



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ref: FR2004/570-[108V-TAS]

Mr David J O'Byrne
Branch Secretary
Liquor, Hospitality and Miscellaneous Union
Tasmanian Branch
165-167 Davey Street
HOBART TAS 7000

Dear Mr O'Byrne

Financial Return - year ending 30 June, 2004

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

New legislation

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

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

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

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

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

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

Financial Statements containing:

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

Notes to the Financial Statements containing:

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

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

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

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

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

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/570**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

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

Contact the Registry

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

Information on AIRC Website

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

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

Yours sincerely

Deputy Industrial Registrar

9 August 2004

Documents Checklist

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

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

No	Document	✓
1	General Purpose Financial Report	
	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?	
2	Committee of Management Statement	
	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?	
3	Auditor's Report	
	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?	
4	Operating Report	
	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?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

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]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, 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]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



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Mr David J O'Byrne
Branch Secretary
Liquor, Hospitality and Miscellaneous Union-Tasmanian Branch
165-167 Davey Street
HOBART TAS 7000

Dear Mr O'Byrne

Financial Return - year ending 30 June 2004 Ref: FR2004/570

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

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'⁶).

Financial Reports

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

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

Informing Your Members

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

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

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

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

⁶ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

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

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

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

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

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

Lodge full report within 14 days of meeting

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

Contact the Registry

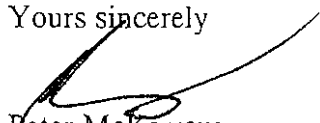
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

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

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

Yours sincerely



Peter Mckerrow
for Deputy Industrial Registrar

23 November 2004

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Helen Creed
National President

Jeff Lawrence
National Secretary

Tim Ferrari
Jo-anne Schofield
Louise Tarrant
Assistant National Secretaries

**Liquor, Hospitality
and Miscellaneous Union**



13 December, 2004

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

Dear Mr Jenkins

re: TASMANIAN BRANCH FINANCIAL REPORTS

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

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

The financial reports were presented to the Branch Executive meeting on 28th September 2004. The Executive resolved:

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

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

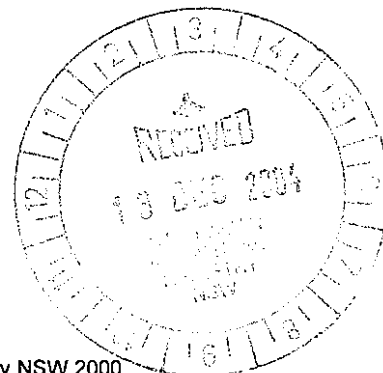
A full report was provided to the meeting of the Tasmanian Branch Executive on 3rd December and was adopted by that meeting. Also enclosed is a copy of the Branch Secretary's certificate dated 3rd December 2004.

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

If you have any questions please contact me.

Yours faithfully

JEFF LAWRENCE
NATIONAL SECRETARY



LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2003
Revenues From Ordinary Activities	3	765,722
Depreciation Expense		(24,166)
Leasing Charges		(11,591)
Bank Charges		(2,280)
Salaries & Employee Benefits Expense	4	(460,442)
General Office	4	(164,115)
Sustentation fees		(100,348)
PROFIT FROM ORDINARY ACTIVITIES		2,780
NET PROFIT FROM ORDINARY ACTIVITIES		2,780
TOTAL CHANGES IN EQUITY		2,780

The accompanying notes form part of these financial statements.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2004

	Notes	2003
<u>CURRENT ASSETS</u>		
Cash At Bank	10(a)	108,010
Trade Debtors	5	39,332
Sundry Debtors		8,716
GST Receivable		10,706

TOTAL CURRENT ASSETS		166,764
<u>NON-CURRENT ASSETS</u>		
Property, Plant & Equipment	6	578,332

TOTAL NON-CURRENT ASSETS		578,332

TOTAL ASSETS		745,096
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	7	124,013
Motor Vehicle Finance Liability	8	17,459
Provision for Long Service Leave		38,099
Provision for Annual Leave		55,423

		234,994
<u>NON CURRENT LIABILITIES</u>		
Loan- National Office	12	20,000
Motor Vehicle Finance Liability	8	48,419
Provision for Long Service Leave		29,051

		97,470

TOTAL LIABILITIES		332,464

NET ASSETS		412,632
		=====
<u>UNAPPROPRIATED FUNDS AND RESERVES</u>		
Unappropriated Funds	9	380,367
Asset Revaluation Reserve	9	32,265

		412,632
		=====

The accompanying notes form part of these financial statements.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2004

	Notes	2003
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Receipts from Trading		833,512
Rent Received		11,292
Interest received		3,306
Payments to suppliers & Employees		(739,019)
Goods & Services Tax paid		(77,483)

Net Cash Provided by Operating Activities	10(b)	31,608
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Proceeds from Sale of Motor Vehicles		11,500
Acquisition of Property, plant and equipment		(1,935)

Net Cash provided by Investing Activities		9,565
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>		
Finance lease payments		(23,044)

Net Cash Used in Finance Activities		(23,044)
Net Increase in Cash Held		18,129
Cash at the Beginning of the Year		89,881

<u>CASH AT THE END OF THE YEAR</u>	10(a)	108,010

The accompanying notes form part of these financial statements.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

1. ACCOUNTING METHODS

Basis of Accounting

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non current assets. Cost is based on fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Cash and cash equivalents

Cash on hand and in banks and short term deposits are stated at nominal value.

For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks, money market investments readily convertible to cash within 2 working days, net of outstanding bank overdrafts.

(b) Receivables

Trade receivables are recognised and carried at original invoice amount less a provision for any uncollectible debts. An estimate of doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

(c) Property, Plant and Equipment

Freehold land and building are measured on a fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Plant and equipment is measured on a cost basis. The carrying amount is reviewed annually to ensure that it is not in excess of the recoverable amount for these assets.

Assets are depreciated on a straight line basis over their useful economic life.

Depreciation rates are;

	2004	2003
Leased vehicles	20-22.5%	22.5%
Property plant and equipment	10-33%	10-33%
Leasehold improvements	10-25%	10-25%

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

(d) Leases

Leases are classified at their inception as either operating or finance leases based in the economic substance of the agreement so as to reflect the risks and benefits incidental to ownership.

Operating leases

The minimum lease payments of operating leases, where the lessor effectively retains substantially all the risks and benefits of ownership of the leased item, are recognised as an expense on a straight line basis.

Finance leases

Leases which effectively transfer substantially all of the risks and benefits incidental to ownership of the leased item are capitalised at the present value of the minimum lease payments and disclosed as property, plant and equipment under lease. A lease liability of equal value is also recognised.

Capitalised leased assets are depreciated over the shorter of the estimated useful life of the assets and the lease term. Minimum lease payments are allocated between interest expense calculated using the interest rate implicit in the lease and recognised directly in net profit.

(e) Payables

Liabilities for trade creditors and other amounts are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the Union.

(f) Interest bearing liabilities

Finance lease liability is determined in accordance with AASB 1008 "Leases".

(g) Income recognition

Income is recognised to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. The following specific recognition criteria must also be met before income is recognised:

Member contributions

Control of the right to receive the membership contributions.

Interest

Control of the right to receive the interest payment.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

(h) Taxes

The provision for income tax is not necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except:

- Where the GST incurred on a purchase of goods and services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable; and
- Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the taxation authority are classified as operating cash flows.

(i) Employee benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries, annual leave and long service leave.

Liabilities rising in respect of wages and salaries and annual leave expected to be settled within twelve months of the reporting date are measured at their nominal amounts based on remuneration rates which are expected to be paid when the liability is settled.

The provision for long service leave has not been calculated in accordance with AASB 1028 "Employee Benefits". Liabilities are recognised in accordance with Union policy and are measured at the nominal rate at reporting date. AASB 1028 "Employee Benefits" was not applied due to the small number of staff members and the consequent impracticality of applying the discounting method. The method applied is consistent with prior years.

Employee benefits expenses and revenues arising in respect of the following categories:

- Wages and salaries, non monetary benefits, annual leave, long service leave, sick leave and other benefits; and
- Other types of employee benefits

Are recognised against profits on a net basis in their respective categories.

(j) Comparatives

Where, necessary, comparatives have been reclassified and repositioned for consistency with the current year disclosures.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirement of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of sub-sections (1),(2) and (3) of section 274 of that Act, 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.

3. REVENUES FROM ORDINARY ACTIVITIES

	2003
Membership Contributions	619,210
Reimbursements from Federal Office	66,178
Rent Received	11,292
Sundry Income	4,421
Reimbursements Legal	1,331
National Organising Fund	37,500
Interest Received	3,306
Donations	275
Profit on Sale of Non Current Assets	1,044
Board Sitting Fees	19,339
Reimbursements- Training	1,826
TOTAL REVENUES FROM ORDINARY ACTIVITIES	765,722

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

4. EXPENSES

	2003
Salaries & Employee Benefits Expense	
Annual Leave Provision	2,798
Fringe Benefits Tax	6,276
Long Service Leave	8,904
Payroll Tax	24,176
Salaries & Allowances	346,121
Superannuation Contributions	44,220
Training & Development	18,029
Travelling & Accommodation Expense	9,918

Total Salaries & Employee Benefits Expense	460,442
General Office	
Advertising	4,817
Accountancy Fees	5,633
Affiliation	17,703
Audit Fees	6,000
Catering & Functions	3,079
Commissions Allowed	7,862
Filing Fees	1,398
Information Technology Expenditure	3,169
Insurance	12,751
Publications & Subscriptions	9,799
Legal Costs	2,398
Light & Power	3,742
Meeting Expenses	5,408
Motor Vehicles Expenses	18,104
Postage & Freight	3,353
Printing & Stationery	8,523
Miscellaneous	12,313
Rates & Taxes	9,393
Rent- Scobies	1,288
Rent- Other	-
Repairs & Maintenance	7,986
Telephone & Fax	19,396

Total General Office Expense	164,115

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

5. TRADE RECEIVABLES

		2003
Trade Receivables	5(a)	41,332
Provision for Doubtful Debts		(2,000)

		39,332

(a) Terms and Conditions

Terms and conditions relating to the above financial instruments

- (i) Trade debtors are non-interest bearing and generally on terms negotiated with the member sponsor. This can range between 14-180 days.

6. PROPERTY, PLANT & EQUIPMENT

Land and Buildings- At Valuation		488,775

		488,775
Plant & Equipment		178,394
Less: Accumulated Depreciation		(175,511)

		2,883
Motor Vehicles – Under Lease		127,508
Less: Accumulated Amortisation		(40,996)

		86,512
Leasehold Improvements		14,181
Less: Accumulated Amortisation		(14,019)

		162
TOTAL PROPERTY, PLANT & EQUIPMENT		578,332

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

PROPERTY PLANT & EQUIPMENT (CONTINUED)

RECONCILIATIONS

Plant & Equipment

Opening Written Down Value

Add purchases

Less Depreciation

Closing Written Down Value

Motor Vehicles Under Lease

Opening Written Down Value

Add purchases

Less disposals

Less Amortisation

Add Write Back on Amortisation

Leasehold Improvements

Opening Written down Value

Less Depreciation

Closing Balance



LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

7. TRADE CREDITORS

		2003
Trade Creditors	7(a)	78,262
Sundry Accruals	7(a)	20,705
Sustentation Fees	7(a)	25,046

Total Trade and Sundry Creditors		124,013

(a) Terms and Conditions

Terms and conditions relating to the above financial instruments

- (i) Trade creditors are non-interest bearing and normally settled on 30 day terms.
- (ii) Sundry accruals are non interest bearing and are normally settled on 30 day terms.
- (iii) Sustentation fees are non interest bearing and are usually settled on 90 day terms.

8. LEASING COMMITMENTS

Payable - Not later than one year		22,292
- Later than one year and not later than five years		51,183

Minimum Lease Payments		73,475

Less Future Finance Charges		7,597

Total Lease Liability		65,878

Shown in accounts as:		
- current liability		17,459
- non-current liability		48,419

		65,878

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

9. UNAPPROPRIATED FUNDS

	2003
Unappropriated Funds	380,367
Asset Revaluation Reserve	32,265
Unappropriated Funds	
Balance at Beginning of year	377,587
Add Profit for the year	2,780

Balance at end of year	380,367
Asset Revaluation Reserve	
(i) Nature and purpose of reserve	
The asset revaluation reserve is used to record increments and decrements in the value of non-current assets.	
Movements in reserve	
Balance at Beginning of year	32,265
Movements during year	-

Balance at end of year	32,265

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
10. <u>NOTES TO THE STATEMENT OF CASH FLOWS</u>		
(a) <u>Reconciliation of Cash</u>		
For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks net of any outstanding bank overdrafts. 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:-		
Joint Operating Account		32,287
Cash Deposit Account		25,723
Bank Bill		50,000
		<hr style="border-top: 1px dashed black;"/>
		108,010
		<hr style="border-top: 3px double black;"/>
(b) <u>Reconciliation of Net Cash Provided by Operating Activities to Operating Profit after Tax:</u>		
Operating Profit		2,780
Depreciation		24,166
Leasing Charges		5,342
Profit on Sale of Non- Current Assets		(1,044)
Increase/(Decrease) in Annual Leave Provision		(3,222)
Increase/(Decrease) in Long Service Leave Provision		(4,049)
Increase/(Decrease) in Creditors		3,870
(Increase)/Decrease in Sundry Debtors		1,720
(Increase)/Decrease in Trade Debtors		5,574
(Increase)/Decrease in GST Receivable Accounts		(3,529)
		<hr style="border-top: 1px dashed black;"/>
Net Cash Provided from Operating Activities		31,608
		<hr style="border-top: 3px double black;"/>

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

11. REMUNERATION OF OFFICERS

The number of officers of Liquor, Hospitality & Miscellaneous Union, Tasmanian Branch, whose remuneration (including Superannuation contributions) falls within the following bands:

	2004	2003
\$50,000 - \$59,999	1	1

The number of employees employed at reporting date was 13 (2003: 10)

12. RELATED PARTY DISCLOSURES

The officers of Liquor, Hospitality & Miscellaneous Union, Tasmanian Branch during the financial year were:

President	Julie Smith
Vice President	Robert William Terry
Vice President	Royal (Mick) Leppard
Secretary	David O'Byrne
Executive Member	Lisa Crowe
Executive Member	George Bullock
Executive Member	Simon Hughes
Executive Member	Peta Brinsmead

Details of loans to officers is Nil

There were no other transactions between the officers and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

An interest free loan is held with the National Union for \$20,000 (2003: \$20,000). This loan has been provided for capital improvements and has no set repayment terms.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

13. AUDITORS REMUNERATION

Amounts received or due and receivable by Wise Lord & Ferguson for:
- an audit or review of the financial report of the union
- other services provided

	2003
	4,695
	2,500

	7,195

14. IMPACT OF ADOPTING AASB EQUIVALENTS TO IASB STANDARDS

Liquor, Hospitality & Miscellaneous Union Tasmanian Branch has commenced transitioning its accounting policies and financial reporting from current Australian Standards to Australian equivalents of International Financial Reporting Standards (IFRS). The Union has established a project team to assess the impact areas. As the Union has a 30 June year end, priority has been given to considering the preparation of an opening balance sheet in accordance with AASB equivalents to IFRS as at 1 July 2004. This will form the basis of accounting for Australian equivalents of IFRS in the future, and is required when Liquor, Hospitality & Miscellaneous Union prepare its first fully IFRS compliant financial report for the year ended 30 June 2006. At this stage the Union has not been able to reliably quantify the impacts of adoption.

15. DESCRIPTION OF OPERATIONS

The principal activities of the Union are to provide benefits to its members.

16. SIGNIFICANT CHANGES IN THE STATE OF AFFAIRS

During the year there were no significant changes in the state of affairs.

17. SIGNIFICANT EVENTS AFTER BALANCE DATE

There were no significant events after balance date.

18. REGISTERED OFFICE

165-167 Davey Street
HOBART
TASMANIA 7000

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION
TASMANIAN BRANCH

NOTES TO FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

19. FINANCIAL INSTRUMENTS – Continued

(b) Interest rate risk

The Union's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at the balance date, are as follows:

Financial Instruments	Floating interest rate		Fixed interest rate maturing in:						Non-interest bearing		Total carrying amount as per the statement of financial position		Weighted average effective interest rate	
			1 year or less		Over 1 to 5 years		More than 5 years							
	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 %	2003 %
<i>(i) Financial assets</i>														
Cash	117,464	108,010	-	-	-	-	-	-	-	-	117,464	108,010	4.56	4.01
Receivables – trade	-	-	-	-	-	-	-	-	52,464	39,332	52,464	39,332	N/A	N/A
Total financial assets	117,464	108,010	-	-	-	-	-	-	52,464	39,332	169,928	147,342	N/A	N/A
<i>(ii) Financial liabilities</i>														
Unsecured loans	-	-	-	-	-	-	-	-	20,000	20,000	20,000	20,000	N/A	N/A
Trade creditors and accruals	-	-	-	-	-	-	-	-	83,750	124,013	83,750	124,013	N/A	N/A
Finance lease liability	-	-	53,572	22,292	25,884	51,183	-	-	-	-	79,456	73,475	8.23	8.28
Total financial liabilities	-	-	53,572	22,292	25,884	51,183	-	-	103,750	144,013	183,206	217,488	N/A	N/A

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION
TASMANIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2004

19. FINANCIAL INSTRUMENTS

(a) Terms, conditions and accounting policies

The Union's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at the balance date, are as follows:

Recognised Financial Instruments	Statement of Financial Position Notes	Accounting Policies	Terms and Conditions
(i) Financial assets			
Receivables – trade	5	Trade receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts is recognised when collection of the full nominal amount is no longer probable.	Credit sales are on 30-day terms.
Cash	10 (a)	Cash is carried at the principal amount. Interest is recognised as revenue as it accrues.	Interest is paid at the bank's benchmark rate.
(ii) Financial liabilities			
Unsecured loan	12	An unsecured loan is carried at the principal amount. This loan is payable to the National Office.	No interest is payable on this loan.
Trade creditors and accruals	7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Union.	Trade liabilities are normally settled on 30 day terms.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

SUMMARY OF THE FINANCIAL STATEMENTS 30 JUNE 2004

PROFIT AND LOSS STATEMENT

FOR THE YEAR ENDED 30 JUNE 2004

	2003
<u>Income</u>	
Membership contributions	619,210
Other income	146,512

	765,722
Less Total Expenditure	762,942

Operating Surplus for the year	2,780
	=====

BALANCE SHEET

AS AT 30 JUNE 2004

	2003
Current assets	166,764
Non-current assets	578,332

TOTAL ASSETS	745,096
Less Total Liabilities	332,464

NET ASSETS	412,632
	=====
Accumulated Funds	412,632
	=====



Wise Lord & Ferguson

advice to advantage



Chartered Accountants

Representative of Ernst & Young in Tasmania

INDEPENDENT AUDIT REPORT

To the members of the Liquor, Hospitality and Miscellaneous Union Tasmanian Branch.

Scope

The Financial Report and the Committee of Management's Responsibility

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

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

Audit Approach

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

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

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

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

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



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001
Tel: (03) 6223 6155 Fax: (03) 6223 8993 Email: email@wlf.com.au Internet: www.wlf.com.au

Partners: Brent Palfreyman, Peter Beven, Robert Whitehouse,
Harvey Gibson, Danny McCarthy, Douglas Thomson, Joanne Doyle, Stuart Clutterbuck
Managers: Joanne Moran, Ian Wheeler, Shenna Hurd, Marg Marshall
Sharon Breen, Dean Johnson, Alicia Leis

Independence

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

AUDIT OPINION

In our opinion the financial report of Liquor, Hospitality and Miscellaneous Union Tasmanian Branch is in accordance with:

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

Wise Lord & Ferguson

Wise Lord & Ferguson
Chartered Accountants

H J Gibson

H J GIBSON

PARTNER
Wise Lord & Ferguson

Date *2 October 2004*

**LIQUOR, HOSPITALITY & MISCELLANEOUS UNION
TASMANIAN BRANCH**

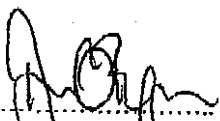
COMMITTEE OF MANAGEMENT'S STATEMENT

I, David O'Byrne being a designated officer of the Liquor, Hospitality & Miscellaneous Union Tasmanian Branch, report that the Committee of Management of the branch at a meeting of the Committee held on 28th September 2004 resolved that the following declarations, passed by the Committee at that meeting, in relation to the financial report of the branch for the year ended 30 June 2004 be included in the financial report.

In the opinion of the Committee of Management:

- (a) the financial report complies with the Australian Accounting Standards;
- (b) the financial report complies with the reporting guidelines of the Industrial Registrar;
- (c) 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 2004;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2004 and since the end of the financial year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation and the rules of the branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner each of the other branches and national council of the organisation; and
 - (v) 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
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of Schedule 1 B to the Workplace Relations Act 1996.

Dated


28 September 2004.

LIQUOR, HOSPITALITY & MISCELLANEOUS UNION TASMANIAN BRANCH

OPERATING REPORT

Principle Activities of the Branch

The principal activity of the Liquor, Hospitality & Miscellaneous Union, Tasmanian Branch, remains that of a Trade Union.

This activity centres on the organising of members and new members, bargaining, negotiating on behalf of those members for improved working conditions and representing those members in work related grievances and or other individual matters.

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

Financial Affairs of the Union

The Branch's finances have improved significantly over the last two years. A focused approach to new member organising activities has resulted in a significant increase in membership income, this coupled by a rigorous approach to expenditure, has resulted in the Branch's second successive operating surplus.

Resignation of Membership

As per section 174 of the Workplace Relations Act 1996 a member of the union may resign from membership by written notice or by electronic message to the Branch to which the member is attached. Resignation from membership of the union takes effect:

- on the day on which the notice is received by the union
- on the day specified in the notice
- at the end of two (2) weeks after the notice is received by the union

whichever is later.

Membership of the Branch

There were 3107 members of the Branch as at 30th June 2004

Employees of the Branch

As at 30th June 2004 the Branch employed 9 fulltime and 2 part-time staff with a FTE of 10.25.

Superannuation Trustees

Rod Hunt is a Lead Organiser with the Branch and is a Member of the Board of Directors of the Retirement Benefits Fund Superannuation Fund.

Tasmanian Work Cover Board

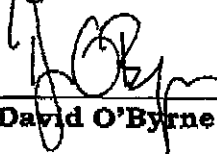
Peter Tullgren is a research officer for the Branch and is a member of the Work Cover Board of Tasmania.

Committee of Management

The Executive of the union is also the committee of management. As at the 30th June 2004 the members of the committee of management were:

- | | |
|-------------------------|------------------|
| • Smith, Julie | President |
| • Terry, Rob | Vice President |
| • Leppard, Royal (Mick) | Vice President |
| • O'Byrne, David | Secretary |
| • Crowe, Lisa | Executive Member |
| • Brinsmead, Peta | Executive Member |
| • Bullock, George | Executive Member |
| • Hughes, Simon | Executive Member |

Signed:



David O'Byrne, Branch Secretary

Date: 28th September 2004

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

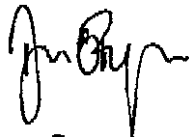
FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2004

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I David O'Byrne being the Branch Secretary of the Tasmanian 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 30 November 2004 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 3rd of December 2004 in accordance with section 266 of the RAO Schedule.

Signed



Date:

3rd December '04



Australian Government

Australian Industrial Registry

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

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

Dear Mr Lawrence

Re: Lodgement of Financial Statements and Accounts for the LHMU Tasmanian Branch for the year ending 30 June 2004 (FR2004/570)

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 13 December 2004.

The documents have been filed, however, I would like to draw the following to your attention for future reference:

Notes to the Accounts - Information to be provided to Members or Registrar.

Section 272 (5) of the RAO Schedule provides that the GPFR must include a notice setting out subsections 272(1), (2) and (3) of s272. Note 2 of the accounts refers to and cites the former provisions of the Act. It should refer to s272 of the RAO Schedule (not the Act) and set out the relevant subsections.

Operating Report

The Operating Report lists the Committee of Management "at 30 June 2004". RAO Regulation 159(c) requires the names of "each person who has been...at any time during the reporting period" a member of the Committee to be listed. Please note this when preparing future operating reports.

Thank you for your attention to these matters. If you have any enquiries about this letter please contact me on 02 8374 6618.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

21 January 2005