



**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: FR2007/263-[108V-NSW]**

Ms Annie Owens  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union-New  
South Wales Branch  
Locked Bag 12  
HAYMARKET NSW 1240

Dear Ms Owens

**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".

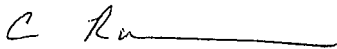
### **Extensions of Time**

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

**Louise Tarrant**      **Brian Daley**  
National Secretary      National President

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)

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



Organising for the future

Please address all correspondence to the National Secretary

ABN: 5272 8088 684

18 December, 2007

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

Dear Mr Jenkins

**Re: NSW BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the LHMU NSW 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.

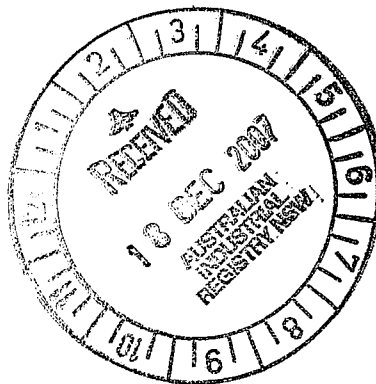
A full report was provided to the Committee of Management on 7 December 2007 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 16 December 2007.

On the basis of the above and the enclosed documentation it would seem that the LHMU NSW 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**



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

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

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, Mark Boyd being the Branch Secretary of the Liquor, Hospitality and Miscellaneous Union, NSW 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 7 December 2007 in accordance with section 266 of the RAO Schedule.

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

Date: 16/12/07

RECEIVED  
26 OCT 2007

BY: \_\_\_\_\_

LIQUOR, HOSPITALITY AND  
MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH**

**OPERATING REPORT  
YEAR ENDING 30 JUNE 2007**

Committee of Management Report in accordance with section 254 of the Workplace Relations Act 1996.

**Principal Activities**

The principal activity of the NSW Branch of LHMU was that of a registered Trade Union. There have been no significant changes to the way the Union has carried out these activities during the last financial year.

**Operating Result**

The operating surplus for LHMU NSW Branch for the year ending 30th June 2007 was \$738,730.

**Significant Changes**

There have been no significant changes to the operating costs of the Branch in the last financial year.

**Rights of Members**

Members have the right to resign their membership of the union by giving written notice of resignation to the Branch Secretary. This written notification is accepted subject to the rules of LHMU and in accordance with section 174(1) of the Workplace Relations Act. 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.

**Superannuation Office Holders**

LHMU NSW Branch has the following officials and/or members acting as members representatives on the board of Club Plus and Australian Super.

John Hawker  
John Morris  
Peter James  
Tara Moriarty  
Janet Southcott  
Mark Boyd

Information required under Regulation 159 of the Workplace Relations Regulations.

**Membership Numbers**

- (1) Under section 230 of the RAO Schedule the number of persons recorded in the register of members and who under section 244 of the RAO Schedule are taken to be members of the NSW Branch of the Union as at 30 June 2007 was 31,294.
- (2) The number of persons, both full-time and part time employees measured on a full-time basis, employed by the NSW Branch of the Union as at 30th June 2007 was 74.

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

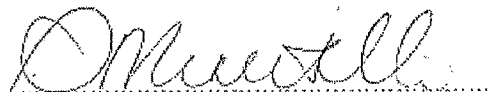
OPERATING REPORT (Cont'd)

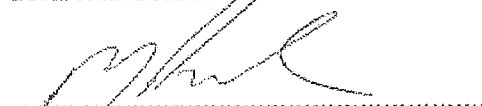
- (3) The names of persons who have at any time during the financial year ending 30 June 2007 been members of the LHMU NSW Branch Committee of Management and periods they served on the committee are as follows:

Name	Period of Service
Shirley Bennett	01/07/06 TO 30/06/07
Mark Boyd	01/07/06 TO 30/06/07
Ken Caines	01/07/06 TO 30/06/07
Megan Comensoli	22/05/07 TO 30/06/07
George Fong	01/07/06 TO 30/06/07
Kathleen Hadden	01/07/06 TO 30/06/07
John Hawker	01/07/06 TO 30/06/07
Peter James	01/07/06 TO 30/06/07
Sharyn Kabelka	01/07/06 TO 30/06/07
Jim Lloyd	01/07/06 TO 30/06/07
Kevan Lloyd	01/07/06 TO Feb 07
Sue McSullea	01/07/06 TO 30/06/07
Sonia Minutillo	01/07/06 TO 30/06/07
Tara Moriarty	01/07/06 TO 30/06/07
John Morris	01/07/06 TO 30/06/07
Kyle Naylor	01/07/06 TO 30/06/07
Annie Owens	01/07/06 TO 30/06/07
Gayle Ross	01/07/06 TO 30/06/07
Margaret Scott	01/07/06 TO 30/06/07
Anthony Shedden	01/07/06 TO 30/06/07
Janet Southcott	01/07/06 TO 30/06/07
Ros Taylor	01/07/06 TO 30/06/07
Ken Zajicek	01/07/06 TO 30/06/07

Signed this 9<sup>th</sup> day of October 2007.

For and on behalf of the Committee of Management.

  
SONIA MINUTILLO

  
MARK BOYD

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

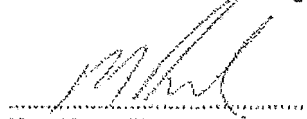
COMMITTEE OF MANAGEMENT'S STATEMENT

On 9 October 2007 the Committee of Management of the Liquor, Hospitality and Miscellaneous Union -- New South Wales 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 office 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.
  - (vi) no order for inspection of the financial records has 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:

  
MARK BOYD

9 October 2007

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, SONIA MINUTILLO and MARK BOYD, being two members of the Committee of Management of the Liquor, Hospitality and Miscellaneous Union, New South Wales Branch, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

- (i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2007.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held in the year ended 30 June 2007, in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 512 [2] of the Industrial Relations Act, 1991 as applied by Sub-Section 282(3) of the Industrial Relations Act, 1996) or copies of these records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Industrial Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- (iv) The Union has complied with Sub-Section 517(1) and (5) of the Industrial Relations Act, 1991 in relation to the financial accounts in respect of the period ended 30 June 2006 and the Auditors' Report thereon.

  
SONIA MINUTILLO

  
MARK BOYD

9 October 2007



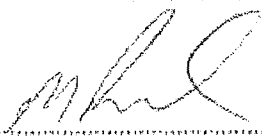
**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, **MARK BOYD**, being the Officer responsible for keeping the accounting records of the Liquor, Hospitality and Miscellaneous Union, New South Wales Branch, certify that as at 30 June 2007, the number of members of the Union was 31,294.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2007.
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the New South Wales Industrial Relations Act, 1996.

  
.....  
**MARK BOYD**

9 October 2007

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

INCOME STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007

	2007	2006
	\$	\$
<b>INCOME</b>		
Contributions	9,093,253	9,271,142
Hardship & Support	66,988	55,889
Interest	326,548	284,662
Salaries Recovered from	80,000	215,159
- National Office		
- Other	39,742	42,328
Sundry Income	35,942	18,330
<b>TOTAL INCOME</b>	<u>9,642,473</u>	<u>9,887,490</u>
 <b>EXPENDITURE</b>		
Depreciation		
Furniture, Fittings and Office Machines	79,845	67,491
Motor Vehicles	192,112	193,635
Property	51,667	57,632
	<u>323,624</u>	<u>318,758</u>
 Employee Benefits Expense		
Salaries and Allowances		
- Officers	309,207	355,719
- Other Employees	3,457,292	3,297,768
Annual Leave	467,923	485,221
Long Service Leave	102,175	106,010
Fringe Benefits Tax	79,719	85,562
Payroll Tax	284,065	258,917
Superannuation	720,399	647,662
	<u>5,420,780</u>	<u>5,236,859</u>

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

INCOME STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007 [Cont'd]

	NOTE	2007 \$	2006 \$
EXPENDITURE (cont'd)			
Other Expenses			
Advertising		1,969	2,511
Affiliation Fees		220,688	213,329
Air Fares		64,100	72,987
Attendance Fees and Allowances		8,195	10,825
Bank Charges		38,378	23,636
Campaigns		73,730	199,144
Commission		224,462	340,791
Computer Expenses		20,633	16,625
Donations		54,307	4,775
Education and Training		16,439	22,454
Electricity		25,650	25,934
Funeral Expenses		6,000	13,500
General Expenses		57,621	65,064
Insurance		113,322	142,846
Meeting and Conference Expenses		114,530	145,847
Motor Vehicle Expenses		266,512	291,022
National Office Sustentation Fees		1,324,137	1,415,451
Postage		31,787	47,598
Printing and Stationery		81,506	133,970
Printing and Distribution - Union News		175,717	179,359
Professional Services	10	181,491	289,396
Rates		14,966	13,570
Rent - Room		3,222	1,958
Rent - Regional Offices		23,808	74,436
Rent - Other		23,861	22,381
Repairs and Maintenance		157,233	70,083
Telephone		146,848	173,356
		<u>3,471,112</u>	<u>4,012,848</u>
TOTAL EXPENDITURE		<u>9,215,516</u>	<u>9,568,465</u>
OPERATING SURPLUS FOR YEAR		426,957	319,025
Surplus Thomas Street Property Account		344,702	330,354
Deficit on disposal of assets		<u>(32,929)</u>	<u>(52,018)</u>
NET SURPLUS FOR YEAR		<u>738,730</u>	<u>597,361</u>

(The attached Notes form part of these Accounts)

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

BALANCE SHEET AS AT 30 JUNE 2007

	NOTE	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	1,967,669	1,481,007
Receivables	5	146,026	131,158
Investments	6	4,793,236	4,618,740
Long Service Leave Fund			
Cash at Bank		2,608	443,387
Investments	7	<u>1,133,810</u>	<u>614,308</u>
		<u>1,136,418</u>	<u>1,057,695</u>
<b>TOTAL CURRENT ASSETS</b>		<u>8,043,349</u>	<u>7,288,600</u>
<b>NON CURRENT ASSETS</b>			
Other Financial Assets			
Shares	8	<u>13,282</u>	<u>11,341</u>
		<u>13,282</u>	<u>11,341</u>
Property, Plant and Equipment	9	3,306,974	3,492,974
Thomas St Property Account	14	<u>14,574,418</u>	<u>14,560,105</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>17,894,674</u>	<u>18,064,420</u>
<b>TOTAL ASSETS</b>		<u>25,938,023</u>	<u>25,353,020</u>
<b>LESS LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Payables			
National Office Sustentation Fees		336,611	355,640
Sundry Accounts Payable		<u>584,374</u>	<u>731,655</u>
		<u>920,985</u>	<u>1,087,295</u>
Provisions			
Provision for Accrued Annual Leave		826,946	843,443
Provision for Long Service Leave		<u>700,898</u>	<u>671,818</u>
		<u>1,527,844</u>	<u>1,515,261</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>2,448,829</u>	<u>2,602,556</u>
<b>NET ASSETS</b>		<u>23,489,194</u>	<u>22,750,464</u>
<b>ACCUMULATED FUNDS</b>		<u>23,489,194</u>	<u>22,750,464</u>

(The attached Notes form part of these Accounts)

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

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

	Accumulated Funds 2007 \$
Balance at 1 July 2006	22,153,103
Net Surplus for Year	<u>597,361</u>
Balance at 30 June 2007	22,750,464
Net Surplus for Year	<u>738,730</u>
Balance at 30 June 2007	<u>23,489,194</u>

(The attached Notes form part of these Accounts)

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

CASH FLOW STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2007

	NOTE	2007 \$	2006 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Members		9,093,253	9,271,142
Payments to National Council for Sustentation Fees		(1,343,166)	(1,402,683)
Payments to Suppliers and Employees		(7,696,466)	(7,886,762)
Interest Received		315,782	282,000
Other Receipts		212,583	331,686
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	13	<u>581,986</u>	<u>595,383</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Thomas Street Property Account		330,389	400,000
Proceeds from Sale of Assets		77,565	265,618
Payment for Fixed Assets		(248,118)	(876,409)
Purchase of Investments		(693,998)	(532,433)
Payment for shares		(1,941)	-
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<u>(536,103)</u>	<u>(743,224)</u>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		45,883	(147,841)
Cash at Beginning of Year		<u>1,924,394</u>	<u>2,072,235</u>
<b>CASH AT END OF YEAR</b>	12	<u>1,970,277</u>	<u>1,924,394</u>

(The attached Notes form part of these Accounts)

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS 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 Work Place 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 entity Liquor Hospitality and Miscellaneous Union New South Wales Branch, as an individual entity. The Liquor Hospitality and Miscellaneous Union is an organisation registered under the Workplace Relations Act, 1996. The Liquor Hospitality and Miscellaneous Union New South Wales Branch is a Branch of the registered organisation and is also a registered organisation in accordance with the Industrial Relations Act, 1996. 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 Branch are not subject to the Corporations Act 2001.

The financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. 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 economic entity in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

**(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 financial statements. Interest is accounted for on an accruals basis.

**(b) Income Tax**

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 1997.

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES 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 plant and equipment is carried at cost, less where applicable, any accumulated depreciation and any impairment in value.

*Depreciation*

The depreciable amount of plant and equipment is depreciated on a diminishing value method 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:

Property	2%
Office Furniture and Equipment	10% - 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 Benefits

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.

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.



LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES 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)

(f) Investments

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

*Available-for-sale financial assets*

Investments, which are classified as available for sale, are measured at fair value.

(g) 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.

(h) 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 Union 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 Union'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  
NEW SOUTH WALES 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 an organisation, 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).

In accordance with the requirements of the Industrial Relations Act, 1991 the attention of members is drawn to the provisions of Sub-Sections (1) and (2) of Section 512 which read as follows:

- (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation.
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

	2007 \$	2006 \$
4. CASH AND CASH EQUIVALENTS		
Cash at Bank	1,956,260	1,469,598
Cash on Hand	<u>11,409</u>	<u>11,409</u>
	<u>1,967,669</u>	<u>1,481,007</u>
5. RECEIVABLES		
Prepayments	28,484	34,471
Accrued Interest	35,253	16,144
Sundry Debtors	75,222	73,476
Deposits	<u>7,067</u>	<u>7,067</u>
	<u>146,026</u>	<u>131,158</u>

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 (Cont'd)

	2007 \$	2006 \$
6. INVESTMENTS		
Money market short term deposits	1,896,210	1,793,855
Short Term Bank Deposits	1,484,555	1,293,783
Short Term Bank Bills	1,400,000	1,519,115
Other	12,471	11,987
	<u>4,793,236</u>	<u>4,618,740</u>
7. LONG SERVICE LEAVE FUND		
INVESTMENTS		
Short Term Bank Deposits	523,810	74,308
Short Term Bank Bills	610,000	540,000
	<u>1,133,810</u>	<u>614,308</u>
8. OTHER FINANCIAL ASSETS		
SHARES – AT FAIR VALUE		
Newcastle Rehabilitation Centre	5,000	5,000
IAG	6,082	4,141
Transnational	200	200
Trade Union Medical Centre	2,000	2,000
	<u>13,282</u>	<u>11,341</u>
9. PROPERTY, PLANT AND EQUIPMENT		
(A) LIBRARY		
Cost	218,504	218,504
Less Accumulated Depreciation	<u>218,504</u>	<u>218,504</u>
	<u>-</u>	<u>-</u>
(B) MOTOR VEHICLES		
Cost	1,064,900	1,056,642
Less Accumulated Depreciation	<u>310,377</u>	<u>200,463</u>
	<u>754,523</u>	<u>856,179</u>
(C) FURNITURE, FITTINGS AND OFFICE MACHINES		
Cost	1,530,786	1,529,647
Less Accumulated Depreciation	<u>1,265,437</u>	<u>1,231,622</u>
	<u>265,349</u>	<u>298,025</u>
(D) PROPERTY		
Land and Buildings – at Cost	434,545	434,545
– at deemed cost	<u>2,320,000</u>	<u>2,320,000</u>
	<u>2,754,545</u>	<u>2,754,545</u>
Less Accumulated Depreciation on Buildings	<u>467,443</u>	<u>415,775</u>
	<u>2,287,102</u>	<u>2,338,770</u>
Total Property, Plant and Equipment	<u>3,306,974</u>	<u>3,492,974</u>

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 (Cont'd)

9. PROPERTY, PLANT AND EQUIPMENT (Cont'd)

MOVEMENTS IN CARRYING AMOUNTS

2007	Properties	Furniture and Equipment	Motor Vehicles	Library	TOTAL
	\$	\$	\$	\$	\$
Balance at 1 July 2006	2,338,770	298,025	856,179	-	3,492,974
Additions	-	49,611	198,507	-	248,118
Disposals	-	(2,442)	(108,051)	-	(110,493)
Depreciation	(51,868)	(79,845)	(192,112)	-	(323,625)
Balance at 30 June 2007	<u>2,287,102</u>	<u>265,349</u>	<u>754,523</u>	<u>-</u>	<u>3,306,974</u>

	2007 \$	2006 \$
10. PROFESSIONAL SERVICES		
Audit Fees	54,465	49,260
Accounting Fees	4,000	24,275
Legal Expenses	115,502	179,043
Professional Services - Other	7,524	36,798
	<u>181,491</u>	<u>289,396</u>

11. RELATED PARTIES

(a) The following persons have held office in the Branch during the financial period.

Branch President	Mark Boyd
Branch Executive Vice Presidents	John Morris Jim Lloyd
Branch Secretary	Annie Owens
Branch Assistant Secretaries	John Hawker Sonia Minutillo Tara Moriarty

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

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

11. RELATED PARTIES (Cont'd]

Branch Executive Members

Shirley Bennett  
Kathleen Hadden  
Ken Caines  
Megan Comensoli  
George Fong  
Peter James  
Sharyn Kabelka  
Kevan Lloyd  
Sue McSullea  
Kyle Naylor  
Gayle Ross  
Margaret Scott  
Anthony Shedden  
Janet Southcott  
Ros Taylor  
Ken Zajicek

- (b) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Income Statement under Salaries and Allowances – Officers.
- (c) The aggregate amount paid during the financial year to a superannuation plan in respect of officers was \$52,860 (2006 : \$54,640).
- (d) There have been no other transactions between the officers 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.

2007	2006
\$	\$

12. RECONCILIATION OF CASH

For the purpose of the cash flow statement, cash includes Cash on Hand and in at call deposits with banks or financial institutions net of bank overdrafts

Cash at Bank		
General Fund	1,956,260	1,469,598
Long Service Leave Fund	2,608	443,387
Cash on Hand	11,409	11,409
	<u>1,970,277</u>	<u>1,924,394</u>

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007 (Cont'd)

	2007 \$	2006 \$
<b>13. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS</b>		
Net Surplus for the Year	738,730	597,361
Non-Cash Flows in Net Surplus		
Thomas Street Property - (Surplus)	(344,702)	(330,354)
Depreciation	323,624	318,758
Loss on Disposal of Assets	32,929	52,018
Changes in Assets and Liabilities		
(Decrease) Increase in Sundry Creditors	(147,281)	(29,507)
Increase/(Decrease) in National Council Creditor	(19,029)	12,768
(Increase) Decrease in Sundry Debtors	(1,746)	4,463
(Increase) Decrease in Prepayments	5,987	266
(Increase) in Accrued Interest	(19,109)	(2,662)
(Decrease)/Increase in Employee Provisions	12,583	(27,728)
<b>CASH FLOWS FROM OPERATIONS</b>	<b>581,986</b>	<b>595,383</b>
<b>14. THOMAS STREET PROPERTY ACCOUNT</b>		
Net asset relating to the Joint Venture with the National Office in respect of building situated at Thomas Street Sydney		
<b>ASSETS</b>		
Land	3,664,500	3,664,500
Building less accumulated depreciation	8,437,959	8,730,847
	12,102,459	12,395,347
Deposits	30,611	30,611
Accrued Interest	19,476	5,878
Prepayments	65,027	42,585
Cash at Bank	110,408	315,192
Investments	2,204,609	1,789,745
Sundry Debtors	105,484	95,852
<b>TOTAL ASSETS</b>	<b>14,638,074</b>	<b>14,675,210</b>
<b>LIABILITIES</b>		
Rent in Advance	-	43,110
Sundry Creditors	63,656	71,995
<b>TOTAL LIABILITIES</b>	<b>63,656</b>	<b>115,105</b>
<b>NET ASSETS</b>	<b>14,574,418</b>	<b>14,560,105</b>

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

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

15. 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:

30 June 2007	Floating interest rate	Fixed interest rate	Non interest bearing	Total
		1 year or less	Over 1 to 5 years	
Financial Assets	\$	\$		\$
Cash	1,958,868	-	-	1,970,277
Receivables	-	-	-	110,475
Bank bills and short term deposits	5,927,046	-	-	-
	<u>7,885,914</u>	<u>-</u>	<u>-</u>	<u>121,884</u>
				<u>8,007,798</u>
Weighted average Interest rate	3.94%			
Financial Liabilities				
Payables	-	-	-	920,985
	<u>-</u>	<u>-</u>	<u>-</u>	<u>920,985</u>
Net financial assets/(liabilities)	<u>7,885,914</u>	<u>-</u>	<u>-</u>	<u>(799,101)</u>
				<u>7,086,813</u>
30 June 2006				
Financial Assets				
Cash	1,912,985	-	-	11,409
Receivables	-	-	-	89,620
Bank bills and short term deposits	5,233,048	-	-	-
	<u>7,146,033</u>	<u>-</u>	<u>-</u>	<u>101,029</u>
				<u>7,247,062</u>
Weighted average Interest rate	3.76%			
Financial Liabilities				
Payables	-	-	-	1,087,295
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,087,295</u>
Net financial assets/(liabilities)	<u>7,146,033</u>	<u>-</u>	<u>-</u>	<u>(986,266)</u>
				<u>6,159,767</u>

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH**

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

**15. 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.

**16. REGISTERED OFFICE**

The registered office and principal place of business of the Branch is;

Level 7  
187 Thomas Street  
Haymarket NSW 2000



LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the Liquor, Hospitality and Miscellaneous Union, New South Wales Branch

Report on the Financial Report

We have audited the general purpose financial report of Liquor, Hospitality and Miscellaneous Union, New South Wales Branch, which comprises the balance sheet as at 30 June 2007, and the income statement, statement of changes in accumulated funds and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes and the committee of management's statement, committee of management certificate and the accounting officer's certificate, for the year then ended.

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

The committee of management and the branch secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Workplace Relations Act 1996 and the Industrial Relations Act 1996. This responsibility also 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*

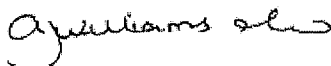
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies, the Workplace Relations Act 1996 and the Industrial Relations Act 1996.

LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT REPORT (cont'd)

*Auditor's Opinion*

- (a) In our opinion the general purpose financial report of Liquor, Hospitality and Miscellaneous Union, New South Wales 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.
- (b) We have received all the information and explanations required for the purposes of our audit.
- (i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure, and
  - (ii) The attached financial report, including the certificates of the committee of management and the accounting officer, is prepared in accordance with Section 510 of the Industrial Relations Act, 1991, as applied by section 282(3) of the Industrial Relations Act 1996.



A J Williams & Co  
Chartered Accountants



David McLean  
Registered Company Auditor,  
SYDNEY NSW 2000

9 October 2007

**ENNA, Belinda**

**From:** AIRCefiling  
**Sent:** Tuesday, 18 December 2007 1:25 PM  
**To:** sydney@air.gov.au  
**Subject:** Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/26

**Attachments:** 20071218\_NSW\_lt AIRC Reg.pdf; Certificate by Secretary.pdf; NSW Accounts 06-07.pdf



20071218\_NSW\_lt AIRC Reg.pdf (...)



Certificate by Secretary.pdf (...)



NSW Accounts 06-07.pdf (2 MB)

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

The documents will be manually checked against the Rules of the Commission by Registry staff as soon as possible and you will be advised by email of any anomaly.

Please note that each registry of the Industrial Registry is open on ordinary working days between the hours of 9.00 am and 5.00 pm, local time.

NSW Registry  
Email: sydney@air.gov.au  
18/12/2007 13:25

Type of Application: financial returns  
Matter Number (IF your eFiling is accepted): FR2007/26  
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: 20071218\_NSW\_lt AIRC Reg.pdf  
Lodgement of full financial report: Certificate by Secretary.pdf  
Lodgement of full financial report: NSW Accounts 06-07.pdf

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

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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, New South Wales Branch – for year ending 30 June 2007  
(FR2007/263)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 18 December 2007.

The legislative requirements have been met and accordingly the documents have been filed. However I draw your attention to the following.

**S237 Statement of Loans, Grants and Donations may be required**

I note the item "Donations" on the Income Statement on page 7 shows a total of \$54,307. If this amount included any individual donation exceeding \$1,000, the Branch must lodge a statement under s237 declaring the relevant particulars, if it has not already done so. I attach the relevant extract.

Yours sincerely,

Stephen Kellett  
Statutory Services Branch

28 December 2007

**237 Organisations to notify particulars of loans, grants and donations**

(1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

*Note: This subsection is a civil penalty provision (see section 305).*

(2) A statement lodged in the Industrial Registry under subsection (1) must be signed by an officer of the organisation.

(6) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation; and

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.