for the United Firefighters Union of Australia West Australian Branch for the year ended 31 December 2018 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 16 May 2019; and
- that the full report was presented to a general meeting of members of the reporting unit on 18 June 2019 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.



Lea Anderson
Secretary

Dated: 19th day of June 2019

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* ("Act") the Branch Committee of Management ("the Committee") present their operating report on the United Firefighters Union of Australia West Australian Branch ("the Union") for the financial year ended 31 December 2018.

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

The principal activity of the Union is a trade union which represents the industrial interests of the career public sector and private industry firefighters, communications officers and fire safety officers employed within the state of Western Australia covered by the operation of the *Fair Work Act 2009* ("FWA").

There have been no significant changes in the nature of the Union's activity during the financial year. The results of these activities was continued affiliation with the national body, United Firefighters Union of Australia.

Significant changes in financial affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Union. However, this General Purpose Financial Report ("GPFR") presents significantly different financial results due to the Union becoming aware during the financial year ending 31 December 2018 that previous GPFR's did not accurately reflect the actual financial affairs of the Union. Despite the significantly different financial figures being reported in this GPFR there has been no matters or circumstances that have affected the Union's financials significantly, as the differences are due to a rectifying of the Union's financials rather than any actual change in its financial position. The events relating to this rectification, and explanation for the significantly differing financial affairs, of the Union is further outlined in Note 21.

Operating results

The Union's profit for the year amounted to \$NIL (2017: NIL – previously reported: \$342,276).

Rights of members to resign

Members may resign from the Union by giving written notice to the Union in accordance with the rules of the Union.

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

Kevin Jolly is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

Number of employees

At the end of the financial year the Union employed 0 FTE's.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

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

The names of the Committee Members in office at any time during or since the end of the financial year are:

1.	Kevin Jolly	President (1 January 2018 – continuing)
2.	Lea Anderson	Secretary (1 January 2018– continuing)
3.	Leigh Bishop	Vice President – Officer (1 January 2018 – continuing)
4.	Scott Gamble	Vice President - Firefighter (1 January 2018 – continuing)
5.	Frank Martinelli	Assistant Secretary (1 January 2018 – 14 May 2018)
6.	Lou Parker	Assistant Secretary (15 May 2018 – continuing)
7.	Steve Matthews	Trustee – Officer (1 January 2018 – 31 May 2018)
8.	Simon Nelson	Trustee – Officer (1 June 2018 – continuing)
9.	Lou Parker	Trustee – Firefighter (1 January 2018 – 14 May 2018)
10.	Paul Roberts	Trustee – Firefighter (15 May 2018 – continuing)
11.	Adam Steenson	Trustee - Ordinary (1 January 2018 – continuing)
12.	Lexie Bowring	Committee Member (1 January 2018 – continuing)
13.	Dean Fanderfinden	Committee Member (1 January 2018 – 14 May 2018)
14.	Tim Bovell	Committee Member (15 May 2018 – continuing)
15.	Mick Bartlett	Committee Member (1 January 2018 – 14 May 2018)
16.	Mark Hayes	Committee Member (15 May 2018 – 3 October 2018)
17.	Jeremy Lowe	Committee Member (10 October 2018 – continuing)
18.	Darryl Browning	Committee Member (1 January 2018 – continuing)
19.	Mick DiLallo	Committee Member (1 January 2018 – continuing)
20.	Cian Evans	Committee Member (1 January 2018 – continuing)
21.	Ben Adnams	Committee Member (15 May 2018 – continuing)
22.	Clem Chan	Committee Member (1 January 2018 – 14 May 2018)
23.	Clem Chan	Committee Member (16 May 2018 – continuing)
24.	Brad Stockley	Committee Member (1 January 2018 – 14 May 2018)
25.	Kerry Bailey	Committee Member (1 January 2018 – continuing)
26.	Martin Coles	Committee Member (1 January 2018 – 14 May 2018)
27.	Darrell Bates	Committee Member (16 May 2018 – continuing)
28.	Brendon McCormack	Committee Member (16 May 2018 – continuing)

Members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Officers & employees who are directors of a company or a member of a board

Name of Officer	Name of Company/Board	Principal Activity	Position Due to Nomination
NIL			

Indemnification of officer or auditor

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the Union.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018**

Proceedings on behalf of the Union

No person has applied for leave of Court to bring proceedings on behalf of the Union or intervene in any proceedings to which the Union is a party for the purpose of taking responsibility on behalf of the Union for all or any part of those proceedings. The Union was not a party to any such proceedings during the year.

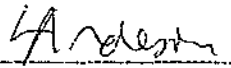
Other Information

There is no other information that the Union considers relevant.

Auditor's Independent Declaration

A copy of the auditor's independence declaration is set out on page 6.

Signed in accordance with a resolution of the Committee of Members passed on the 8th day of May 2019.



Lea Anderson

Secretary

Dated: 16th day of May 2019

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

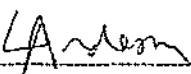
COMMITTEE OF MANAGEMENT STATEMENT

On the 8th day of May 2019 the Committee of Management of United Firefighters Union of Australia West Australian Branch passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 31 December 2018:

The Branch Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the General Purpose Financial Report relates and since the end of that year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the Union; and
 - (ii) the financial affairs of the Union have been managed in accordance with the rules of the Union; and
 - (iii) the financial records of the Union have been kept and maintained in accordance with the RO Act; 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 has been sought in any request by a member of the Union or Commissioner duly made under section 272 of the RO Act; and
 - (vi) no orders for inspection of financial records have been made by the Fair Work Commission under section 273 of the RO Act during the year.

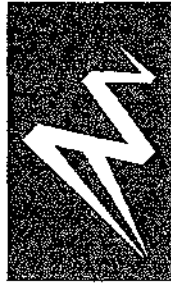
This declaration is made in accordance with a resolution of the Committee of Management.



Lea Anderson

Secretary

Dated: 16th day of May 2019



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY
AUDITORS AND REGISTERED SMSF AUDITORS

Postal Address:

PO Box 229, JOONDALUP DC WA 6919

P: 1300 284 330

E: reception@amwaudit.com.au

ABN 59 125 425 274

Liability limited by a scheme approved under Professional Standards Legislation

**AUDITORS' INDEPENDENCE DECLARATION
TO THE MEMBERS OF
UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH**

As auditor for the audit of United Firefighters Union of Australia West Australian Branch for the year ended 31 December 2018, I declare that, to the best of my knowledge and belief, during the year ended 31 December 2018 there has been:

- i. No contraventions of any applicable code of professional conduct in relation to the audit.

Anderson munro + wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Martin Shone

Principal

Dated at Perth, Western Australia this 16th day of May 2019

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	2018 \$	2017 restated \$	2017 previously reported \$
Revenue				
Membership subscription		-	-	1,309,392
Transfers from state Union	3	100,858	99,232	-
Capitation fees		-	-	-
Levies		-	-	-
Interest received		-	-	11,116
Holiday home service recovery funds		-	-	34,208
Grants or donations		-	-	-
Wages recovery		-	-	-
Other income		-	-	4,776
Total income		100,858	99,232	1,359,492
Expenses				
Employee expenses		-	-	588,538
Capitation fees	4A	93,619	92,217	92,217
Affiliation fees	4B	7,239	7,015	26,183
Administration expenses		-	-	189,297
Grants or donations		-	-	7,214
Depreciation and write off		-	-	46,655
Legal costs		-	-	-
Audit fees		-	-	9,744
Other expenses		-	-	57,368
Total expenses		100,858	99,232	1,017,216
Surplus for the year		-	-	342,276
Other comprehensive income		-	-	-
Total comprehensive income for the year		-	-	342,276

The accompanying notes form part of these financial statements.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2018**

	Note	2018 \$	2017 restated \$	2017 previously reported \$
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents		-	-	1,487,717
Trade and other receivables		-	-	4,663
Inventories		-	-	70,693
Other current assets		-	-	39,384
TOTAL CURRENT ASSETS		-	-	1,602,457
NON-CURRENT ASSETS				
Land and buildings		-	-	2,372,629
Building improvements		-	-	1,061,371
Plant, furniture and fixtures		-	-	199,338
TOTAL NON-CURRENT ASSETS		-	-	3,633,338
TOTAL ASSETS		-	-	5,235,795
LIABILITIES				
CURRENT LIABILITIES				
Trade payables		-	-	69,762
Other payables		-	-	22,365
Employee provisions		-	-	160,267
TOTAL CURRENT LIABILITIES		-	-	252,394
NON-CURRENT LIABILITIES				
Employee provisions		-	-	11,593
TOTAL NON-CURRENT LIABILITIES		-	-	11,593
TOTAL LIABILITIES		-	-	263,987
NET ASSETS		-	-	4,971,808
EQUITY				
Asset revaluation reserves		-	-	170,563
Other reserves		-	-	36,000
Retained earnings		-	-	4,765,245
TOTAL EQUITY		-	-	4,971,808

The accompanying notes form part of these financial statements.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**STATEMENT OF CHANGES OF EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Retained Earnings	Assets Revaluation Reserve	Other Reserve	Total
	\$	\$	\$	\$
Balance at 1 January 2017	4,434,969	211,563	24,000	4,670,532
Effect of reclassification – Note 21	(4,434,969)	(211,563)	(24,000)	(4,670,532)
Revised Balance at 1 January 2017	-	-	-	-
Surplus for the year	-	-	-	-
Revaluation decrements for the year	-	-	-	-
Revised Balance at 31 December 2017	-	-	-	-
Surplus for the year	-	-	-	-
Revaluation decrements for the year	-	-	-	-
Balance at 31 December 2018	-	-	-	-

The accompanying notes form part of these financial statements.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018	2017 restated	2017 previously reported
	\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received			
Receipts from other reporting units/controlled entity(s)	-	-	5,683
Receipt from members	-	-	1,311,613
Receipt from investment properties	-	-	34,208
Interest and miscellaneous income	-	-	13,133
Cash used			
Payment to other reporting units/controlled entity(s)	-	-	(76,294)
Payment to employees	-	-	(568,411)
Payment to suppliers	-	-	(302,174)
Net cash generated from operating activities	-	-	<u>417,758</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of non-current assets	-	-	18,182
Cash used			
Purchase of non-current assets	-	-	(53,940)
Cash used in investing activities	-	-	<u>(35,758)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash used			
Repayment of bank borrowings	-	-	-
Cash used in financing activities	-	-	-
Net increase in cash held	-	-	382,000
Cash and cash equivalents at the beginning of the year	-	-	1,105,717
Cash and cash equivalents at the end of the year	-	-	<u>1,487,717</u>

The accompanying notes form part of these financial statements

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 1. Summary of Significant Accounting Policies

1.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisations) Act 2009 (RO Act)*. For the purpose of preparing the general purpose financial statements, the Union is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

1.2 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year. Refer to Note 21 for further information.

1.3 Significant accounting judgements and estimates

The committee of management evaluates estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Union.

Key estimates

Impairment

Nil

Key judgments

Available-for-sale investments

Nil

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

Future Australian Accounting Standards Requirements

The Union has assessed the new and amended pronouncements applicable to future reporting periods and has determined that their effect on the Union is NIL.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 1. Summary of Significant Accounting Policies (continued)

1.5 Acquisition of assets and or liabilities that do not constitute a business combination

The Union did not acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of the organisation, a determination by the General Manager of the Fair Work Commission under subsection 245(1) or 249(1) of the RO Act.

1.6 Revenue

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

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

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

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

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

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

1.7 Capitation fees and levies

Capitation fees and levies are to be recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

1.8 Contingent liabilities and contingent assets

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

1.9 Going concern

The Union is not reliant on financial support of another reporting unit to continue on a going concern basis.

The Union provides no financial support to ensure another reporting unit can continue on a going concern basis.

Note 2. Events after the reporting period

There were no events that have occurred after 31 December 2018, or prior to the signing of the financial statement, that would affect the ongoing structure and financial activities of the Union.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 3: Income

The only income to be reported was in the form of capitation and affiliation fees paid for by the Union's State Association, The United Professional Firefighters Union of Western Australia, on behalf of the Union.

The Union did not receive any other revenue from another reporting unit.

Note 4: Expenses

During the reporting period the Union did not incurred a fee as consideration for employers making payroll deductions of membership subscriptions, pay a compulsory levy, pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit, incur expenses due to holding a meeting as required under the Rules of the organisation or penalties imposed on the Union under the RO Act with respect to its conduct. The Union did not make a payment to a former related party of the Union.

	2018	2017
	\$	\$
Note 4A: Capitation fees		
United Firefighters Union of Australia	93,619	92,217
Total capitation fees	<u>93,619</u>	<u>92,217</u>
Note 4B: Affiliation fees		
Australian Council of Trade Union	7,239	7,015
Total affiliation fees	<u>7,239</u>	<u>7,015</u>

Note 5: Assets and liabilities

The Union does not have a receivable with another reporting unit.

The Union does not have a payable with another reporting unit or to an employer as consideration for that employer making a payroll deductions of membership subscription. The Union does not have a payable in respect of legal costs relating to litigation or legal costs relating to other legal matters.

Note 6: Equity

The Union has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets.

The Union has no fund or account the operation of which is required by its rules or by the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.

Note 7: Segment information

The Union operates in one business and one geographic segment. Hence no separate segment information has been provided.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 8: Related party disclosures

Note 8A: Related party transactions for the reporting period

Related parties and nature of their relationship

The United Professional Firefighters Union of Western Australia

- This is West Australian Independent Union with the same officers as the Federal Branch.

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

	2018	2017
	\$	\$
Revenue received from the following:		
- The United Professional Firefighters Union Of Western Australia	100,858	99,232
	<u>100,858</u>	<u>99,232</u>

The Union did not have any other related party transactions during the reporting period.

Note 9: Remuneration of auditors

Value of the services provided

- Financial statement audit services	-	-
- Other services & membership audit	-	-
Total remuneration of auditors	<u>-</u>	<u>-</u>

Note 10: Administration of financial affairs by a third party

The financial affairs of the Union were administered by The United Professional Firefighters Union of Western Australia, which the Union is the Federal Counterpart of under section 9A of the RO Act, during the financial year ending 31 December 2018.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 11: Comparative Figures and Retrospective Adjustments

The Union has restated the opening balances of assets, liabilities and equity for the 2017 financial statements as it is impracticable to determine the period-specific effects of errors on comparative information for one or more prior periods presented. These prior period errors were identified during 2018 audit as results of oversights or misinterpretations of facts which could relate to the following circumstances.

11.1. On 9 April 2018, the Union submitted its audited accounts, to the Registered Organisations Commission (ROC), for the reporting period ending on 31 December 2017 (2017 Audit). The 2017 audit shows the Union had a total asset balance of \$4,971,808.00.

For reasons explained in the notes below the total asset balance is actually that of the United Professional Firefighters Union of Western Australia (WA Union), which is the Union's state registered counterpart.

The WA Union is a trade union registered under state law; the *Industrial Relations Act 1979 (WA)* (WAIR Act), a State registered association within the meaning of the RO Act and a body associated with the WA Federal Branch.

The Union is, within the meaning of Section 9A of the RO Act the "federal counterpart" of the WA Union and a reporting unit under Section 242.

11.2. During the current reporting period (2018 calendar year), the Union undertook a change to its rules under Rule 86 and 87 of United Firefighters Union of Australia Rules (the Rules), to alter the reporting period so it ends 30 June (for a financial year), as opposed to a calendar year that ends on 31 December (rule change). The process to alter the Union's Rules commenced on 8 August 2018.

The Rule Change was intended to align the reporting periods of both the Union and the WA Union. A corresponding rule change to amend the reporting period for the WA Union was approved by the Western Australian Industrial Relations Commission (WAIRC) on 5 June 2018.

As the rule change was uncontroversial, the Union reasonably assumed it would be approved by the Fair Work Commission (FWC). Anticipating the reporting period would be amended to end on 30 June, the Union further anticipated there would therefore be a need for an Audit Report for the period between 1 January 2018 and 30 June 2018 to enable a transition between the reporting periods.

11.3. In anticipation of the rule change, the Union on 17 September 2018 provided the ROC with a Loans, Grants and Donations Statement (LGDS) under Section 237 of the RO Act for the 6 month period between 1 January 2018 and 30 June 2018.

The Union disclosed the information in the LGDS, even though it was not required, to further ensure it was meeting its disclosure obligations under the RO Act.

11.4. After the Union submitted the LGDS, the ROC contacted the Union to query why the Union had submitted this document to the ROC. The ROC took the view a LGDS was not required because even though the Union was in the process of changing its rules to align the reporting period for the Union with the reporting period for the WA Union, until the rule change was certified by the FWC the Union's financial year was 1 January – 31 December.

11.5. On 10 October 2018, the amendment process outlined in Rules 86 and 87 of the Rules was completed.

The rule change declaration was submitted to the FWC on 16 October 2018 in compliance with section 159 of the RO Act, Regulation 129 of *Fair Work (Registered Organisations) Regulations 2009* (the Regulations) and with the Unions Rules, Rule 86.

11.6. On 12 December 2018, the FWC certified the Union's rule change, thereby changing the end date of the Union's reporting period from 31 December to 30 June each year.

11.7. However, following the Union's filing of the rule change notice and declaration on 16 October 2018, the ROC contacted the Union and its auditor in November 2018, to discuss the Union's 2017 Audit Report as it appeared, the Union had been double reporting; that is presenting the same audited accounts to both the ROC and the WAIRC.

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

11.8. This commenced a series of communications between the ROC, the Union and its auditors, around several related issues such as when rule amendments take effect, transitioning between reporting periods, and the characterisation of assets.

11.9. The issuance of a Certificate under Section 71 of the WAIR Act permits the WA Union and its federal counterpart, the Union, to operate with one set of officials, with only one election needed to validly elect officials of both organisations.

The Union believed audit reports it submitted to the WAIRC pursuant to its obligations under the Section 71 Certificate permitted it to submit a single audit report for the purposes of its reporting obligations under both the WAIR Act and RO Act.

The Union has since received advice from the ROC that its Section 71 Certificate is not recognised by the ROC and the Union will need to seek a federal equivalent of a Section 71 Certificate, a Certificate granted under Section 269 of the RO Act for each financial year that this arrangement continues.

11.10. Arising from its discussions with the ROC, the Union has reviewed the 2017 Audit and has determined for future Audits that it would provide separate Audit reports for the Union and the WA Union. The practical effect of this was that assets which have always belonged to the WA Union will be correctly characterised and no longer be reported as being assets of the Union.

11.11. The Union was created as a federal counterpart to the WA Union. The Union is a state branch of a federated union; the United Firefighters Union of Australia (Federal UFU). The WA Union pays capitation fees on the Union's behalf to Federal UFU.

When the Federal UFU was created there was no transfer of assets from the WA Union to the Union or to the Federal UFU. The assets, and financial activities that were previously reported as those of the Union were in effect assets and financial activities of the WA Union operating under a Section 71 Certificate.

11.12. By reason of the change in reporting circumstances described in the preceding paragraphs, the comparative figures have significantly changed since the 2017 financial report was presented as illustrated below:

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2017

	2017 as currently reported \$	2017 corrective adjustments \$	2017 previously reported \$	2016 \$
Revenue				
Membership subscription	-	(1,309,392)	1,309,392	1,264,427
Transfers from state Union	99,232	99,232	-	-
Capitation fees	-	-	-	-
Levies	-	-	-	-
Interest received	-	(11,116)	11,116	11,394
Holiday home service recovery funds	-	(34,208)	34,208	32,861
Grants or donations	-	-	-	-
Other income	-	(4,776)	4,776	64,767
Total income	99,232	(1,260,260)	1,359,492	1,373,449
Expenses				
Employee expenses	-	(588,538)	588,538	584,370
Capitation fees	92,217	-	92,217	88,337
Affiliation fees	7,015	(19,168)	26,183	24,080
Administration expenses	-	(189,297)	189,297	207,824
Grants or donations	-	(7,214)	7,214	7,411
Depreciation and write off	-	(46,655)	46,655	54,178
Legal costs	-	-	-	11,457
Audit fees	-	(9,744)	9,744	15,877
Other expenses	-	(57,368)	57,368	167,621
Total expenses	99,232	(917,984)	1,017,216	1,161,155
Surplus for the year	-	(342,276)	342,276	212,294
Other comprehensive income	-	-	-	-
Total comprehensive income for the year	-	(342,276)	342,276	212,294

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2017**

	2017 as currently reported \$	2017 corrective adjustments \$	2017 previously reported \$	2016 \$
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	-	(1,487,717)	1,487,717	1,105,717
Trade and other receivables	-	(4,663)	4,663	6,884
Inventories	-	(70,693)	70,693	69,474
Other current assets	-	(39,384)	39,384	63,393
TOTAL CURRENT ASSETS	-	(1,602,457)	1,602,457	1,245,468
NON-CURRENT ASSETS				
Land and buildings	-	(2,372,629)	2,372,629	2,413,629
Building improvements	-	(1,061,371)	1,061,371	1,061,371
Plant, furniture and fixtures	-	(199,338)	199,338	207,476
TOTAL NON-CURRENT ASSETS	-	(3,633,338)	3,633,338	3,682,476
TOTAL ASSETS	-	(5,235,795)	5,235,795	4,927,944
LIABILITIES				
CURRENT LIABILITIES				
Trade payables	-	(69,762)	69,762	90,548
Other payables	-	(22,365)	22,365	16,056
Employee provisions	-	(160,267)	160,267	141,169
TOTAL CURRENT LIABILITIES	-	(252,394)	252,394	247,773
NON-CURRENT LIABILITIES				
Employee provisions	-	(11,593)	11,593	9,639
TOTAL NON-CURRENT LIABILITIES	-	(11,593)	11,593	9,639
TOTAL LIABILITIES	-	(263,987)	263,987	257,412
NET ASSETS	-	(4,971,808)	4,971,808	4,670,532
EQUITY				
Asset revaluation reserves	-	(170,563)	170,563	211,563
Other reserves	-	(36,000)	36,000	24,000
Retained earnings	-	(4,765,245)	4,765,245	4,434,969
TOTAL EQUITY	-	(4,971,808)	4,971,808	4,670,532

UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

ABN 43 959 075 162

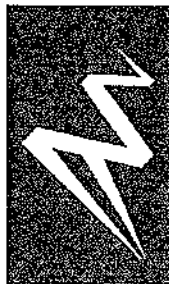
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Note 14: Section 272 Fair Work (Registered Organisations) 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 subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the Commissioner:

- (1) A member of a reporting unit, or the Commissioner, 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).



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY
AUDITORS AND REGISTERED SMSF AUDITORS

Postal Address:

PO Box 229, JOONDALUP DC WA 6919

P: 1300 284 330

E: reception@amwaudit.com.au

ABN 59 125 425 274

Liability limited by a scheme approved under Professional Standards Legislation

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF UNITED FIREFIGHTERS UNION OF AUSTRALIA WEST AUSTRALIAN BRANCH

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of United Firefighters Union of Australia West Australian Branch, which comprises the statement of financial position as at 31 December 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 31 December 2018, notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the committee.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of United Firefighters Union of Australia West Australian Branch as at 31 December 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Union is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Union in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Union is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.



As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Union's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Union to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Union audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an auditor registered under the RO Act, a member of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

Anderson Munro + Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

Martin Shone

MARTIN SHONE

Principal & Registered Company Auditor

RO Registration number AA2017/8

Dated at Perth, Western Australia this 16th day of May 2019



17 June 2019

Lea Anderson
Secretary
United Firefighters' Union of Australia-West Australian Branch
Sent via email: lea@ufuofwa.net.au

Dear Lea Anderson,

Lodgement of Financial Report - Reminder to lodge

The Registered Organisations Commission's (the ROC) records disclose that the financial year of the United Firefighters' Union of Australia-West Australian Branch (the reporting unit) ended on the 31 December 2018.

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 ROC within 14 days of that meeting.

The ROC 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 Commissioner 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 Commissioner 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 \$105,000 per contravention on the organisation and up to \$21,000 per contravention on an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to regorgs@roc.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 1300 341 665 or via email at regorgs@roc.gov.au.

Yours faithfully,

Kylie Ngo
Registered Organisations Commission



21 January 2019

Ms Lea Anderson
Secretary
United Firefighters' Union of Australia-West Australian Branch
By Email: lea@ufuofwa.net.au

Dear Ms Anderson,

**Re: Lodgement of Financial Report - [FR2018/306]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Firefighters' Union of Australia-West Australian Branch (the reporting unit) ended on 31 December 2018. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to 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 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, namely on or before 31 March 2019.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty. Currently penalties are up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual and may be imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on its rules) no later than 30 June 2019 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported (see attached *Loans Grants and Donations* fact sheet FS 009). The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement.

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. 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.

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty, as set out above, being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Subsection 255(2A) report

A general purpose financial report prepared under section 253 of the RO Act must also include the expenditure report required to be prepared under subsection 255(2A) as prescribed by reporting guideline 22. A copy of the latest reporting guidelines for the purpose of section 253 is available on our [website](#).

It should be noted that the subsection 255(2A) report must be identified by title in the auditor's report in accordance with paragraph 24(c) of Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report*.

A [fact sheet](#) is available on our website which provides guidance on the reporting requirements under subsection 255(2A) of the RO Act.

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,

Kylie Ngo
Registered Organisations Commission

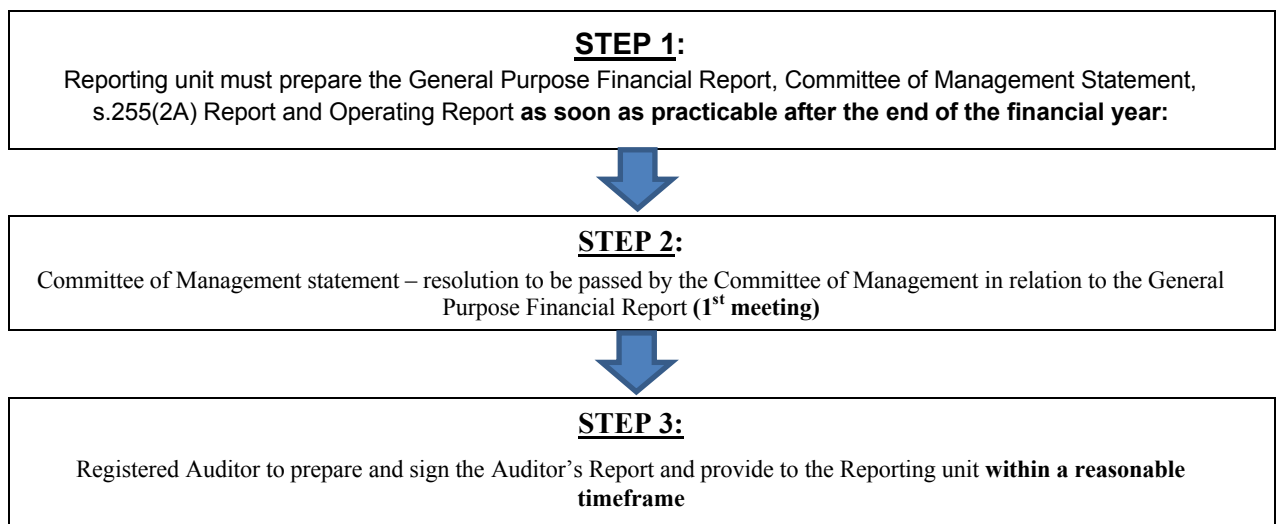


Fact sheet

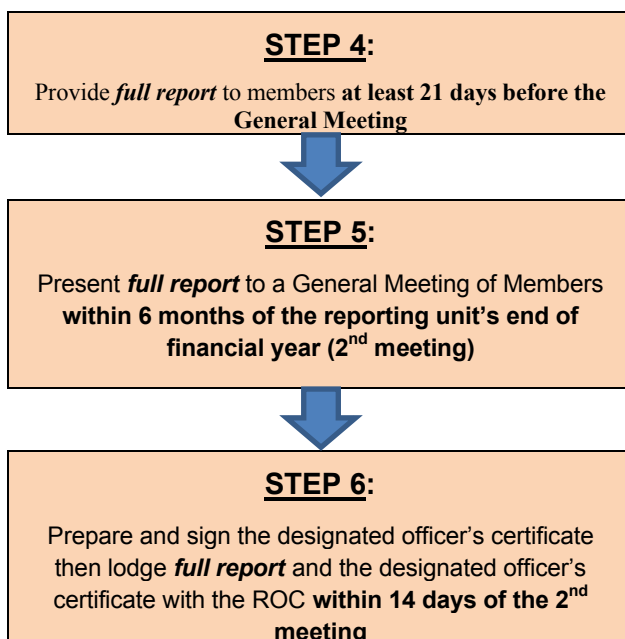
Summary of financial reporting timelines – s.253 financial reports

General Information:

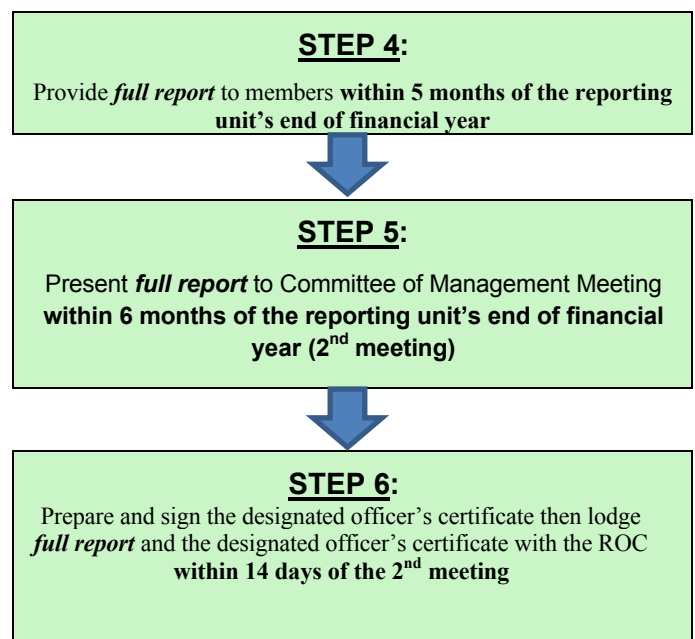
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT
AT **GENERAL MEETING OF MEMBERS**
(this is the default process in the RO Act)





















IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT
COMMITTEE OF MANAGEMENT MEETING
(Special rules must be in the rulebook to use this process)



Misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Financial Reporting Process. They include:

Misconception	Requirement
<p> The Committee of Management statement is just copied from the Reporting Guidelines</p>	<p> The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p>
<p> The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p>	<p> The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p>
<p> The Designated Officer's Certificate must be signed before the report is sent to members</p>	<p> The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p>
<p> Documents can be dated when they should have been signed or when the events in the document occurred</p>	<p> Documents must always be dated at the date they are actually signed by an officer or auditor</p>
<p> Any auditor can audit a financial report</p>	<p> Only registered auditors can audit the financial report</p>
<p> The Committee of Management statement can be signed at any time</p>	<p> The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p>
<p> Any reporting unit can present the Full Report to a second COM meeting</p>	<p> Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p>
<p> Everything can be done at one Committee of Management meeting</p>	<p> If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p>
<p> The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p>	<p> The reporting unit must lodge the financial report within 14 days of the second meeting</p>

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.



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 Commissioner'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 exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) 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 ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC 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
<p>x Only reporting units must lodge the Statement.</p>	<p>✓ 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.</p>
<p>x Employees can sign the Statement.</p>	<p>✓ The statement must be signed by an elected officer of the relevant branch.</p>
<p>x Statements can be lodged with the financial report.</p>	<p>✓ 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.</p>

Grants & Donations within the Financial Report

Item 14(e) of the Commissioner’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 [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2017	2016
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner’s Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer’s declaration statement, even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may 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 last 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 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 ROC on regorgs@roc.gov.au

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