



**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: FR2007/262-[108V-ACT]**

Mr Gil Anderson  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union-  
Australian Capital Territory Branch  
Unit 5, 2nd Floor, 40 Brisbane Avenue  
BARTON ACT 2600

Dear Mr Anderson

**Financial Return - year ending 30 June, 2007**

Our records show the 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*.

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.

**Information on AIRC Website**

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "reporting unit" in this letter.

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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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)).

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".

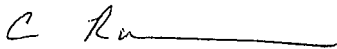
### **Extensions of Time**

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.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374.6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...  
18 July, 2007

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /	
<b>FIRST MEETING:</b> Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members.  (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or  (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.  <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
<b>SECOND MEETING:</b> Present full report to:  (a) General Meeting of Members - s266 (1),(2), or  (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	within 6 months of end of financial year
	/ /	within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

**Note:** The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

**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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<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.

*[Add the following if any recovery of wages activity has been undertaken during the financial year]*

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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

**National Office**  
Level 9  
187 Thomas Street  
Haymarket NSW 2000

Locked Bag 9  
Haymarket NSW 1240  
**Telephone:** (02) 8204 3000  
**Facsimile:** (02) 9281 4480  
**E-mail:** [lhmu@lhmu.org.au](mailto:lhmu@lhmu.org.au)  
**Web address:** [www.lhmu.org.au](http://www.lhmu.org.au)

ABN: 5272 8088 684

15 December, 2007

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

Dear Mr Jenkins

**Louise Tarrant**  
National Secretary

**Brian Daley**  
National President

**Tim Ferrari Sue Lines Troy Burton**  
Assistant National Secretaries



Organising for the future

Please address all correspondence to the National Secretary

**Re: ACT BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the LHMU ACT Branch for the year ended 30 June 2007. Enclosed is the Full Financial Report including:

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

The financial reports were sent to the Branch Executive on 22<sup>nd</sup> October 2007. The Executive resolved:

- That the operating report be approved and signed.
- To endorse the Branch Executive Statement.
- That the Branch Secretary be authorised to sign the Branch Executive 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 Committee of Management on 13 December 2007 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 15 December 2007.

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

If you have any questions please contact me.

Yours faithfully

**LOUISE TARRANT**  
**NATIONAL SECRETARY**

[www.lhmu.org.au](http://www.lhmu.org.au)



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

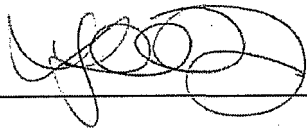
**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2007**

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, Lyndal Ryan being the Branch Secretary of the Liquor, Hospitality and Miscellaneous Union, ACT Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 15 November 2007 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on *13<sup>th</sup> December 2007* in accordance with section 266 of the RAO Schedule.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

*15/12/07*

25 OCT 2007

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH  
FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2007

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

**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 2007.

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.

The introduction of the Workchoices Legislation has contributed to major shifts in employer ideology which has in many instances made the resolution of disputes very difficult. We have had a number of members who have had their employment threatened or terminated as a result, without proper process and without any legal remedy.

Considerable time and effort has been spent in representing workers brought to Australia through the Commonwealth's temporary visa system. The public campaign undertaken by the Branch eventually resulted in the prosecution of a number of Canberra restaurateurs.

The Branch continues to participate in the Clean Start Campaign. The campaigning techniques learnt through this campaign have been of enormous benefit in an industrial relations environment which so heavily favours employers.

Membership growth in this campaign has been disappointing but the level of activism amongst our existing members has exceeded expectations. We look forward to finding ways of translating membership mobilisation into sustainable growth.

In the last year we have had two valued staff members return from maternity leave. This has allowed for improved Branch planning which we undertook in March 2007. The plan focuses on growth in the property services sector, with membership maintenance plans for the hospitality and community services sectors. Growth in the security section has been pleasing, generated in part by a "hot issue", the test for the Branch will be to have sustainable structures in place to retain members after this particular issue is resolved.

One of the organising team has taken unpaid leave to work on the federal election campaign but is expected to return to work soon after the election.

2. There were no significant changes to the branch's financial affairs during the financial year. In the Operating Report for year ended 30 June 2006 it was reported that the branch had an excess of current liabilities over current assets. This is still the case at 30 June 2007.

Due to the excess of current liabilities over current assets at 30 June 2007, National Council of the Union has again agreed to provide financial support, as necessary, to enable the Branch to pay its debts as and when they fall due.

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

**OPERATING REPORT (cont'd)**

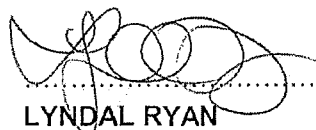
3. All members have a right to resign from the LHMU in accordance with Rule 10 and Section 174 of Schedule 1B of the Workplace Relations Act 1996. In accordance with Section 174(1) of the Workplace Relations Act a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.
4. No ACT Branch Official is a Trustee or Member of the Board of a Superannuation Fund.
5. There were 1,849 members of the Branch as at 30 June 2007.
6. The number of staff employed by the Branch on a full time equivalent basis at 30 June 2007 was 8.89.
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 2006 – 30 June 2007
Christine Wagland	Branch Vice President	1 July 2006 – 30 June 2007
Gilbert Anderson	Branch Secretary	1 July 2006 – 30 June 2007
Lyndal Ryan	Branch Assistant Secretary	1 July 2006 – 30 June 2007
Johann Christoffelz	Branch Executive Member	1 July 2006 – 30 June 2007
John Mukevski	Branch Executive Member	1 July 2006 – 30 June 2007
Kathy Onstenk	Branch Executive Member	1 July 2006 – 30 June 2007
Sally Scanlain	Branch Executive Member	1 July 2006 – 30 June 2007
Shane Reid	Branch Executive Member	1 July 2006 – 30 June 2007

Signed in accordance with a resolution of the Committee of Management



IAN GAIR



LYNDAL RYAN

12 October 2007

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


**COMMITTEE OF MANAGEMENT'S STATEMENT**

On 12 October 2007 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 2007.

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 2007;
- (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 2007 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 the RAO Schedule and the RAO Regulations; 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 the RAO Schedule; and
  - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule.
- (f) during the financial year ended 30 June 2007 the branch did not participate in any recovery of wages activity.

For the Committee of Management

  
LYNDAL RYAN

12 October 2007

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

**INCOME STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007**

	2007	2006
	\$	\$
<b>INCOME</b>		
Contributions	707,845	683,933
Director's Sitting Fees	4,484	3,508
Interest	4,701	4,456
Rent Received – Room Hire	799	640
Rent Received – MEAA	6,000	6,000
Surplus on Sale of Assets	3,037	-
Small Branch Subsidy	140,000	-
Sponsorships	7,323	5,555
Sundry Income	271	200
Transfer From National Council Organising Fund	9,675	-
<b>TOTAL INCOME</b>	<u>884,135</u>	<u>704,292</u>

**EXPENDITURE**

**Depreciation**

Building	13,500	13,500
Furniture, Fittings and Office Machines	2,090	2,246
Motor Vehicles	5,905	8,650
Partitions	-	901
	<u>21,495</u>	<u>25,297</u>

**Employee Expenses**

Salaries - Officials	141,320	125,644
- Other Employees	336,035	202,372
Annual Leave - Increase in Provision	34,629	19,633
Long Service Leave - Decrease in Provision (Increase 2006)	(381)	11,052
Superannuation	73,117	55,383
Fringe Benefits Tax	3,405	5,458
	<u>588,125</u>	<u>419,542</u>



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

**INCOME STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007**

	<b>Note</b>	<b>2007</b>	<b>2006</b>
		<b>\$</b>	<b>\$</b>
<b>Other Expenses</b>			
Advertising		2,126	518
Affiliation Fees - Unions ACT		7,764	6,561
- A.L.P. - ACT Branch		5,931	6,324
- Other		-	68
Amortisation of discount on Non Interest Bearing Loan	11	4,330	5,470
Bank Charges		1,025	724
Campaigns		13,423	5,283
Commission (Employer Payroll Deductions)		17,135	15,535
Computer Expenses		5,675	9,025
Deficit on Sale of Assets		-	841
Donations		-	810
General Expenses		3,561	5,359
Insurance		15,387	14,571
Meeting and Conference Expenses		10,054	6,006
Motor Vehicle Expenses		5,738	10,023
National Council Sustentation Fees		82,140	91,229
Payroll Tax		32,795	28,069
Postage		3,460	4,947
Printing and Stationery		5,526	4,463
Printing and Distribution of Branch Publications		5,349	6,930
Professional Services	9	16,288	15,304
Property Expenses		34,854	33,472
Telephone		20,148	15,035
		<u>292,709</u>	<u>286,567</u>
<b>TOTAL EXPENDITURE</b>		<u>902,329</u>	<u>731,406</u>
<b>OPERATING DEFICIT FOR YEAR</b>		<u>(18,194)</u>	<u>(27,114)</u>

[The attached notes form part of these financial statements]

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

**BALANCE SHEET AS AT 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	111,312	132,300
Receivables	6	8,060	10,005
Investments	7	69,896	69,896
<b>TOTAL CURRENT ASSETS</b>		<u>189,268</u>	<u>212,201</u>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	4	<u>514,374</u>	<u>517,485</u>
<b>TOTAL ASSETS</b>		<u>703,642</u>	<u>729,686</u>
<b>CURRENT LIABILITIES</b>			
Payables	8	110,397	137,624
Provision for Annual Leave		151,182	116,554
Provision for Long Service Leave		<u>113,767</u>	<u>114,148</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>375,346</u>	<u>368,326</u>
<b>NON CURRENT LIABILITIES</b>			
Payables	8	<u>28,370</u>	<u>43,240</u>
<b>TOTAL LIABILITIES</b>		<u>403,716</u>	<u>411,566</u>
<b>NET ASSETS</b>		<u>299,926</u>	<u>318,120</u>
<b>ACCUMULATED FUNDS</b>		<u>299,926</u>	<u>318,120</u>

(The attached notes form part of these financial statements)

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

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>Accumulated Surplus</b>
	<b>\$</b>
<b>Balance at 1 July 2006</b>	329,905
Adjustment on adoption of AASB 132 and AASB 139 at 1 July 2006	15,329
Net Deficit for the Year	(27,114)
	<hr/>
<b>Balance at 30 June 2006</b>	318,120
Net Deficit for the Year	(18,194)
	<hr/>
<b>Balance at 30 June 2007</b>	299,926
	<hr/>

(The attached notes form part of these financial statements)

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

**CASH FLOW STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Contributions		707,845	683,933
Rent of Offices		6,799	6,640
Interest Received		4,701	4,456
Small Branch Subsidy		140,000	-
Sundry Income		12,078	9,263
Received for National Council Organising Fund		-	75,000
Payments from National Council Organising Fund		-	(88,884)
Payments to National Council for Sustentation Fees		(85,600)	(88,071)
Payments to Suppliers and Employees		(772,263)	(567,629)
<b>NET CASH PROVIDED BY OPERATING ACTIVITES</b>	12b	<u>13,560</u>	<u>34,708</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds on disposal of Property, Plant and Equipment		8,636	5,545
Payments for Property, Plant and Equipment		(23,984)	(804)
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		<u>(15,348)</u>	<u>4,741</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Repayment of Loan National Council		(19,200)	(19,200)
<b>NET CASH USED IN FINANCING ACTIVITIES</b>		<u>(19,200)</u>	<u>(19,200)</u>
<b>NET (DECREASE) INCREASE IN CASH HELD</b>		(20,988)	20,249
Cash at Beginning of Year		<u>132,300</u>	<u>112,051</u>
<b>CASH AT END OF YEAR</b>	12a	<u>111,312</u>	<u>132,300</u>

[The attached notes form part of these financial statements]

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS), other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations and the Australian Workplace Relations Act 1996.

Compliance with Australian equivalents to International Financial Reporting Standards ensures that the financial report comprising the financial statements and notes thereto, complies with International Financial Reporting Standards (IFRS) except for:

- Segment reporting because AASB 114 "Segment Reporting" does not apply to not-for-profit organisations.
- Impairment of assets under AASB 136 "Impairment of assets"

**BASIS OF PREPARATION**

The financial report is for the Australian Capital Territory Branch of the Liquor, Hospitality and Miscellaneous Union, and in accordance with the Australian Workplace Relations Act, 1996 the Branch is a reporting unit. The Liquor, Hospitality and Miscellaneous Union is an organisation registered under the Australian Workplace Relations Act, 1996. The Australian Capital Territory Branch is a branch of the registered organisation. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the Australian Capital Territory Branch are not subject to the Corporations Act 2001.

The financial report has been prepared on the basis of historical costs. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

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

**(a) Revenue**

Contributions and entrance fees are accounted for on a cash receipts basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the Accounts.

Interest and Rentals are accounted for on an accrual basis.

**(b) Income tax**

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

**(c) Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and any impairment in value.

*Depreciation*

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives to the union commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Buildings	2%
Office Furniture and Equipment	5% - 20%
Motor Vehicles	15%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance sheet date.

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in the income statement in the year that the item is derecognised.

**(d) Impairment**

The carrying amounts of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised in the income statement for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and value in use. For the purpose of assessing value in use, this represents depreciated current replacement cost, as the Union is a not-for profit organisation.

**(e) Employee Entitlements**

Provision is made for the branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on costs.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

**(e) Employee Entitlements (cont'd)**

Other employee benefits payable later than one year 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.

**(f) Goods and Services Tax**

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

**(g) Accounting Standards Issued But Not Yet Effective**

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

**2. ACCOUNTING ESTIMATES AND JUDGEMENTS**

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

**(a) Critical accounting estimates and assumptions**

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

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

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**3. 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).

	2007 \$	2006 \$
<b>4. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land and Buildings</b>		
40 Brisbane Street, Barton - At cost	677,700	677,700
Less Accumulated Depreciation	<u>195,200</u>	<u>181,700</u>
<b>Total Land and Buildings</b>	<u>482,500</u>	<u>496,000</u>
<b>Furniture, Fittings and Office Machines</b>		
At Cost	58,098	56,101
Less Accumulated Depreciation	<u>50,270</u>	<u>48,180</u>
<b>Total Furniture, Fittings and Office Machines</b>	<u>7,828</u>	<u>7,921</u>
<b>Motor Vehicles</b>		
At Cost	39,081	41,233
Less Accumulated Depreciation	<u>15,035</u>	<u>27,669</u>
<b>Total Motor Vehicles</b>	<u>24,046</u>	<u>13,564</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>	<u>514,374</u>	<u>517,485</u>



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**4. PROPERTY, PLANT AND EQUIPMENT (cont'd)**

**MOVEMENTS IN CARRYING AMOUNTS**

	Land and Buildings	Furniture, Fittings and Office Machines	Motor Vehicles	TOTAL
	\$	\$	\$	\$
Balance at 1 July 2006	496,000	7,921	13,564	517,485
Additions	-	1,997	21,987	23,984
Disposals	-	-	(5,600)	(5,600)
Depreciation	(13,500)	(2,090)	(5,905)	(21,495)
Balance at 30 June 2007	<u>482,500</u>	<u>7,828</u>	<u>24,046</u>	<u>514,374</u>

Note	2007	2006
	\$	\$

**5. CASH AND CASH EQUIVALENTS**

Cash at Bank	38,712	55,216
Petty Cash and Change Floats	170	170
Cash at Bank – Long Service Leave Fund	<u>72,430</u>	<u>76,914</u>
	<u>111,312</u>	<u>132,300</u>

**6. RECEIVABLES**

Prepayments	3,300	3,232
Debtors	<u>4,760</u>	<u>6,773</u>
	<u>8,060</u>	<u>10,005</u>

**7. INVESTMENTS**

Available-For-Sale Financial Assets		
MLC Masterkey Unit Trust	<u>69,896</u>	<u>69,896</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

	Note	2007 \$	2006 \$
<b>8. PAYABLES</b>			
<b>Current</b>			
National Council Organising Fund	10	-	9,675
National Council Non Interest Bearing Loan	11	19,200	19,200
Sundry Creditors - National Council Sustentation Fees		23,968	27,428
- Sundry Accounts		67,229	81,321
		<u>110,397</u>	<u>137,624</u>
<b>Non Current</b>			
National Council Non Interest Bearing Loan	11	<u>28,370</u>	<u>43,240</u>
<b>9. PROFESSIONAL SERVICES</b>			
Auditors Remuneration			
Audit Fees		12,950	12,600
Legal Expenses		<u>3,338</u>	<u>2,704</u>
		<u>16,288</u>	<u>15,304</u>
<b>10. NATIONAL COUNCIL ORGANISING FUND</b>			
Balance as at 1 July 2006		9,675	23,559
Add Receipts		-	75,000
		<u>9,675</u>	<u>98,559</u>
Less Expenses			
Salaries - Other Employees		-	64,429
Other Expenses		-	24,455
Less Transfer of Balance to Income Statement		<u>9,675</u>	<u>-</u>
Balance as at 30 June 2007		<u>-</u>	<u>9,675</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

	Note	2007 \$	2006 \$
<b>11. NATIONAL COUNCIL NON INTEREST BEARING LOAN</b>			
Face Value of Loan		-	72,299
Carrying amount of Loan at 1 July 2006		62,440	-
Less repayments year ended 30 June 2007		(19,200)	-
Face Value adjustment on transition to AIFRS at 1 July 2005		-	(15,329)
Amortisation of discount on Non Interest Bearing Loan		4,330	5,470
Carrying Amount of Loan		<u>47,570</u>	<u>62,440</u>
The amounts recognised in the balance sheet are as follows:			
Current Liability		19,200	19,200
Non Current Liability		28,370	43,240
		<u>47,570</u>	<u>62,440</u>

The face value adjustment has been calculated using a discount rate of 8% P.A.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

	2007 \$	2006 \$
<b>12. CASH FLOW INFORMATION</b>		
<b>a] Reconciliation of cash</b>		
For the purpose of the Cash Flow Statement, cash at the end of the financial period is reconciled to the following items in the Balance Sheet:		
Cash at Bank	38,712	55,216
Cash on Hand	170	170
Cash at Bank - LSL Fund	72,430	76,914
	<u>111,312</u>	<u>132,300</u>
<b>b] Reconciliation of cash flows from operations with net deficit</b>		
Net Deficit	(18,194)	(27,114)
<b>Non-Cash Flows in Net Deficit</b>		
Amortisation of discount on non interest bearing loan	4,330	5,470
Depreciation	21,495	25,297
(Surplus)/Deficit on Sale of assets	(3,037)	841
<b>Changes in Assets and Liabilities</b>		
Decrease in Creditors (Increase 2006)	(17,551)	13,667
Decrease in National Council Organising Fund	(9,675)	(13,884)
Increase in Provisions for Employee Entitlements	34,247	30,685
Decrease in Debtors and Prepayments (Increase 2006)	1,945	(254)
<b>Cash Flow from Operations</b>	<u>13,560</u>	<u>34,708</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**13. 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>Floating interest rate</b>	<b>Fixed interest rate</b>	<b>Non- interest bearing</b>	<b>Total</b>
<b>30 June 2007</b>				
<b>Financial Assets</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash at Bank	111,142	-	170	111,312
Receivables	-	-	4,760	4,760
Investments (within 1 year)	-	69,896	-	69,896
<b>Total financial assets</b>	<b>111,142</b>	<b>69,896</b>	<b>4,930</b>	<b>185,968</b>
Weighted average Interest rate	0.6%	5.17%		
<b>Financial Liabilities</b>				
Payables	-	-	91,197	91,197
Non Interest Bearing Loan	-	-	47,570	47,570
<b>Total financial liabilities</b>	<b>-</b>	<b>-</b>	<b>138,767</b>	<b>138,767</b>
<b>Net financial assets/(liabilities)</b>	<b>111,142</b>	<b>69,896</b>	<b>(133,837)</b>	<b>47,201</b>
<b>30 June 2006</b>				
<b>Financial Assets</b>				
Cash at Bank	132,130	-	170	132,300
Receivables	-	-	6,773	6,773
Investments (within 1 year)	-	69,896	-	69,896
<b>Total financial assets</b>	<b>132,130</b>	<b>69,896</b>	<b>6,943</b>	<b>208,969</b>
Weighted average Interest rate	1.0%	4.67%		
<b>Financial Liabilities</b>				
Payables	-	-	118,424	118,424
Non Interest Bearing Loan	-	-	62,440	62,440
<b>Total financial liabilities</b>	<b>-</b>	<b>-</b>	<b>180,864</b>	<b>180,864</b>
<b>Net financial assets/(liabilities)</b>	<b>132,130</b>	<b>69,896</b>	<b>(173,921)</b>	<b>28,105</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**13. FINANCIAL INSTRUMENTS [Cont'd]**

**Credit Risk Exposure**

Credit risk is the risk that counterparties 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 Balance Sheet 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.

**14. 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.

- (a) The aggregate amount of remuneration paid to officials during the financial year is disclosed in the Financial Report
- (b) The aggregate amount paid during the financial year to a superannuation plan in respect of elected full time officials is \$27,499 (2006 \$23,407).
- (c) There have been no other transactions between the officials and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

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 Income Statement and as a payment in the Cash Flow Statement.
- (b) National Council Organising Fund receipts are disclosed in the Cash Flow Statement.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 [Cont'd]**

**14. RELATED PARTY TRANSACTIONS [Cont'd]**

- (c) National Council Sustentation Fees payable are disclosed in the Balance Sheet.
- (d) A National Council Non Interest Bearing Loan is disclosed in the Balance Sheet.

	2007	2006
	\$	\$
(e) Amount owing for goods and services purchased from National Council.		
(Included in Sundry Creditors – Sundry Accounts)	5,363	17,435

**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

We have audited the accompanying financial report of the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch, which comprises the balance sheet as at 30 June 2007, income statement, statement of changes in accumulated funds and cash flow statement for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the committee of management's statement.

*Committee of Management's and Branch Secretary's Responsibility for the Financial Report*

The committee of management and branch secretary of the Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee of management and branch secretary, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

In conducting our audit, we have complied with the independence requirements of the Workplace Relations Act 1996.



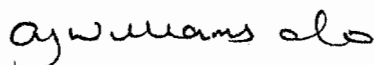
**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
AUSTRALIAN CAPITAL TERRITORY BRANCH**

**INDEPENDENT AUDIT REPORT**

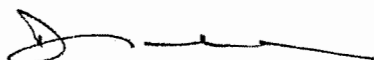
**Audit Opinion**

In our opinion the general purpose financial report of Liquor, Hospitality and Miscellaneous Union - Australian Capital Territory Branch is in accordance with the Workplace Relations Act 1996, including:

- (i) giving a true and fair view of the branch's financial position as at 30 June 2007 and its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (iii) complying with any other requirements of the RAO.



**A J Williams & Co**  
Chartered Accountants



**David McLean**  
Registered Company Auditor.  
SYDNEY NSW 2000  
12 October 2007

**From:** sydney@air.gov.au  
**Sent:** Monday, 17 December 2007 12:01 PM  
**To:** RIA Sydney  
**Subject:** FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/20

**Attachments:** 20071215\_ACT\_It AIRC Reg.pdf; ACT Accounts 06-07.pdf; Certificate by Secretary.pdf; Notes from ACT Accounts 06-07.pdf



20071215\_ACT\_It  
AIRC Reg.pdf (...)



ACT Accounts  
06-07.pdf (1 MB)



Certificate by  
Secretary.pdf (...)



Notes from ACT  
Accounts 06-07....

Rodney Ball  
Commisson Services  
Australian Industrial Registry  
02 83746613  
rodney.ball@air.gov.au

-----Original Message-----

From: aircefiling@air.gov.au [mailto:aircefiling@air.gov.au]  
Sent: Monday, 17 December 2007 11:38 AM  
To: sydney@air.gov.au  
Subject: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/20

This message with the electronic document(s) attached have been dispatched to the email addresses specified above. For the purposes of subrules 70A(5) & (6), this is NOT an acknowledgement that your document is taken to have been filed with the Australian Industrial Registry. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the registry by email at the address specified below if they are incorrect and/or incomplete.

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NSW Registry  
Email: sydney@air.gov.au  
17/12/2007 11:37

Type of Application: financial returns  
Matter Number (IF your eFiling is accepted): FR2007/20  
Registry in which to be filed: NSW

Contact Details  
Title: Ms  
Given name(s): Elaine  
Surname: Hudson  
Position: Finance Manager  
Organisation: LHMU  
Address: Level 9, 187 Thomas Street  
Haymarket  
Postcode: 2000  
Phone No: 0282043025  
Mobile Phone No: 0402404808  
Fax No: 0292814480

Email Address: ElaineH@lhmu.org.au

Comments:

Attachments:

Lodgement of full financial report: 20071215\_ACT\_1t AIRC Reg.pdf

Lodgement of full financial report: ACT Accounts 06-07.pdf

Lodgement of full financial report: Certificate by Secretary.pdf

Lodgement of

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**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

Ms Louise Tarrant  
National Secretary,  
Liquor, Hospitality and Miscellaneous Union  
Locked Bag 9  
HAYMARKET NSW 1240



Dear Ms Tarrant

**Re: Lodgement of Financial Statements and Accounts –  
Liquor, Hospitality and Miscellaneous Union, Australian Capital Territory Branch –  
for year ending 30 June 2007 (FR2007/262)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 17 December 2007.

The legislative requirements appear to have been met and accordingly the documents have been filed.

Yours sincerely,

Stephen Kellett  
Statutory Services Branch

21 December 2007