



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7817
Fax: (03) 9654 6672

Terry Moon
Treasurer
The Victorian Showmen's Guild
PO Box 36
ASCOT VALE VIC 3032

Dear Mr Moon,

**Re: Financial reports for year ended 30 June 2004 - FR2004/315
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of The Victorian Showmen's Guild for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 24 November 2004.

I draw your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports. With the exception of the comments concerning the 'Operating Report', no further action is required in respect of the subject documents.

Your attention to the following matter is requested.

Operating report

The financial documents lodged did not contain an operating report. The Committee of Management must as soon as practicable after the end of each financial year cause an operating report to be prepared in relation to the financial year - refer s254 of the RAO Schedule. The operating report must contain the following:

(a) *Review of principal activities:*

The report must contain a review of the reporting unit's principal activities during the financial year, the results of those activities and any significant changes in the nature of those activities during the year.

(b) *Significant changes in financial affairs:*

The report must give details of any significant changes in the reporting unit's financial affairs during the year.

(c) *Right of members to resign:*

Subsection 254(2)(c) requires the operating report to "give details" of the right of members to resign from the reporting unit under s174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 10 of the organisation's rules is applicable.

(d) Trustees of superannuation entities:

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

(e) Number of members and number of employees:

Subsection 254(2)(f) of the RAO Schedule and regulation 159(a) and (b) of the RAO Regulations require the operating report to contain information pertaining to the number of persons that were members, and the number of persons who were employees, of the reporting unit at the end of the financial year.

(f) Membership of Committee of Management:

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

You are requested to arrange for the committee of management to prepare an operating report addressing the required information for lodgement in the Industrial Registry as soon as possible. The organisation is obliged to also provide a copy to its members. You can, however, undertake to do this after lodging a copy of the operating report in the Industrial Registry.

General advice in relation to the lodged financial report

The following comments are made to assist you when you next prepare financial reports and you do not need to take any further action in respect of the financial reports already lodged, other than the matter raised above.

General Purpose Financial Report

Although your 'Contents' page indicates that the financial report includes "Notes to and Forming Part of the Financial Statements", such notes could not be found in the lodged documents.

Further, s272(5) requires the General Purpose Financial Report (GPFR) to actually set out word for word subsections 272(1), (2) and (3). Would you please ensure those subsections are included in the GPFR next year.

Auditor's report

The opinion of the auditor made under the auditor's report is expressed in terms previously required under former provisions of the Workplace Relations Act 1996 (the Act). Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

Further, it is unclear whether Noel Bawden falls within the definition of 'approved auditor' in regulation 4 of the RAO Regulations. An approved auditor is a person who is a member of CPA Australia, the National Institute of Chartered Accountants in Australia or the National Institute of Accountants and holds a current Public Practice Certificate.

A copy of this letter has also been forwarded to Mr Bawden of Noel Bawden & Co and I would be pleased to discuss this matter with you or Mr Bawden.

Committee of management statement

Your Committee of Management Statement seems to have omitted an item under paragraph (e) of the Statement. While the organisation may not have received a specific request from any member under s272 of the RAO Schedule, it should be included in this Statement. The item requires, in the opinion of the Committee of Management, whether:

“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;”

Accounting officer's certificate

The report titled "Certificate by the Accounting Officer of Victorian Showmens Guild" appears to replicate the accounting officer's certificate previously required under former provisions of the Act. Please note that there is no requirement under the RAO Schedule to lodge an accounting officer's certificate.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7817 or by email : robert.pfeiffer@air.gov.au.

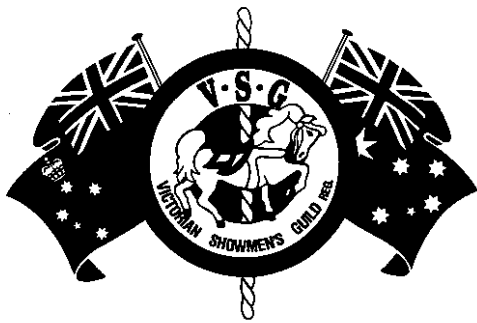
Yours sincerely



Robert Pfeiffer
Statutory Services Branch

31 January 2005

cc Noel Bawden & Co
PO Box 1094
IVANHOE VIC 3079



For The Outdoor Showman and all Kindred Forms of Amusement

FR 2004/315
**VICTORIAN
SHOWMEN'S GUILD** REG.

P.O. Box 36, Ascot Vale, Victoria, Australia 3032
Telephone: 03 9376 8544 Fax: 03 9376 0505

18 November 2004

The Registrar
Australian Industrial Registry
G.P.O. Box 1994S
Melbourne, 3001

Dear Sir,

Designated Officer's Certificate
s268 of Schedule 1B Workplace Relations Act 1996

**I Terry Moon being the Treasurer of the Victorian Showmen's Guild
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 19th October 2004 ; and
- that the full report was presented to a general meeting of members of the reporting unit on 10th November 2004 in accordance with section 266 of the RAO Schedule.
- that the full report was endorsed at a Committee of Management meeting of the reporting unit on 21st September 2004.

Yours truly,

Signature

T. Moon

Date :

18/11/04

VICTORIAN SHOWMEN'S GUILD

**AUDITED
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED
30TH JUNE 2004**

VICTORIAN SHOWMEN'S GUILD

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VICTORIAN SHOWMEN'S GUILD
Profit & Loss Statement
For The Year Ended 30th June 2004

	2004 \$	2003 \$
Income		
T.O.S. – Subscriptions	11452.73	11183.99
T.O.S. – Advertising	30478.27	17585.38
T.O.S. – Donations	1500.00	1000.00
Members Dues	64592.54	63959.09
Interest Received	9897.27	4883.81
Income Other Events - Warrnambool	606.36	-
- Dandenong	3053.63	3185.45
- Wangaratta	-	409.09
- Ballarat	-	181.81
- Shepparton	180.90	-
Ground Transfers	238.60	380.91
Sundry Income	450.45	.91
Ballarat Oil Spillage	1363.64	-
Ground Administration Fee	17112.91	12180.85
	140927.30	114951.29

VICTORIAN SHOWMEN'S GUILD
Profit & Loss Statement
For The Year Ended 30th June 2004

	2004	2003
	\$	\$
Expenditure		
Accounting Fees	1983.99	1177.50
Auditors Remuneration	889.10	1050.00
Bank Charges	1154.58	1080.76
Computer Expenses	921.82	423.04
Computer Programs/Equipment	384.63	400.00
Conventions & Meetings – Travel	143.63	712.75
Conventions & Meetings – AGM	369.09	263.63
Conventions & Meetings – Accommodation	1336.36	1840.91
Conventions & Meetings – Executive Meetings	658.83	867.25
Depreciation	1129.00	1254.00
Donations – VASA	500.00	500.00
Donations – Other	300.00	-
Floral Tributes	110.01	212.21
Expenses Other Events - Geelong	-	614.09
- Dandenong	3308.34	3535.43
- Shepparton	-	180.91
- Lilydale	-	315.38
- Berwick	-	199.99
- Wangaratta	400.00	-
- Warrnambool	235.28	816.00
Insurance	1945.18	6322.34
Membership & fees – VECCI	617.00	585.00
Postage	902.45	637.90
Printing, Stationery & Office Supplies	4590.91	2094.25
Promotions	493.00	-
Purchase Phone/Fax	-	452.73
Rent & Occupancy Costs-VSG Office	9819.85	10029.42
Repairs & Maintenance	318.70	455.82
Remuneration Paid to Holders of Offices	37850.00	35682.00
Subscriptions & Magazines	607.87	323.02
Superannuation Contributions	3627.00	3312.00
Telephone	3769.03	3011.08
The Outdoor Showman – as per schedule	35862.75	31990.32
Trophy – No.1 Badge	573.81	-
Workcover	200.49	169.49
	<u>115002.70</u>	<u>110509.22</u>
Operating Profit	25924.60	4442.07
Net Profit	<u>\$ 25924.60</u>	<u>\$ 4442.07</u>

VICTORIAN SHOWMEN'S GUILD
Balance Sheet
As At 30th June 2004

	2004	2003
	\$	\$
<hr/>		
Current Assets		
Cash	255761.05	231433.78
Receivables	4560.00	465.00
Other	<u>5018.09</u>	<u>10612.20</u>
Total Current Assets	<u>265339.14</u>	<u>242510.98</u>
Non Current Assets		
Property, plant & equipment	10155.00	11284.00
Loan	<u>-</u>	<u>1159.25</u>
Total Non Current Assets	<u>10155.00</u>	<u>12443.25</u>
Total Assets	275494.14	254954.23
Current Liabilities		
Payables	<u>2068.00</u>	<u>7452.69</u>
Total Current Liabilities	<u>2068.00</u>	<u>7452.69</u>
Total Liabilities	2068.00	7452.69
Net Assets	<u>273426.14</u>	<u>247501.54</u>
Equity		
Retained Profits	<u>273426.14</u>	<u>247501.54</u>
Total Equity	<u>273426.14</u>	<u>247501.54</u>

VICTORIAN SHOWMEN'S GUILD
For The Year Ended 30th June 2004
Schedule No 1
The Outdoor Showman

Income		
Subscriptions	11452.73	
Advertising	30478.27	
Donation	1500.00	
Sundry	510.45	43941.45
Less Expenses		
Mailing Labels	935.06	
Printing	31323.17	
Postage	3604.52	<u>35862.75</u>
		8078.70
Less Other Operating Expenses		
Accounting Fees	396.80	
Audit Fees	177.82	
Bank Charges	388.84	
Computer Costs	522.58	
Insurance	369.58	
Rent & Occupancy Costs	981.99	
Telephone	1206.09	
Remuneration Paid to Holders Of Office	9132.12	
Superannuation	870.48	14046.30
Net Loss		<u>\$5967.60</u>

CERTIFICATE BY THE ACCOUNTING OFFICER OF
VICTORIAN SHOWMENS GUILD

I certify that there were 256 members of the Guild as at 30th June 2004 and that in my opinion:

- (I). the accounts show a true and fair view of the financial affairs of the Guild as at the 30th June, 2004
- (II). a record has been kept of all moneys paid by, or collected from, members of the guild and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the guild;
- (III). before any expenditure was incurred by the guild, approval of the incurring of the expenditure was obtained in accordance with the rules of the Guild;
- (IV). with regard to funds of the organisation 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 made out of any such fund for purposes other than those for which the fund was operated;
- (V). no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation; were made to persons holding office in the organisation;
- (VI). the register of members of the Guild was maintained in accordance with the ACT.

21st September 2004
DATE:

S. Moon
SIGNATURE:

TERRY MOON
NAME:
ACCOUNTING OFFICER.

Committee Of Management Statement

On the 21/9/04 the Committee of Management of the Victorian Showmen's Guild passed the following resolution in relation to the general purpose financial report for the financial year ended 30th June 2004.

The Committee of Management declares in relation to the general purpose financial report that in it's 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 Register.
- (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 it's debts as and when they become due and payable.
- (e) During the financial year to which the general purpose financial report relates and since the end of the year.
 - (I) meeting's 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 RAO Regulations and:
 - (IV) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee Management:

Title of Office Held: **TREASURER**

Signature: **S. Sloan**

Date: **21/09/04**

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
VICTORIAN SHOWMEN'S GUILD

Scope

We have audited the financial statements of the Guild being the Profit & Loss Account, Balance Sheet, Notes to and Forming Part of the Accounts and Statement by Directors for the year ended 30th June 2004. The Committee of Management are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Guild.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are 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 and cash flows.

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

Audit Opinion

In our opinion the financial statements of the Guild are properly drawn up:

- (a) So as to give a true and fair view of:
- (i) All information and explanations that, Under Subsection 2 of Section 273 of The Workplace Relations Act 1996, officers or employees of the organisation were required to provide were provided.
 - (ii) There were kept by the economic entity, in respect of the year, satisfactory accounting records detailing the nature and sources of the income of the economic entity, (including income from members) and the nature of purposes of expenditure; and
 - (iii) the financial statements of the Victorian Showmen's Guild are properly drawn up;
 - (i) in accordance with applicable Accounting Standards.
 - (ii) in accordance with Section 273 of The Workplace Relations Act 1996, so as to give a true and fair view of the income and expenditure and the operating surplus for the year ended 30th June 2003;


.....
Noel Bawden PNA

DATED: 5th October 2004



VICTORIAN SHOWMEN'S GUILD REG.

P.O. Box 36, Ascot Vale, Victoria, Australia 3032

Telephone: 03 9376 8544 Fax: 03 9376 0505

For The Outdoor Showman and all Kindred Forms of Amusement

Robert Pfeiffer
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne, Vic 3001

Dear Robert,

As required in your letter dated 31st January 2005 enclosed is the following :-

Operating Report for year end 30th June 2004 – s254

Principal Activities

The principal activities of the Guild during the reporting period were to provide industrial and organising services to the members consistent with the objects of the Guild and particular the object of protecting and improving the interests of members. s254(2)(a)

There were no significant changes in the nature of the Guild's principal activities during the reporting period. S254(2)(a)

Manner of Resignation

Members may resign from the Guild in accordance with rule 10, which reads as follows :s254(2)(c)
rule10. 10.1 A member may resign his membership of the Guild by giving 2 weeks notice in writing. The notice of resignation shall be addressed to the Secretary and shall be delivered to him.

10.2 A member may resign from membership of the Guild by written notice addressed and delivered to the Secretary. Such notice shall be taken to have been received by the Guild when delivered to the Secretary.

10.3 A notice of resignation that has been received by the Guild is not invalid because it was not addressed and delivered to the Secretary.

10.4 A resignation from membership of the Guild is valid even if it is not effected in accordance with sub Rule 10.1 hereof if the member is informed in writing by or on behalf of the Guild that the resignation has been accepted.

10.5 A notice of resignation from membership of the Guild takes effect :

10.5.1. where the member ceases to be eligible to become a member of the Guild.

10.5.1.1 on the day on which the notice is received by the Guild; or

10.5.1.2 on the day specified in the notice, which day not earlier than the day when the member ceases to be eligible to become a member; whichever is later; or

10.5.2 in any other case :

10.5.2.1 at the expiration of 2 weeks after the notice is received by the Guild; or

10.5.2.2 on the day specified in the notice; whichever is later.

10.6 Any dues payable but not paid by a former member of the Guild, in relation to a period before the member's resignation from the Guild took effect, may be sued for and recovered in the name of the Guild, in a court of competent jurisdiction as debt due to the Guild.

Number of members RAO reg 159 (a)

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the Guild was 256.

Number of employees RAO reg 159(b)

The number of persons who were, at the end of the reporting period, employees of the Guild was 1 and employed on a four day basis.

Members of the Committee of Management RAO reg 159(c)

The persons who held office as members of the Committee of Management of the Guild during the reporting period are:

- Max Laurie (President)
- Emile Verfurth 111 (Vice-President)
- Adam Reardon (Vice-President)
- Brod Pavier (Vice-President)
- Elwin Bell 11 (Vice-President)
- David Ribbons 1 (Vice-President)
- Peter Stratton (Vice-President)
- John Davenport (Vice-President)
- Richard Miller (Vice-President)
- Clayton Taylor (Vice-President)
- Troy Quay (Vice-President)
- Robert Phillips (Committee)
- Robert Peters (Committee)
- George Magdziarz (Committee)
- Bob Brown Jnr (Committee)
- Brian Gilmore (Committee)
- Gail Magdziarz (Committee)
- Brian Watkins (Committee)
- Dick Watkins (Committee)
- Bernice McClure (Committee)
- Eileen McClure (Secretary)
- Terry Moon (Treasurer)
- Marg Chant (Trustee)
- Janine Richards (Trustee)



Signed Terry Moon (Treasurer)

Date 16/2/05



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7817
Fax: (03) 9654 6672

Terry Moon
Treasurer
The Victorian Showmen's Guild
PO Box 36
ASCOT VALE VIC 3032

Dear Mr Moon,

**Re: Financial reports for year ended 30 June 2004 - FR2004/315
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)**

Dear Mr Moon,

Thank you for the additional information received in this office on 18 February 2005 covering the organisation's Operating Report for year ended 30 June 2004. The information has been filed. No further action in relation to the organisation's financial reporting is requested.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Pfeiffer'.

Robert Pfeiffer
Statutory Services Branch, Melbourne

18 February 2005