



## AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2003/656-[222V]**

Ms Patricia Murdock  
Executive Officer  
Victorian Farmers Federation Industrial Association  
24-28 Collins Street  
MELBOURNE VIC 3000

Dear Ms Murdock

**Re: Victorian Farmers Federation Industrial Association  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

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

Please do not hesitate to contact me on (03) 8661 7775 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Ruth Hansen  
E-mail: ruth.hansen@air.gov.au  
9 January 2004

## **WORKPLACE RELATIONS ACT 1996**

### **Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003**

Financial reports should be prepared, audited, provided to members\*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

- A** An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].
- B** The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

***Note:** The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

- C** The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].
- D** A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].
- E** The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]\*\*.
- F** Members are to be provided\* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]\*\*.
- G** The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report\*\* - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

***Note:** If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

- H** Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented\*\* - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

\* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

\*\* The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

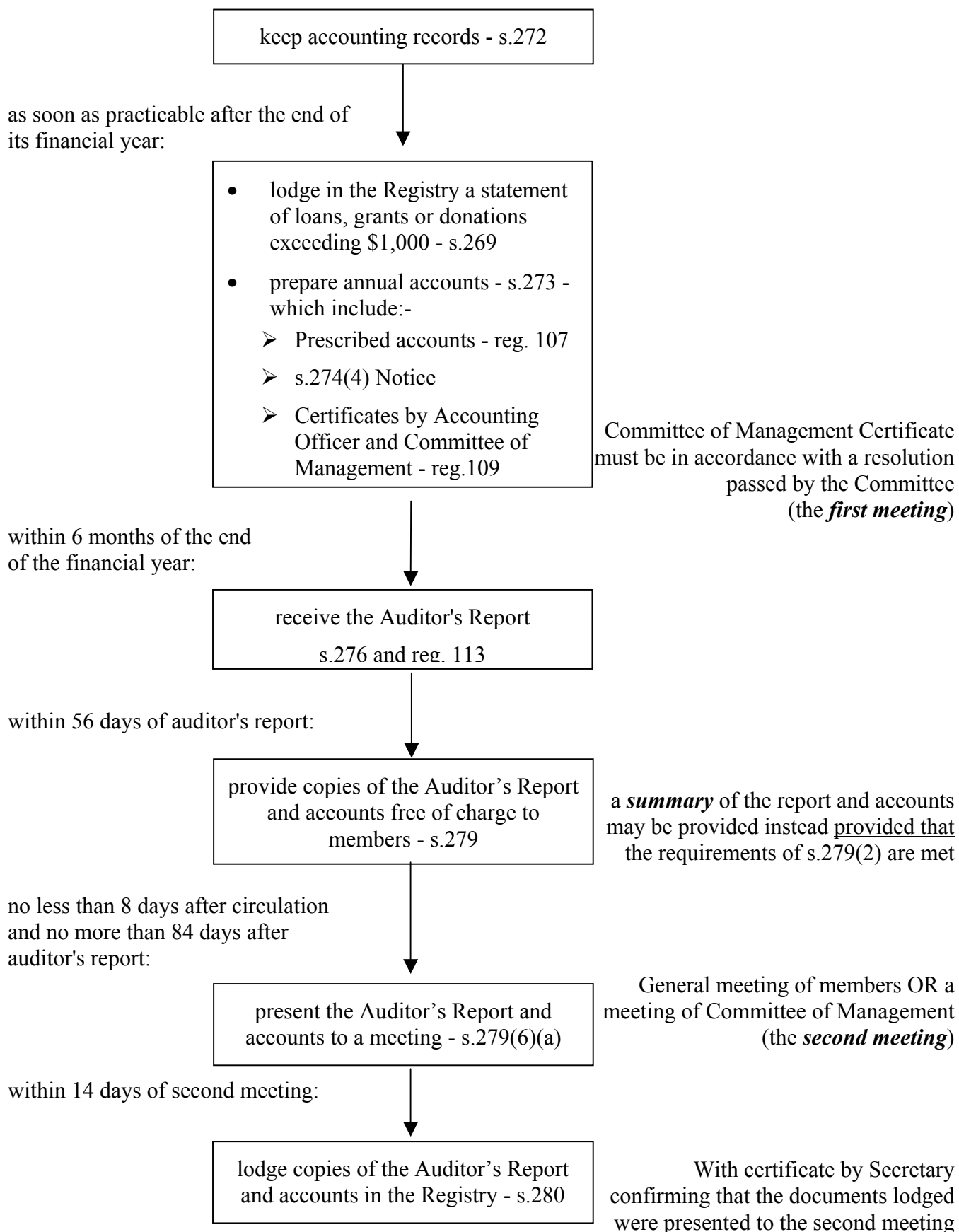
A graphical representation of these requirements is set out overleaf.

**IMPORTANT NOTES:** This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]

## ***WORKPLACE RELATIONS ACT 1996***

### **Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003**

An organisation or a branch of an organisation must:



**IMPORTANT NOTES:** This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003.[25/06/2003]



20 April 2004

Mr Ken Ophel  
Australian Industrial Registry  
Level 36, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

Dear Ken,

**(REF:E 2003/45) EXTENSION OF TIME TO PRESENT FINANCIAL ACCOUNTS, STATEMENTS AND AUDITORS REPORT TO MEETING S279(6) WORKPLACE RELATIONS ACT 1996**

The Victorian Farmers Federation Industrial Association's financial accounts, statements and the auditor's report to a meeting of members, specifically to the Association's 2004 Annual General Meeting is scheduled to occur outside the 6-month period. We therefore require an extension of time. The financial accounts and statements and auditors report will be sent to the members on 25 June free of charge in the industry's publication of the Vic Farmer. The Annual General Meeting is to be held on 13 July 2003.

Yours Sincerely

**Patricia Murdock**  
**Executive Manager, Human Resources and Industrial Relations**



VICTORIAN FARMERS FEDERATION  
INDUSTRIAL ASSOCIATION  
FARRER HOUSE  
24 - 28 COLLINS STREET  
MELBOURNE, VICTORIA 3000  
TELEPHONE: (03) 9207 5555  
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**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Ms Patricia Murdock  
Executive Manager,  
Human Resources and Industrial Relations  
Victorian Farmers Federation Industrial Association  
Farrer House  
24-28 Collins Street  
MELBOURNE VIC 3000

Dear Ms Murdock,

**Re: Extension of time - s279(6)Workplace Relations Act 1996 - FR2003/656**

I refer to your letter dated 20 April 2004 seeking an extension of time within which to present the Victorian Farmers Federation Industrial Association's accounts, statements and auditor's report to a meeting of its members, specifically to the Association's 2004 Annual General Meeting. That meeting is scheduled to be held on 13 July 2004.

Under the provisions of paragraph 279(6)(a) (now repealed) of the *Workplace Relations Act 1996*, the relevant period for the purpose of presenting the auditor's report, accounts and statements to a meeting is the period within 8 to 28 days from the day on which copies of those documents are supplied to members. Having regard to the dates provided in your correspondence in relation to the supply and presentation of the Association's financial documents, it would appear that compliance with the legislative requirements will be met.

Accordingly, an extension of time on this occasion, is not required.

However, under section 266 of the *RAO Schedule*, which will apply in relation to the Association's financial documents for the year ended 31 December 2004, a full report is required to be presented to a general meeting of members within 6 months from the end of the relevant financial year. Under subsection 265(5) of the Schedule, a Registrar may extend that period by no more than one month.

The repealed provisions apply to the financial accounts for the year ended 31 December 2003 by operation of item 44 of the *Workplace Relations Legislation Amendment (Registration and Accountability of Organisations) (Consequential Provisions) Act 2002*.

Yours sincerely

Ruth Hansen  
Statutory Services Branch

13 May 2004

Victorian Farmers Federation Industrial Association

Certificate by the Treasurer dated .....22..... July 2004

I Terry Burgi, Treasurer of the Victorian Farmers Federation Industrial Association (VFFIA) state that the documents enclosed, namely the VFFIA accounts and the Auditors Report, are copies of the original documents presented to the second meeting.

The documents were presented to a general meeting of members on the 13 July 2004 at 5.10pm

**Terry Burgi**  
Treasurer  
VFFIA

Certified by Terry Burgi

Dated .....22..... July 2004

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTES	2003	2002
<b>REVENUE</b>		\$	\$
<b>Operating Activities</b>			
Membership contributions (subscriptions)		720,678	540,160
<b>Non-Operating Activities</b>			
Interest		46	38
<b>Revenues from ordinary activities</b>		<b>720,724</b>	<b>540,198</b>
<b>EXPENSES</b>			
Administration Expenses	3	155	74
Depreciation		1,850	424
Service Fee		<u>718,719</u>	<u>539,700</u>
<b>Expenses from ordinary activities</b>		<b>720,724</b>	<b>540,198</b>
Profit from ordinary activities		0	0
Total changes in equity other than those resulting from transactions with owners as owners		0	0

The accompanying notes form part of these financial statements.

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**

**STATEMENT OF FINANCIAL POSITION**

**FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTES	2003	2002
		\$	\$
<b>CURRENT ASSETS</b>			
Cash assets		198	4,307
Amounts owed by related entities		4,000	0
Other		<u>4,080</u>	<u>2,122</u>
<b>TOTAL CURRENT ASSETS</b>		<b>8,278</b>	<b>6,429</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	4	0	<u>1,850</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<b>0</b>	<b>1,850</b>
<b>TOTAL ASSETS</b>		<b>8,278</b>	<b>8,279</b>
<b>CURRENT LIABILITIES</b>			
Payables		0	0
<b>TOTAL CURRENT LIABILITIES</b>		<b>0</b>	<b>0</b>
<b>NON-CURRENT LIABILITIES</b>			
Payables		<u>125,722</u>	<u>125,722</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>125,722</b>	<b>125,722</b>
<b>TOTAL LIABILITIES</b>		<b>125,722</b>	<b>125,722</b>
<b>NET ASSETS</b>		<b>(117,444)</b>	<b>(117,443)</b>
<b>EQUITY</b>		<b>(117,444)</b>	<b>(117,443)</b>

The accompanying notes form part of these financial statements.



**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 DECEMBER 2003**

	<b>2003</b>	<b>2002</b>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Payments to suppliers	(155)	(74)
Interest Received	47	38
<b>Net Cash (Used in ) / Provided by Operating Activities</b>	<b>(108)</b>	<b>(36)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of property, plant and equipment	0	0
Payment for property, plant and equipment	0	0
Net movement in amounts owing to / (receivable from) related entities	(4,000)	0
<b>Net Cash (Used in) / Provided by Investing Activities</b>	<b>(4,000)</b>	<b>0</b>
<b>Net increase/(decrease) in cash held</b>	<b>(4,108)</b>	<b>(35)</b>
<b>Cash at beginning of year</b>	<b>4,306</b>	<b>4,342</b>
<b>Cash at end of year</b>	<b>198</b>	<b>4,307</b>
<b>Reconciliation of Cash Flow from Operations with Operating Profit</b>		
Profit from ordinary activities	0	0
(Increase)/Decrease in receivables	(1,958)	(460)
Depreciation	1,850	424
<b>Net Cash Provided by Operating Activities</b>	<b>(108)</b>	<b>(36)</b>

The accompanying notes form part of these financial statements.

# **VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2003**

### **1. ACCOUNTING POLICIES AND METHODS**

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

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.

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis.

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act, 1936 as amended.

Depreciation of fixed assets is calculated on the diminishing value in order to write the assets off over their estimated useful life.

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

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

- a) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- b) An organisation shall, on application made under sub-section (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 it is prescribed.
- c) 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. ADMINISTRATION EXPENSES**

Bank Charges
Depreciation

2003	2002
155	74
<u>1,850</u>	<u>424</u>
<b>2,005</b>	<b>498</b>

7

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

**4. PROPERTY, PLANT AND EQUIPMENT**

Office Equipment and library at cost
Accumulated depreciation

2003	2002
11,817	11,817
11,817	9,967
0	1,850

**5. GOING CONCERN**

For the year ended 31 December 2003 the Association incurred a break-even result and at that date had net liabilities of \$117,444 and a working capital of \$8,278.

The association's total liabilities of \$125,722 is owed to the Victorian Farmers Federation (VFF).

Under an agreement between the VFF and the Association the VFF has agreed not to request repayment of the debt while the agreement remains in operation. The agreement, among other things also refers to the VFF providing all services to the Association and the Association remitting all of its income to the VFF as payment for services provided.

As a consequence, the Executive Committee of the Association believes that the Association can continue to operate and meet its obligations as and when they fall due. The accounts of the Association have accordingly been prepared on the basis that the Association is a going concern.

8

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**  
**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We being two members of the Executive Committee of the Victorian Farmers Federation Industrial Association, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

i) in the opinion of the Executive Committee, the attached accounts show a true and fair view of the financial affairs of the Association as at 31 December 2003.

(ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 31 December 2003, in accordance with the rules of the Association.

iii) to the knowledge of any member of the Committee, there have been no instances where records of the Association or other documents (not being documents containing information made available to a member of the Association under Section 274 of the Workplace Relations Act, 1996) or copies of these records or documents, or copies of the rules of the Association, have not been furnished or made available to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto or the rules of the Association.

iv) the organisation has complied with Section 279, sub-section (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December 2003, and the auditor's report thereon.

(v) the Association complied with Section 279 of the Act in respect of the financial documents of the immediately proceeding financial year.

(vi) the Committee of Management Certificate is in accordance with the resolution passed by the Committee of Management and complied with reg109(2)(a).

  
**President**

  
**Treasurer**

Dated this 6 day of FEB 2004.

9

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**

**ACCOUNTING OFFICER'S CERTIFICATE**

*TERENCE Anthony*

I, BURGI....., being the Officer responsible for keeping the accounting records of the Victorian Farmers Federation Industrial Association, certify that as at 31 December 2003, the number of members of the Association was 3,239.

In my opinion:

- 1) the attached accounts show a true and fair view of the financial affairs of the Association as at 31 December 2003.
- 2) a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which these monies are to be credited, in accordance with the rules of the Association.
- 3) before any expenditure was incurred by the Association, approval for the incurring of the expenditure was obtained in accordance with the rules of the Association.
- 4) with regard to funds of the Association raised by compulsory levies or voluntary contributions from members, or funds other than the General fund operated in accordance with the rules, no payments were out of such fund for purposes other than those for which the fund was operated.
- 5) no loans or other financial benefits, other than remuneration in respect of their full time employment with the Association and reimbursement of expenses and attendance payments were made to persons holding office in the Association.
- 6) the Register of Members of the Association was maintained in accordance with the Act.

Treasurer

*A Burgi*

Dated this *6<sup>th</sup> Feb. 2004*

# **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION**

## **Scope**

We have audited the accounts of the Victorian Farmers Federation Industrial Association for the year ended 31 December 2003. The Committee of Management is responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Association.

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

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

## **Audit Opinion**

In our opinion, in accordance with Section 276(4) of the Workplace Relations Act 1996:

- (1) Satisfactory accounting records detailing the sources and nature of the income of the Association (including income from members) and the nature and purpose of expenditure were kept by the Association, and
- (2) The attached accounts and statements, prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act 1996, as amended, are properly drawn up so as to give a true and fair view of:
  - a) the financial affairs of the Association as at 31 December 2003 and
  - b) the income and expenditure and surplus of the Association for the year ended on that date.
- (3) We have received all the information and explanations we required for the purposes of our audit.



**Coffey, Hunt & Co**  
**Chartered Accountants**

  
Partner  
Registered Company Auditor

Dated this 2<sup>nd</sup> day of April 2004.



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

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Terry Burgi  
Treasurer  
Victorian Farmers Federation  
Industrial Association  
Farrer House  
24-28 Collins Street  
MELBOURNE VIC 3000

Dear Mr Burgi,

**Re: Victorian Farmers Federation Industrial Association  
Financial documents for year ended 31 December 2003 - FR2003/656**

I have received your letter dated 22 July 2004 together with the financial documents of the above named organisation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 26 July 2004.

I have also received the Auditor's Report in relation to the financial documents of the above named organisation for the year ended 31 December 2003. The document was lodged in the Industrial Registry on 30 July 2004.

The documents have been filed.

**New Legislation**

As previously advised, the Workplace Relations Registration and Accountability of Organisations Schedule (the RAO schedule) legislation generally came into operation on 12 May 2003.

Many of the provisions relating to registered organisations previously in the Workplace Relations Act 1996 (the Act) are replicated in the new the RAO schedule, with some amendments. Other matters are substantially changed by the RAO Schedule particularly the financial reporting requirements.

The above named organisation has correctly completed and lodged its financial documents for the financial year ended 31 December 2003 under the Act. **However, the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the new RAO Schedule.**

Accordingly, it is recommended that, in preparation of the financial documents for the year commencing 1 January 2004, the new requirements be brought to the attention of the organisation's auditor.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 8661 7988.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'L. Markovski'.

Lynette Markovski  
Statutory Services Branch  
30 July 2004