



**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: FR2007/266-[108V-SA1]**

Mr Mark Butler  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union-South  
Australian Branch  
101 Henley Beach Road  
MILE END SA 5031

Dear Mr Butler

**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".

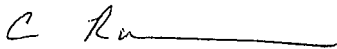
### **Extensions of Time**

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

**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*

**PENNA, Belinda**

**From:** TEECE, Steve  
**Sent:** Friday, 7 December 2007 3:08 PM  
**To:** PENNA, Belinda  
**Subject:** FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/18

**Attachments:** 20071207\_SA\_It AIRC Reg.pdf; Certificate by Secretary.pdf; Letter by Secretary.pdf; LHMU SA Accounts 06-07.pdf; Notes from LHMU SA Accounts 06-07.pdf



20071207\_SA\_It  
AIRC Reg.pdf (4...



Certificate by  
Secretary.pdf (...



Letter by  
secretary.pdf (195 K.



LHMU SA Accounts  
06-07.pdf (2 ...



Notes from LHMU  
SA Accounts 06...

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

From: sydney@air.gov.au  
Sent: Friday, 7 December 2007 12:13 PM  
To: TEECE, Steve  
Subject: FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/18

Melissa Rees  
Sydney Registry  
Ext 2505

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

From: aircefiling@air.gov.au [mailto:aircefiling@air.gov.au]  
Sent: Friday, 7 December 2007 12:06 PM  
To: sydney@air.gov.au  
Subject: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2007/18 MR

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

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

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  
07/12/2007 12:05

Type of Application: financial returns  
Matter Number (IF your eFiling is accepted): FR2007/18  
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: 20071207\_SA\_lt AIRC Reg.pdf  
Lodgement of full financial report: Certificate by Secretary.pdf  
Lodgement of full financial report: Letter by Secretary.pdf  
Lodgement of

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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

\*\*\*\*\*

**National Office**

Level 9  
187 Thomas Street  
Haymarket NSW 2000

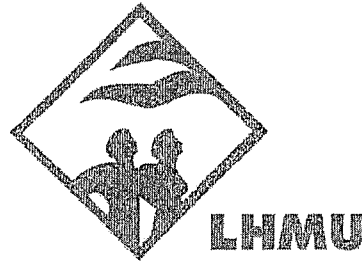
Locked Bag 9  
Haymarket NSW 1240  
**Telephone:** (02) 8204 3000  
**Facsimile:** (02) 9281 4480  
**E-mail:** [lhmu@lhmu.org.au](mailto:lhmu@lhmu.org.au)  
**Web address:** [www.lhmu.org.au](http://www.lhmu.org.au)

ABN: 5272 8088 684

**Louise Tarrant**  
National Secretary

**Brian Daley**  
National President

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



Organising for the future

**Please address all correspondence to the National Secretary**

7 December, 2007

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

Dear Mr Jenkins

**Re: SA BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the LHMU SA 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 26 November 2007 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 6th December 2007.

On the basis of the above and the enclosed documentation it would seem that the LHMU SA 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  
SOUTH AUSTRALIA BRANCH**

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

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, David Di Troia being the Acting Branch Secretary of the Liquor, Hospitality and Miscellaneous Union, South Australia 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 26 November 2007 in accordance with section 266 of the RAO Schedule.

Signed



Date:

6.12.07





**Liquor, Hospitality &  
Miscellaneous Union**

Our Ref: mb.kp:mbfederal/general.doc

27 AUG 2007

23<sup>rd</sup> August 2007

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

Boyd MacRae - Branch President  
Mark Butler - Branch Secretary

101 Henley Beach Road  
Mile End SA 5031  
PO Box 220  
Torrensville Plaza SA 5031

t - 08 8352 9300  
f - 08 8443 7678  
w - www.lhmu.org.au  
e - sa@lhmu.org.au

Dear Louise

**Re: SA Branch Accounts: 2006/2007**

Please find enclosed the following:

1. Two copies of the Full Financial Report for the Branch presented to the Branch Executive on 21<sup>st</sup> August 2007 including:
  - (a) The Committee of Management's Statement.
  - (b) The Operating Report
  - (c) The Independent Audit Report and Audit Opinion.
  - (d) The Branch Accounts.
2. Minutes of the Branch Executive Meeting on 21<sup>st</sup> August 2007 (not yet confirmed obviously).

The donations/grants over \$1,000 paid by the Branch for the financial year 2006/2007 were as follows:

1. \$1,100 on 18/4/07 to the Branch's Retired Members Association to support activities of our Retired Members for the calendar year 2007.
2. \$10,000 on 25/06/07 to the ALP Makin Campaign Fund.

No loans were made by the Branch for the year.

I understand these reports will be advertised for publication on our website in the next edition of Union News in November 2007, following which they will again be presented to the Executive. I will then write to you again enclosing my s268 Certificate.

Yours faithfully

**MARK BUTLER**  
*Branch Secretary*

enc.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION**

**SOUTH AUSTRALIAN BRANCH**

**FULL FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007**

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**COMMITTEE OF MANAGEMENT'S STATEMENT**

I, Mark Christopher Butler being a designated officer of the Liquor Hospitality and Miscellaneous Union, South Australian Branch, report that the Committee of Management of the branch at a meeting of the Committee held on 21 August, 2007 resolved that the following declarations, passed by the Committee at the meeting, in relation to the financial report of the branch for the year ending 30 June 2007 be included in the financial report.

In the opinion of the Committee of Management:

1. the financial report complies with the Australian Accounting Standards;
2. the financial report complies with the reporting guidelines of the Industrial Registrar;
3. the financial report gives 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;
4. 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
5. during the financial year ended 30 June 2007 and since the end of the financial year:
  - (1) meetings of the Committee of Management were held in accordance with the rules of the organization and the rules of the branch; and
  - (2) the financial affairs of the branch have been managed in accordance with the rules of the organization and the rules of the branch; and
  - (3) the financial records of the branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (4) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national council of the organization; and
  - (5) the information sought in any request of a member of the branch or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
  - (6) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996.

Signed:.....

Mark Butler, Branch Secretary

Date:.....

# **LIQUOR HOSPITALITY AND MISCELLANEOUS UNION SOUTH AUSTRALIAN BRANCH**

## **OPERATING REPORT**

This Operating Report covers the activities of the Liquor Hospitality and Miscellaneous Union, South Australian Branch, for the financial year ended 30 June 2007.

### **1. Principal Activities of the Branch**

As in past years, the principal activities of the Branch during the year fell into the following three categories:

- Organising existing members and new members.
- Bargaining, negotiating and arbitrating for improvements in wages and conditions of employment of members of the Union.
- Representing individual members in work related grievances or other individual matters.

The Branch has a comprehensive training programme for Delegates involving several hundred days at the Union office each year of general skills training in addition to training at the Annual Delegates Convention and Industry specific training courses scheduled from time to time.

Over the course of the year, the Branch negotiated many dozens of Collective Agreements delivering improvements in wages and conditions to LHMU members.

The Branch has also been involved in lobbying and negotiations with different levels of Government around issues of importance to LHMU members.

### **2. The Branch's Financial Affairs**

The Branch's income from membership fees remained steady against the previous financial year. The Branch recorded a surplus for the year again.

### **3. Right of Members to Resign.**

All Members of the Branch have the right to resign from the Union in accordance with Rule 10 of the Union Rules; namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

### **4. Superannuation Trustees.**

Robyn Buckler is a member of the Branch and is a Trustee and Member of the Board of Directors of the HOSTPLUS Superannuation Fund.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**OPERATING REPORT (cont)**

**5. Membership of the Branch.**

There were 18,064 members of the Branch as at 30 June 2007.

**6. Employees of the Branch**

As at 30 June 2007 the Branch employed 51 full time employees, 6 part time employees, and 11 casual employees with a total number of 55 employees on a full time equivalent basis.

**7. Committee of Management**

The following persons were a member of the Committee of Management of the Branch, namely the Branch Executive, during the year ending 30 June 2007;

Cathy	DANIELS	1.7.06 to 30.06.07
Mark Christopher	BUTLER	1.7.06 to 30.06.07
Jackie	REINEKE	1.7.06 to 30.06.07
David	DITROIA	1.7.06 to 30.06.07
Jo	BROWN	1.7.06 to 30.06.07
Christopher John	FIELD	1.7.06 to 30.06.07
Sharon	DORIS	1.7.06 to 30.06.07
Sharon	HOLMES	1.7.06 to 30.06.07
Barbara	POSSINGHAM	1.7.06 to 30.06.07
Tim	ROWBOTTOM	1.7.06 to 30.06.07
John Campbell	INGLIS	1.7.06 to 30.06.07
Boyd	MACRAE	1.7.06 to 30.06.07
Mathias	MIELKE	1.7.06 to 30.06.07
Julian	SOUTHWELL	1.7.06 to 30.06.07
Mandy	HENSON	1.7.06 to 30.06.07
Leslie Gordon	HOCKING	1.7.06 to 30.06.07
Andrew	Christie	1.7.06 to 21.08.06
Paul	INGLIS	1.7.06 to 13.10.06
Neville	PEDLER	1.7.06 to 29.11.06

Signed:.....

Mark Butler, Branch Secretary

Date:.....

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**INDEPENDENT AUDIT REPORT**

To the members of the Liquor Hospitality and Miscellaneous Union South Australian Branch.

We have audited the accompanying financial report of Liquor Hospitality and Miscellaneous Union South Australian Branch which comprises the Balance Sheet, Income and Expenditure Statement, Statement of Changes In Equity, Cash Flow Statement, Notes to and forming part of the Financial Report and the Committee of Management's Statement for the year ended 30 June 2007.

***Committee of Management's Responsibility for the Financial Report***

The Committee of Management and the Secretary of the Branch are the preparation and are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances

***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and to 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 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, 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.

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

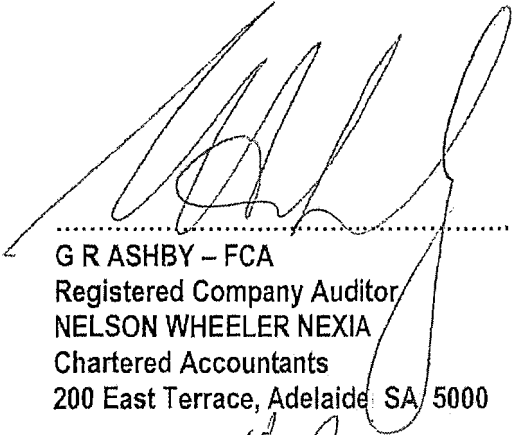
This audit report relates to the financial report of the Liquor, Hospitality and Miscellaneous Union, South Australian Branch for the year ended 30 June 2007, including its presentation on the Liquor, Hospitality and Miscellaneous Union web site. The National Executive and the National Secretary of the Liquor, Hospitality and Miscellaneous Union – National Council are responsible for the integrity of the Liquor, Hospitality and Miscellaneous Union web site. This audit report refers only to the statements named above for the South Australian Branch. It does not provide an opinion on any other information that may be hyper linked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the web site.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**INDEPENDENT AUDIT REPORT (cont)**

**Audit Opinion**

In our opinion the financial report presents fairly, in all material respects, the financial position of Liquor Hospitality and Miscellaneous Union South Australia Branch as at 30 June 2007 and of its financial performance and its cash flows for the year then ended in accordance Australian Accounting Standards (including the Australian Accounting Interpretations) and complying with any other requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.



.....  
G R ASHBY – FCA  
Registered Company Auditor  
NELSON WHEELER NEXIA  
Chartered Accountants  
200 East Terrace, Adelaide SA 5000

DATED.....22<sup>nd</sup> August 2007

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**BALANCE SHEET  
AS AT 30 JUNE 2007**

	Note	30.06.07 \$	30.6.06 \$
<b>Accumulated Funds</b>			
General Fund		3,735,212	3,409,263
Asset Revaluation Reserve		<u>2,173,889</u>	<u>2,173,889</u>
		<u>5,909,101</u>	<u>5,583,152</u>
Represented by Net Assets as follows:			
<b>Current Assets</b>			
Cash at Bank	3	1,230,623	1,290,496
Cash on Hand	3	2,000	700
Interest Receivable		18,465	6,763
Sundry Debtors and Prepayments		112,477	121,343
Investments		<u>480,000</u>	<u>140,000</u>
		<u>1,843,565</u>	<u>1,559,302</u>
<b>Non Current Assets</b>			
Investments		<u>96</u>	<u>96</u>
<b>Fixed Assets</b>	4		
Land and Buildings		4,268,636	4,347,062
Motor Vehicles		651,979	612,456
Office Equipment		372,599	278,293
Fixtures		379,173	226,180
Library		35,817	30,695
Building Improvements Under Construction		-	<u>38,097</u>
		<u>5,708,204</u>	<u>5,532,783</u>
<b>TOTAL ASSETS</b>		<u>7,551,865</u>	<u>7,092,181</u>



**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

**BALANCE SHEET (cont)  
AS AT 30 JUNE 2007**

	Note	30.06.07 \$	30.06.06 \$
<b>Less Liabilities</b>			
<b>Current Liabilities</b>			
Provision for Accrued Annual Leave		639,967	581,651
Provision for Long Service Leave		415,638	424,329
National Council Sustentation Fees Payable		197,977	202,048
Sundry Creditors and Accruals		<u>293,103</u>	<u>223,552</u>
		<u>1,546,685</u>	<u>1,431,580</u>
<b>Non Current Liabilities</b>			
Provision for Long Service Leave		<u>96,079</u>	<u>77,449</u>
		<u>96,079</u>	<u>77,449</u>
<b>Total Liabilities</b>		<u>1,642,764</u>	<u>1,509,029</u>
<b>NET ASSETS</b>		<u>5,909,101</u>	<u>5,583,152</u>

The accompanying notes form part of this financial report

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

	Note	30.06.07 \$	30.06.06 \$
<b>Income</b>			
Contributions		5,973,044	5,803,534
Interest		81,661	56,618
National Organising Fund		80,000	185,000
Rent - Govt of Aust		41,894	45,003
Rent – Uniting Care Wesley		49,500	49,500
Rent – CPSU		63,236	61,572
Board Fees		105,978	129,738
Workers Compensation Representation Costs		99,050	82,743
Staff Expenses Reimbursements		17,304	56,348
Sundry Income		<u>20,773</u>	<u>9,932</u>
<b>Total Income</b>		<u>6,532,440</u>	<u>6,479,988</u>
<b>Expenditure</b>			
Accountancy Fees		9,806	2,995
Advertising		606	11,750
Affiliation Fees		139,577	134,610
Attendance Fees		6,663	10,911
Audit Fees		13,146	18,325
Bank Charges		17,896	13,644
Building Expenses - Mile End		185,353	177,397
Campaign Fund – ACTU		22,646	56,560
Commission		56,927	72,528
Computer Expenses		23,600	14,442
Depreciation			
- Fixtures		18,228	14,353
- Furniture, Fittings and Office Machines		47,050	33,134
- Library		3,959	2,970
- Motor Vehicles		122,688	127,231
- Buildings		78,426	80,438
Donations		4,967	1,936
Election Campaigns		13,754	58,953
Fringe Benefits Tax		63,988	67,521
General Expenses		2,612	4,525
Insurance		48,439	49,701
Legal & Professional Fees – Other		4,683	4,502
Media Service Fees		122	-
Meeting Expenses		182,840	202,611
Motor Vehicle Expenses		<u>132,835</u>	<u>137,414</u>
Carried Forward		1,200,811	1,298,451

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

	Note	30.06.07 \$	30.06.06 \$
Brought Forward		1,200,811	1,298,451
National Council Sustentation Fees		780,672	765,755
Payroll Tax		181,062	164,833
Postage		36,377	40,712
Printing & Stationery		77,718	85,558
Printing & Stationery – Campaign Fund		33,252	35,827
Provision for Annual Leave		420,144	390,880
Provision for Long Service Leave		86,803	79,992
Publications/Subscriptions		11,768	6,666
Relocation		-	1,618
Repairs & Maintenance		1,043	4,917
SA Magazine		48,099	49,172
Salaries – Officials		228,297	231,041
Salaries – Employees		2,231,542	2,047,747
Salaries – Member Organisers		128,456	218,178
Sponsorship		5,273	1,200
Staff Amenities		10,573	13,012
Superannuation		456,221	447,203
Temp Admin		28,215	19,463
Telephone		101,810	95,833
Training		12,886	9,801
Translating		669	533
Workcover Disbursements		65,583	40,703
Workcover Levy		<u>79,039</u>	<u>40,702</u>
<b>Total Expenditure</b>		<u>6,226,313</u>	<u>6,089,797</u>
<b>Operating Surplus/(Deficit) for the Year</b>		306,127	390,191
Profit/(Loss) on Disposal of Fixed Assets		<u>19,822</u>	<u>(26,973)</u>
<b>Surplus/(Deficit) for the Year</b>		<u>325,949</u>	<u>363,218</u>

The accompanying notes form part of this financial report

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

	Note	30.06.07 \$	30.06.06 \$
<b>General Fund</b>			
Accumulated Funds at the Beginning of the Year		3,409,263	3,046,045
Surplus/(Deficit) for the Year		<u>325,949</u>	<u>363,218</u>
<b>Accumulated Funds at the End of the Year</b>		<u><b>3,735,212</b></u>	<u><b>3,409,263</b></u>
 <b>Asset Revaluation Reserve</b>			
Reserve at the Beginning of the Year		<u>2,173,889</u>	<u>2,173,889</u>
<b>Reserve at the End of the Year</b>		<u><b>2,173,889</b></u>	<u><b>2,173,889</b></u>

The accompanying notes form part of this financial report

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

	Note	30.06.07 \$	30.06.06 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts from Members</b>			
Contributions Received		6,570,348	6,383,887
<b>Other Receipts</b>			
Interest		69,959	55,638
Rent		154,630	156,075
Refund of Board Fees		105,978	129,738
Workers Compensation Representation Costs		104,277	77,027
National Organising Fund		80,000	185,000
Reimbursement of Staff Expenses		17,304	56,348
Sundry Income		<u>20,773</u>	<u>9,932</u>
		7,123,269	7,053,645
<b>Payments</b>			
Payments to Suppliers and Employees		(5,416,913)	(5,220,064)
<b>Other Payments</b>			
Affiliation Fees		(139,577)	(134,610)
Donations & Election Campaigns		(74,659)	(153,276)
National Council Sustentation Fees		<u>(784,743)</u>	<u>(760,572)</u>
		<u>(6,415,892)</u>	<u>(6,268,522)</u>
<b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>	6	<u>707,377</u>	<u>785,123</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant & equipment		183,799	138,127
Payments for property, plant & equipment		(609,749)	(436,026)
Payments for Investments		(340,000)	(20,000)
<b>NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES</b>		<u>(765,950)</u>	<u>(317,899)</u>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<u>(58,573)</u>	<u>467,224</u>
<b>CASH AT BEGINNING OF THE YEAR</b>		<u>1,291,196</u>	<u>823,972</u>
<b>CASH AT END OF THE YEAR</b>	3	<u>1,232,623</u>	<u>1,291,196</u>

The accompanying notes form part of this financial report

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION**

**SOUTH AUSTRALIAN BRANCH**

**FULL FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007**

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

**1. SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and the Workplace Relations Act.

In accordance with generally accepted accounting principles for Trade Unions, membership contributions are accounted for on a cash receipts basis. Otherwise, the financial report is prepared using the accruals basis of accounting and on the basis of historical costs. The accounting policies have been consistently applied unless otherwise stated.

In particular:

- a) The financial report has not been adjusted to record either changes in the general purchasing power of the dollar or in prices of specific assets.
- b) 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 report 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 report of that Branch even though such income is the property of the Union.
- c) Property, plant and equipment are brought to account at cost or Committee of Management valuation less where applicable any accumulated depreciation. The carrying value of property, plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from the assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected cash flows have not been discounted to their present values in determining recoverable amounts. Depreciation of fixed assets is calculated under the diminishing value and straight line method in order to write the assets off over their useful life.

The depreciation rates used for each class of assets are:-

<b>Class of Fixed Asset</b>	<b>Depreciation rate</b>
Buildings	2.5%
Motor Vehicles	18.75% - 22.5%
Office Equipment	4% - 37.5%
Fixtures	2.5% - 15%
Library	11.25%

- d) Provision is made for the Branch's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements arising from wages and salaries, annual leave and long service leave which are expected to be settled within one year, have been measured at their nominal amounts. Employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements. Contributions made by the Branch to employee superannuation funds are charged as an expense when incurred.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

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

- e) Revenues, expenses and assets are recognised net of the Goods and Services Tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the asset or as part of an item of expense. Receivables and payables in the balance sheet are shown inclusive of GST
- f) No provision for income tax is necessary as Trade Unions are exempt from income tax under Section 23(f) of the Income Tax Assessment Act.
- g) Financial Instruments

**Interest Rate Risk.**

The Branch's exposure to interest rate risk, which is the risk that the financial instruments value will fluctuate as a result of changes in the market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	<b>Weighted Average Effective Interest Rate</b>		<b>Floating Interest Rate</b>		<b>Fixed Interest Rate Maturing within 1 year</b>	
	<b>30.06.07</b>	<b>30.06.06</b>	<b>30.06.07</b>	<b>30.06.06</b>	<b>30.06.07</b>	<b>30.06.06</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash	4.50%	4.35%	1,232,623	1,291,196	-	-
Investments	6.56%	5.5%	-	-	480,000	140,000
Total Financial Assets			<u>1,232,623</u>	<u>1,291,196</u>	<u>480,000</u>	<u>140,000</u>
Total Financial Liabilities			-	-	-	-

**Net Fair Values**

The net fair value of term deposits and loans are determined by discounting the cash flows at market interest rates of similar assets to their present value. The net fair value of unlisted shares has been based on a reasonable estimate of the underlying net assets or discounted cash flows of the shares. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The net fair value of these items and other assets and other liabilities approximates their carrying value and are disclosed in the balance sheet and the notes to and forming part of the accounts.

**Credit Risk**

The Branch does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into. The maximum exposure to credit risk is the carrying amount of the financial asset as disclosed in the balance sheet and notes to and forming part of the accounts.



**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

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

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Section 272 of Schedule 1B which reads as follows:-

1. A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application..
2. The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
3. A reporting unit must comply with an application made under subsection (1).

3. CASH	30.06.07	30.6.06
	\$	\$
Cash at Bank	1,230,623	1,290,496
Cash on Hand	<u>2,000</u>	<u>700</u>
	<u>1,232,623</u>	<u>1,291,196</u>

For the purposes of the cash flow statement, cash includes cash on hand, at call deposits with banks or financial institutions and investments in money market instruments maturing in less than two months.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

4. FIXED ASSETS	30.06.07 \$	30.06.06 \$
Land and Buildings at valuation Mile End	4,510,000	4,510,000
Less: Accumulated Depreciation	<u>241,364</u>	<u>162,938</u>
	<u>4,268,636</u>	<u>4,347,062</u>
Motor Vehicle at cost	828,159	782,696
Less: Accumulated Depreciation	<u>176,180</u>	<u>170,240</u>
	<u>651,979</u>	<u>612,456</u>
Office Equipment at cost	1,253,968	1,112,612
Less: Accumulated Depreciation	<u>881,369</u>	<u>834,319</u>
	<u>372,599</u>	<u>278,293</u>
Fixtures at cost	667,651	496,429
Less Accumulated Depreciation	<u>288,478</u>	<u>270,249</u>
	<u>379,173</u>	<u>226,180</u>
Library at cost	63,216	54,136
Less: Accumulated Depreciation	<u>27,399</u>	<u>23,441</u>
	<u>35,817</u>	<u>30,695</u>
Building Improvements Under Construction at cost	-	<u>38,097</u>
Total Fixed Assets	<u>5,708,204</u>	<u>5,532,783</u>

Movements in carrying amounts

	Land & Building	Motor Vehicles	Office Equipment	Fixtures	Library	Total
Balance at the beginning of the year	4,347,062	612,456	278,293	226,180	30,695	5,532,783
Additions	-	326,188	141,356	171,221	9,081	609,749
Disposals	-	(163,977)	-	-	-	(163,977)
Depreciation Expenses	(78,426)	(122,688)	(47,050)	(18,228)	(3,959)	(270,351)
Balance at the end of the year	4,268,636	651,978	372,599	379,173	35,817	5,708,204

A Committee of Management valuation of freehold Land and Buildings was undertaken on 30 June 2004. The valuation was based on an assessment of the property's current market value.

**LIQUOR HOSPITALITY AND MISCELLANEOUS UNION  
SOUTH AUSTRALIAN BRANCH**

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

**5. RELATED PARTY INFORMATION**

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

- (a) Directors and Executive Members are disclosed in the Operating Report.
- (b) Aggregate remuneration received or receivable by Directors and Executive Members (Officials) during the year ended 30 June 2007 was \$311,714 (2006 \$339,525). Aggregate remuneration received or receivable by Executive Members (Branch Executive) during the year ended 30 June 2007 was \$1,059 (2006 \$2,693.). Aggregate of amounts paid to a superannuation plan by the branch in connection with the retirement of the Directors and Executive Members (Officials) during the year ended 30 June 2007 was \$43,179 (2006 \$44,836).
- (c) The ultimate controlling entity of the Branch is the Liquor Hospitality and Miscellaneous Union National Council.
- (d) Sustentation fees paid or payable to the National Council for the year ended 30th June 2007 were \$780,672 (2006 \$765,755).

<b>6. RECONCILIATION OF NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT) FOR THE YEAR:</b>	<b>30.06.07 \$</b>	<b>30.06.06 \$</b>
Operating Surplus/(Deficit) for the Year	325,949	363,218
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	270,351	258,126
- (Profit)/Loss on Sale of Fixed Assets	(19,822)	26,973
Changes to Assets & Liabilities		
- Decrease/(Increase) in Interest Receivable	(11,702)	(980)
- Decrease/(Increase) in Sundry Debtors and Prepayments	8,866	(315)
- Increase/(Decrease) in Sustentation Fees Payable	(4,071)	5,183
- Increase/(Decrease) in Sundry Creditors and Accruals	69,551	10,515
- Increase/(Decrease) in Provision for Leave	<u>68,255</u>	<u>122,403</u>
Net Cash Provided By/(Used In) Operating Activities	<u>707,377</u>	<u>785,123</u>

**7. Contingency for Legal Fees**

The Branch undertakes to pay legal fees on behalf of members in regard to Employee Compensation claims, but only where the claim by the member is unsuccessful. The unbilled legal fees that the Union may be liable to pay for incomplete claims as at 30 June 2007 is \$4,294 (2006 \$Nil).



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

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

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



Dear Ms Tarrant

**Re: Lodgement of Financial Statements and Accounts – Liquor, Hospitality and  
Miscellaneous Union, South Australian Branch – for year ending 30 June 2007  
(FR2007/266)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 7 December 2007.

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

Yours sincerely,

A handwritten signature in black ink, appearing to be "S Kellett".

Stephen Kellett  
Statutory Services Branch

21 December 2007