

COMMUNICATIONS ELECTRICAL ELECTRONIC
ENERGY INFORMATION POSTAL PLUMBING &
ALLIED SERVICES UNION OF AUSTRALIA -
Electrical, Energy and Services Division - South
Australian Branch

REGISTERED UNDER THE SOUTH AUSTRALIAN INDUSTRIAL &
EMPLOYEES RELATIONS ACT 1994 AS THE ELECTRICAL
TRADES UNION OF AUSTRALIA SOUTH AUSTRALIAN BRANCH

GENERAL PURPOSE FINANCIAL REPORT
Year Ended 31st December, 2008

Committee of Management Statement
Operating Report
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**Electrical, Energy and Services - South Australian
Branch**

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AUSTRALIAN BRANCH

Committee Of Management Statement

On 11th March 2009 the Committee of Management of the Communication Electrical Plumbing Union, Electrical, Energy and Services Division, South Australian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2008.

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 the branch; and
 - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation including the rules of the branch; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAQ Regulations; 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 organization; 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) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management

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Signature: Robert John Geraghty, Branch Secretary

Date.....

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OPERATING REPORT

This Operating Report covers the activities of the Communication Electrical Plumbing Union, Electrical Energy and Services Division, South Australian Branch, for the financial year ended 31st December 2008.

1. Principal Activities of the Branch

Over the year, the Branch has negotiated new Union Collective Agreements and renewed scores of existing Union Collective Agreements.

The Branch has also been involved in negotiations with different levels of Government around issues of importance to CEPU members. An example of this is the Branch's participation in campaigns to abolish the Federal Workchoice legislation.

A Grant was received from SafeWork SA to encourage more Occupational Health and Safety Representatives in the workplace and to raise awareness of working safely.

Vocational training continues to be a priority involving:

- Representation on the state Electrotechnology Electrical Energy and Water Industry Skills Board.
- Representation on the Construction Industry Training Board.
- Representation on the Plumbing Electrical Electronic Refrigeration Group Training Board.
- Representation on the Plumbing Electrical Electronic Refrigeration Technical Education Centre.
- Representation on the Construction Industry Long Service Leave Board (Board fees paid to the union).
- Representation on the Building Industry Redundancy Trust (Board fees paid to the union).

The Branch was focussed on trying to minimise the State Government's changes to the Workers Compensation Act that reduced injured members workers compensation.

A continuing industrial campaign in the State Industrial Relations Commission and Industrial Court, for reclassification of State Government members drew to conclusion in 2008, with members receiving reclassification and back-pay. The campaign has been going for 5 years.

2. The Branch's Financial Affairs

The Branch changed its Discounted Annual Ticket Year from a calendar year to a financial year. This has led to an abnormal surplus in financial members' contributions of \$88,528 after abnormal payments.

3. Right of Members to Resign.

All Members of the Branch have the right to resign from the Union in accordance with Section B Electrical Division Rule 4.6; namely, by providing written notice addressed and delivered to the Secretary of the Branch, including by facsimile.

4. Superannuation Trustees.

The Union is represented by Bob Geraghty, who is an appointed trustee director on both the Connect Superannuation Board (Board fees are paid to the union), which is an Industry Scheme for the Electrical Contracting Industry and on the Electricity Industry Superannuation Scheme, which operates in the privatised Power Industry (no Board fees paid).

5. Membership of the Branch.

There were 3,673 members of which 3,218 were financial members of the Branch as at 31st December 2008.

6. Employees of the Branch

As at 31st December 2008 the Branch employed 6 elected officials, 1 appointed Official, 2 permanent part time clerical employees and 2 casual employees with a total number of 10 employees on a fulltime equivalent basis.

7. Committee of Management

The following persons were a member of the Committee of Management of the Branch, namely the Branch Executive, during the year ending 31st December 2008;

Robert John Geraghty	1 st January 2008 to 31 st December 2008
Jason S Harrison	1 st January 2008 to 31 st December 2008
Charles C O’Neill	1 st January 2008 to 31 st December 2008
Robert K Burton	1 st January 2008 to 31 st December 2008
Geoffrey Birrell	1 st January 2008 to 31 st December 2008
Simon Pisoni	1 st January 2008 to 31 st December 2008
Rodney Mills	1 st January 2008 to 31 st December 2008

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Bob Geraghty, Branch Secretary

Date.....

INDEPENDENT AUDIT REPORT

To the Members of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Electrical, Energy and Services Division, South Australian Branch.

I have audited the accompanying financial report, being a special purpose financial report which comprises the balance sheet as at 31st December 2008, the income statement and cash flow statement for the year then ended, a summary of significant accounting policies, and other explanatory notes as set out on pages 14 to 17.

The Responsibility of the Members of the Committee of Management for the Financial Report

The members of the Committee are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report to meet the financial reporting requirements of the constitution and are appropriate to meet the needs of members. The members of the Committee's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the members of the Committee's financial reporting requirements under the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit did not involve an analysis of the prudence of business decisions made by the members of the Committee or management.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

INDEPENDENCE

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

INDEPENDENT AUDIT REPORT

Audit Opinion

In my opinion the financial report of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Electrical, Energy and Services Division, South Australian Branch is in accordance with:

- (a) the *Workplace Relations Act 1996*, including:
 - (i) giving a true and fair view of the Branch's financial position as at 31st December, 2008 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1 B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.

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David Macklin
Chartered Accountant
Norwood
South Australia

Dated.....

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INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 ST DECEMBER 2008	2008 \$	2007 \$
INCOME		
Members total contributions	1,181,435	1,155,106
Entrance fees received	1,424	1,733
Contributions Owing	32,500	30,000
IR Campaign Levy	82,293	75,998
Other Income -		
Trading Account	(7,263)	(6433)
Interest received	71,279	46,544
Rent received	-	5,500
Director's fees	20,182	14,220
Management Fees - Insurance	91,321	81,799
Grants Received	<u>70,000</u>	<u>135,722</u>
TOTAL INCOME		<u>1,543,171</u>
EXPENDITURE		
Payments to Members & Others		
Sustentation Fees – National	136,471	89,130
Affiliation Fees – UTLC, MFTU, ALP	25,515	25,986
YRAW Industrial Campaign	31,212	38,355
Payments to members – lost time		-
National Office levies	1,541	1,742
Ambulance service	7,110	10,956
Donations	<u>2,990</u>	<u>54,045</u>
		<u>204,839</u>
Executive & Other Expenses		
Motor Vehicle Expenses:		
• Registration & Insurance	8,954	7,884
• Running & Repairs	31,051	20,553
• Depreciation	<u>52,076</u>	<u>40,695</u>
		<u>92,081</u>
Officers Travelling expenses	20,272	7,485
Executive reimbursement	8,600	7,063
Employers deduction commission	-	184
Conference expenses – State	4,620	-
Training Officer	<u>1,418</u>	<u>4,012</u>
		<u>34,910</u>
		18,744

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INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 ST DECEMBER 2008	<u>2008</u>	<u>2007</u>
Brought forward:		
General Expenses		
Subscriptions to ETU News	-	3,723
Debt Collection Expenses	4,613	7,544
Legal & Court charges	3,000	2,543
		<u>7,613</u>
		13,810
Employment Expenses		
Salaries – Officials	562,695	509,001
Salaries – Employees	105,239	129,182
Superannuation	160,296	156,970
Long Service Leave Provision	28,944	24,189
Insurance Workcover	13,214	11,904
Payroll Tax	14,092	16,833
Fringe Benefits Tax	22,468	12,550
Annual Leave Provision	28,667	41,014
		<u>935,615</u>
		901,643
Administration Expenses		
Meetings & Assoc. expenses	5,383	3,026
Power & Lighting	16,357	14,083
Cleaning & Waste removal	1,787	1,424
Postage	7,217	8,677
Telephone & Facsimile	18,781	18,465
Printing & Stationery	22,583	14,325
Photocopying expenses	3,409	3,750
Computer Service & Software	1,831	1,046
Publication & Journals	1,597	901
Office Facilities - Depreciation	13,200	15,738
Accounting & Audit fees	5,725	5,555
Bank charges & tax	13,843	11,822
Staff amenities & reimbursement	3,356	3,638
Subscriptions	5,435	4,856
Sundry expenses	1,261	1,603
Insurance – General	7,420	7,279
		<u>129,185</u>
		116,188

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INCOME AND EXPENDITURE STATEMENT YEAR ENDED 31 ST DECEMBER 2008	<u>2008</u>	<u>2007</u>
Brought forward:		
Property Expenses		
Security/OHS Provision	-	50,000
Rates & Taxes	17,057	16,731
Insurance – Building & Contents	561	1,136
Repairs & Maintenance	15,976	33,260
Security Services	3,642	2,444
Depreciation	<u>13,163</u>	<u>13,163</u>
	<u>50,399</u>	116,734
TOTAL EXPENDITURE		
		<u>1,454,642</u>
		<u>1,456,465</u>
Surplus (deficit) for Year:		<u>88,528</u>
Add Severance and Management Fees – Insurance from prior years		<u>391,275</u>
Transferred to General Funds		<u>479,803</u>
The attached notes form part of the accounts		

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Balance Sheet as at 31st December 2008

		<u>2008</u>	<u>2007</u>
ACCUMULATED FUNDS			
Balance 1 st January 2008		2,166,082	2,082,358
Add: Surplus (Deficit) for the year		479,803	83,742
Total Funds 31st December, 2008		<u>2,645,885</u>	<u>2,166,082</u>
Represented by:			
CURRENT ASSETS			
Cash on Hand	300		300
NAB Operating	49,984		54,643
CBA Current	77,509		111,325
Members Equity	379,986		188,825
Sundry Debtors	44,778		30,000
Prepayments & Stock	<u>23,183</u>		<u>23,392</u>
		<u>575,740</u>	<u>408,455</u>
INVESTMENTS – Note 3			
Powerstate Credit Union - Term	470,000		415,000
Powerstate Choice - Vehicle replacement account	5,481		31,013
CBA Cash Management Call Account	413,165		177,705
NAB Education/Training Account	<u>167,869</u>		<u>145,849</u>
		<u>1,056,515</u>	<u>769,567</u>
FIXED ASSETS – Notes 4 & 5			
Land & Buildings	1,297,913		1,311,816
Property Leasing Expenses	4,024		4,024
Office Equipment	2,000		2,500
Office Furniture & Fittings	18,000		16,700
Office Machines	30,000		40,000
Motor Vehicles	191,768		111,100
Research Library	<u>500</u>		<u>500</u>
		<u>1,544,205</u>	<u>1,486,640</u>
TOTAL ASSETS		<u>3,176,460</u>	<u>2,664,662</u>

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Statement of Cash Flows for the year ended 31st December, 2008

CASH FLOW FROM OPERATING ACTIVITIES

	2008	2007
Member Contributions	1,296,285	1,263,629
Management Fees	476,457	127,606
Interest Received	71,279	46,544
Grants Received	70,000	170,722
Rent Received	-	5,500
Sundry Income	24,559	10,726
Payment to Suppliers and Employees	<u>(1,398,843)</u>	<u>(1,369,802)</u>
Net Cash used in Operating Activities	<u><u>539,737</u></u>	<u><u>254,925</u></u>

CASH FLOW FROM INVESTMENT ACTIVITIES

Sale of Fixed Assets	19,422	9,000
Investment in Term Deposit	(467,000)	(195,000)
Payment for Fixed Assets	<u>(156,166)</u>	<u>(14,437)</u>
Net Cash used in Investing Activities	<u><u>(603,744)</u></u>	<u><u>(200,437)</u></u>

NET INCREASE (DECREASE) IN CASH HELD

	(64,007)	54,488
Cash at beginning of the year	<u>197,281</u>	<u>142,793</u>
Cash at end of the year	<u><u>133,274</u></u>	<u><u>197,281</u></u>

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EDUCATION, TRAINING & EMERGENCY TRANSPORT

Revenue Statement for year ended 31st December 2008

	<u>2008</u>	<u>2007</u>
Receipts:		
Interest – Bank	4016	1,615
Transfers (net)	<u>21,000</u>	<u>120,000</u>
	25,016	121,615
Less Expenses:		
Ambulance cover	2,996	-
Surplus (Deficit) for year	<u>22,020</u>	<u>121,615</u>
Accumulated Funds as at 1 st January 2008	145,849	24,234
Surplus (Deficit) for year	<u>22,020</u>	<u>121,615</u>
BALANCE AS AT 31 st DECEMBER 2008	<u>167,869</u>	<u>145,849</u>
Represented by the following Assets:		
National Australia Bank Cash Management	167,869	145,849
TOTAL ASSETS	<u>167,869</u>	<u>145,849</u>

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NOTES TO, AND FORMING PART OF THE FINANCIAL ACCOUNTS, FOR THE YEAR ENDED 31ST
DECEMBER, 2008

1. ACCOUNTING METHODS

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the *Workplace Relations Act, 1996*. The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the accounts:-

- (a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful life.
- (b) Provision for employee benefits in the form of accrued Long Service Leave and Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates, as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.
- (c) No provision for income tax is necessary, as industrial "Trade Unions" are exempt from income tax under Section 50.15 of the *Income Tax Assessment Act 1997*.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the *Workplace Relations Act, 1996*, the attention of members is drawn to the provisions of Section 272 of Schedule 1B, which reads as follows:

- (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)

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NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS FOR THE YEAR
ENDED 31st DECEMBER, 2008

<u>3. INVESTMENTS</u>	<u>2008</u>	<u>2007</u>
Employee Entitlements –		
All Leave Entitlements as at 31/12//2008 were \$333,241 and are invested in the Powerstate Credit Union term deposit	470,000	415,000
Other Investments –	<u>966,501</u>	<u>543,392</u>
Interest bearing deposits	<u>1,436,501</u>	<u>958,392</u>
Note: All Retirement Allowance liabilities are funded by a capital guaranteed pooled superannuation fund policy managed by ING		
<u>4. FIXED ASSETS – REAL PROPERTY</u>		
South Road Premises –		
Book Value 1 st January 2008	1,315,841	1,329,004
Less: Depreciation	<u>13,163</u>	<u>(13,163)</u>
Book Value as at 31 st December, 2008	<u>1,302,678</u>	<u>1,315,841</u>

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5. FIXED ASSETS - OTHER

	<u>Valuation at 1974 or cost since 1973</u>	<u>Accumulated Depreciation</u>	<u>Book Value 31 Dec 2007</u>	<u>Book Value 31 Dec 2008</u>
Office Furniture & Fittings	66,693	48,693	16,700	18,000
Office Equipment	79,501	77,501	2,500	2,000
Office Machines	260,111	230,111	40,000	30,000
Research Library	14,074	13,574	500	500
	<u>Book Value 1st Jan 2008</u>	<u>Purchases (Net) 2008</u>	<u>Depreciation 2008</u>	<u>Book Value 31 Dec 2008</u>
Motor Vehicles	111,100	132,744	52,076	191,768

6. CONTINGENT LIABILITIES

The Union continues to fund ambulance services for financial members, subject to certain conditions. These services are self insured by the Union

7. GOODS AND SERVICES TAX

Revenues, expenses, assets and liabilities are recognised in the financial statements net of goods and services tax (GST). The net amount of GST receivable from or payable to the Australian Taxation Office at balance date is included as a separate item in the Balance Sheet.

8. RELATED PARTY INFORMATION

Elected and appointed Officials on the State Council received superannuation/severance and salary sacrifice payments of \$150,214 in 2008 and \$142,304 in 2007.

9. GRANTS & MANAGEMENT FEES

Revenue for the year includes \$70,000 from Safework SA and \$91,321 received for managing income protection insurance for members in the electrical contracting industry. An amount of \$391,275 was received for managing severance and income protection insurance for members relating to prior years.

Communications Electrical Electronic Energy Information Postal Plumbing and Allied
Services Union of Australia, Electrical, Energy and Services South Australian Branch

10. Statement of receipts and payments for recovery of wages activity
- Cash Basis - for year ended 31 December 2008

	Note	2008	2007
		\$	\$
Cash assets in respect of recovered money at beginning of year		nil	nil
Receipts			
Amounts recovered from employers in respect of wages etc		nil	nil
Interest received on recovered money		nil	nil
Total receipts		nil	nil
Payments			
Deductions of amounts due in respect of membership for:			
. 12 months or less		nil	nil
. greater than 12 months		nil	nil
Deductions of donations or other contributions to accounts or funds of:			
. the reporting unit -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
. [name of other reporting unit of the organisation] -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
. [name of other entity] -			
[name of account]		nil	nil
[name of fund]		nil	nil
[name of fund]		nil	nil
Deductions of fees or reimbursements of expenses		nil	nil
Payments to workers in respect of recovered money		nil	nil
Total payments		nil	nil
Cash assets in respect of recovered money at end of year		nil	nil