



FAIR WORK
COMMISSION

20 February 2013

Ms Marjorie Chant
Trustee
The Victorian Showmen's Guild
PO Box 36
ASCOT VALE VIC 3032

Dear Ms Chant,

Re: Lodgement of Financial Statements and Accounts - The Victorian Showmen's Guild - for year ended 30 June 2012 (FR2012/235)

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) ('FWC') on 17 December 2012.

I have examined the documents and also the correspondence from FWC in relation to previous financial statements lodged since 2004. The correspondence shows that various matters have been identified each year where the reports failed to comply with some of the legislative provisions. The reports lodged in subsequent years have generally reflected correction to most of the matters identified.

I wish to identify those remaining areas which future reports should reflect. I have set out these areas in detail in a letter to the Auditor, Mr Noel Bawden, and I enclose a copy of that letter. In summary, however, the areas are as follows:

- (1) The Auditor's Report must include additional and/or alternative details required either by the relevant Auditing Standard, or by FWC. These details include
 - (i) correctly referring to the Fair Work (Registered Organisations) Act 2009 rather than to the Fair Work Act;
 - (ii) including a reference in the introductory paragraph to the Cash Flow Statement and to the Statement of Changes in Equity in addition to the other statements comprising the financial report;
 - (iii) including the Auditor's address, and confirmation of his current Public Practice certificate and professional membership details.
- (2) The "Notes to and forming part of the accounts" must
 - (i) include a statement confirming that the financial statements were prepared in accordance with the applicable Australian Accounting Standards and with Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009;
 - (ii) include a summary that is descriptive of the significant accounting policies used, both measurement policies and policies that explain and clarify the financial statements and each significant category of transaction for the readers;

- (iii) if applicable, include an explanatory note that identifies the compensation paid to any key management personnel (which may include the Executive Director);
 - (iv) if applicable, include an explanatory note that identifies and describes any “related party transaction” and the nature of the relationship of the party related.
- (4) The Operating Report must make clear or less ambiguous the period in which each member of the Committee of Management held office by stating either the exact period or that they all held office for the full year unless otherwise identified, rather than simply using the phrase “during the reporting period”.
- (5) The Operating Report should include a review of the results of the principal activities during the year.

For example, the Operating Report described the principal activities as “*provide industrial and organizing services to the members.....*” etc. Those industrial and organizing services will have various results and though the way in which these results may be described is not prescribed by the legislation, the organization might consider how and in what ways its members’ interests have been improved or affected over the year and include a brief description along those lines.

- (6) All references to the legislation in any part of the report must be up-to-date and correct. The reference to “Schedule 1B Fair Work Act 2009” on the Designated Officer’s Certificate and the reference to “Industrial Register” (*sic*) on the Committee of Management Statement are incorrect. These references should, ordinarily, be to the “Fair Work (Registered Organisations) Act 2009” and to “General Manager” respectively.

The standard of financial reporting expected of registered organizations is high but the objective is the promotion of transparency for the ordinary member. Recent amendments to the *Fair Work (Registered Organisations) Act 2009* reflect the importance of reporting transparency, strict compliance and consistency of reporting across all registered organizations. The correctness of references and the inclusion of the sort of details I have identified go towards making reports easier to read and enhancing the confidence members can have in the accounting of the organisation’s operations each year.

I have filed the documents. I would encourage the organization to contact me if at any time it has a question about the financial reporting requirements for the future. My number is [REDACTED].

Yours sincerely



Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Mr Brian Sinclair, Executive Director



FAIR WORK
COMMISSION

20 February 2013

Mr Noel Bawden
C/- Strategic Financial Group
Level 5, 22 William Street
MELBOURNE VIC 3000

Dear Mr Bawden,

Re: Lodgement of Financial Statements and Accounts - The Victorian Showmen's Guild - for year ended 30 June 2012 (FR2012/235)

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) ('FWC') on 17 December 2012.

I have examined the documents and also the correspondence from FWC in relation to previous financial statements lodged since 2004. The correspondence shows that various matters have been identified each year where the reports failed to comply with some of the legislative provisions. The reports lodged in subsequent years have generally reflected correction to most of the matters identified.

I wish to identify, for your future reference, those remaining areas which future reports should reflect. I am writing separately to the Guild and will provide it with a copy of this letter. The areas I must draw to your attention are as follows:

- (1) The Auditor's Report must include additional and/or alternative details required either by the relevant Auditing Standard (ASA 700)¹, or by FWC. These details include
 - (i) correctly referring to the "Fair Work (Registered Organisations) Act 2009" rather than to the "Fair Work Act".²
 - (ii) including a reference in the introductory paragraph to the Cash Flow and Changes in Equity Statements in addition to the other statements comprising the financial report.³

¹ FWC reference is to "Auditing and Assurance Handbook 2012", ICAA, pp. 690-721

² ASA 700 paragraphs 10, A30 (pp. 697, 706). Care should be taken not to confuse these two Acts commencing with the words "Fair Work". The previous *Workplace Relations Act 1996* originally was a single Act comprising all industrial relations provisions. In 2003, those provisions that related to registered organisations were moved to a schedule of the Act, known as Schedule 1B, then later as Schedule 1 and was referred to commonly as 'the RAO Schedule'. In 2009 the *Workplace Relations Act 1996* dealing with general industrial matters was repealed and was replaced by the *Fair Work Act 2009*. However, Schedule 1 (the RAO Schedule) was retained in substance but made into a separate stand alone Act with the title *Fair Work (Registered Organisations) Act 2009*. In FWC correspondence it is commonly referred to as 'the RO Act'.

- (iii) including the Auditor's address, and confirmation of the Auditor's current Public Practice certificate and professional membership details, or alternatively, whether the Auditor is a Registered Company Auditor.⁴
- (2) The "Notes to and forming part of the accounts" must
- (i) include a statement confirming that the financial statements were prepared in accordance with the applicable Australian Accounting Standards and with Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.⁵
 - (ii) include a statement that the financial statements are general purpose financial statements.⁶
 - (iii) include a summary that is descriptive of the significant accounting policies used, both measurement policies and policies that explain and clarify the financial statements and each significant category of transaction for the readers.⁷
 - (iv) where applicable, include an explanatory note that identifies any compensation paid to key management personnel.⁸
 - (ii) where applicable, include an explanatory note that identifies and describes any "related party transaction" and the nature of the relationship of the party related.⁹

I have also identified areas in which documents not forming part of the general purpose financial report but which are required by the legislation can more accurately reflect the requirements or

³ Cf. ASA 700 paragraphs 23(c), A17 (pp. 699, 704); FWC reference is also to "*Financial Reporting Handbook 2012*", ICAA - see AASB 101 paragraph 10 (p.461). A separate statement of Changes in Equity was only included in the Guild's report from 2011, but no reference appears to have ever been made to the statement of Cash Flows since it was first included in the Guild's report in 2007.

⁴ Sub-section 256(1) of the Fair Work (Registered Organisations) Act 2009 ('the RO Act') requires that the organisation must have at relevant times an auditor and sub-section 256(2) requires that the auditor must be approved. Regulation 4 of the Fair Work (Registered Organisations) Regulations 2009 ('the RO Regulations') defines the meaning of "approved auditor". In order for FWC to be satisfied that the organisation has complied with these provisions, it must have a current, up-to-date basis for being so satisfied. New Reporting Guidelines which will be issued in 2013 will make explicit what has so far been implied, that information providing that basis will be provided at the time a financial report is lodged. Confirmation in the report of the qualification details as defined avoids the need for FWC to inquire further.

⁵ Cf. AASB 101, para. 112 (p.476), AASB 1054 para 8 (p.1500)

⁶ Cf. AASB 1054, para. 9 (p.1500)

⁷ Cf. AASB 101, paras. 117, 122 (pp. 477,478).

⁸ Cf. AASB 124, para. 9. The definition of "key management personnel" would appear to also cover an employee, not otherwise holding an elected office, of the organisation, who performed the services of executive director. Thus, the employee benefits paid to Mr Brian Sinclair, who has advised me that he holds the position of Executive Director, should, in addition to their disclosure as a balance, or part of any balance, in the Profit and Loss Statement as required by paragraph 11(h) of the General Manager's Reporting Guideline, be identified as key management personnel compensation in the Notes. If there is a reason why Mr Sinclair is not to be correctly characterised as key management personnel, this should be clarified and an explanatory note provided.

⁹ *Ibid.* This would obviously depend on whether or not any other person related to an officer or other key management personnel - to the extent that AASB 124 covers non-office holding key management employees - was the recipient of transactions. Amendments to the Fair Work (Registered Organisations) Act 2009 ('the RO Act') which will apply from 29 June 2013 set out detailed requirements for disclosure of related party transactions involving office-holders of organisations.

avoid any ambiguity. I have brought these to the organisation's attention and summarise them here for your information.

- (4) The Operating Report must make clear the period in which each member of the Committee of Management held office by stating either (a) the exact period or (b) that they all held office for the full year unless otherwise identified, rather than simply using the broad phrase "during the reporting period".¹⁰
- (5) The Operating Report should also include a more explicit review of the "results" of the principal activities during the year.

The Operating Report of the organization described the principal activities as "*provide industrial and organizing services to the members.....*" etc. Those industrial and organizing services will have various results and though the way in which these results may be described is not prescribed by the legislation, the organization should consider how and in what ways its members' interests have been improved or affected over the year and include a brief description along those lines.

- (6) The organization must ensure that all references to the legislation in any part of the report are up-to-date and correct. The reference to "Schedule 1B Fair Work Act 2009" on the Designated Officer's Certificate and the reference to "Industrial Register" (*sic*) on the Committee of Management Statement are incorrect. These references should, ordinarily, be to the "Fair Work (Registered Organisations) Act 2009" and to "General Manager" respectively.

Recent amendments to the *Fair Work (Registered Organisations) Act 2009* reflect the importance of reporting transparency, strict compliance and consistency of reporting across all registered organizations. The Reporting Guidelines issued in 2003 pursuant to section 255 of the original RAO Schedule are currently being reviewed to be consistent with current Standards, policy and legislative provisions. The new Reporting Guidelines will be made available to registered organizations and auditors upon the completion of that review.

I have filed the documents. I have encouraged the organization to contact me or another officer of FWC if at any time it has a question about the financial reporting requirements for the future and I invite you to contact me if you wish to discuss any of the above. My number is [REDACTED].

Yours sincerely



Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Ms Marjorie Chant, Trustee/Mr Brian Sinclair, Executive Director, The Victorian Showmen's Guild

¹⁰ See regulation 159(c) of the Fair Work (Registered Organisations) Regulations 2009 ('the RO Regulations').



For the Outdoor Showmen and all Kindred Forms of Amusement

THE VICTORIAN SHOWMEN'S GUILD REG.

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

Telephone: 03 9376 8544 Fax: 03 9376 0505

e-mail: vicshowmen@gmail.com



10 December 2012

Tribunal Services and Organisations
Fair Work Australia
GPO Box 1994,
MELBOURNE VIC 3001

Dear Officer,

Designated Officer's Certificate **s268 of Schedule 1B Fair Work Act 2009**

I Marjorie Chant being the Trustee for The Victorian Showmen's Guild certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RO Schedule; and:
- that the full report was provided to members on 29th October 2012; and:
- that the full report was presented to a General meeting of members of the reporting unit on 4th December 2012 in accordance with section 266 of the RO Schedule.
- that the full report was endorsed at a Committee of Management meeting of the reporting unit on 25th September 2012.

Yours truly,

Signature  Marjorie Chant / Trustee

Date: 10TH DEC 2012

THE VICTORIAN SHOWMEN'S GUILD

**AUDITED
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED
30TH JUNE 2012**

THE VICTORIAN SHOWMEN'S GUILD

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THE VICTORIAN SHOWMEN'S GUILD
Profit & Loss Statement
For The Year Ended 30th June 2012

	2012	2011
	\$	\$
Income		
T.O.S - Subscriptions	13700.02	12037.27
T.O.S - Advertising	18952.68	18017.22
T.O.S - Donations	1600.00	1500.00
Members Dues	67877.27	75618.19
Interest Received	964.92	2003.45
Income Other Events - Dandenong	453.82	403.84
Ground Transfers	207.72	562.83
Ground Administration Fee	31187.39	32208.81
Donations - General	5.00	3.00
Members Compulsory Donation	0.00	200.00
	<u>134948.82</u>	<u>142554.61</u>

THE VICTORIAN SHOWMEN'S GUILD
Profit & Loss Statement
For The Year Ended 30th June 2012

	2012 \$	2011 \$
Expenditure		
Accounting Fees	2865.90	3517.36
Advertising	260.13	0.00
Auditors Remuneration	1800.00	1700.00
Bank Charges	1892.73	1774.12
Computer Expenses	1284.00	1526.13
Conventions & Meetings - Entertainment	0.00	1421.82
Conventions & Meetings - Travel	1067.42	849.72
Conventions & Meetings - AGM	709.09	581.82
Conventions & Meetings -Accommodation	2324.20	2008.55
Conventions & Meetings - Executive Meetings	810.81	750.25
Legal Fees	0.00	4218.18
Depreciation	1096.25	1232.94
Asset Realisation	800.00	0.00
Donations - VASA	500.00	454.55
Floral Tributes	436.36	145.46
Insurance	2814.44	2580.91
Membership Fees	700.00	708.18
Parking	0.00	51.82
Postage	820.72	751.94
Printing, Stationery & Office Supplies	1907.49	3586.37
Training- Delegates	0.00	2100.00
Rent & Occupancy Costs-VSG Office	9189.60	9984.77
Remuneration Paid to Employees	96878.57	53376.14
Repairs & Maintenance	4.50	43.20
Sundry	1.45	(0.47)
Superannuation	8719.06	4803.86
Telephone	3034.69	4231.39
The Outdoor Showman- as per schedule	32522.07	33070.92
Workcover	185.83	235.13
	<u>172622.41</u>	<u>135706.00</u>
Operating (Loss) /Profit	<u>(37673.59)</u>	<u>6849.55</u>
Net (Loss) /Profit	<u>(37673.59)</u>	<u>6849.55</u>

THE VICTORIAN SHOWMEN'S GUILD

Balance Sheet

As At 30th June 2012

	Notes	2012 \$	2011 \$
Current Assets			
Cash	(1)	35511.94	71976.21
Receivables	(2)	5370.00	5830.00
Other	(3)	1760.00	2103.18
Total Current Assets		<u>42641.94</u>	<u>79909.39</u>
Non Current Assets			
Property, plant & equipment	(4)	7332.90	8024.60
Land & Buildings	(5)	347531.55	347531.55
Total Non Current Assets		<u>354864.45</u>	<u>355556.15</u>
Total Assets		<u>397506.39</u>	<u>435465.54</u>
Current Liabilities			
Payables	(6)	1724.73	2010.29
Total Current Liabilities		<u>1724.73</u>	<u>2010.29</u>
Total Liabilities		<u>1724.73</u>	<u>2010.29</u>
Net Assets		<u>395781.66</u>	<u>433455.25</u>
Equity			
Retained Profits		<u>395781.66</u>	<u>433455.25</u>
Total Equity		<u>395781.66</u>	<u>433455.25</u>

Notes to and forming part of the accounts

(1) Cash

V2 Investment Account	31685.19	
Cheque Account	<u>3826.75</u>	35511.94

(2) Receivables

Trade debtors		5370.00
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(3) Other

Security Deposit AGL	300.00	
Prepayments	<u>1460.00</u>	1760.00

(4) Plant & Equipment

Kitchen Cabinets	5881.82	
Accumulated depreciation	(3674.82)	
Equipment	24884.73	
Accumulated depreciation	<u>(19758.83)</u>	7332.70

(5) Land & Buildings

Land & Buildings		347531.55
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(6) Payables

Accrued Creditors		1724.73
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Section 272(5) of the RAO Schedule: Information to be provided to members or Registrar

- (I) 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 available to the person making the application.
- (II) 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.
- (III) A reporting unit must comply with an application made under subsection (1)

Note: this subsection is a civil penalty provision (see section 305)

Disclosure of Material Accounting Policy Change

There has been no change in the accounting policy of the Victorian Showmens Guild during the prior financial year.

THE VICTORIAN SHOWMEN'S GUILD
Statement of Changes in Equity
For The Financial Year Ended 30th June 2012

	<u>2012</u>	<u>2011</u>
Total equity at beginning of financial year	433455.25	426605.70
Net result for the period	(37673.59)	6849.55
Total equity for the financial year ended 30th June 2012	<u>395781.66</u>	<u>433455.25</u>

Disclosure of Material Accounting Policy Change

There has been no change in the accounting policy of the Victorian Showmens Guild during the prior financial year.

THE VICTORIAN SHOWMEN'S GUILD
Cash Flow Statement
For The Year Ended 30th June 2012

	\$	\$
Cash Flows from Operating Activities		
Members Subscriptions	67877.27	
Receipts from Members	66106.53	
Payments to suppliers & employees	(134858.33)	
		(874.53)
 Decrease in Cash Held		 (874.53)
 Cash At 1st July 2011		 4701.28
 Cash At 30th June 2012		 <u>3826.75</u>

Notes to Statement of Cashflows

	30th June 2011	30th June 2012
1. Reconciliation of Cash	4701.28	3826.75
Cash at Bank	<u>4701.28</u>	<u>3826.75</u>

THE VICTORIAN SHOWMEN'S GUILD
For The Year Ended 30th June 2012
Schedule NO 1
The Outdoor Showman Magazine

Income		
Subscriptions	13700.02	
Advertising	18952.68	
Donation - TOS	1600.00	
Donations	5.00	34257.70
Less Expenses		
Printing	30227.27	
Postage	2294.80	<u>32522.07</u>
		(1735.63)
Less Other Operating Expenses		
Accounting Fees	573.18	
Audit Fees	360.00	
Bank Charges	624.61	
Computer Costs	256.80	
Insurance	0.00	
Printing & Stationery	476.88	
Rent & Occupancy Costs	1952.18	
Telephone	971.10	
Remuneration Paid to Holders Of Office	23250.86	
Superannuation	2092.58	
Workcover	44.60	
Trainee Costs		
Executive Costs	162.17	<u>30764.96</u>
Net Loss		<u><u>-(29029.33)</u></u>

THE VICTORIAN SHOWMEN'S GUILD
Operating Report For The Year Ended 30th June 2012

(a) Principal Activities

The Principle 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 principle activities during the reporting period. s254(2)(a)

(b) Financial Affairs

The Guild used it's Accumulated Investments to purchase a Commercial Property to be used as it's office headquarters.

(c) Manner of Resignation

Members may resign from the Guild in accordance with rule 10, which reads as follows s254(2)(c) rule 10.

- 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 here of 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.

(d) Trustees of Superannuation Entities s254(2)(d)

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

(e) Number of members RO 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 262.

(f) Number of employees RO reg 159 (b)

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

(g) Members of the Committee of Management RO reg 159 (c)

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

PRESIDENT

Max Andrew Laurie

VICE-PRESIDENTS

Broderick Pavier

Greg Johnson

Emile M. Verfurth 111

Adam Reardon

Anthony Laurie

John Roberts

Stewart Watkins

Robert Peters

Aaron Pink

Jamie Pickett

COMMITTEE

Elwin L. Bell 11

Annette Calder

Brian J.Gilmore

Hugh Richard Miller

Blake Pavier

Robert (Brady) Phillips

Josh Reardon

Ron Trevor

Emile Jarrod Verfurth 1V

SECRETARY

This position is vacant.

TREASURER

This position is vacant.

TRUSTEES

Marjorie Chant

Signature:  TRUSTEE

Date: 25/9/2012. _____

Committee Of Management Statement

On the 25th September 2012 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 2012.

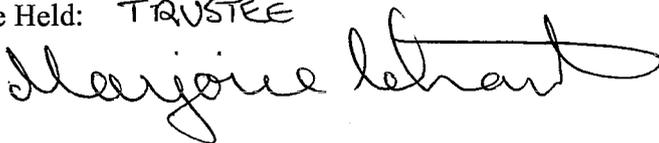
The Committee of Management declares in relation to the general purpose financial report that in it's opinion:

- (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 RO Schedule and RO Regulations and:
 - (IV) no orders have been made by the Commission under section 273 of the RO Schedule during the period.
 - (V) The information sought in any request of a member of the reporting unit or a registrar duly made under section 272 of the RO Schedule has been furnished to the member or Registrar.
- (f) In relation to recovery of wages activity
 - (I) There has been no such activity undertaken by the reporting unit

For Committee Management:

Title of Office Held: TRUSTEE

Signature:



Date: 25/9/2012.

THE VICTORIAN SHOWMEN'S GUILD

Members access to financial records

- (1) A member of a reporting unit, may apply to the reporting unit for specified 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 in 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 received.
- (3) A reporting unit must comply with an application under subsection (1).



For the Outdoor Showmen and all Kindred Forms of Amusement

THE VICTORIAN SHOWMEN'S GUILD REG.

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

Telephone: 03 9376 8544 Fax: 03 9376 0505

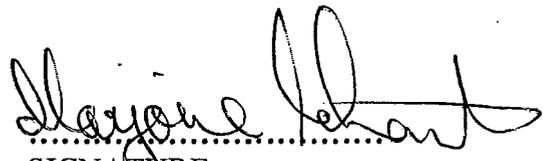
e-mail: vicshowmen@gmail.com

CERTIFICATE BY THE ACCOUNTING OFFICER OF VICTORIAN SHOWMENS GUILD

I certify that there were 262 members of the Guild as at 30th June 2012 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, 2012
- (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.

25/9/2012
DATE:


SIGNATURE:

TRUSTEE
NAME:
ACCOUNTING OFFICER

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
THE 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 2012. 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 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 1 of the Fairwork Act 2009.

.....

Noel Bawden
Registered Public Accountant
Fellow Institute Of Public Accountants
DATED: 19th October 2012.



FAIR WORK
AUSTRALIA

15 August 2012

Mr Max Laurie
President
The Victorian Showmen's Guild
By email: vicshowmen@gmail.com

Dear Mr Laurie,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/235]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of The Victorian Showmen's Guild (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7817 or by email at robert.pfeiffer@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	

(a) if the report is to be presented to 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.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch 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 with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.



FAIR WORK
AUSTRALIA

3 August 2012

Ms Eileen McClure
Secretary
The Victorian Showmen's Guild

vicshowmen@gmail.com

Dear Ms McClure,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/235]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Victorian Showmen's Guild, The (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

Failure to comply with these obligations is subject to a civil penalty provision - see s305 RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Andrea O'Halloran
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
Prepare financial statements and Operating Report.	
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	
Present full report to:	
(a) General Meeting of Members - s266 (1),(2); OR	/ /
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /
Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate ⁺⁺ – s268	/ /

As soon as practicable after end of financial year

*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement)*

(a) if the report is to be presented to 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.*

Within 6 months of end of financial year

Within 6 months of end of financial year

Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.