



United Firefighters Union of Australia Tasmania Branch

Protecting Professional Firefighters since 1943

www.ufutas.asn.au

265 Macquarie St, Hobart Tas 7000
ABN: 82 168 561 663

Phone:
Email:

0455 038 009
ufutas@ufutas.com

13 August 2024

AMW AUDIT

PO Box 229

JOONDALUP DC 6919

Dear Sirs

REPRESENTATION LETTER

Pursuant to your request and in connection with your examination of the financial statements of United Firefighters Union of Australia Tasmania Branch (the "Branch") audit for the year ended 30 June 2024 we submit the following representations, after making appropriate enquiries and according to the best of our knowledge and belief. These statements are made at your request to supplement information obtained by you from the books and records of the Branch and to confirm information given to you orally.

We are responsible for the presentation of the financial statements in a manner which shows a true and fair view of the state of affairs of the Branch at 30 June 2024 and of the surplus of the Branch for the year ended on that date. In this connection we confirm that the books of account of the Branch were maintained in accordance with generally accepted accounting principles applied consistently with those of the previous year.

Accounting Records

We have made available to you all the Branch's accounting records in which all its financial transactions have been reflected.

Purpose of Audit

We understand that your examination was made in accordance with generally accepted audit standards as defined by the Chartered Accountants Australia and New Zealand. We understand also that this examination was designed primarily for the purpose of expressing an opinion on the financial statements of the Branch taken as a whole and would not necessarily disclose any, or all, irregularities, should such exist.

A. Assets

1. There were no commitments for purchase of trading stock in excess of normal requirements or at prices in excess of the prevailing market prices nor agreements to repurchase items previously sold.
2. Accounts receivable at balance date represented valid claims against customers and other debtors and adequate provision has been made for allowances and for losses which may be sustained in their collection.
3. The additions to fixed assets accounts, as recorded in the books, represent the cost of additional facilities or additions or improvements to existing facilities or replacements thereof. Adequate provision determined in a manner consistent with that of the preceding year, has been made to write off depreciable assets over their useful lives having regard both to the current year's provisions and the accumulated amount provided to date. No circumstances have arisen which render adherence to the existing basis of depreciation misleading or inappropriate.
4. There were no contractual commitments of a material nature not included in the financial statements.
5. There were no deficiencies or encumbrances attaching to the title of the Branch's assets at 30 June 2024 other than those reflected in the financial statements.
6. Adequate provision has been made in the financial statements for any permanent diminution in the value of investments.
7. The value of non-current assets as disclosed in the financial statements do not exceed their recoverable amounts.
8. All known assets of the Branch at balance date were recorded in the books of account as at that date, and the Branch has satisfactory title to those assets.

B. Liabilities

1. All known liabilities of the Branch at balance date were recorded in the books of account as at that date.
2. There were no contingent liabilities, including guarantees, at balance date which are not shown in the notes to the financial statements.

In this context contingent liabilities, included bills and accounts receivable discounted, assigned or sold and which are subject to recourse, endorsements or guarantees, pending lawsuits, unsatisfied judgments or claims, repurchase agreements and, in some cases, uncalled capital on shares held in other companies.

C. General

1. No events have occurred either before, or since, the date of the balance sheet which would render the financial statements inaccurate or misleading in any material respect.
2. All assets and insurable risks of the Branch are adequately covered by insurance.
3. The minutes of shareholders and directors' meetings made available to you are a complete and authentic record of all meetings in relation to the financial year ended 30 June 2024. All other statutory records were properly kept during the period.
4. There were no commitments for purchase or sale of securities or any options given by the Branch including options over the Branch's capital.
5. There were no defaults of principal, interest, sinking fund or redemption provisions with respect to any issue of securities, borrowings or credit arrangements or any breach of covenant of a related deed or agreements.
6. Except as are reflected in the balance sheet there were no agreements under which any of the liabilities of the Branch had been subordinated to any other of its liabilities nor were any receivables owned by the Branch subordinate to any other liabilities to the debtor companies.
7. The Branch has not made any loans, nor entered into any guarantees nor provided any securities in connection with any loan, other than those disclosed in the financial statements, during the year. There were no loans outstanding at balance date, other than those fully disclosed in the financial statements.
8. There are no related party transactions or amounts payable to or receivable from related parties, at balance date, that have not been properly disclosed in the financial statements.
9. Except as already disclosed to you, there have been no irregularities or material shortages (either settled, under investigation or otherwise unsettled) during the year and we have no knowledge of the existence of any conditions which might indicate or give rise to irregularities or material shortages (whether relating to management, employees or internal systems of accounting control) in the future.
10. There have been no changes during the period in the Branch's accounting policies and practices.
11. Except as disclosed in the financial statements, the results for the year were not materially affected by:
 - (i) extraordinary or abnormal items;
 - (ii) charges or credits relating to prior years; or
 - (iii) changes in bases of accounting.
12. We have responded fully to all enquiries made to us during the course of your examination.

13. There were 377 members of the branch at year end.
14. There were two employees engaged jointly with state union at year end.
15. Nothing has come to our attention that would indicate that the financial statements are inaccurate, incomplete or otherwise misleading.
16. In our opinion, there are no factors which would impinge upon the appropriateness of the financial statements continuing to be presented on a going concern basis, other than as disclosed in the financial statements.

D. Errors identified

We acknowledge that we have been made aware of the errors and adjustments identified during the audit, which is attached hereto, and resolve to adjust those journals in the general ledger, except for Journals marked with "X". Journals marked with "Y" have already been adjusted in the general ledger.

Yours faithfully



Leigh Hills
Secretary
Tasmania Branch
United Firefighters Union of Australia

Audit Adjustments

Errors or differences identified during the audit, whether adjusted or not must be communicated to management and those charged with governance of an entity. We therefore include the following items which were adjusted subsequent to the start of the audit:

No	Account	Debit	Credit	Note
		\$	\$	
1	Retained earnings	4,110.17		Y
	Office expense	208.23		Y
	Air fares, travel accommodation		4,125.61	Y
	Computer and IT support		189.30	Y
	Sundry		3.49	Y
	<i>(To record adjustments to retained earnings carried forward)</i>			
2	Lease liability - current	304.26		Y
	Right of use asset: lease of building		304.26	Y
	<i>(To record modification to ROU asset and lease liability)</i>			
3	Lease liability - current	9,814.92		Y
	Rent		9,814.92	Y
	<i>(To reverse rental payments against lease liability)</i>			
4	Interest paid - ROU lease	1,410.89		Y
	Lease liability - current		1,410.89	Y
	<i>(To record interest on lease liability)</i>			
5	Depreciation - leases asset	8,964.72		Y
	Right of use asset: lease of building - accumulated depreciation	101.42		Y
	Lease liability - non-current		156.51	Y
	Lease liability - current		8,599.69	Y
	Sundry		309.94	Y
	<i>(To record amortisation of right of use asset and adjustments to lease liabilities)</i>			

Summary of Unadjusted Audit Differences

The following items are errors and differences identified during the audit which were not adjusted and considered immaterial and do not impact our opinion of the financial statements:

No	Account	Debit	Credit	Note
		\$	\$	
1	Employee entitlements provision	4,938.55		X
	Annual leave		4,938.55	X
	<i>(To record oncost for annual leave provision)</i>			
2	Prepayments	367.39		X
	Insurance		367.39	X
	<i>(To record prepaid portion of insurance)</i>			
3	Wage expenses	1,874.30		X
	Superannuation	215.54		X
	Accrued expenses		2,089.84	X

No	Account	Debit	Credit	Note
		\$	\$	
	<i>(To record accrued wages as at 30 June 2024)</i>			
4	100 payroll liabilities	2,302.30		X
	Union dues		2,302.30	X
	<i>(To reclass payroll liabilities to union dues)</i>			
5	Bad debts	1,365.00		X
	Provision for bad debts		1,365.00	X
	<i>To provide provision to long-outstanding receivables</i>			
6	1200 accounts receivable	473.69		X
	Union dues		473.69	X
	<i>To accrue union dues pertaining to 2023-2024 financial year</i>			
7	Accountancy and Audit	7,000.00		X
	Accrued Expenses		7,000.00	X
	<i>To accrue audit fee pertaining to 2023-2024 financial year</i>			