



**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: FR2006/516-[108V-TAS]**

Mr David J O'Byrne  
Branch Secretary  
LHMU - Tasmanian Branch  
165-167 Davey Street  
HOBART TAS 7000

Dear Mr O'Byrne

**Financial Return - year ending 30 June, 2006**

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.

## 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:

(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 6666 or by e-mail at [riasydney@air.gov.au](mailto:riasydney@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

A handwritten signature in black ink, appearing to be 'C. R.' followed by a horizontal line.

For Deputy Industrial Registrar ...  
1 August, 2006

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

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

**Jeff Lawrence**      **Brian Daley**  
National Secretary      National President

**Tim Ferrari**  
**Louise Tarrant**  
Assistant National Secretaries



**Organising for the future**

ABN: 5272 8088 684

Please address all correspondence to the National Secretary

12 December, 2006

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 2006. Enclosed is the Branch Full Financial Report including:

- The Committee of Management Statement signed by the Branch Secretary.
- The Operating Report signed by the two members of the Branch Executive.
- 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 31<sup>st</sup> October 2006. 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.

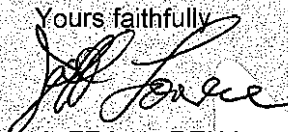
Subsequently the financial reports including the General Purpose Financial Report, the Auditors' statements and the operating report were supplied to members through publication on the LHMU website. Members also received a copy of Union News which contained an advertisement advising members how to view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

A full report was provided to the meeting of the Tasmanian Branch Executive on 8<sup>th</sup> December and was adopted by that meeting. Also enclosed is a copy of the Branch Secretary's certificate dated 8<sup>th</sup> December 2006.

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



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

**LIQUOR, HOSPITALITY AND MISCELLANEOUS UNION  
BRANCH**

**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2006**


**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I David O'Byrne being the Branch Secretary of the Liquor, Hospitality and Miscellaneous Union, 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 2006 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 8<sup>th</sup> of December 2006 in accordance with section 266 of the RAO Schedule.

Signed

Date:

  
8<sup>th</sup> / December 2006

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

## **OPERATING REPORT 2006**

### **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 few years. The Branch has returned its second successive operating deficit for the 05/06 financial year. This result was expected as the Branch has embarked on an increased expenditure in organising resources including but limited to, paid organisers, senior delegate development programs and the Your Rights at Work Education campaign, they are an upfront cost to the Branch with some being a one off expenditure. This upfront investment has already shown significant benefits with an increase in financial membership. This increase in membership does not automatically reap immediate financial benefits but rather it is accrued over time as members pay their membership dues.

### **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 3355 members of the Branch as at 30<sup>th</sup> June 2006

### **Employees of the Branch**

As at 30<sup>th</sup> June 2006 the Branch employed 11 fulltime staff.

### **Superannuation Trustees**

We do not currently have any Superannuation Trustees

### **Tasmanian Work Cover Board**

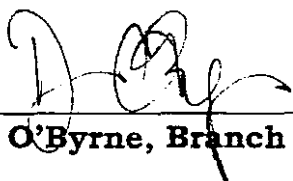
Peter Tullgren is a research officer for the Branch and is a member of the Work Cover Board of Tasmania.

### **Committee of Management**

The Executive of the union is also the committee of management. The members of the committee of management, that being known as the Branch Executive were:

- |                         |                                   |
|-------------------------|-----------------------------------|
| • Smith, Julie          | President (1/7/05-30/6/06)        |
| • Terry, Rob            | Vice President (1/7/05-30/6/06)   |
| • Leppard, Royal (Mick) | Vice President (1/7/05-30/6/06)   |
| • O'Byrne, David        | Secretary (1/7/05-30/6/06)        |
| • Crowe, Lisa           | Executive Member (1/7/05-1/10/05) |
| • Brinsmead, Peta       | Executive Member (1/7/05-30/6/06) |
| • Bullock, George       | Executive Member (1/7/05-30/6/06) |
| • Hughes, Simon         | Executive Member (1/7/05-30/6/06) |

**Signed:**



**David O'Byrne, Branch Secretary**

**Date:** 31/10/06



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

**INCOME STATEMENT**

**FOR THE YEAR ENDED 30 JUNE 2006**

	<b>Notes</b>	<b>2006</b>	<b>2005</b>
<b>Revenues</b>	<b>3</b>	<b>1,263,800</b>	<b>1,100,787</b>
Depreciation Expense		(44,772)	(33,706)
Leasing Charges		(11,816)	(12,466)
Bank Charges		(2,708)	(2,661)
Salaries & Employee Benefits Expense	<b>4</b>	<b>(876,021)</b>	<b>(774,958)</b>
General Office Expense	<b>4</b>	<b>(256,939)</b>	<b>(228,364)</b>
Sustentation fees		(135,812)	(118,081)
<b>PROFIT (LOSS)</b>		<b>(64,268)</b>	<b>(69,449)</b>
<b>NET (LOSS)</b>		<b>(64,268)</b>	<b>(69,449)</b>
<b>TOTAL CHANGES IN EQUITY</b>		<b>(64,268)</b>	<b>(69,449)</b>

The accompanying notes form part of these financial statements.

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

**BALANCE SHEET**

**AS AT 30 JUNE 2006**

	Notes	2006	2005
<b><u>CURRENT ASSETS</u></b>			
Cash At Bank	10(a)	170,750	166,529
Trade Debtors	5	75,303	71,114
Sundry Debtors		6,104	9,671
GST Receivable (Payable)		(7,719)	6,578
<b>TOTAL CURRENT ASSETS</b>		<b>244,438</b>	<b>253,892</b>
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant & Equipment	6	530,446	574,374
<b>TOTAL NON-CURRENT ASSETS</b>		<b>530,446</b>	<b>574,374</b>
<b>TOTAL ASSETS</b>		<b>774,884</b>	<b>828,266</b>
<b><u>CURRENT LIABILITIES</u></b>			
Sundry Creditors	7	123,866	93,494
Motor Vehicle Finance Liability	8	55,084	32,862
Provision for Long Service Leave		102,111	95,834
Provision for Annual Leave		99,705	92,605
		<b>380,766</b>	<b>314,795</b>
<b><u>NON CURRENT LIABILITIES</u></b>			
Loan- National Office		10,000	10,000
Motor Vehicle Finance Liability	8	74,651	129,736
		<b>84,651</b>	<b>139,736</b>
<b>TOTAL LIABILITIES</b>		<b>465,417</b>	<b>454,531</b>
<b>NET ASSETS</b>		<b>309,467</b>	<b>373,735</b>
<b><u>UNAPPROPRIATED FUNDS AND RESERVES</u></b>			
Unappropriated Funds	9	277,202	341,470
Asset Revaluation Reserve	9	32,265	32,265
		<b>309,467</b>	<b>373,735</b>

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 2006**

	Notes	2006	2005
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>			
Receipts from Trading		1,328,939	1,082,315
Rent Received		-	4,215
Interest Received		7,248	5,338
Payments to Suppliers & Employees		(1,215,383)	(1,065,727)
Goods & Services Tax paid		(71,060)	(44,360)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>10(b)</b>	<b>49,744</b>	<b>(18,199)</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
Proceeds from Sale of Buildings		-	130,766
Acquisition of Property, Plant and Equipment		(844)	(17,235)
<b>Net Cash Provided by (Used in) Investing Activities</b>		<b>(844)</b>	<b>113,531</b>
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>			
Payment of Loan		-	(10,000)
Finance Lease Payments		(44,679)	(36,267)
<b>Net Cash Used in Financing Activities</b>		<b>(32,863)</b>	<b>(46,267)</b>
Net Increase in Cash Held		4,221	49,065
Cash at the Beginning of the Year		166,529	117,464
<b><u>CASH AT THE END OF THE YEAR</u></b>	<b>10(a)</b>	<b>170,750</b>	<b>166,529</b>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CHANGES IN EQUITY**

**FOR THE YEAR ENDED 30 JUNE 2006**

	<b>UNAPPROPRIATED FUNDS</b>	<b>ASSET REVALUATION RESERVE</b>	<b>TOTAL EQUITY</b>
<b>AT 1 JULY 2004</b>	410,919	32,265	443,184
Profit (Loss) for the year	(69,449)	-	(69,449)
	<hr/>	<hr/>	<hr/>
<b>AT 30 JUNE 2005</b>	341,470	32,265	373,735
Profit (Loss) for the year	(64,268)	-	(64,268)
	<hr/>	<hr/>	<hr/>
<b>AT 30 JUNE 2006</b>	<u>277,202</u>	<u>32,265</u>	<u>309,467</u>

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 2006**

**1. ACCOUNTING METHODS**

**Basis of Preparation**

The financial report is a general purpose financial report that has been prepared in accordance with the requirements of the Corporations Act 2001 Australian Accounting Standards.

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.

**Statement of Compliance**

The financial report complies with Australia Accounting Standards, which include Australian Equivalents to International Financial Reporting Standards ('AIFRS'). Compliance with AIFRS ensures that the financial report, comprising the financial statements and notes thereto, complies with International Financial Reporting Standards ('IFRS').

This is the first year of adoption of AIFRS standards. No material differences have arisen upon adoption of AIFRS standards from the previous AGAAP Standards, therefore comparatives were not required to be re-stated for compliance with AIFRS.

**(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 buildings 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.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

Depreciation rates are:

	<b>2006</b>	<b>2005</b>
Leased vehicles	20-22.5%	20-22.5%
Property plant and equipment	10-33%	10-33%
Leasehold improvements	10-25%	10-25%

**(d) Leases**

Finance Leases, which transfer to the Union substantially all the risks and benefits incidental to ownership of the leased item, are capitalised at the inception of the lease at the fair value of the leased property.

Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged directly against income.

**(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 117 "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 2006**

**(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 arising 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 119 "Employee Benefits". Liabilities are recognised in accordance with Union policy and are measured at the nominal rate at reporting date. AASB 119 "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 2006**

**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**

	<b>2006</b>	<b>2005</b>
Membership Contributions	858,983	721,983
Reimbursements from Federal Office	39,135	37,958
Rent Received	-	4,150
Sundry Income	25,378	8,329
Levy	225,137	155,726
National Organising Fund	75,000	75,000
Interest Received	7,248	5,358
TCOA fees	20,427	40,510
Profit on Sale of Non Current Assets	-	36,493
Board Sitting Fees	12,492	15,280
<b>TOTAL REVENUES</b>	<b>1,263,800</b>	<b>1,100,787</b>



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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**4. EXPENSES**

	<b>2006</b>	<b>2005</b>
Salaries & Employee Benefits Expense		
Annual Leave Provision	7,099	27,147
Fringe Benefits Tax	12,346	12,121
Long Service Leave	13,460	14,268
Payroll Tax	44,262	40,174
Salaries & Allowances	665,625	577,790
Superannuation Contributions	76,920	65,783
Training & Development	34,856	26,966
Travelling & Accommodation Expense	21,453	10,709
	<hr/>	<hr/>
Total Salaries & Employee Benefits Expense	876,021	774,958
	<hr/>	<hr/>
General Office		
Advertising	3,792	4,591
Accountancy Fees	15,661	4,510
Affiliation	21,311	21,011
Audit Fees	5,739	5,045
Catering & Functions	10,700	6,607
Commissions Allowed	9,661	13,353
Filing Fees	106	(318)
Information Technology Expenditure	5,625	20,047
Insurance	14,087	13,316
Publications & Subscriptions	30,954	4,576
Legal Costs	4,136	724
Electricity	5,735	5,090
Meeting Expenses	10,376	5,460
Motor Vehicles Expenses	19,866	22,138
Postage & Freight	19,858	12,154
Printing & Stationery	12,786	12,226
Miscellaneous	7,281	12,317
Rates & Taxes	7,190	10,790
Rent- Scobies	-	1,120
Rent- Other	9,135	9,729
Repairs & Maintenance	4,487	7,335
Telephone & Fax	25,531	29,821
Political Campaigning	12,922	5,000
Bad Debts Expense	-	1,702
	<hr/>	<hr/>
Total General Office Expense	256,939	228,364
	<hr/>	<hr/>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**5. TRADE RECEIVABLES**

		<b>2006</b>	<b>2005</b>
Trade Receivables	5(a)	<b>77,303</b>	73,114
Provision for Doubtful Debts		<b>(2,000)</b>	(2,000)
		<b>75,303</b>	71,114

**(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	400,000	400,000
	400,000	400,000
Plant & Equipment	199,033	198,189
Less: Accumulated Depreciation	(185,777)	(180,936)
	13,256	17,253
Motor Vehicles -- Under Lease	203,348	203,348
Less: Accumulated Amortisation	(86,158)	(46,227)
	117,190	157,121
Leasehold Improvements	14,181	14,181
Less: Accumulated Amortisation	(14,181)	(14,181)
	-	-
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>530,446</b>	<b>574,374</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**6. PROPERTY PLANT & EQUIPMENT (CONTINUED)**

**2006**

**RECONCILIATIONS**

**Plant & Equipment**

Opening Written Down Value

17,253

Add purchases

844

Less Depreciation

(4,841)

Closing Written Down Value

13,256

**Motor Vehicles Under Lease**

Opening Written Down Value

157,121

Add purchases

-

Less disposals

-

Less Amortisation

(39,931)

Closing Written Down Value

117,190

**Leasehold Improvements**

Opening Written down Value

-

Less Depreciation

-

Closing Balance

-

**Land & Buildings**

Opening Value

400,000

Less Disposals

-

Closing Value

400,000

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**7. TRADE CREDITORS**

		<b>2006</b>	<b>2005</b>
Trade Creditors	7(a)	<b>51,831</b>	31,057
Sundry Accruals	7(a)	<b>31,804</b>	29,578
Sustentation Fees	7(a)	<b>40,231</b>	32,859
		<hr/>	<hr/>
Total Trade and Sundry Creditors		<b>123,866</b>	93,494
		<hr/>	<hr/>

**(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	<b>64,757</b>	45,274
- Later than one year and not later than five years	<b>78,476</b>	143,233
	<hr/>	<hr/>
Minimum Lease Payments	<b>143,233</b>	188,507
	<hr/>	<hr/>
Less Future Finance Charges	<b>(13,498)</b>	(25,909)
	<hr/>	<hr/>
Total Lease Liability	<b>129,735</b>	162,598
	<hr/>	<hr/>
Shown in accounts as:		
- current liability	<b>55,084</b>	32,862
- non-current liability	<b>74,651</b>	129,736
	<hr/>	<hr/>
	<b>129,735</b>	162,598
	<hr/>	<hr/>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**9. UNAPPROPRIATED FUNDS**

	<b>2006</b>	<b>2005</b>
Unappropriated Funds	277,202	341,470
Asset Revaluation Reserve	32,265	32,265
Unappropriated Funds		
Balance at Beginning of year	341,470	410,919
Add Profit (Loss) for the year	(64,268)	(69,449)
Balance at end of year	<u>277,202</u>	<u>341,470</u>
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	32,265
Movements during year	-	-
Balance at end of year	<u>32,265</u>	<u>32,265</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**2006**

**2005**

**10. NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of Cash**

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 Balance Sheet as follows:-

Joint Operating Account	37,580	34,359
Cash Deposit Account	7,956	7,541
Bank Bill	125,214	124,629
	<u>170,750</u>	<u>166,529</u>

**(b) Reconciliation of Net Cash Provided by (Used in) Operating Activities to Profit after Tax:**

Profit (Loss)	(64,268)	(69,449)
Depreciation	44,772	33,706
Leasing Charges	11,816	12,466
Profit on Sale of Non- Current Assets	-	(36,493)
Increase/(Decrease) in Annual Leave Provision	7,100	27,147
Increase/(Decrease) in Long Service Leave Provision	6,277	14,268
Increase/(Decrease) in Creditors	30,372	10,774
(Increase)/Decrease in Sundry Debtors	3,567	4,432
(Increase)/Decrease in Trade Debtors	(4,189)	(18,650)
(Increase)/Decrease in GST Receivable	14,297	3,600
Net Cash Provided by (Used in) Operating Activities	<u>49,744</u>	<u>(18,199)</u>

# LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

## TASMANIAN BRANCH

### NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2006

#### 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:

			<b>2006</b>	<b>2005</b>
\$60,000	-	\$69,999	3	1
\$50,000	-	\$59,999	2	-

The number of employees employed at reporting date was 14 (2005: 15)

#### 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 Members	Lisa Crowe
	George Bullock
	Simon Hughes
	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 \$10,000 (2005: \$10,000). This loan was provided for capital improvements and has been repaid subsequent to 30 June 2006.

**LIQUOR, HOSPITALITY & MISCELLANEOUS UNION**

**TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 30 JUNE 2006**

**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

<b>2006</b>	<b>2005</b>
5,739	5,045
2,400	3,058
<hr/> 8,139	<hr/> 8,103

**14. DESCRIPTION OF OPERATIONS**

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

**15. SIGNIFICANT CHANGES IN THE STATE OF AFFAIRS**

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

**16. SIGNIFICANT EVENTS AFTER BALANCE DATE**

There were no significant events after balance date.

**17. REGISTERED OFFICE**

165-167 Davey Street

HOBART

TASMANIA 7000



LIQUOR, HOSPITALITY & MISCELLANEOUS UNION

TASMANIAN BRANCH

SUMMARY OF THE FINANCIAL STATEMENTS 30 JUNE 2006

INCOME STATEMENT

FOR THE YEAR ENDED 30 JUNE 2006

	2006	2005
<u>Income</u>		
Membership contributions	858,983	721,983
Other income	404,817	378,804
	<u>1,263,800</u>	<u>1,100,787</u>
Less Total Expenditure	(1,328,068)	(1,170,236)
Operating Surplus (Deficit) for the year	<u>(64,268)</u>	<u>(69,449)</u>

BALANCE SHEET

AS AT 30 JUNE 2006

	2006	2005
Current Assets	244,438	253,892
Non-current Assets	530,446	574,374
TOTAL ASSETS	<u>774,884</u>	<u>828,266</u>
Less Total Liabilities	465,417	454,531
NET ASSETS	<u>309,467</u>	<u>373,735</u>
Accumulated Funds	<u>309,467</u>	<u>373,735</u>

**LIQUOR, HOSPITALITY & MISCELLANEOUS UNION  
TASMANIAN BRANCH  
RESOLUTIONS OF THE COMMITTEE OF MANAGEMENT**

**Operating Report**

1. 'Resolved that the operating report for the year ended 30 June 2006 as prepared by David O'Byrne as designated officer of the Branch be approved and be signed by David O'Byrne on behalf the committee.'

**Committee of Management's Statement in respect of the Financial Report for the year ended 30 June 2006**

1. Resolved, that in the opinion of 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 2006;
  - (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 2006 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 to 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 the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996'.
2. Resolved that David O'Byrne as designated officer of the Branch be authorised to sign the Committee of Management's Statement containing the above declarations of the committee.

**Concise financial report for the year ended 30 June 2006**

1. Resolved that the concise financial report, operating report, and statement by auditor for the year ended 30 June 2006 be distributed to members by publishing in the branch's journal.

Date

31/10/06

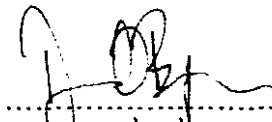
**LIQUOR, HOSPITALITY & MISCELLANEOUS UNION  
TASMANIAN BRANCH**

**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 31/10/2006 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 2006 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 2006;
- (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 2006 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 to 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 31/10/06

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

**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2004  
CERTIFICATE FOR LODGEMENT WITH REGISTRAR**

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

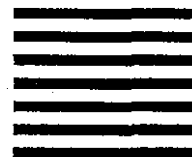
In accordance with Section 268 of Schedule 1B to the Workplace Relations Act 1996, I David O'Byrne being a prescribed designated officer, hereby certify that the attached copies of the concise report and the full report are copies of the documents provided to members and presented to a meeting in accordance with section 266 of Schedule 1B to the Workplace Relations Act 1996.

.....  
Date

31/10/06

## INDEPENDENT AUDIT REPORT

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



**Wise Lord & Ferguson**

Chartered Accountants  
Representative of Ernst & Young in Tasmania  
ABN 23 563 132 864

*advice to advantage*

### Scope

#### *The Financial Report and the Committee of Management's Responsibility*

The financial report comprises the balance sheet, income statement, statement of cash flows, statement of changes in equity, 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 2006.

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 as to 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.

1<sup>st</sup> floor 160 Collins Street Hobart 7000, PO Box 1083 Hobart TAS 7001  
Tel: (03) 6223 6155 Fax: (03) 6223 8993 Email: [email@wlf.com.au](mailto:email@wlf.com.au) Internet: [www.wlf.com.au](http://www.wlf.com.au)

**Partners:** Peter Beven, Robert Whitehouse, Harvey Gibson, Danny McCarthy,  
Douglas Thomson, Joanne Doyle, Stuart Clutterbuck, Ian Wheeler  
**Managers:** Shenna Hurd, Marg Marshall, Sharon Breen, Dean Johnson,  
Alicia Leis, Melanie Richardson, Tracy Easter, Penny Eaves  
**Consultants:** Brent Palfreyman, Duncan McDougall



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.

### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

### **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 2006 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.

*H J Gibson*  
*Wise Lord & Ferguson*

**H J GIBSON**

PARTNER  
Wise Lord & Ferguson  
Chartered Accountants

..... 2 November 2006  
Date



**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 and Miscellaneous Union  
Locked Bag 9  
HAYMARKET NSW 1240

Dear Mr Lawrence

**Re: Lodgement of Financial Statements and Accounts – Liquor, Hospitality and Miscellaneous Union, Tasmanian Branch – for year ending 30 June 2006 (FR2006/516)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 14 December 2006. The legislative requirements appear to have been met and accordingly the documents have been filed.

I note however two references to a concise report, (1) on a page entitled “*Resolutions of the Committee of Management*” and (2) on a page entitled “*Certificate for Lodgement with Registrar*”. However no concise report was attached. Moreover, the Secretary’s certificate only referred to the provision to members of the full report. If a concise report was audited and distributed, please forward a copy to the Registry so that it may be added to the file.

I also take this opportunity to remind the Branch of the following if it applies in future years.

**Recovery of Wages Activity Report (only if applicable in any year)**

Paragraph 16 of the Industrial Registrar’s Guidelines states:

*Where the reporting unit has undertaken recovery of wages activity (and has derived revenues for the financial year in respect of such activity) the reporting unit must cause to be prepared for purposes of paragraph 253(2)(c) of the RAO Schedule a financial report in which is disclosed financial information associated with such activity.*

Paragraphs 17-23 describe what such a report must contain, and paragraph 25(f) requires that the Committee of Management Statement contain various declarations in relation to such recovery wages activity.

If such activity occurs in the Branch in future years, it should be reported in accordance with these Guidelines.

Yours sincerely,

Stephen Kellett  
Statutory Services Branch

20 December 2006