



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2004/565-[108V-ACT]**

Mr Gil Anderson  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union  
Australian Capital Territory Branch  
40 Brisbane Avenue  
BARTON ACT 2600

Dear Mr Anderson

**Financial Return - year ending 30 June, 2004**

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

**New legislation**

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'<sup>1</sup>). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

**The key differences under the new legislation affecting financial returns are:**

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

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<sup>1</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

## Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

## Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

## Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

## Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at *Attachment C*)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### **First Meeting (Committee of Management)**

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

### **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

### **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

## **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

## **The Second Meeting - if it is a Committee of Management Meeting**

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2004/565**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

### **Complying with time limits**

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

### **Extensions of Time**

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

## Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

## Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [Peter.McKerrow@air.gov.au](mailto:Peter.McKerrow@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

Deputy Industrial Registrar

9 August 2004



## Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

\* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

## Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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

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

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

\* Where compliance or full compliance has not been attained - set out details of non compliance instead.

# Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."



**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*



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Mr Gil Anderson  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union-Australian Capital Territory Branch  
40 Brisbane Avenue  
BARTON ACT 2600

Dear Mr Anderson

**Financial Return - year ending 30 June 2004 Ref: FR2004/565**

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'<sup>17</sup>).

**Financial Reports**

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

**Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the above-mentioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report. The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

**The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

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<sup>17</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

### **The Second Meeting - if it is a Committee of Management Meeting**

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time limit for presenting the full report to a committee of management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. Your reporting unit's financial reports should, therefore, be lodged by no later than 14 January 2005.

### **Contact the Registry**

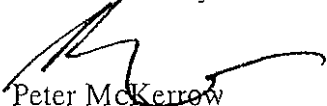
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [peter.mckerrow@air.gov.au](mailto:peter.mckerrow@air.gov.au) as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

### **Information on AIRC Website**

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFRs must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Peter McKerrow  
for Deputy Industrial Registrar

23 November 2004

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187 Thomas Street  
Haymarket NSW 2000

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Haymarket NSW 1240

Telephone: (02) 8204 7200  
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ABN: 5272 8088 684

*Helen Creed*  
National President

*Jeff Lawrence*  
National Secretary

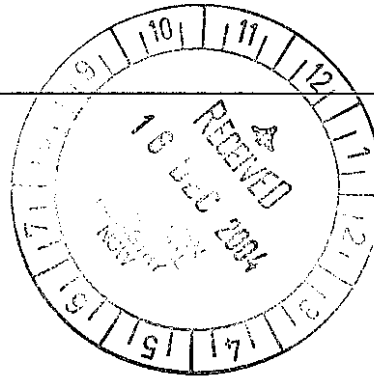
*Tim Ferrari*  
*Jo-anne Schofield*  
*Louise Tarrant*  
Assistant National Secretaries

**Liquor, Hospitality  
and Miscellaneous Union**



14 December, 2004

Mr Barry Jenkins  
Deputy Industrial Registrar  
Australian Industrial Registry  
80 William Street  
EAST SYDNEY NSW 2010



Dear Mr Jenkins

**re: ACT BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the LHMU ACT Branch for the year ended 30 June 2004. Enclosed is the Branch Full Financial Report including:

- The Committee of Management Statement signed by the Branch Secretary.
- The Operating Report signed by the two members of the Branch Executive.
- The Independent Audit Report signed by the Branch Auditors.
- The accounts including the notes to and forming part of the accounts.

The financial reports were presented to the Branch Executive meeting on 10 November 2004. The Executive resolved:

- That the operating report be approved and signed.
- To endorse the Committee of Management Statement.
- That the Branch Secretary be authorised to sign the Committee of Management Statement.
- That the financial reports be distributed to members by publication on the LHMU website and advertising that link in the November edition of Union News.

Subsequently the financial reports including the General Purpose Financial Report, the Auditors' statements and the operating report were supplied to members through publication on the LHMU website. Members also received a copy of Union News which contained an advertisement advising members how to view the reports on the website.

A full report was provided to the meeting of the ACT Branch Executive on 8th December and was adopted by that meeting. Also enclosed is a copy of the Branch Secretary's certificate dated 8th December 2004.

On the basis of the above and the enclosed documentation it would seem that the ACT Branch has complied with the audit and reporting requirements of the Act.

If you have any questions please contact me.

Yours faithfully

**JEFF LAWRENCE**  
NATIONAL SECRETARY

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
ACT BRANCH**

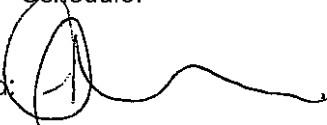
**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2004**

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, Gil Anderson, being the Branch Secretary of ACT Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO schedule; and
- That the full report was provided to members on 30 November 2004 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 8 December 2004; in accordance with section 266 of the RAO Schedule.

Signed:



Date:

8/12/04

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

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

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**INDEPENDENT AUDIT REPORT**

To the members of the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch

**Scope**

*The Financial Report and the Responsibility of the Committee of Management and Branch Secretary*

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the committee of management's statement for the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch, for the year ended 30 June 2004.

The committee of management and the branch secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

*Audit Approach*

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management and the branch secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

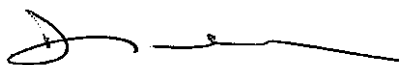
**Audit Opinion**

In our opinion the financial report of Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including:
  - (i) giving a true and fair view of the branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards; and
  - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.



**A.J. WILLIAMS & CO.**  
Chartered Accountants.



**D. S. MCLEAN**  
Registered Company Auditor.  
SYDNEY NSW 2000

10 November 2004



**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

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

**OPERATING REPORT**

The Committee of Management presents its operating report of the Liquor, Hospitality and Miscellaneous Union, Australian Capital Territory Branch for the financial year ended 30 June 2004.

1. The branch continued to service the industrial needs of our members throughout the year. This included single and group grievances and the negotiation of enterprise agreements.

A major initiative was undertaken in the childcare industry and with the assistance of the National Office; Whereby the branch pursued significant wage increases and improvements in the classification structure of the Child Care Industry (ACT) Award. A full bench of the Australian Industrial Relations Commission, which has yet to hand down its decision, arbitrated the matter.

In the cleaning industry the branch continued to pursue improvements in the working lives of our members through the Code of Best Employment Practice. Activities included signing up more employers to the Code, promoting code employers to purchasers of cleaning services, lobbying ACT Government and site visits particularly in schools. The branch conducted a 'blitz' of non-members in the cleaning industry, visiting their homes over a weekend in May and signing up 120 new members.

Branch membership increased by 6% over the year.

2. With the exceptions as reported in this paragraph there were no significant changes to the branch's financial affairs during the financial year.
  - (i) Payroll tax was assessed by the Commissioner for ACT Revenue for the period 1 July 1998 to 29 February 2004 amounting to \$148,348 inclusive of primary tax, penalty tax and interest as detailed at note 9 to the general purpose financial report. The branch has also self assessed and paid payroll tax amounting to \$7,990 for the period 1 March 2004 to 30 June 2004. The Branch will continue to be assessable for Payroll Tax in subsequent years.
  - (ii) Due to the excess of current liabilities over current assets at 30 June 2004, the National Council of the Union has agreed to provide financial support, as necessary, to enable the Branch to pay its debts as and when they fall due.
3. All members have a right to resign from the LHMU in accordance with Rule 10 and Section 174 of Schedule 1B of the Workplace Relations Act 1996.
4. No ACT Branch Official is a Trustee or Member of the Board of a Superannuation Fund.
5. There were 2,397 members of the Branch as at 30 June 2004.
6. The number of staff employed by the Branch on a full time equivalent basis at 30 June 2004 was 6.5.



**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**OPERATING REPORT [Cont'd]**

7. The names of each person who were members of the Committee of Management, at any time, during the financial year are as follows:-

Ian Gair	Branch President	1 July 2003 – 30 June 2004
Christine Wagland	Branch Vice President	1 July 2003 – 30 June 2004
Gilbert Anderson	Branch Secretary	1 July 2003 – 30 June 2004
Lyndal Ryan	Branch Assistant Secretary	1 July 2003 – 30 June 2004
Johann Christoffelz	Branch Executive Member	1 July 2003 – 30 June 2004
Walter Kuhn	Branch Executive Member	1 July 2003 – 30 June 2004
John Mukevski	Branch Executive Member	1 July 2003 – 30 June 2004
Kathy Onstenk	Branch Executive Member	1 July 2003 – 30 June 2004
Sally Scanlain	Branch Executive Member	1 July 2003 – 30 June 2004

Signed in accordance with a resolution of the Committee of Management

  
.....  
  
.....

†0 November 2004

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**COMMITTEE OF MANAGEMENT'S STATEMENT**

On the 10<sup>th</sup> of November 2004 the Committee of Management of the Liquor, Hospitality and Miscellaneous Union, Australian Capital Territory Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 30 June 2004.

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

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 30 June 2004;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2004 and since the end of the financial year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the branch; and
  - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation and the rules of the branch; and
  - (iii) the financial records of the branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national council of the organisation; and
  - (v) no information has been sought in any request of a member of the branch or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996

For the Committee of Management

  
.....  
**GILBERT ANDERSON**

10 November 2004

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE  
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>INCOME</b>			
Contributions		462,470	437,218
Director's Sitting Fees		1,080	924
Interest		4,609	4,324
Rent Received – Room Hire		380	505
Rent Received – MEAA		6,000	4,000
Rent Received – CHF (Car Spaces)		1,558	0
Sponsorship and Advertising – Branch Journal		3,591	850
Sundry Income		0	125
<b>TOTAL INCOME</b>		<u>479,688</u>	<u>447,946</u>
 <b>EXPENDITURE</b>			
<b>Depreciation</b>			
Building		13,500	13,500
Furniture, Fittings and Office Machines		2,321	2,485
Motor Vehicles		8,874	9,164
Partitions		1,200	1,200
		<u>25,895</u>	<u>26,349</u>
 <b>Employee Expenses</b>			
Salaries - Officials		119,324	117,836
- Other Employees		118,423	100,920
Annual Leave - Increase in Provision		5,706	8,506
Long Service Leave - Increase in Provision		18,307	9,333
Payroll Tax	9	7,990	0
Superannuation		33,172	25,519
Fringe Benefits Tax		4,914	6,303
		<u>307,836</u>	<u>268,417</u>

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE  
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>Other Expenses</b>			
Advertising		51	328
Affiliation Fees - A.C.T. Trades and Labour Council		7,425	6,153
- A.L.P. - Canberra Branch		6,397	6,427
- Other		1,323	1,235
Attendance Fees and Allowances		760	948
Bank Charges		909	863
Commission (Employer Payroll Deductions)		28,670	30,097
Computer Expenses		3,150	3,281
Donations		150	700
General Expenses		3,584	2,166
Insurance		14,720	16,418
Library Subscriptions		3,757	3,435
Meeting and Conference Expenses		1,846	1,510
Motor Vehicle Expenses		11,894	10,046
National Council Sustentation Fees		79,358	74,753
Printing and Stationery		5,198	6,105
Printing and Distribution of Branch Publications		4,377	14,651
Professional Services	7	9,546	7,850
Property Expenses		30,109	27,523
Telephone		10,168	8,396
		<u>225,706</u>	<u>225,189</u>
<b>TOTAL EXPENDITURE</b>		<u>559,437</u>	<u>519,955</u>
<b>OPERATING DEFICIT FOR YEAR</b>		(79,749)	(72,009)
Add Surplus (Deficit) on Disposal of Assets		0	(861)
<b>SIGNIFICANT ITEM</b>			
Payroll Tax	9	148,348	0
<b>NET DEFICIT FOR YEAR</b>		(228,097)	(72,870)
Accumulated Funds at Beginning of Year		<u>548,324</u>	<u>621,194</u>
<b>ACCUMULATED FUNDS AT END OF YEAR</b>		<u>320,227</u>	<u>548,324</u>

[The attached Notes 1 to 15 form part of these Accounts]

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>ACCUMULATED FUNDS</b>		<u>320,227</u>	<u>548,324</u>
Represented by Net Assets as follows:			
<b>CURRENT ASSETS</b>			
<b>Cash Assets</b>			
Cash at Bank		19,122	20,761
Change Float		70	70
Petty Cash Float		100	100
Postage Float		0	100
		<u>19,292</u>	<u>21,031</u>
<b>Receivables</b>			
Prepayments		<u>3,158</u>	<u>3,239</u>
<b>Investments</b>		<u>69,896</u>	<u>99,896</u>
<b>Long Service Leave Fund</b>			
Cash at Bank		<u>66,914</u>	<u>63,914</u>
<b>TOTAL CURRENT ASSETS</b>		<u>159,260</u>	<u>188,080</u>
<b>NON CURRENT ASSETS</b>			
<b>Fixed Assets</b>			
Property - 40 Brisbane Avenue	3	523,000	536,500
Furniture, Fittings and Office Machines	4	3,799	6,120
Motor Vehicles	5	37,475	46,349
Partitions	6	2,101	3,301
		<u>566,375</u>	<u>592,270</u>
<b>TOTAL ASSETS</b>		<u>725,635</u>	<u>780,350</u>
<b>LESS CURRENT LIABILITIES</b>			
<b>Payables</b>			
National Council Organising Fund	8	6,609	13,927
Sundry Creditors - National Council Sustentation Fees		19,693	18,521
- Sundry Accounts		<u>190,427</u>	<u>34,912</u>
		<u>216,729</u>	<u>67,360</u>
<b>Provisions</b>			
Provision for Annual Leave		98,326	92,620
Provision for Long Service Leave		90,353	72,046
		<u>188,679</u>	<u>164,666</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>405,408</u>	<u>232,026</u>
<b>NET ASSETS</b>		<u>320,227</u>	<u>548,324</u>

(The attached Notes 1 to 15 form part of these Accounts)

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**STATEMENT OF CASH FLOWS FOR THE  
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Contributions		462,470	437,218
Rent of Offices		7,938	4,505
Interest Received		4,609	4,324
Sundry Income		4,671	1,899
Received for National Council Organising Fund		76,900	45,600
Payments from National Council Organising Fund		(84,218)	(48,559)
Payments to National Council for Sustentation Fees		(78,186)	(74,429)
Payments to Suppliers and employees		<u>(422,923)</u>	<u>(391,243)</u>
<b>NET CASH USED IN OPERATING ACTIVITES</b>	10b	<u>(28,739)</u>	<u>(20,685)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Investments		30,000	0
Proceeds from sale of Property, Plant and Equipment		0	10,000
Payments for Property, Plant and Equipment		0	(17,094)
<b>NET CASH PROVIDED BY (USED IN ) INVESTING ACTIVITIES</b>		<u>30,000</u>	<u>(7,094)</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		1,261	(27,779)
Cash at Beginning of Year		<u>84,945</u>	<u>112,724</u>
<b>CASH AT END OF YEAR</b>	10a	<u>86,206</u>	<u>84,945</u>

[The attached Notes 1 to 15 form part of these Accounts]

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**I. ACCOUNTING POLICIES**

The financial report has been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The financial report has been prepared on a going concern basis, which contemplates continuity of normal operating activities and the realisation of assets and settlement of liabilities in the normal course of the branch's operations.

The continuing operations of the branch and the ability to pay its debts in the normal course is dependent upon the financial support of Liquor, Hospitality and Miscellaneous Union, National Council, as necessary, and upon the success of future operations.

If the branch is unable to continue as a going concern, it may be required to realise its assets and extinguish its assets and extinguish its liabilities other than in normal course of business and at amounts different from those stated in the financial report.

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

- a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Branch.
- b) Provision for employee benefits in the form of Long Service Leave and Annual Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

The provisions have been measured at the amounts expected to be paid when the liability is settled, plus related on costs. In the case of Long Service Leave this results in an amount not materially different to that achieved by discounting future cash flows.

Contributions are made by the branch to employee superannuation funds and are charged as expenses when incurred.

- c) Contributions are accounted for on a cash receipts basis.
- d) No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act.

**2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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

- [1] A member of a reporting unit, or a Registrar, 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).



**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]**

	<b>2004</b>	<b>2003</b>
	\$	\$
<b>3. PROPERTY - 40 Brisbane Avenue, Barton</b>		
Land and Buildings - at cost	677,700	677,700
Less Accumulated Depreciation	<u>154,700</u>	<u>141,200</u>
	<u>523,000</u>	<u>536,500</u>
<b>4. FURNITURE, FITTINGS AND OFFICE MACHINES</b>		
At Cost	65,788	65,788
Less Accumulated Depreciation	<u>61,989</u>	<u>59,668</u>
	<u>3,799</u>	<u>6,120</u>
<b>5. MOTOR VEHICLES</b>		
At Cost	59,163	59,163
Less Accumulated Depreciation	<u>21,688</u>	<u>12,814</u>
	<u>37,475</u>	<u>46,349</u>
<b>6. PARTITIONS</b>		
At Cost	29,330	29,330
Less Accumulated Depreciation	<u>27,229</u>	<u>26,029</u>
	<u>2,101</u>	<u>3,301</u>
<b>7. PROFESSIONAL SERVICES</b>		
Auditors Remuneration		
Audit Fees	9,300	7,400
Legal Expenses	<u>246</u>	<u>450</u>
	<u>9,546</u>	<u>7,850</u>
<b>8. NATIONAL COUNCIL ORGANISING FUND</b>		
<b>Balance as at 1 July 2003</b>	13,927	16,886
Add Receipts	<u>76,900</u>	<u>45,600</u>
	90,827	62,486
Less Expenses		
Salaries - Other Employees	55,898	37,684
Other Expenses	<u>28,320</u>	<u>10,875</u>
<b>Balance as at 30 June 2004</b>	<u>6,609</u>	<u>13,927</u>

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]**

	2004 \$	2003 \$
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**9. SIGNIFICANT ITEM – PAYROLL TAX**

During the year the Commissioner for ACT Revenue issued an assessment to the Branch in respect of unpaid Payroll Tax for the period 1 July 1998 to 29 February 2004 amounting to \$148,348. This amount is comprised of primary tax of \$96,299, penalty tax of \$23,604 and interest of \$28,445.

The amount of \$7,990 disclosed as Payroll Tax under the heading 'Employee Expenses', is for the period 1 March 2004 to 30 June 2004.

**10. CASH FLOW INFORMATION**

**a) RECONCILIATION OF CASH**

For the purpose of the Statement of Cash Flows, cash at the end of the financial period is reconciled to the following items in the Statement of Financial Position:

Cash at Bank	19,122	20,761
Cash on Hand	170	270
Cash at Bank - LSL Fund	66,914	63,914
	<u>86,206</u>	<u>84,945</u>

**b) RECONCILIATION OF CASH FLOWS FROM OPERATIONS WITH NET (DEFICIT)**

Net Deficit	(228,097)	(72,870)
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**Non-Cash Flows in Net Deficit**

Depreciation	25,895	26,349
Increase in Provisions for Employee Entitlements	24,013	17,839
Deficit on Sale of Property, Plant and Equipment	0	861

**Changes in Assets and Liabilities**

Increase in Creditors	156,687	10,146
Decrease in National Council Organising Fund	(7,318)	(2,959)
Decrease in Prepayments	81	(51)
<b>Cash Flow Used in Operations</b>	<u>(28,739)</u>	<u>(20,685)</u>

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]**

**11. FINANCIAL INSTRUMENTS**

**Interest Rate Risk**

The Branch's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

<b>30 June 2004</b>	<b>Floating interest rate</b>	<b>Fixed interest rate</b>	<b>Non- interest bearing</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>				
Cash at Bank	86,036		170	86,206
Receivables			3,158	3,158
Investment (less than 1 year)		69,896		69,896
	<u>86,036</u>	<u>69,896</u>	<u>3,328</u>	<u>159,260</u>
Weighted average Interest rate	1.2%	4.3%		
<b>Financial Liabilities</b>				
Payables			216,729	216,729
Net financial assets/(liabilities)	<u>86,036</u>	<u>69,896</u>	<u>(213,401)</u>	<u>(57,469)</u>
<b>30 June 2003</b>				
<b>Financial Assets</b>				
Cash at Bank	84,945		270	85,215
Receivables			3,239	3,239
Investments (less than 1 year)		99,896		99,896
	<u>84,945</u>	<u>99,896</u>	<u>3,509</u>	<u>188,350</u>
Weighted average Interest rate	1.2%	3.6%		
<b>Financial Liabilities</b>				
Payables			67,360	67,360
Net financial assets/(liabilities)	<u>84,945</u>	<u>99,896</u>	<u>(63,851)</u>	<u>120,990</u>

**Credit Risk Exposure**

Credit risk is the risk that counter parties to a financial asset will fail to discharge their obligations, causing the Branch to incur a financial loss.

The credit risk exposure of the Branch to financial assets which have been recognised in the Statement of Financial Position is generally the carrying amounts, net of any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (eg receivables and payables) approximate net fair values.

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]**

**12. RELATED PARTY TRANSACTIONS**

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

The ultimate controlling entity of the Branch is the Liquor, Hospitality and Miscellaneous Union - National Council.

Transactions with Ultimate Controlling Entity

- (a) National Council Sustentation Fees are disclosed as an expense in the Statement of Financial Performance and as a payment in the Statement of Cash Flows.
- (b) National Council Organising Fund receipts are disclosed in the Statement of Cash Flows.
- (c) National Council Sustentation Fees payable are disclosed in the Statement of Financial Position.

	<b>2004</b>	<b>2003</b>
	<b>\$</b>	<b>\$</b>
(d) Amount owing for goods and services purchased from National Council. (Included in Sundry Creditors – Sundry Accounts)	8,714	10,000

**13. AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRSs)**

For the year ending 30 June 2006, all general purpose financial reports will be required to comply with Australian equivalents to International Financial Reporting Standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative financial statements must also be presented in accordance with Australian equivalents to IFRSs for the year ending 30 June 2005.

The Committee of Management considers that no key accounting policy changes will arise out of this transition to IFRSs.

A more detailed review will be conducted during the year ending 30 June 2005.

**14. POST BALANCE DATE EVENT**

The strata owners of 40 Brisbane Street Barton have determined to repair and upgrade the air conditioning system. The Branch's share has estimated at \$46,000 and will be payable within the next 12 months.

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**15. REGISTERED OFFICE**

The registered office and principal place of business of the Branch is;  
Unit 5, Level 2  
40 Brisbane Avenue  
Barton ACT 2600

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**INDEPENDENT AUDIT REPORT**

To the members of the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch

*Matters relating to the Electronic Presentation of the Audited Financial Report*

This audit report relates to the financial report of the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch, for the year ended 30 June 2004 included on the Liquor, Hospitality and Miscellaneous Union web site. The Committee of Management and Secretary of the Liquor, Hospitality and Miscellaneous Union – National Council are responsible for the integrity of the Liquor, Hospitality and Miscellaneous Union web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information that may have been hyper linked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the web site.

**Scope**

*The Financial Report and the Responsibility of the Committee of Management and Branch Secretary*

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the committee of management's statement for the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch, for the year ended 30 June 2004.

The committee of management and the branch secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

*Audit Approach*

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management and the branch secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

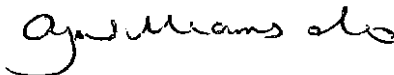
**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**Audit Opinion**

In our opinion the financial report of Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including:
  - (i) giving a true and fair view of the branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards; and
  - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.



**A.J. WILLIAMS & CO.**  
Chartered Accountants.



**D. S. MCLEAN**  
Registered Company Auditor.  
SYDNEY NSW 2000

10 November 2004



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: sydney@air.gov.au

Mr Jeff Lawrence  
National Secretary  
Liquor Hospitality Miscellaneous Union  
Locked Bag 9  
HAYMARKET NSW 1240

Dear Mr Lawrence

**Re: Lodgement of Financial Statements and Accounts for the LHMU ACT Branch for the  
year ending 30 June 2004 (FR2004/565)**

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 16 December 2004.

The documents have been filed. Thank you for your attention to this matter.

If I can be of any assistance please contact me on 02 8374 6618.

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna  
for Deputy Industrial Registrar

24 January 2005