



**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

Mr Graeme Gooding  
Executive Director  
Victorian Association of Forest Industries  
320 Russell Street  
MELBOURNE Vic 3000

Dear Mr Gooding

**Re: Financial Documents for year ended 30 June 2003 - FR2003/537**

Thank you for forwarding additional information in relation to the financial documents for the year ended 30 June 2003; this has been placed with the documents previously lodged.

Yours sincerely

Sylvia van Riet  
Statutory Services Branch  
18 March 2004

16 March 2004

Sylvia van Riet  
Statutory Services Branch  
Australian Industrial registry  
GPO Box 1994S  
**MELBOURNE VIC 3001**

ABN 99 752 910 589  
320 Russell Street Melbourne  
Victoria 3000

Telephone 03 9665 9222

Facsimile 03 9665 9233

[www.vafi.org.au](http://www.vafi.org.au)

[info@vafi.org.au](mailto:info@vafi.org.au)

Dear Ms van Riet

**Re: Financial Documents year ended 30 June 2003 – FR2003/537**

I am in receipt of your correspondence dated 10<sup>th</sup> March 2004.

I note there are two specific issues to which you refer;

1. **Registered Company Auditor** – Your advice that the signatory to the Auditor's Report did not indicate whether he was registered as a company auditor in accordance with Regulation 112 of the Workplace relations Act 1996 is noted. We will ensure that in submitting our next Auditor's Report that a declaration to this effect is included with the Report.
2. **Disclosure of donation in income and expenditure statement** – You refer to "NAFI contribution" of \$102,694 and advise that we are required under S269 to submit a Section 269(1) Statement.

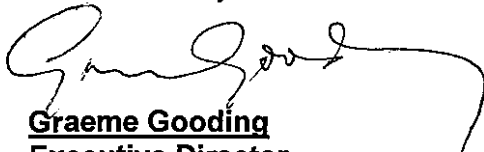
Given that the "NAFI Contribution" to which you refer was not a grant, loan or a donation we do not believe we are required to submit the S269(1) Statement.

The NAFI Contribution would be more correctly described in our accounts as "NAFI Payment" as it is a payment for services rendered.

To this end, VAFI is a creditor to NAFI rather than a donor, a lender or a grantor.

Please contact Nick Murray of this office on 03 9665 9204 if you require further information in respect of this matter.

Yours sincerely



**Graeme Gooding**  
**Executive Director**



## AUSTRALIAN INDUSTRIAL REGISTRY

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Mr Graeme Gooding  
Executive Director  
Victorian Association of Forest Industries  
320 Russell Street  
MELBOURNE Vic 3000

Dear Mr Gooding

**Re: Financial Documents for year ended 30 June 2003 - FR2003/537**

Receipt is acknowledged of the financial documents of the Victorian Association of Forest Industries for the year ended 30 June 2003; the documents were lodged in the Australian Industrial Registry on 16 February 2004.

While the documents have been filed the following matters concerning the financial reporting requirements of the *Workplace Relations Act 1996* are drawn to your attention.

**Registered company auditor**

The signatory to the auditor's report has not indicated whether he is registered as a company auditor - refer regulation 112 of the *Workplace Relations Regulations*. It is the attitude of this Office that this fact should be evident to members in the published financial documents.

Would you please draw this matter to your auditor's attention.

**Disclosure of donation in income and expenditure statement**

Section 269(1) requires an organisation to lodge in the Industrial Registry as soon as practicable after each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the income and expenditure statement indicates a disclosure of "NAFI Contribution" of \$102,694.

Would you please arrange lodgment in the Industrial Registry of a section 269(1) statement covering any donation exceeding \$1,000 - such statement should include particulars as required by subsection 269(5).

**New legislation**

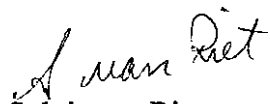
As you may know the *Workplace Relations (Registration and Accountability of Organisations)* legislation (the RAO legislation) generally came into operation on 12 May 2003.

The RAO legislation establishes a **Registration and Accountability of Organisations Schedule** (the RAO Schedule) inserted as Schedule IB within the *Workplace Relations Act 1996* (the WR Act) pertaining to registered organisations. Many of the provisions relating to registered organisations in the WR Act have been replicated in the new RAO Schedule, with some amendments. Other matters have been substantially changed by the RAO Schedule, particularly the financial reporting requirements.

Please note that the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the RAO Schedule (whereas your organisation has been required to complete the financial reporting obligations for the financial year ending 30 June 2003 under the previous provisions of the WR Act). This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))].

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the *Workplace Relations Act 1996*, I may be contacted on 03-8661 7776.

Yours sincerely



Sylvia van Riet  
Statutory Services Branch  
10 March 2004

6 February 2004

*Rec'd 16/2/04  
86*

FR 2003/537

Mr Robert Pfeiffer  
Statutory Services Branch  
Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
Melbourne Vic 3000

Dear Mr Pfeiffer

Please find enclosed copy of Victorian Association of Forest Industries auditor's report and accounts for the financial year ending 30 June 2003. Also enclosed is the certificate confirming the documents were presented to the Annual General Meeting.

Yours faithfully



**Graeme Gooding  
Executive Director**



ABN 99 752 910 589  
320 Russell Street Melbourne  
Victoria 3000

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**Victorian Association of Forest Industries  
Financial documents for year ended 30 June 2003**

This is to certify that the financial documents lodged with the Australian Industrial Registry for the year ended 30 June 2003 are copies which were presented to the Annual General Meeting on 28 November 2003 in accordance with section 279 of the *Workplace Relations Act 1996*.

**Greg McCormack  
President**

30 January 2004

**Victorian Association**  
**of**  
**Forest Industries**

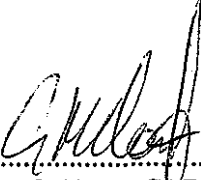
**SPECIAL PURPOSE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003  
TOGETHER WITH REPORTS  
OF THE COMMITTEE MEMBERS AND AUDITORS**


**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, GREGORY HENRY McCORMACK and DAVID GODING, being two members of the Committee of Management of the Victorian Association of Forest Industries, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year ended 30 June 2003
- (ii) in the opinion of the Committee of Management, meetings held during the financial year ended 30 June 2003 were held in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 275(2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, the regulations thereto, or rules of the organisation; and
- (iv) in relation to the report prepared in accordance with 276 of the Workplace Relations Act 1996 by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to the accounts prepared in accordance with subsection 273(1) of the Act to which that report relates, the organisation has complied with subsection 279(1) and (6) of the Act.

(signed).....  
G. H. McCORMACK

(signed).....  
D. GODING

Dated this 7 day of November, 2003.



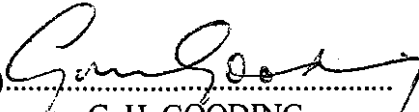
## VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

### ACCOUNTING OFFICER'S CERTIFICATE

I GRAEME HUGH GOODING being the Officer responsible for keeping the accounting records of the Victorian Association of Forest Industries, certify that as at 30 June 2003, the number of members of the organisation was; 62 and

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year ended 30 June 2003;
- (ii) a record has been kept of all monies paid by, or collected from, members of the organisation, 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 organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) there were no payments made out of funds of the organisation raised by compulsory levies or voluntary contributions from members of the organisation, or any other funds (other than General Fund the operation of which is required by the rules of the organisation) other than the purpose 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; and
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

(signed)   
G. H. GOODING

Dated this 7 day of November, 2003.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b><u>INCOME</u></b>			
Membership Fees		966,079	978,053
Special Levy		154,041	-
Consulting & Industry Representation		158,400	136,750
Office Rental, Administration and Service Charges		125,250	115,500
Interest on Investment and Dividends		11,562	16,036
NAFI Contribution		84,279	23,059
Sundry Income		34,679	8,993
Grant Income		<u>100,000</u>	<u>93,201</u>
<b><u>TOTAL INCOME</u></b>		<u>1,634,290</u>	<u>1,371,592</u>
 <b><u>EXPENDITURE</u></b>			
Administration, Management & Organisational		602,648	647,860
Office and Occupancy		97,285	104,206
Staff Retirement, Long Service and Annual Leave		14,404	23,796
Functional and Other Expenses		<u>1,001,842</u>	<u>564,691</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u>1,716,179</u>	<u>1,340,553</u>
OPERATING SURPLUS/(LOSS) FOR THE YEAR	2	(81,889)	31,039
General Fund Balance at the beginning of the financial year		<u>1,722,070</u>	<u>1,691,031</u>
General Fund Balance at the end of the financial year		<u>1,640,181</u>	<u>1,722,070</u>

The accompanying notes form part of these financial statements.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**BALANCE SHEET  
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash	3	369,563	566,403
Receivables	4	323,539	197,722
Other	5	<u>14,618</u>	<u>6,167</u>
<b>TOTAL CURRENT ASSETS</b>		<u>707,720</u>	<u>770,292</u>
<b>NON-CURRENT ASSETS</b>			
Investments	6	557	557
Property, plant and equipment	7	<u>1,379,642</u>	<u>1,373,503</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>1,380,199</u>	<u>1,374,060</u>
<b>TOTAL ASSETS</b>		<u>2,087,919</u>	<u>2,144,352</u>
<b>CURRENT LIABILITIES</b>			
Accounts payable	8	144,704	131,651
Provisions	9	179,543	182,379
Other	10	<u>108,000</u>	<u>100,000</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>432,247</u>	<u>414,030</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	9	<u>15,491</u>	<u>8,252</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>15,491</u>	<u>8,252</u>
<b>TOTAL LIABILITIES</b>		<u>447,738</u>	<u>422,282</u>
<b>NET ASSETS</b>		<u>1,640,181</u>	<u>1,722,070</u>
Represented by:			
<b>MEMBERS' FUNDS</b>			
General Funds		<u>1,640,181</u>	<u>1,722,070</u>
<b>TOTAL MEMBERS' FUNDS</b>		<u>1,640,181</u>	<u>1,722,070</u>

The accompanying notes form part of these financial statements.

# VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are a special purpose financial report, prepared solely for distribution to the members for the purpose of fulfilling the requirements of the Workplace Relations Act, 1996. The committee has determined that the entity is not a reporting entity.

The statements have been prepared in accordance with the accrual basis of accounting as defined in AAS 6 and are in accordance with Accounting Standards and other mandatory professional reporting requirements, with the exception of:

AAS1:	Statement of Financial Performance
AAS 22:	Related Party Disclosures
AAS 28:	Statement of Cash Flows
AAS 30:	Accounting for Employee Entitlements
AAS 33:	Presentation and Disclosure of Financial Instruments

The statements are also prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements:

#### (a) Fixed Assets

Freehold land and buildings are brought to account at cost or at independent or committee's valuation.

The depreciable amount of all fixed assets are depreciated on a straight line or reducing balance basis over the useful lives of the assets to the association commencing from the time the asset was held ready for use.

The carrying amount of fixed assets is reviewed annually by the committee to ensure it is not in excess of the recoverable amount of those assets.

#### (b) Employee Entitlements

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

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

#### (c) Income Tax

No provision for income tax is necessary as the Association is exempt from income tax under Section 50-15 of the Income Tax Assessment Act.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<b>NOTE 2: OPERATING SURPLUS</b>		
<b>(a) Operating Revenue:</b>		
Sales revenue		
- Interest and dividends from investments	11,562	16,036
- Membership fees and levies	966,079	978,053
- Special levy	154,041	-
- Consulting & Industry representation	158,400	136,750
- Rent, administration and service charges	125,250	115,500
- Other revenue	<u>218,958</u>	<u>125,253</u>
	<u>1,634,290</u>	<u>1,371,592</u>
<b>(b) Charging as Expenses:</b>		
<b>(i) Employees</b>		
Salaries & allowances	336,467	349,249
<b>(ii) Holders of Office</b>		
Salaries & allowances	173,792	168,730
Audit fees	4,000	4,400
Division & sections	-	1,336
Long service leave	11,594	(8,081)
Annual leave	2,811	(13,381)
Staff retiring expense	-	45,258
Depreciation	<u>41,482</u>	<u>45,277</u>
<b>NOTE 3: CASH</b>		
Cash on hand: Petty Cash	598	598
Cash at bank: ANZ Banking Group	<u>368,965</u>	<u>565,805</u>
	<u>369,563</u>	<u>566,403</u>
<b>NOTE 4: RECEIVABLES</b>		
Accounts Receivable	418,666	351,244
Less Provision for Doubtful Debts	<u>(95,791)</u>	<u>(155,000)</u>
	322,875	196,244
Sundry Debtors	<u>664</u>	<u>1,478</u>
	<u>323,539</u>	<u>197,722</u>

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<b>NOTE 5: OTHER CURRENT ASSETS</b>		
Prepayments	<u>14,618</u>	<u>6,167</u>
 <b>NOTE 6: INVESTMENTS</b>		
Investments comprise:		
Shares		
- in other corporations listed on a prescribed stock exchange at cost	<u>557</u>	<u>557</u>
 <b>NOTE 7: PROPERTY, PLANT AND EQUIPMENT</b>		
LAND AND BUILDINGS		
LAND:		
320 - 324 Russell Street, Melbourne at cost:	760,000	760,000
Allotment Y298, Creswick at cost	<u>35,155</u>	<u>35,155</u>
Total land	<u>795,155</u>	<u>795,155</u>
BUILDINGS		
320 - 324 Russell Street, Melbourne at cost	560,690	560,690
Less accumulated depreciation	<u>(94,583)</u>	<u>(82,632)</u>
Total buildings at cost	<u>466,107</u>	<u>478,058</u>
Total land and buildings	<u>1,261,262</u>	<u>1,273,213</u>
PLANT AND EQUIPMENT		
Plant and equipment at cost	248,405	201,578
Less accumulated depreciation	<u>(130,025)</u>	<u>(101,288)</u>
Total plant and equipment	<u>118,380</u>	<u>100,290</u>
Total property, plant and equipment	<u>1,379,642</u>	<u>1,373,503</u>
 <b>NOTE 8: ACCOUNTS PAYABLE</b>		
Unsecured liabilities		
Accounts Payable	144,704	131,308
Net GST Payable	<u>-</u>	<u>343</u>
	<u>144,704</u>	<u>131,651</u>

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<b>NOTE 9: PROVISIONS</b>		
<b>CURRENT</b>		
Annual Leave	37,967	35,157
Long Service Leave	71,576	67,222
Provision for member legal expenses	<u>70,000</u>	<u>80,000</u>
	<u>179,543</u>	<u>182,379</u>
<b>NON-CURRENT</b>		
Long Service Leave	<u>15,491</u>	<u>8,252</u>

**NOTE 10: OTHER LIABILITIES**

<b>CURRENT</b>		
T.P.C. Received – In - Advance	100,000	100,000
Accrued Expenses	<u>8,000</u>	<u>-</u>
	<u>108,000</u>	<u>100,000</u>

**NOTE 11: 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 subsections (1), (2) & (3) of section 274, which are read as follows:-

- 274(1) A member of an organisation shall, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- 274(2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the prescribed information available to the member or Registrar in such manner, and within such time, as is prescribed.
- 274(3) 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.

# VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

## INDEPENDENT AUDIT REPORT

### Scope

#### **The financial report and committee of management's responsibility**

The financial report is a special purpose financial report and comprises the Income and Expenditure Account, Balance Sheet and accompanying notes to the financial statements for the year ended 30 June 2003 as set out on pages 3 - 8.

The committee of management is responsible for the preparation and true and fair presentation of the financial statements in accordance with the Workplace Relations Act 1996 and have determined that the accounting policies used are appropriate to meet the needs of the Workplace Relations Act 1996 and the needs of the members. These policies do not require the application of all Accounting Standards. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this audit report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

#### **Audit approach**

We have conducted an independent audit in order to express an opinion to the members of the Association. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the special purpose financial report presents fairly, in accordance with the Workplace Relations Act 1996 and Australian Accounting Standards to the extent described in Note 1, so as to present a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations.

We performed an opinion on the basis of these procedures, which included:

- examining on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

#### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.



VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

INDEPENDENT AUDIT REPORT

(continued)

**Audit Opinion**

In our opinion:

- (i) satisfactory accounting records were kept by the organisation in respect of the financial year, including records of the sources and nature of the income of the organisation (including income from members) and records of the nature and purposes of the expenditure of the organisation;
- (ii) the accounts and statements prepared under Section 273 of the Workplace Relations Act 1996 were properly drawn up so as to give a true and fair view of:
  - (a) the financial affairs of the Victorian Association of Forest Industries as at 30 June 2003, and
  - (b) the income and expenditure, and surplus of the Victorian Association of Forest Industries for the year ended 30 June 2003; and
- (iii) all information and explanations that, under subsection 276(2) officers or employees of the Victorian Association of Forest Industries were required to provide were provided.

*C. W. Stirling & Co*

CW Stirling & Co  
Chartered Accountants

*John A Phillips*

John A Phillips  
Partner

Dated this 7<sup>th</sup> day of November 2003.  
Melbourne.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**  
**COMPILATION REPORT**  
**TO THE MEMBERS OF VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

On the basis of information provided by the Committee of Management, we have complied in accordance with APS 9 "Statement on Compilation of Financial Reports" the special purpose financial report of Victorian Association of Forest Industries for the year ended 30 June 2003 as set out on pages 12 to 14.

The special purpose for which the special purpose financial report is prepared is to provide additional information to the members. The extent to which Accounting Standards and other mandatory professional reporting requirements have or have not been adopted in Note 1.

The Committee of Management are solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the members.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Committee provided, into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage, which any person other than the Association, may suffer arising from any negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Association and its members and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.

*C. W. Stirling & Co*

CW Stirling & Co  
Chartered Accountants

*John A Phillips*

John A Phillips  
Partner

Dated this *7<sup>th</sup>* day of *November* 2003.  
Melbourne.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**ADDITIONAL INFORMATION ON THE 2003 FINANCIAL STATEMENTS**

**DETAILED INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<b>INCOME:</b>		
Membership fees and levies	966,079	978,053
Special Levy	154,041	-
Consulting & Industry Representation	158,400	136,750
Rental, administration and service charges	125,250	115,500
Interest and dividends from investments	11,562	16,036
NAFI Contribution	84,279	23,059
Grant income	100,000	93,201
Other income	34,679	8,993
<b>TOTAL INCOME</b>	<u>1,634,290</u>	<u>1,371,592</u>
<b>LESS EXPENDITURE:</b>		
Cost of General Association Activities and Administration, Management and Organisation (refer attached schedule)	602,648	647,860
Staff Retiring Expense	-	45,258
Office Expenses (refer attached schedule)	97,285	104,206
Functional and Other Expenses (refer attached schedule)	<u>1,001,842</u>	<u>564,691</u>
<b>TOTAL EXPENDITURE</b>	<u>1,701,775</u>	<u>1,362,015</u>
<b>Excess of income over expenditure</b>	<u>(67,485)</u>	<u>9,577</u>
Expense for/(reduction in) Annual Leave	2,811	(13,381)
Expense for/ (reduction in) Long Service Leave	<u>11,593</u>	<u>(8,081)</u>
	14,404	(21,462)
<b>Net Operating Surplus/(Deficit) for the year transferred to General Fund</b>	<u>(81,889)</u>	<u>31,039</u>

These financial statements should be read in conjunction with the attached Disclaimer.

**VICTORIAN ASSOCIATION OF FOREST INDUSTRIES**

**ADDITIONAL INFORMATION ON THE 2003 FINANCIAL STATEMENTS**

**DETAILED INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<u>ADMINISTRATION, MANAGEMENT &amp; ORGANISATION</u>		
<u>EXPENDITURE</u>		
Depreciation	41,482	45,277
Division & sections	-	1,336
Executive & Sub Committee	512	2,412
Fringe benefits tax	14,047	10,800
General expenses	9,845	9,042
Motor vehicle expenses	11,715	14,668
Payroll tax	-	3,076
Salaries and Allowances to Employees	510,259	548,669
Travelling expenses	<u>14,788</u>	<u>12,580</u>
<u>Total Cost of General Association Activities and Administration, Management and Organisation</u>	<u>602,648</u>	<u>647,860</u>
 <u>OFFICE EXPENDITURE</u>		
Cleaning	14,645	14,043
Insurances	18,496	15,526
Light & power	11,254	11,328
Postage & telephones	19,505	25,522
Printing & stationery	15,140	15,295
Rates & taxes	9,567	9,389
Repairs & maintenance	<u>8,678</u>	<u>13,101</u>
<u>Total Office Expenses</u>	<u>97,285</u>	<u>104,206</u>

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VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

ADDITIONAL INFORMATION ON THE 2003 FINANCIAL STATEMENTS

DETAILED INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003

	2003	2002
	\$	\$
<u>FUNCTIONAL AND OTHER EXPENSES</u>		
Annual dinner	3,475	5,214
Audit fees	4,000	4,400
Bad Debts	650	29,829
Bank charges	642	874
Communication Activities	451,178	153,288
Conferences	4,168	909
Consulting Resources	222,682	143,733
Corporate Activities	46,005	39,688
Doubtful debts	(9,209)	22,327
Government charges	814	675
Grant Expenditure	-	24,801
Legal	-	12,625
N.A.F.I - expenses	658	378
NAFI Contribution	102,694	23,059
Industrial Relations Activities	79,615	-
Occupational Health & Safety Activities	980	-
Public Affairs-TCA	81,523	77,422
Public Land Council	8,000	-
Publications	719	14,041
Sundry Expenses	199	113
Staff training	62	7,413
Subscriptions to organisations	2,987	3,902
<u>Total Functional and Other Expenses</u>	<u>1,001,842</u>	<u>564,691</u>

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