



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

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

**Ref: FR2007/268-[108V-VIC]**

Mr Brian Daley  
Branch Secretary  
Liquor, Hospitality and Miscellaneous Union-  
Victorian Branch  
PO Box 327  
NORTH MELBOURNE VIC 3051

Dear Mr Daley

**Financial Return - year ending 30 June, 2007**

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

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

**Information on AIRC Website**

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

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

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

## 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 6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...  
18 July, 2007

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /	
<b>FIRST MEETING:</b> Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members.  (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or  (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.  <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
<b>SECOND MEETING:</b> Present full report to:  (a) General Meeting of Members - s266 (1),(2), or  (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	within 6 months of end of financial year
	/ /	within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

**Note:** The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

### Documents Checklist

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

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

No	Document	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

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

**Committee Of Management Statement**

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

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

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

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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

Title of Office held:

Signature:

Date:

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

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



**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

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

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

ABN: 5272 8088 684

**Louise Tarrant**  
National Secretary

**Brian Daley**  
National President

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



Organising for the future

Please address all correspondence to the National Secretary

17 December, 2007

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

Dear Mr Jenkins

**Re: VICTORIA BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the LHMU Victoria Branch for the year ended 30 June 2007. Enclosed is the Full Financial Report including:

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

The financial reports were sent to the Branch Executive on 22<sup>nd</sup> October 2007. The Executive resolved:

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

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

A full report was provided to the Committee of Management on 12 December 2007 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 15 December 2007.

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

If you have any questions please contact me.

Yours faithfully

**LOUISE TARRANT**  
**NATIONAL SECRETARY**



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

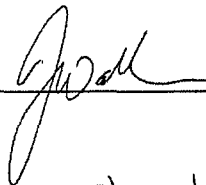
**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2007**

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, Jess Walsh being the Branch Secretary of the Liquor, Hospitality and Miscellaneous Union, Victoria Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 15 November 2007 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on *12 December 2007* in accordance with section 266 of the RAO Schedule.

Signed:

  
\_\_\_\_\_

Date:

*15/12/07*

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

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30<sup>TH</sup> JUNE 2007**

**Registered Address:**

117-131 CAPEL STREET  
NORTH MELBOURNE, VICTORIA, 3051

**Tel:** (03) 9235 7777  
**Fax:** (03) 9235 7770

**Secretary:**

Brian Daley

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

## **OPERATING REPORT**

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In accordance with Section 254 of the RAO Schedule of the Workplace Relations Act 1996 ("the Act") this Operating Report has been prepared to detail the activities of the Liquor Hospitality and Miscellaneous Union, Victorian Branch, for the financial year ended 30<sup>th</sup> June 2007, the results of those activities and any significant changes in the nature of those activities during the year.

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

The principal activities of the Victorian Branch of the LHMU, during the past year fell into the following categories:

- Implementation of the decisions of the Branch Executive and Branch Council.
- Implementation of the union's organising agenda, including strategic industry or site organising projects.
- Industrial support including representation of individual member, site and industry grievances, disputes and/or industrial matters, advice on legal and legislative matters and specific advice and support on Occupational Health and Safety and WorkCover matters and the training of Officials and Members on industrial matters, including dispute resolution.
- The administration of federal awards operating in the State of Victoria, the variation of awards following major test cases (such as living wage) and making applications to vary federal awards.
- Communications to members through members magazines, member newsletters and specific media releases and targeted publications.
- Administration of membership system to maintain member records including a history of payments made by individual members.
- Participation in broader union campaigns at times auspiced through Victorian Trades Hall Council.

### **2. Operating Result**

The operating result of the Branch for the year ended 30<sup>th</sup> June 2007 was a deficit of \$507,031. No provision for tax was necessary as the Branch is considered exempt.

### **3. Significant Changes**

The Victorian Branch has raised members dues to assist in paying for organising and other industrial activities. The Victorian Branch received monies from a National Organising Fund to implement mutually agreed growth projects, however this agreement will expire during 2007/08.

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

**OPERATING REPORT (CONTINUED)**

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**4. Rights of Members**

All members of the Union have the right to resign from the Union in accordance with Rule 10 of the Union Rules, (and Section 174 of the RAO Schedule); namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

**5. Superannuation Office-holders**

The following officers and/or members of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member representative –

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
Brian Daley	HOSTPLUS Pty Ltd	HOSTPLUS	Director
Brian Daley	AustralianSuper Pty Ltd	AustralianSuper	Director
Brian Daley	Industry Fund Services Pty Ltd	Industry Fund Services	Director

**NB.** Brian resigned as director of Industry Fund Services Pty Ltd in December 2006

**6. Other Prescribed Information**

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the Branch under sec. 244 of the RAO Schedule was 18,260;
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 63;

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

**OPERATING REPORT (CONTINUED)**

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**6. Other Prescribed Information**

- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

<b>Name:</b>	<b>Period:</b>
Vivian Duggan	1/7/06 - 30/6/07
Stephen McGhie	1/7/06 - 30/6/07
Brian Daley	1/7/06 - 30/6/07
Jane Farrell	1/7/06 - 30/6/07
Veronica Ilias	1/7/06 - 30/6/07
Jessica Walsh	1/7/06 - 30/6/07
Dominic Fountain	1/7/06 - 30/6/07
Peter Casey	1/7/06 - 30/6/07
Bronwen Jefferson	1/7/06 - 30/6/07
Henry Li	1/7/06 - 1/7/06
Greg Frederickson	1/7/06 - 30/6/07
Margarita Stark	1/7/06 - 30/6/07
Con Manavakis	1/7/06 - 1/7/06
Brendan Murphy	1/7/06 - 30/6/07
Kath Wilson	1/7/06 - 30/6/07
Kerrie Dale	1/7/06 - 1/7/06
Laurence Kane	1/7/06 - 1/7/06
Jennifer Egan	1/7/06 - 1/7/06
Marcus D'Abreo	1/7/06 - 25/9/06
Philip Wilkinson	1/7/06 - 21/11/06

**7. Other Relevant Information**

Nil

Signed for and on behalf of the Committee of Management -

Date: 22 August 2007.

.....  
B. Daley  
Branch Secretary

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

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30TH JUNE 2007**

	<b>Year Ended 30/6/07 \$</b>	<b>Year Ended 30/6/06 \$</b>
<b><u>INCOME</u></b>		
Membership Contributions	5,562,943	5,302,946
Interest Received	1,024,488	986,049
Rent Received:		
- Capel Street	81,747	101,965
- Tootgarook	17,640	17,355
- Torquay	26,640	31,189
- Lakes Entrance	14,780	18,045
- Drummond Street	43,558	42,555
Profit on Disposal of Non-Current Assets	5,830	346
Directors Fees Received	77,059	91,017
Workcover Claims re Employees	63,754	53,214
Funds from National Office re Organising Co-Ordinator	40,000	185,000
Sundry Income	98,754	70,458
<i>Total Income</i>	<u>7,057,193</u>	<u>6,900,139</u>
<b><u>LESS EXPENDITURE</u></b>		
Accountancy & Audit	21,900	22,000
Advertising	664	4,565
Affiliations - Australian Labor Party	79,955	81,583
Affiliations - VTHC & Others	79,040	74,040
Attendance Fees	2,147	3,978
Awards & Publications	30,430	28,427
Bank Charges	34,199	24,870
Caretaker Expenses	3,750	6,944
Cleaning	56,327	57,147
Campaign Costs	108,642	82,546
Commission Paid	85,694	84,624
Computer Expenses	64,769	20,835
Delegates Fees & Expenses	28,119	14,660
Depreciation - Buildings	96,685	96,856
Depreciation - Motor Vehicles	43,383	57,311
Depreciation - Furniture & Equipment	153,887	163,415
Donations	5,968	3,299
Education & Training Expenses	10,246	10,861
Electricity	44,557	54,587
Entertainment Expenses	22,392	12,295
Fringe Benefits Tax - Officers	578	830
Fringe Benefits Tax - Staff	1,196	18,021
General Expenses	21,730	24,441
Insurance	38,840	26,442
Legal Costs	88,220	212,473
Loss on Disposal of Non-Current Assets	5,439	7,627
Lost Time	7,658	20,110
Magazine Expenses	52,347	52,914

**The accompanying notes form part of these financial statements.**



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

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30TH JUNE 2007**

	<b>Year Ended 30/6/07 \$</b>	<b>Year Ended 30/6/06 \$</b>
Meetings, Conferences & Travelling Expenses	80,701	71,729
Mortality Fund Payments	1,500	-
Motor Vehicle Expenses	104,949	138,404
Payroll Tax	225,029	220,809
Postage & Couriers	40,750	39,532
Printing & Stationery	67,407	57,054
Provision for Accrued Annual Leave	(46,098)	29,052
Provision for Long Service Leave	18,520	(16,379)
Rates & Taxes	107,018	93,301
Rent & Room Hire	13,520	15,145
Repairs & Maintenance	78,843	45,524
Salaries & Allowances - Elected Officers	411,389	411,574
Salaries & Allowances - Staff	3,623,402	3,446,477
Staff Amenities	11,189	11,649
Superannuation Contributions - Officers	54,043	47,416
Superannuation Contributions - Staff	505,856	477,196
Sustentation Fees	839,589	805,622
Telephone	93,517	118,573
Workcover Expenses	144,338	96,563
<i>Total Expenditure</i>	<u>7,564,224</u>	<u>7,376,942</u>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>(507,031)</b>	<b>(476,803)</b>
Accumulated Funds - Beginning of Year	<u>17,703,553</u>	<u>18,180,356</u>
<b><u>ACCUMULATED FUNDS AT 30TH JUNE 2007</u></b>	<b><u>17,196,522</u></b>	<b><u>17,703,553</u></b>

**The accompanying notes form part of these financial statements.**

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2007**

	<b>2007 \$</b>	<b>2006 \$</b>
<b><u>MEMBERS' FUNDS</u></b>		
Accumulated Funds	17,196,522	17,703,553
<i>represented by:</i>		
<b><u>CURRENT ASSETS</u></b>		
Petty Cash on Hand	1,329	1,295
Deposits	225	225
Cash at Bank - General Account	55,421	-
Cash at Bank - Trace Account	2,245	82,091
Sundry Debtors	49,608	32,915
Debtor - LHMU Federal Office	7,886	163,715
LHMU Clothing on Hand	3,590	3,096
Interest Receivable	59,515	71,022
Prepayments	73,620	74,897
<i>Total Current Assets</i>	253,439	429,256
<b><u>FIXED ASSETS</u></b>		
Land & Buildings	4,745,316	4,745,316
Less: Accumulated Depreciation	1,975,334	1,878,649
	2,769,982	2,866,667
Motor Vehicles	364,438	456,283
Less: Accumulated Depreciation	210,346	259,993
	154,092	196,290
Furniture & Equipment	3,754,577	3,348,262
Less: Accumulated Depreciation	2,847,987	2,779,018
	906,590	569,244
<i>Total Fixed Assets</i>	3,830,664	3,632,201
<b><u>INVESTMENTS</u></b>		
Bank Bills & Notes	13,750,801	14,257,716
Loan - Western Australia Branch	710,336	789,409
Shares in Unlisted Companies	302	302
<i>Total Investments</i>	14,461,439	15,047,427
<b>TOTAL ASSETS</b>	<b>18,545,542</b>	<b>19,108,884</b>

**The accompanying notes form part of these financial statements.**

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2007**

	2007 \$	2006 \$
<b><u>CURRENT LIABILITIES</u></b>		
Bank Overdraft - General Account	-	104,187
Bond Monies Held	3,750	3,750
Creditor - LHMU Federal Office	199,056	233,170
Sundry Creditors	325,373	231,578
Legal Fees Payable	3,112	3,050
Other Creditors	2	2
Input Tax Credits	(18,087)	(33,820)
GST Payable	2,423	2,446
Provision for Accrued Annual Leave - Officers	71,045	85,828
Provision for Accrued Annual Leave - Staff	277,226	308,541
Provision for Long Service Leave - Officers	106,623	97,999
Provision for Long Service Leave - Staff	303,489	302,109
<i>Total Current Liabilities</i>	1,274,012	1,338,840
<b><u>NON-CURRENT LIABILITIES</u></b>		
Provision for Long Service Leave - Officers	-	7,541
Provision for Long Service Leave - Staff	75,008	58,950
<i>Total Non-Current Liabilities</i>	75,008	66,491
<b>TOTAL LIABILITIES</b>	1,349,020	1,405,331
<b><u>NET ASSETS</u></b>	17,196,522	17,703,553

**The accompanying notes form part of these financial statements.**

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007**

	NOTE	Year Ended 30/6/07 \$	Year Ended 30/6/06 \$
<b>CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b>	<b>7</b>		
<b>Receipts:</b>			
Membership Dues		5,563,609	5,285,140
Interest Received		1,035,995	981,769
Other Income		224,387	205,890
Rent Received		184,561	211,048
Funds from National Office		225,000	209,485
GST Collected		143,284	43,985
		<u>7,376,836</u>	<u>6,937,317</u>
<b>Payments:</b>			
Salaries, Superannuation, Annual Leave & Long Service Leave		(4,531,332)	(4,386,668)
Sustentation Fees		(860,641)	(830,732)
Other Expenditure		(1,912,233)	(1,808,302)
GST Paid		(61,389)	(135,841)
<b>Net Cash Provided By/(Used In) Operating Activities</b>		<u>11,241</u>	<u>(224,226)</u>
<b>CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES</b>			
Purchase of Motor Vehicles		(30,893)	-
Purchase of Plant & Equipment, Furniture & Fittings		(517,904)	(279,700)
(Purchase of)/Proceeds from Bank Bills & Notes		506,915	(1,752,801)
(Payment of)/Proceeds from Western Australian Branch Loan		79,073	79,590
(Payment of)/ Proceeds from Queensland Branch Loan		-	2,000,000
Proceeds from Sale of Non-Current Assets		31,364	12,909
<b>Net Cash Provided By/(Used In) Non-Operating Activities</b>		<u>68,555</u>	<u>59,998</u>
Net Increase/(Decrease) in Cash Held		79,796	(164,228)
Add: Cash Held at 1 <sup>st</sup> July 2006		(20,801)	143,427
<b>CASH HELD AS AT 30<sup>TH</sup> JUNE 2007</b>		<u>58,995</u>	<u>(20,801)</u>
<b>REPRESENTED BY:</b>			
Petty Cash on Hand		1,329	1,295
Cash at Bank – General Account		55,421	(104,187)
Cash at Bank – Trace Account		2,245	82,091
		<u>58,995</u>	<u>(20,801)</u>

*The accompanying notes form part of these financial statements.*

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007**

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**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards including the disclosure requirements of the Workplace Relations Act 1996.

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

**(a) Basis of Accounting**

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

With the exception of membership contributions, all income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

Membership subscriptions are brought to account on the cash basis of accounting as and when received as permitted by Section 252(4) of the RAO Schedule.

**(b) Employee Entitlements**

Provision has been made in the financial report for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at their expected present value of the estimated future cash outflows to be made for those entitlements.

**(c) Income Tax**

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

**(d) Fixed Assets**

Fixed assets are stated in the accounts at historical cost less, where applicable, any accumulated depreciation.

Fixed assets, other than freehold land, are depreciated on a straight line or diminishing value basis over the period of their estimated effective lives.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007 (CONTINUED)**

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**2. UNION RULES**

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

The Union's policy is for assets and property acquired from Branch Funds to be accounted for in the Financial Statements of the Branch from whose funds the assets were acquired.

Similarly, all income received by a Branch (whether in the form of entrance fees, contributions, fines, fees, levies, dues or penalties, or by way of investments and the like) is accounted for in the Financial Statements of that Branch even though such income is the property of the Union.

**3. WORKPLACE RELATIONS ACT 1996**

In accordance with the requirements of the RAO Schedule of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272, which reads –

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

**4. CONTINGENT LIABILITIES**

The members of the Branch Executive are unaware of any contingent liability, the effect of which may be material in relation to the financial reports.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007 (CONTINUED)**

**5. FIXED ASSETS**

**Land & Buildings**

	<u>Cost</u>	<u>30/6/07</u> <u>Provn</u> <u>for Depn</u>	<u>Cost</u>	<u>30/6/06</u> <u>Provn</u> <u>for Depn</u>
117-131 Capel St., North Melbourne	3,801,169	1,683,056	3,801,169	1,601,685
50 Wilkinson St., Tootgarook	97,902	58,431	97,902	56,396
Lot 1, 60 Myer St., Lakes Entrance	265,412	75,189	265,412	70,736
22 Pride St., Torquay	118,756	55,647	118,756	53,464
62 Drummond St., Carlton	462,077	103,011	462,077	96,368
	<u>4,745,316</u>	<u>1,975,334</u>	<u>4,745,316</u>	<u>1,878,649</u>

**6. EVENTS SUBSEQUENT TO BALANCE DATE**

The Branch Executive is unaware of any events which have arisen subsequent to balance date, the effect of which may be material in relation to the financial report.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007 (CONTINUED)**

**7. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM OPERATING  
ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT) FOR YEAR**

	Year Ended 30/6/07 \$	Year Ended 30/6/06 \$
<b>Operating Surplus/(Deficit) for Year</b>	<b>(507,031)</b>	<b>(476,803)</b>
<b>Add Back: Non Cash Flow Items:</b>		
Depreciation - Buildings	96,685	96,856
Depreciation - Motor Vehicles	43,383	57,311
Depreciation - Furniture & Equipment	153,887	163,415
Provision for Long Service Leave	18,520	(16,379)
Provision for Accrued Annual Leave	(46,098)	29,052
Profit on Disposal of Non-Current Assets	(5,830)	(346)
Loss on Disposal of Non-Current Assets	5,439	7,627
	<u>(241,045)</u>	<u>(139,267)</u>
<b>Change in Assets &amp; Liabilities:</b>		
(Increase)/Decrease in Sundry Debtors	(16,693)	(2,826)
(Increase)/Decrease in Debtor - LHMU Federal Office	155,829	49,176
(Increase)/Decrease in LHMU Clothing on Hand	(494)	8,770
(Increase)/Decrease in Interest Receivable	11,507	(4,280)
(Increase)/Decrease in Prepayments	1,277	416
(Increase)/Decrease in Input Tax Credits	15,733	44,796
Increase/(Decrease) in Sundry Creditors And Accruals	119,202	(46,095)
Increase/(Decrease) in Creditor - LHMU Federal Office	(34,114)	-
Increase/(Decrease) in Legal Fees Payable	62	(30)
Increase/(Decrease) in GST Payable	(23)	(134,886)
<b>Net Cash Provided By/(Used In) Operating Activities</b>	<u><b>11,241</b></u>	<u><b>(224,226)</b></u>



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007 (CONTINUED)**

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**8. RELATED PARTY DISCLOSURES**

- (i) The following persons have held office in the Union during the financial period:

Vivian Duggan	-	Branch President	
Stephen McGhie	-	Deputy President	
Brian Daley	-	Branch Secretary	
Jane Farrell	-	Assistant Secretary	
Veronica Ilias	-	Assistant Secretary	(Elected 1/7/2006)
Jessica Walsh	-	Assistant Secretary	(Elected 1/7/2006)
Dominic Fountain	-	Executive Member	
Peter Casey	-	"	
Bronwyn Jefferson	-	"	
Henry Li	-	"	(Resigned 1/7/2006)
Greg Frederickson	-	"	
Margarita Stark	-	"	
Con Manavakis	-	"	(Resigned 1/7/2006)
Brendan Murphy	-	"	
Kath Wilson	-	"	
Kerrie Dale	-	"	(Resigned 1/7/2006)
Laurence Kane	-	"	(Resigned 1/7/2006)
Jennifer Egan	-	"	(Resigned 1/7/2006)
Marcus D'Abreo	-	"	(Elected 1/7/2006)
			(Resigned 25/9/2006)
Philip Wilkinson	-	"	(Elected 1/7/2006)
			(Resigned 21/11/2006)

- (ii) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Statement of Financial Performance under Salaries & Allowances – Elected Officers.
- (iii) The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of officers is disclosed in the Statement of Financial Performance under Superannuation – Officers.
- (iii) There were no other transactions between the officers of 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.

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

**BRANCH EXECUTIVE'S STATEMENT**

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I, Brian Daley being a designated officer of the Liquor, Hospitality & Miscellaneous Union – Victorian Branch, report that the Branch Executive at a meeting of the Executive held on 22 August 2007 resolved that the following declarations, passed by the Executive at that meeting, in relation to the financial report of the branch for the year ended 30<sup>th</sup> June 2007 be included in the financial report.

In the opinion of the Branch Executive:

- (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<sup>th</sup> June 2007;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2007 and since the end of the financial year:
  - (i) meetings of the Branch Executive 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 1B to the Workplace Relations Act 1996.

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

**BRANCH EXECUTIVE'S STATEMENT**

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(f) in relation to recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

**For the Branch Executive  
[Brian Daley – Branch Secretary]**

**Signature:**

*B Daley*

**Dated:**

*22 August 2007*

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

**INDEPENDENT AUDITOR'S REPORT**

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**Scope**

We have audited the accompanying general purpose financial report of the Liquor, Hospitality & Miscellaneous Union – Victorian Branch for the year ended 30<sup>th</sup> June 2007 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Branch Executive is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union.

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

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

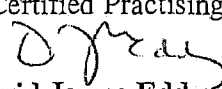
**Audit Opinion**

In our opinion –

- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30<sup>th</sup> June 2007 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne, this 22<sup>nd</sup> day of August, 2007.

**Eddy Partners**  
8<sup>th</sup> Floor,  
501 Latrobe Street  
MELBOURNE, VIC., 3000  
Tel: (03) 9602 5177  
Fax: (03) 9602 5766

**EDDY PARTNERS,**  
Certified Practising Accountants.  
  
**David James Eddy, CPA**  
Registered Company Auditor.



**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](mailto:sydney@air.gov.au)

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



Dear Ms Tarrant

**Re: Lodgement of Financial Statements and Accounts – Liquor, Hospitality and  
Miscellaneous Union, Victorian Branch – for year ending 30 June 2007 (FR2007/268)**

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett'.

Stephen Kellett  
Statutory Services Branch

2 January 2008