



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/338-[108V-QLD]

Mr Ron Monaghan
Queensland Branch Secretary
ALHMWU
PO Box 331
SPRING HILL QLD 4004

Dear Mr Monaghan

**Re: ALHMWU - Queensland Branch - Financial
Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

15 July, 2003

National Office
Level 9
187 Thomas Street
Haymarket NSW 2000

Locked Bag 9
Haymarket NSW 1240

Telephone: (02) 8204 7200
Facsimile: (02) 9281 4480
E-mail: lhmu@lhmu.org.au
Web address: www.lhmu.org.au

ABN: 5272 8088 684

Helen Creed
National President

Jeff Lawrence
National Secretary

Tim Ferrari
Jo-anne Schofield
Louise Tarrant
Assistant National Secretaries

Australian
Liquor, Hospitality
and Miscellaneous
Workers Union



27 October, 2003

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

Dear Sir/Madam

re: QUEENSLAND ACCOUNTS

I advise that in accordance with the requirements of Section 279(4), the committee of management of the Queensland Branch has resolved to supply members with a summary of the financial accounts of the Australian Liquor, Hospitality and Miscellaneous Workers Union, Queensland Branch

Attached hereto is a copy of the summary we propose to print in the Summer edition of *Union News – Focus on Qld*. This journal is forwarded by post free of charge to all members of the union.

It is proposed that this journal be printed and forwarded to members in December 2003 or early January 2004. As the publication date will not meet the 56 day publication requirement of Section 279(3) of the Act, we request that this period be extended to 15 January 2004.

I advise that the accounts, including the summary, were made available on 3 September 2003.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jeff Lawrence".

JEFF LAWRENCE
NATIONAL SECRETARY

Enc.

**SUMMARY OF THE FINANCIAL REPORT OF
AUSTRALIAN LIQUOR, HOSPITALITY AND MISCELLANEOUS
WORKERS UNION (QUEENSLAND BRANCH)
FOR THE YEAR ENDED 30 JUNE 2003**

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 subsection (1), (2) and (3) of section 274 which read as follows:

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

Auditors' certificate

We have audited the summarised financial report of Australian Liquor, Hospitality and Miscellaneous Workers Union (Queensland Branch) for the year ended 30 June 2003 as set out on page 2 in accordance with Australian Auditing Standards.

In our opinion, the information reported in the summarised financial report is consistent with the financial report from which it is derived and upon which we expressed an unqualified audit opinion in our report to members dated 3 September 2003. Our Auditors' Report dated 3 September 2003 on the accounts did not contain particulars of any deficiency, failure or shortcomings as referred to in the Workplace Relations Act 1996.

A full description of the accounting policies adopted may be found in the full annual financial report. For a better understanding of the scope of our audit, this report should be read in conjunction with our report on the full financial report.

KPMG

KPMG

M J Fitzpatrick

M J Fitzpatrick
Partner

3 September 2003

**SUMMARY OF THE FINANCIAL REPORT OF
AUSTRALIAN LIQUOR, HOSPITALITY AND MISCELLANEOUS
WORKERS UNION (QUEENSLAND BRANCH)
FOR THE YEAR ENDED 30 JUNE 2003**

The financial accounts of the Union have been audited in accordance with the provisions of the Workplace Relations Act 1996 and the following summary is provided for members in accordance with Section 279(2) of the Act.

A copy of the Auditors' Report, accounts and statements will be supplied free of charge to members who request same.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

	2003 \$	2002 \$
STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003		
Income		
Contributions	5,159,859	5,029,186
Other income	<u>259,410</u>	<u>239,410</u>
Total income	5,419,269	5,268,596
Less: Total expenditure	<u>4,911,646</u>	<u>4,900,322</u>
Surplus for the year	<u>507,623</u>	<u>368,274</u>
STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003		
Retained profits	<u>5,116,698</u>	<u>4,609,075</u>
Represented by:		
Current assets		
- Cash	11,912	211,651
- Receivables	163,808	32,132
- Other financial assets	4,136,903	3,623,517
- Other	<u>27,020</u>	<u>18,063</u>
	<u>4,339,643</u>	<u>3,885,363</u>
Non current assets		
- Property, plant and equipment	1,741,086	1,727,064
- Other financial assets	<u>110,020</u>	<u>50,020</u>
	<u>1,851,106</u>	<u>1,777,084</u>
Total assets	6,190,749	5,662,447
Less: Total liabilities	<u>1,074,051</u>	<u>1,053,372</u>
Net assets	<u>\$5,116,698</u>	<u>\$4,609,075</u>



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Jeff Lawrence
National Secretary
ALHMWU
Locked Bag 9
HAYMARKET NSW 1240

Dear Mr Lawrence

**Re: Lodgement of summary of financial accounts and extension of time to supply to members
- for ALHMWU Queensland Branch for the year ending
30 June 2003 (FR2003/338)**

I refer to the summary and copies of the abovementioned financial statements and accounts, which were lodged in the Industrial Registry on 5 November 2003.

The summary meets the requirements of subsection 279(2) of the *Workplace Relations Act 1996* ('the Act') and has been filed. We look forward to the final lodgement of the above statements and accounts in due course.

I refer to your letter dated 27 October 2003 requesting an extension of time under subsection 279(3) of the Act to enable the distribution of the ALHMWU - Queensland branch's financial statements to members of the Branch via the December 2003 issue of *Union News - Focus on Qld*.

Pursuant to subsection 279(3) of the Act, I allow the organisation and Branch until 15 January 2004 to supply a copy of the statements to the members by way of publication.

Yours sincerely,

Barry Jenkins
Deputy Industrial Registrar

10 November 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9360 6990

Ref: FR2003/338 -[108V-QLD]

Mr Ronald W Monaghan
Branch Secretary
Queensland Branch
Liquor, Hospitality and Miscellaneous Union
PO Box 331
SPRING HILL QLD 4004

Dear Mr Monaghan

**Re: Liquor, Hospitality and Miscellaneous Union - Queensland Branch
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice **by 5 May 2004** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/338**.

Yours sincerely



Belinda Penna

E-mail: belinda.penna@air.gov.au

14 April, 2004

National Office
Level 9
187 Thomas Street
Haymarket NSW 2000

Locked Bag 9
Haymarket NSW 1240

Telephone: (02) 8204 7200
Facsimile: (02) 9281 4480
E-mail: lhmu@lhmu.org.au
Web address: www.lhmu.org.au

ABN: 5272 8088 684

Helen Creed
National President

Jeff Lawrence
National Secretary

Tim Ferrari
Jo-anne Schofield
Louise Tarrant
Assistant National Secretaries

**Liquor, Hospitality
and Miscellaneous Union**



25 May, 2004

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

Dear Mr Jenkins

re: QUEENSLAND BRANCH ACCOUNTS

I write further to my letter of 27 October 2003 concerning the financial documents of the Queensland Branch for the year ended 30 June 2003.

You have been previously supplied with a copy of the summary of the accounts which was published in the Summer edition of *Union News – Focus on Queensland*.

Enclosed is a copy of the auditor's report, accounting officer's certificate and committee of management's certificate for the accounting period in question. In addition, I enclose a certificate signed by the Branch Secretary stating that the financial statements are those presented to the committee of management meeting held on 4th February 2004.

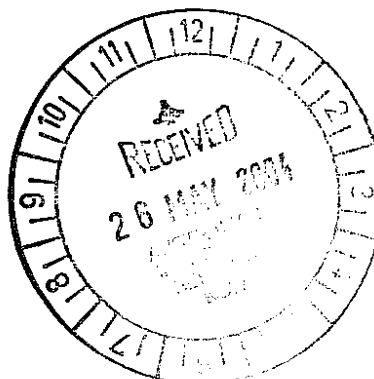
You have previously been advised that the auditor's report was received on 3 September 2003.

On the basis of this documentation, it would seem that the Queensland Branch has complied with the audit requirements of the Act.

Yours faithfully

JEFF LAWRENCE
NATIONAL SECRETARY

Enc.



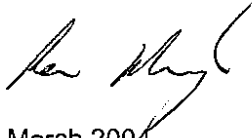
19 MAY 2004

CERTIFICATE

I certify that the attached financial statements for the year ended 30 June 2003 are the financial statements presented to the Branch's Committee of Management on 4th February 2004.

The financial statements comprise: Committee of Management Certificate, Accounting Officer's Certificate, Auditor's Report, Income and Expenditure Account, Balance Sheet, and Notes to and forming part of the Accounts.

Signed:

A handwritten signature in black ink, appearing to be 'Ken Styr'.

Date: 10th March 2004

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003**

**Australian Liquor, Hospitality and Miscellaneous Workers Union
(Queensland Branch)**

ABN 69 844 574 256

Contents

Statement of financial performance	1
Statement of financial position	3
Statement of cash flows	4
Notes to and forming part of the financial statements	5
Committee of management's certificate	19
Accounting officer's statement	20
Independent audit report	21

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
Revenue		
<i>Revenue from ordinary activities</i>		
Contributions from members	5,159,859	5,029,186
Dividends received	-	185
Interest	181,378	159,407
Grant income	-	30,000
Profit on disposal of non-current assets	36,022	28,019
Sundry income	<u>42,010</u>	<u>21,799</u>
Total revenue	<u>5,419,269</u>	<u>5,268,596</u>
Expenditure		
<i>Employee expenses</i>		
Annual leave	271,854	233,815
Fringe benefits tax	13,682	37,105
Long service leave	34,440	26,955
Payroll tax	101,345	90,064
Salaries & allowances		
Officials	188,329	203,025
Others	1,585,104	1,481,068
Superannuation	<u>279,304</u>	<u>241,135</u>
	<u>2,474,058</u>	<u>2,313,167</u>
<i>Depreciation expenses</i>		
Office furniture & equipment	33,237	28,415
Motor vehicles	119,590	120,926
Building improvements	7,371	7,370
Buildings	<u>56,424</u>	<u>56,424</u>
	<u>216,622</u>	<u>213,135</u>
<i>Other expenses from ordinary activities</i>		
Advertising	1,112	2,780
Affiliation fees	208,985	253,253
Airfares	24,485	24,183
Arbitration fees & awards	3,270	11,682
Attendance fees and tea money	9,345	7,380
Audit & accountancy fees	30,850	26,968
Bank charges	11,143	11,254
Commission – payroll deductions	154,763	162,411
Computer expenses	10,567	20,421
Donations	6,585	22,800
Education and training	(12,647)	31,119
Electricity	27,765	25,551
Federal Council - Sustentation fees	878,177	854,901
General expenses	22,595	39,937
Insurance	19,832	11,391

The statement of financial performance is to be read in conjunction with the notes to the financial statements set out on pages 5 to 18.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE (continued)
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
<i>Other expenses from ordinary activities (continued)</i>			
Labour Day expenses		-	(6,425)
Legal assistance - members		84,276	129,424
Magazine expenses		77,850	105,391
Meeting & conference expenses		16,889	32,986
Motor vehicle expenses			
- Petrol, oil, repairs & maintenance		78,246	80,357
- Registration and insurance		28,246	25,582
Organising expenses and accommodation		88,513	70,624
Postage		50,998	46,490
Printing & stationery		70,108	76,935
Property expenses			
- Astor Terrace		18,340	19,442
- Rockhampton		1,750	5,250
Rates		26,420	25,830
Rent		24,279	23,464
Repairs & maintenance		31,729	55,298
Subscriptions & publications		21,526	17,478
Sundry Expenses		2,883	-
Telephone		184,211	136,694
Travelling		<u>17,875</u>	<u>23,169</u>
		<u>2,220,966</u>	<u>2,374,020</u>
Total expenditure		<u>4,911,646</u>	<u>4,900,322</u>
Profit from ordinary activities before related income tax expenses		507,623	368,274
Income tax expenses from ordinary activities (Note 1(d))		-	-
Net profit		<u>507,623</u>	<u>368,274</u>

The statement of financial performance is to be read in conjunction with the notes to the financial statements set out on pages 5 to 18.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
Current assets			
Cash assets	7	11,912	211,651
Receivables	8	163,808	32,132
Other financial assets	9	4,136,903	3,623,517
Other	10	<u>27,020</u>	<u>18,063</u>
Total current assets		<u>4,339,643</u>	<u>3,885,363</u>
Non-current assets			
Property, plant and equipment	6	1,741,086	1,727,044
Other financial assets	9	<u>110,020</u>	<u>50,020</u>
Total non-current assets		<u>1,851,106</u>	<u>1,777,064</u>
Total assets		<u>6,190,749</u>	<u>5,662,427</u>
Current liabilities			
Payables	11	562,511	548,691
Provisions	12	<u>435,427</u>	<u>351,384</u>
Total current liabilities		<u>997,938</u>	<u>900,075</u>
Non-current liabilities			
Provisions	12	<u>76,113</u>	<u>153,277</u>
Total non-current Liabilities		<u>76,113</u>	<u>153,277</u>
Total liabilities		<u>1,074,051</u>	<u>1,053,352</u>
Net assets		<u>5,116,698</u>	<u>4,609,075</u>
Equity			
Reserves	4	272,795	272,795
Retained profits	5	<u>4,843,903</u>	<u>4,336,280</u>
Total equity		<u>5,116,698</u>	<u>4,609,075</u>

The statement of financial position is to be read in conjunction with the notes to the financial statements set out on pages 5 to 18.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
Cash flows from operating activities			
Cash receipts in the course of operations		5,590,888	5,648,051
Cash payments in the course of operations		(5,203,977)	(5,207,977)
Dividends received		-	185
Interest received		<u>181,378</u>	<u>159,407</u>
Net cash provided by operating activities	15	<u>568,289</u>	<u>599,666</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(261,061)	(188,938)
Proceeds on disposal of property, plant and equipment		66,409	55,591
Payments for investments		(809,378)	(501,649)
Proceeds from redemption of investments		<u>-</u>	<u>321,064</u>
Net cash used in investing activities		<u>(1,004,030)</u>	<u>(313,932)</u>
Net increase/(decrease) in cash held		(435,741)	285,734
Cash at the beginning of the financial year		<u>835,173</u>	<u>549,439</u>
Cash at the end of the financial year	14	<u>399,432</u>	<u>835,173</u>

The statement of cash flows is to be read in conjunction with the notes to the financial statements set out on pages 5 to 18.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of this financial report are:

(a) Basis of preparation

The financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996.

It has been prepared on the basis of historical costs and except where stated, does not take into account changing money values or fair values of non-current assets.

The accounting policies have been consistently applied and except where there is a change in accounting policy, are consistent with those of the previous year.

(b) Revenue recognition

Revenues are recognised at fair value of the consideration received net of the amount of goods and services tax (GST) payable to the taxation authority.

Contribution revenue

Contributions are accounted for on a cash receipts basis to recognise the basis on which fees are due and payable. Amounts are recognised net of goods and services tax (GST).

Interest income

Interest income is recognised as it accrues, taking into the effective yield of the financial asset.

Sale of non-current assets

The gross proceeds of non-current asset sales are included as revenue at the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed.

The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

Dividends

Revenue from dividends from investments in other entities are recognised when received.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). 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 are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investments and financing activities which are recoverable from, or payable to, ATO are classified as operating cash flows.

(d) Taxation

The Union is exempt from income tax under ITAA97 Section 50-15.

(e) Acquisition of assets

All assets acquired including property, plant and equipment are initially recorded at their cost of acquisition at the date of acquisition, being the fair value of the consideration provided plus incidental costs directly attributable to the acquisition.

(f) Cash assets

Cash assets are carried at face value of the amounts deposited. The carrying amounts of cash assets approximates net fair value.

(g) Receivables

Bad debts are written off in the period in which they are identified. The carrying amount of receivables approximates net fair value.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) Other financial assets

Bank deposits

Bank deposits are carried at face value of the amount deposited. The carrying amounts approximate fair value.

Other entities

Investments in other entities are carried at the lower of cost and recoverable amount.

The net fair value of listed shares, which are traded in an organised financial market is determined by valuing them at the current quoted market bid price, adjusted for transaction costs necessary to realise the asset.

The net fair value of investments in unlisted shares in other corporations is considered to be cost.

Units in Unit Trusts

Units in Unit Trusts that hold investment property are held for the purpose of returning rental income and capital appreciation.

The units are carried at cost. The Union is of the opinion that cost approximates fair value.

(i) Recoverable amount of non-current asset valued on a cost basis

The carrying amounts of non-current assets valued on the cost basis are reviewed to determine whether they are in excess of their recoverable amount at reporting date. If the carrying amount of a non-current asset exceeds the recoverable amount, the asset is written down to the lower amount. The write down is recognised as an expense in the net profit and loss in the reporting period in which it occurs.

In assessing recoverable amounts of non-current assets, the relevant cash flows have not been discounted to their present value, except where specifically stated.

(j) Property plant and equipment

Revaluations

Until 30 June 2000, land and buildings were stated at independent valuation and cost. The independent valuation was carried on 9 May 1985 by John A Meldrum, F.R.E.I., A.A.I.V., S.C.V. On applying revised AAS 38 Revaluation of Non-current Assets, with effect from 1 July 2000, the Union elected to revert to the cost basis for measuring all land and buildings. The Union chose this option because it considered the cost of complying with the alternative policy permitted by AAS 38 of revaluing land and buildings with sufficient regularity to ensure that the carrying amount of each item does not materially differ from its fair value at the reporting date would exceed the benefits that would be gained.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Property plant and equipment (continued)

Useful life

All non current assets, with the exception of investment properties, have limited useful lives and are depreciated using straight line method over their estimated useful lives.

Assets are depreciated from the date of acquisition.

Depreciation rates and methods are reviewed annually for appropriateness. When changes are made, adjustments are reflected prospectively in current and future periods only. Depreciation is expensed.

The depreciation rates used for each class of asset are as follows:

	2003	2002
■ buildings	3.33%	3.33%
■ building improvements	4%	4%
■ office furniture and equipment	20-25%	25%
■ library	20%	20%
■ motor vehicles	25%	25%

(k) Payables

Liabilities are recognised for amounts to be paid in the future for goods or services received. The carrying amount of payables approximates fair value.

(l) Employee benefits

The carrying amount of provisions for employee entitlements approximates net fair value.

Wages, salaries and annual leave

Liabilities for employee benefits for wages, salaries and annual leave expected to be settled within 12 months of the year-end represent present obligations resulting from employees' services provided to the reporting date, calculated at undiscounted amounts based on remuneration wage and salary rates that the union expects to pay including related on-costs.

Long service leave

The provision for employee benefits to long service leave represents the present value of the estimated future cash outflows to be made resulting from employees' services provided to reporting date.

The provision is calculated using expected future increases in wage and salary rates including related on-costs.

Superannuation Plan

The Union contributes to a defined contribution employee superannuation plan. Contributions are charged against income as they are made.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(m) Changes in accounting policies

Employee benefits

The union has applied the revised AASB 1028 "Employee Benefits" for the first time since 1 July 2002.

The liability for wages and salaries and accrued leave expected to be settled within 12 months of year end is now calculated using the remuneration rates the union expects to pay as at each balance date, not wage and salary rates current at balance date.

The financial impact of this change in accounting policy is not material and has been reflected in the current financial year.

(n) Nature of the entity

The Australian Liquor, Hospitality and Miscellaneous Workers Union is an industrial union of employees registered at both State and Federal levels. The Queensland Branch has its principal place of business at 74 Astor Terrace, Brisbane. At balance date the Queensland Branch had 49 (2002:46) full time equivalent employees.

2A WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274, which reads as follows:

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

2B UNION PROPERTY AND FUNDS

The rules of the Union provide that all property and assets are held in the name of the Union. This particularly applies to property acquired from Branch funds but which is registered in the name of the Union. Branch funds themselves form part of the property of the Union.

The Union policy is for assets and property acquired from Branch funds to be accounted for in the financial statements of the Branch from whose funds the assets were acquired.

Similarly, all income received by a Branch (whether in the form of entrance fees, contributions, fines, fees, levies, dues or penalties or by way of investments and the like) is accounted for in the financial statements of that Branch.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION
(QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
3 REVENUE FROM ORDINARY ACTIVITIES		
Contributions from members	<u>5,159,859</u>	<u>5,029,186</u>
Other revenues		
<i>From operating activities</i>		
Dividends – other parties	-	185
Interest – other parties	181,378	159,407
Grant income	-	30,000
Sundry income	42,010	21,799
<i>From outside operating activities</i>		
Gross proceeds from sale of non current assets	<u>66,409</u>	<u>55,591</u>
Total other revenues	<u>289,797</u>	<u>266,982</u>
Total revenue from ordinary activities	<u>5,449,656</u>	<u>5,296,168</u>
4 ASSET REVALUATION RESERVE		
Library	2,374	2,374
Astor Terrace, Spring Hill	<u>270,421</u>	<u>270,421</u>
	<u>272,795</u>	<u>272,795</u>
There were no movements during the year		
5 RETAINED PROFITS		
Retained profits at beginning of year	4,336,280	3,968,006
Net profit	<u>507,623</u>	<u>368,274</u>
Retained profits at end of year	<u>4,843,903</u>	<u>4,336,280</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION
(QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
6 PROPERTY PLANT AND EQUIPMENT		
Land and buildings, Astor Terrace		
Land - at cost	<u>373,000</u>	<u>373,000</u>
Buildings - at cost	1,692,732	1,692,732
Less: Accumulated depreciation	<u>(858,659)</u>	<u>(802,234)</u>
	<u>834,073</u>	<u>890,498</u>
Building improvements - at cost	184,252	184,252
Less: Accumulated depreciation	<u>(70,091)</u>	<u>(62,721)</u>
	<u>114,161</u>	<u>121,531</u>
Total written down value of land and buildings	<u>1,321,234</u>	<u>1,385,029</u>
Office furniture and equipment		
Written down value, January 1984	-	10,856
Additions, at cost	<u>133,540</u>	<u>899,502</u>
	133,540	910,358
Less: Accumulated depreciation	<u>(58,456)</u>	<u>(808,972)</u>
	<u>75,084</u>	<u>101,386</u>
Library		
At cost	35,310	35,310
Less: Accumulated depreciation	<u>(35,310)</u>	<u>(35,310)</u>
	<u>-</u>	<u>-</u>
Motor vehicles		
Motor vehicles at cost	536,458	459,953
Less: Accumulated depreciation	<u>(191,690)</u>	<u>(219,324)</u>
	<u>344,768</u>	<u>240,629</u>
Total property, plant and equipment	<u>1,741,086</u>	<u>1,727,044</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
6 PROPERTY PLANT AND EQUIPMENT (continued)		
Reconciliations		
Reconciliations at the carrying amounts for each class of property, plant and equipment are set out below:		
<i>Buildings and improvements</i>		
Carrying amount at beginning of year	1,012,029	1,075,822
Depreciation	<u>(63,795)</u>	<u>(63,793)</u>
Carrying amounts at end of year	<u>948,234</u>	<u>1,012,029</u>
<i>Office furniture and equipment</i>		
Carrying amount at beginning of year	101,386	74,870
Additions	6,935	54,931
Depreciation	<u>(33,237)</u>	<u>(28,415)</u>
Carrying amount at end of year	<u>75,084</u>	<u>101,386</u>
<i>Motor vehicles</i>		
Carrying amount at beginning of year	240,629	255,120
Additions	254,016	134,007
Disposals	(30,287)	(27,572)
Depreciation	<u>(119,590)</u>	<u>(120,926)</u>
Carrying amount at end of year	<u>344,768</u>	<u>240,629</u>
7 CASH ASSETS		
Cash on hand	1,530	1,530
Current account	<u>10,382</u>	<u>210,121</u>
	<u>11,912</u>	<u>211,651</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
8 RECEIVABLES		
LHMU – National Office	105,000	6,306
Sundry receivables	<u>58,800</u>	<u>25,826</u>
	<u>163,808</u>	<u>32,132</u>
9 OTHER FINANCIAL ASSETS		
Current		
Long Service Leave Fund CBA	5,294	5,292
Cash Management Account	125,833	374,046
Fixed deposit - Union Co-Operative Society Ltd	<u>256,393</u>	<u>244,184</u>
	<u>387,520</u>	<u>623,522</u>
Bank bill - cash management	3,748,233	2,998,845
Shares – listed at cost	850	850
Shares – unlisted at cost	<u>300</u>	<u>300</u>
	<u>3,749,383</u>	<u>2,999,995</u>
	<u>4,136,903</u>	<u>3,623,517</u>
Non-current		
Units in Unlisted Trusts:		
- Trades and Labour Council of Queensland Building Trust Rockhampton	50,020	50,020
- The QCU Bundaberg Unit Trust	<u>60,000</u>	<u>-</u>
	<u>110,020</u>	<u>50,020</u>
10 OTHER CURRENT ASSETS		
Deposits	200	200
Prepayments	<u>26,820</u>	<u>17,863</u>
	<u>27,020</u>	<u>18,063</u>
11 PAYABLES		
Sundry creditors	467,841	478,168
GST payable	<u>94,670</u>	<u>70,523</u>
	<u>562,511</u>	<u>548,691</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
12 PROVISIONS		
Current		
Provision for annual leave	228,257	211,987
Provision for long service leave	<u>207,170</u>	<u>139,397</u>
	<u>435,427</u>	<u>351,384</u>
Non-current		
Provision for long service leave	<u>76,113</u>	<u>153,277</u>
	<u>76,113</u>	<u>153,277</u>
Employee benefits		
Aggregate liability for employee benefits including on costs		
<i>Current</i>	435,427	351,384
<i>Non-current</i>	<u>76,113</u>	<u>153,277</u>
	<u>511,540</u>	<u>504,661</u>
The number of officers and employees in respect of whom the above provisions consists is as follows:		
Provision for annual leave	49	46
Provision for long service leave	<u>24</u>	<u>25</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

13 ADDITIONAL FINANCIAL INSTRUMENTS DISCLOSURES

(a) Interest rate risk exposures

The Union's exposure to interest rate risk and the effective weighted average interest rates for classes of financial assets and financial liabilities is set out below.

	Floating interest rates	Fixed interest rates 1 year or less	Non interest bearing	Total
2003				
Financial assets				
Cash	10,382	-	1,530	11,912
Receivables	-	-	163,808	163,808
Investments	<u>131,127</u>	<u>4,004,626</u>	<u>111,170</u>	<u>4,246,923</u>
	<u>141,509</u>	<u>4,004,626</u>	<u>276,508</u>	<u>4,422,643</u>
Weighted average interest rates	4.34%	4.62%	-	
Financial liabilities				
Payables	-	-	562,511	562,511
Employee benefits	<u>-</u>	<u>-</u>	<u>511,540</u>	<u>511,540</u>
	<u>-</u>	<u>-</u>	<u>1,074,051</u>	<u>1,074,051</u>
2002				
Financial assets				
Cash	210,121	-	1,530	211,651
Receivables	-	-	32,132	32,132
Investments	<u>379,338</u>	<u>3,243,029</u>	<u>51,270</u>	<u>3,673,537</u>
	<u>589,459</u>	<u>3,243,029</u>	<u>84,932</u>	<u>3,917,320</u>
Weighted average interest rates	2.25%	4.72%	-	
Financial liabilities				
Payables	-	-	548,691	548,691
Employee benefits	<u>-</u>	<u>-</u>	<u>504,661</u>	<u>504,661</u>
	<u>-</u>	<u>-</u>	<u>1,053,352</u>	<u>1,053,352</u>

(b) Credit risk exposures

Credit risk represents the loss that would be recognised if counter parties failed to perform as contracted.

The credit risk on financial assets, excluding investments, of the Union which have been recognised on the statement of financial position, is the carrying amount, net of provision for doubtful debts.

The credit risk on investments is minimised as counter parties are substantially recognised financial intermediaries with acceptable credit ratings determined by a recognised rating agency.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

13 ADDITIONAL FINANCIAL INSTRUMENTS DISCLOSURES (cont)

(c) Net fair value of financial assets and liabilities

The directors consider the carrying amount of financial assets and liabilities approximates their net fair value.

14 RECONCILIATION OF CASH

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	2003 \$	2002 \$
Cash on hand (refer note 7)	1,530	1,530
Current account (refer note 7)	10,382	210,121
Deposits at call (refer note 9)	<u>387,520</u>	<u>623,522</u>
	<u>399,432</u>	<u>835,173</u>

**15 RECONCILIATION OF PROFIT FROM ORDINARY ACTIVITIES
TO NET CASH PROVIDED BY OPERATING ACTIVITIES**

Profit from ordinary activities after income tax	507,623	368,274
<i>Add/(less) items classified as investing activities:</i>		
Profit on sale of non current assets	(36,022)	(28,019)
Add/(less) non cash items:		
Depreciation - Office furniture	33,237	28,415
- Motor vehicles	119,590	120,926
- Building improvements	7,371	7,370
- Buildings	56,424	56,423
Amounts set aside to provisions	<u>6,879</u>	<u>(9,702)</u>
Net cash provided by operating activities before changes in assets and liabilities	695,102	543,687
<i>Changes in assets and liabilities:</i>		
(Increase)/decrease in receivables	(131,676)	56,013
(Increase)/decrease in prepayments	(8,957)	4,277
(Decrease)/increase in payables	<u>13,820</u>	<u>(4,311)</u>
Net cash provided by operating activities	<u>568,289</u>	<u>599,666</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
16 OPERATING LEASE COMMITMENTS		
Future operating lease rentals not provided for in the financial statements and payable:		
Within one year	14,686	14,182
Later than one year but not later than five years	<u>17,220</u>	<u>2,386</u>
	<u>31,906</u>	<u>16,568</u>
The union leases property under non-cancellable operating leases expiring in two years.		
17 RELATED PARTIES		
The persons holding the position of elected officials of the Union at anytime during the year ended 30 June 2003:		
Shirley A Mellor		Ronald W Monaghan
Irene Monro		Gary Bullock
Officers' remuneration		
Total salary and wages (\$238,408) and superannuation (\$30,993) and benefits (\$31,400) paid or payable, or otherwise made available to all officers from the Union or any related party	<u>300,801</u>	<u>296,477</u>
Other related party transactions		
During the year ended 30 June 2003 the Union made affiliation fee payments to the Federal Office and to the Queensland Council of Unions. These payments are detailed in the Statement of financial performance on pages 2 and 3 of these financial statements.		
Included in receivables is an amount receivable from the Federal Office of \$105,000 to cover the cost of organising co-ordinators.		
Included in sundry creditors is an amount payable to the Federal Office of \$217,018 (2002: \$215,223).		
18 AUDITORS REMUNERATION		
Audit services:		
Auditors of the Union - KPMG	18,450	17,500
Other services:		
Auditors of the Union - KPMG	<u>12,400</u>	<u>9,468</u>
	<u>30,850</u>	<u>26,968</u>

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

19 CONTINGENT LIABILITIES

There are a number of outstanding legal actions against the Union. The Union is not aware of any circumstance or information which would lead them to believe that liabilities will crystallise and consequently no provisions are included in the financial statements. Furthermore, the Union believes that no amount is required as a contingent liability as they are confident the claims will be successfully defended.

20 Segment reporting

The Union operates to support its members through providing industrial representation and service for members within Queensland. The provision of industrial representation and service is the only business segment of the Union. The Union operates only within Queensland.

**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, *CAROL DIAN CORLESS* and *DOUG LUTHAM*,
being two members of the Committee of Management of the Australian Liquor, Hospitality and
Miscellaneous Workers Union (Queensland Branch) do state on behalf of the Committee and in
accordance with a resolution passed by the Committee that:

- (a) in the opinion of the Committee of Management the attached financial report set out on
pages 1 to 18 shows a true and fair view of the financial affairs of the Union as at 30 June
2003;
- (b) in the opinion of the Committee of Management the meetings of the Committee were held
during the year ended 30 June 2003 in accordance with the rules of the Union;
- (c) to the knowledge of the Committee of Management there have been no instances during
the year ended 30 June 2003 where records of the Union or other documents, (not being
documents containing information made available to a member of the Queensland Branch
under sub-section 274(2) of the Workplace Relations Act 1996) or copies of those records
or other documents, or copies of the rules of the Union, have not been furnished, or made
available to members of the Union in accordance with the requirements of the Workplace
Relations Act 1996, the Regulations thereto, or the rules of the Union; and
- (d) the Union has complied with sub-sections 279(1) and (6) of the Workplace Relations Act
1996 in relation to the financial accounts in respect of the year ended 30 June 2002 and
the Auditors Report thereon.

[Signature]

3/9/03

Date

[Signature]

3 - 9 - 03

Date

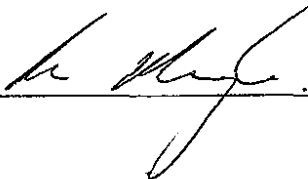
**AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

ACCOUNTING OFFICER'S STATEMENT

I, Ronald MONAGHAN, being the officer responsible for keeping the accounting records of the Australian Liquor, Hospitality and Miscellaneous Workers Union (Queensland Branch) certify that as at 30 June 2003 the number of members of the Union was 24,402.

In my opinion,

- (a) the attached financial statements, set out on pages 1 to 18, show a true and fair view of the financial affairs of the Union as at 30 June 2003;
- (b) a record has been kept of all money paid by, or collected from, members of the Union, and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the Union;
- (c) 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;
- (d) any payment was made out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the Workplace Relations Regulation 1996 was made only for the purposes for which the fund was operated and any such payment so made was approved in accordance with the rules of the Union;
- (e) all loans or other financial benefits granted to persons holding office in the Union were authorised in accordance with the rules of the Union;
- (f) the Register of Members of the Union was maintained in accordance with the Workplace Relations Act 1996.



3rd September, 2003
Date

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
AUSTRALIAN LIQUOR, HOSPITALITY AND
MISCELLANEOUS WORKERS UNION (QUEENSLAND BRANCH)**

Scope

We have audited the financial report of the Australian Liquor, Hospitality and Miscellaneous Workers Union (Queensland Branch) for the year ended 30 June 2003, consisting of the statement of financial performance, statement of financial position, statement of cash flows and accompanying notes set out on pages 1 to 18. The Union's Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Workplace Relations Act 1996 so as to present a view which is consistent with our understanding of the Union's financial position, and its performance as represented by the results of its operations and its cash flows.

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

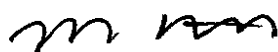
Audit opinion

In our opinion:

- (a) there were kept by the Union in relation to the year ended 30 June 2003, satisfactory accounting records, including records of the sources and nature of the income of the Union (including income from members) and records of the nature and purposes of expenditure of the Union; and
- (b) the accounts and statements, set out on pages 1 to 18, prepared under Section 273 of the Workplace Relations Act 1996 in relation to the year are properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Union as at 30 June 2003; and
 - (ii) the income and expenditure, and surplus of the Union for the year ended 30 June 2003; and
 - (iii) all information and explanations that officers or employees of the Union were required to provide were provided.
- (c) comply with Accounting Standards and other mandatory professional reporting requirements in Australia.

KPMG

KPMG



M J Fitzpatrick
Partner

3 September, 2003



Australian Government
Australian Industrial Registry

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

Mr Jeff Lawrence
National Secretary
LHMU
Locked Bag 9
HAYMARKET NSW 1240

Dear Mr Lawrence

**Re: Lodgement of the Financial Statements and Accounts for the LHMU Queensland Branch
for the year ending 30 June 2003 (FR2003/338)**

Receipt is acknowledged of the abovementioned financial documents which were lodged in the Registry on 26 May 2004.

Thank you for your attention to this matter. The documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/108vqld/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

26 May 2004