



Australian Government
Australian Industrial Registry

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Mr Paul Slape,
National Secretary
Australian Municipal, Administrative, Clerical and Services Union
Ground Floor
116 - 124 Queensberry Street
CARLTON SOUTH VICTORIA 3053

Dear Mr Slape,

**Financial documents for the Australian Municipal, Administrative, Clerical and Services
Union
Year ended 30 June 2003
(052V: FR2003/368)**

Receipt is acknowledged of the financial documents lodged under former section 280(1) of the *Workplace Relations Act 1996* ("the Act") for the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 21 June 2004.

The documents have been filed.

Please contact me by telephone on 03 8661 7776 or by email at mark.elliott@air.gov.au should you either wish to discuss this correspondence or if you require any further information on the financial reporting requirements now contained in Schedule 1B to the Act.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Elliott', written over the words 'Yours sincerely,'.

Mark Elliott
Statutory Services Branch

22 June 2004

**WORKPLACE RELATIONS ACT 1996
Section 280 (1)**

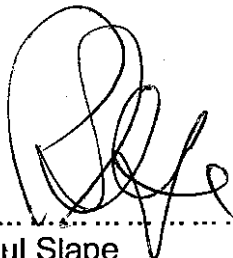
**Australian Municipal, Administrative, Clerical and
Services Union (ASU) National Executive**

Certificate by National Secretary

I, Paul Slape, certify this to be a true copy of the report, accounts and statements presented to the meeting of ASU National Executive (the Union's committee of management) on March 10, 2004, convened in accordance with Section 279(6) of the *Workplace Relations Act 1996*.

Signed at Carlton South

Date: 15 JUNE 2004



.....
Paul Slape
NATIONAL SECRETARY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE
CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

Registered Address:

Ground Floor
116-124 Queensberry Street
Carlton South VIC 3053

Tel (03) 9342 1400
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National Secretary: Paul Slape

National Executive President: Michael O'Sullivan

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**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE , CLERICAL & SERVICES UNION
NATIONAL EXECUTIVE**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003**

	2002/03	2001/02
INCOME		
Capitation Income		
Victorian Services & Energy	\$ 123,812	\$ 228,372
Victorian Authorities & Services	\$ 201,472	\$ -
NSW Services	\$ 296,590	\$ 218,268
Airlines	\$ 25,461	\$ 55,944
Queensland Services	\$ 258,401	\$ 251,999
NSW C & A	\$ 137,042	\$ 162,780
Nth Queensland C & A	\$ 16,699	\$ 18,984
C & S Queensland C & A	\$ 164,764	\$ 166,536
Tax Officers	\$ 10,781	\$ 10,557
NSW MEU	\$ 492,854	\$ 529,368
NSW LGCAEAU	\$ 81,181	\$ -
WA MEU	\$ 12,190	\$ 47,112
WA	\$ 115,020	\$ 85,548
SA & NT	\$ 151,052	\$ 148,092
Tasmania	\$ 56,798	\$ 54,576
Vic PS	\$ 63,863	\$ -
Vic MEU/PS	\$ 150,898	\$ 284,364
	\$ 2,358,878	\$ 2,262,498
Rental income	\$ 88,782	\$ 83,498
Interest on General Funds	\$ 16,860	\$ 7,050
Interest on Commercial Bills	\$ 31,402	\$ 18,672
Distribution from Managed Funds	\$ 38,628	\$ 59,126
Interest on Tasmania Branch Loan	\$ 16,263	\$ 16,611
Carlton Property Reimbursement	\$ 31,056	\$ 30,181
Workcover Reimbursement	\$ 35,737	\$ 34,785
Legal Expenses Reimbursement	\$ 65,093	\$ 39,000
Bad Debts Recovered	\$ -	\$ 494
Sundry Income	\$ 7,126	\$ 3,347
TOTAL OPERATING INCOME	\$ 2,689,825	\$ 2,555,262
LESS EXPENDITURE		
Staff Remuneration & Associated expenses		
Salaries (including temporary staff)	\$ 954,828	\$ 871,793
Honoraria	\$ -	\$ 3,000
Superannuation	\$ 183,442	\$ 148,883
Pay-roll tax	\$ 58,025	\$ 58,131
Fringe Benefits Tax	\$ 35,289	\$ 39,701
Staff Training	\$ 10,564	\$ 2,993
Leave Provisions	\$ 63,177	\$ 7,184
Workers Compensation	\$ 16,160	\$ 15,308
Motor Vehicle & Travel Expenses		
Motor Vehicle Expenses	\$ 70,750	\$ 81,568
Motor Vehicle Depreciation/Amortisation	\$ 16,347	\$ 3,737
Travel Expenses	\$ 115,319	\$ 71,973
Administration Expenses		
Electricity and Gas	\$ 9,918	\$ 9,038
Postage and Despatch	\$ 10,625	\$ 6,955
Telephone	\$ 83,704	\$ 102,973
Lease -Telephone System	\$ 8,767	\$ 8,683
Occupancy Expenses	\$ 9,460	\$ 10,263

Printing and Stationery	\$ 44,922	\$ 46,081
Office Expenses	\$ 6,178	\$ 6,001
Furniture and Equipment Maintenance	\$ 7,099	\$ 4,084
Resources/Library	\$ 22,125	\$ 19,597
Insurance	\$ 9,579	\$ 6,988
Rent - Sydney Office	\$ 20,000	\$ 20,000
Bank Charges	\$ 3,719	\$ 2,958
Borrowing Costs	\$ 500	\$ 500
Audit	\$ 13,000	\$ 12,500
Computer Expenses	\$ 21,933	\$ 20,396
Computer Upgrade Expenses	\$ 27,587	\$ 11,799
Doubtful Debts Expense	\$ -	\$ 48,302
Bad Debt Expense	\$ 12,190	\$ -
Fines & Penalties	\$ 272	\$ 157
Conference & Meeting expenses		
National Conference	\$ 26,647	\$ 25,000
National Executive	\$ 15,518	\$ 21,751
Other Conferences	\$ 8,105	\$ 1,498
General Meeting Expenses	\$ 9,947	\$ 6,179
Overseas Fund Expenses	\$ 3,895	\$ 10,627
Publicity & Recruitment Expenses		
General Publicity Expenses	\$ 15,065	\$ 20,205
C & A Recruitment/Call Centre Project	\$ -	\$ 168
Legal Expenses		
Legal Fees	\$ 65,733	\$ 17,572
Project Costs		
Projects - Special	\$ 10,529	\$ 10,909
Northern Territory Expenses	\$ 5,640	\$ 5,640
Affiliations & Donations		
ACTU Affiliation	\$ 217,745	\$ 213,951
Other Affiliation	\$ 126,874	\$ 117,740
Donations	\$ 748	\$ 1,247
Property Expenses		
Peel St Brisbane Expenses	\$ 12,177	\$ 9,933
Queensberry St Carlton Expenses	\$ 12,532	\$ 24,060
Brisbane Ave Barton Expenses	\$ 8,995	\$ 11,438
Interest		
Interest on Borrowings	\$ 76,715	\$ 79,173
Depreciation		
Library Depreciation	\$ 1,878	\$ 1,977
Building Depreciation	\$ 28,589	\$ 28,589
Depreciation Furniture and Equipment	\$ 33,123	\$ 51,032
TOTAL OPERATING EXPENDITURE	\$ 2,515,932	\$ 2,300,236
OTHER INCOME		
Profit/(Loss) on Revaluation of Non-Current Assets	\$ (39,314)	\$ (126,892)
	\$ (39,314)	\$ (126,892)
NET OPERATING SURPLUS/(DEFICIT) FOR YEAR	\$ 134,579	\$ 128,134
EXTRAORDINARY ITEMS		
ASU Superannuation Fund - Employer Rebate	\$ -	\$ 199,275
	\$ -	\$ 199,275
NET SURPLUS /(DEFICIT) FOR YEAR AFTER EXTRAORDINARY ITEMS	\$ 134,579	\$ 327,409
GENERAL FUNDS AT BEGINNING OF YEAR	\$ 2,979,231	\$ 2,641,195
TRANSFERS (TO)/FROM RESERVES	\$ 3,895	\$ 10,627
GENERAL FUNDS AT END OF YEAR	\$ 3,117,705	\$ 2,979,231

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
NATIONAL EXECUTIVE**

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003	2002
ACCUMULATED FUNDS			
General Funds		\$ 3,117,705	\$ 2,979,231
Reserves	3	\$ 101,414	\$ 105,309
		<u>\$ 3,219,119</u>	<u>\$ 3,084,540</u>
Represented by:			
CURRENT ASSETS			
Cash at Bank	4	\$ 422,760	\$ 447,623
Cash on Hand		\$ 1,140	\$ 1,306
Airlines Stabilisation Account		\$ 20,863	\$ 35,473
CBA Term Deposit		\$ 70,000	\$ 70,000
Commercial Bank Bills		\$ 229,676	\$ 220,573
Commercial Bank Bill - Staff Entitlements		\$ 488,667	\$ 438,551
Debtors	5	\$ 594,135	\$ 437,164
Loans to Branches	8	\$ 97,900	\$ 62,900
Prepayments		\$ 27,348	\$ 33,044
Total Current Assets		\$ 1,952,489	\$ 1,746,634
NON CURRENT ASSETS			
Managed Investment Funds	6	\$ 1,049,247	\$ 1,049,834
Equity in Properties	7	\$ 1,565,967	\$ 2,069,556
Loans to Branches	8	\$ 1,046,653	\$ 1,878,630
Motor Vehicles, Furniture & Equipment	9	\$ 90,147	\$ 100,077
Prepayments		\$ 15,063	\$ 6,059
Library		\$ 35,679	\$ 37,567
Shares	10	\$ 46,688	\$ 46,688
Total Non Current Assets		\$ 4,449,444	\$ 5,186,501
TOTAL ASSETS		\$ 6,401,933	\$ 6,933,135
CURRENT LIABILITIES			
Creditors & Accruals		\$ 241,806	\$ 303,642
GST payable		\$ 72,170	\$ 33,439
Lease Liabilities	12	\$ -	\$ 6,986
Long Service Leave Entitlements		\$ 342,579	\$ 289,761
Annual Leave Entitlements		\$ 147,421	\$ 138,931
Unexpended Branch Funds/Provisions	11	\$ 52,265	\$ 100,285
Loan - NSW LGCAEAU Office Refurbishment		\$ 10,000	\$ 10,000
Commercial Bill Borrowings	13	\$ 55,000	\$ 20,000
Total Current Liabilities		\$ 921,241	\$ 903,044
NON CURRENT LIABILITIES			
Lease Liabilities	12	\$ -	\$ -
Long Service Leave Entitlements		\$ 10,063	\$ 4,041
Loan - NSW LGCAEAU Office Refurbishment		\$ 41,510	\$ 51,510
Commercial Bill Borrowings - Property	13	\$ 2,140,000	\$ 2,820,000
Commercial Bill Borrowings - Redundancies	13	\$ 70,000	\$ 70,000
Total Non Current Liabilities		\$ 2,261,573	\$ 2,945,561
TOTAL LIABILITIES		\$ 3,182,814	\$ 3,848,595
NET ASSETS		\$ 3,219,119	\$ 3,084,540

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE , CLERICAL & SERVICES UNION
NATIONAL EXECUTIVE**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
Operating Cash Flows:			
Capitation Fees Received		2,167,214	2,438,316
Interest Received		62,342	43,121
Distribution from Managed Funds		38,628	59,126
Rent Received		86,879	83,784
GST Collected		262,564	285,881
Other Receipts		139,012	306,994
Total Operating Cash Inflows		2,756,639	3,217,222
Less:			
Salaries, Wages & On-Costs		(1,155,760)	(1,066,380)
Payments to Suppliers		(1,293,349)	(1,264,101)
Bank Interest Paid		(72,321)	(85,429)
GST Paid		(132,556)	(118,885)
Total Operating Cash Outflows		(2,653,986)	(2,532,795)
Net Cash Flow from Operating	20	102,653	684,427
Investment Cash Flows:			
Net Proceeds of Sale of Property/Investments		475,000	835
Branch Repayment of Loans		561,240	136,200
Bank Loan Borrowings		350,000	-
Branch Borrowings		-	71,500
Branch Funds in Trust Received		1,611	5,994
Total Investment Cash Inflows		1,387,851	214,529
Less:			
Repayment of Bank Borrowings		(995,000)	(175,000)
Repayment of Branch Borrowings		(10,000)	(9,990)
Repayment of Lease Finance		(6,986)	(12,130)
Vehicles, Furniture & Equipment		(28,911)	(75,366)
Advances to Branches		(16,263)	(16,611)
Loans to Branches		(350,000)	-
Branch Funds in Trust Repaid		(25,136)	-
Investment in Managed Funds		(38,628)	(59,126)
Total Investment Cash Outflows		(1,470,924)	(348,223)
Net Cash Flow from Investment		(83,073)	(133,694)
Net Cash Inflow / (Outflow) for the Year		19,580	550,733
Cash as at the Start of the Financial Year		1,213,526	662,793
Cash at the End of the Financial Year	19	1,233,106	1,213,526

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003**

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Australian Accounting Standards and the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in the preparation of the accounts which, unless otherwise stated, have been consistently applied:-

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets.

Income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

(b) Provisions for Accrued Annual Leave and Long Service Leave

Provision for employee benefits in the form of Accrued Annual Leave and Accrued Long Service Leave has 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) Income Tax

No provision has been made in the accounts for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

(d) Non-Current Assets

Equity in Property, Motor Vehicles and Furniture & Equipment are stated in the accounts at historical cost less, where applicable, accumulated depreciation.

With the exception of income-producing properties, which are held for investment purposes, the above assets (other than freehold land) are depreciated over their estimated effective lives at the following rates-

Buildings	2.5% Prime Cost
Office Furniture & Equipment	Varying Rates, using both prime cost and diminishing value methods
Motor Vehicles	22.5% Diminishing Value

(e) Unexpended Branch Funds

Funds raised by levies collected from members are held in trust by the National Office and allocated to the selected activities and projects as provided for by their respective resolutions by the National Executive.

As levies are collected by the National Office they are transferred to the respective provision account and held in trust for future allocation.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

(f) Interest on Borrowings

Interest expense brought to account in the Statement of Financial Performance represents National Executive's share of the commercial bill borrowings. Interest expense pertaining to that part of bank bill borrowings on lent to ASU branches is not brought to account on the basis that each branch assumes liability for this.

Accordingly loans to branches brought to account as an asset of National Executive are interest free.

(g) Leased Assets

Leases of assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to National Office are classified as finance leases and are brought to account as an asset of the National Office with a corresponding liability equal to the present value of the minimum lease payments, including any guaranteed residual values, with lease payments allocated between a reduction in lease liability and the lease interest for the period, and the leased asset amortised over its estimated effective life.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are brought to account as an expense of National Office in the periods in which they are incurred.

(h) Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

(i) Goods & Services Tax

Goods and Services Tax ("GST") collected by the Branch is brought to account as a liability with refundable input credits in respect of GST paid reducing that liability. Accordingly, all items of income and expenditure brought to account in the financial statements is after the deduction of any applicable GST.

(j) Investments

Non-Current Investments are measured at historical cost less any required provision for diminution in value. The carrying amount of investments is reviewed annually by the National Executive to ensure that it is not in excess of the recoverable amount. The recoverable amount is assessed from the quoted redemption value at balance date. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

2. WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which reads as follows -

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

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

3. RESERVES

	Grant Project	International Aid Assistance	Overseas Fund	2003 Total	2002 Total
	\$	\$	\$	\$	\$
Opening Balance	1,630	47,609	56,070	105,309	115,936
Transfer to Reserves	-	-	-	-	-
Transfers from Reserves	-	-	(3,895)	(3,895)	(10,627)
Closing Balance	1,630	47,609	52,175	101,414	105,309

4. CASH AT BANK	2003	2002
	\$	\$
General Funds	140,671	257,932
General Funds – Sydney Account	1,144	665
Cash Management Account	265,174	160,325
National Airlines Division Account	15,771	28,701
	422,760	447,623

5. DEBTORS	2003	2002
	\$	\$
Debtors – Branches	567,561	446,151
Provision for Doubtful Debts	-	(51,498)
	567,561	394,653
Debtors – Other	26,574	44,026
Provision for Doubtful Debts	-	(1,515)
	26,574	42,511
	594,135	437,164

6. MANAGED INVESTMENT FUNDS	2003	2002
	\$	\$
Managed Investment Funds @ Cost	1,215,453	1,176,825
Provision for Writedown		
To Recoverable Amount	(166,206)	(126,891)
	1,049,247	1,049,934

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

7. EQUITY IN PROPERTIES	2003	2002
	\$	\$
Property - Unit six ACTU Building Canberra		
At cost (50% share)	260,829	260,829
Property - Queensberry Street Carlton South, Victoria		
At cost (33.3% share)	1,577,985	1,577,985
Improvements at Cost	41,663	41,663
Less Accumulated Depreciation	(414,510)	(385,921)
	1,205,138	1,233,727
Property - Peel Street Brisbane, Queensland		
At cost (50% share)	-	475,000
Property - 265 Macquarie Street Tasmania		
Conversion of debt to Equity	100,000	100,000
	1,565,967	2,069,556

VALUATION INFORMATION	As per Independent Valuation \$	National Office Share of Property %	Valuation \$
Queensberry Street, CARLTON SOUTH, VIC	4,550,000	33.3	1,516,667
The Independent Valuation was performed by Colliers International Consultancy and Valuation Pty Limited on the 20 th June 2003 and the current market value was based on both a capitalisation approach and a direct comparison approach.			
	As per 2003/2004 Council Rates Assessment \$	National Office Share of Property %	Valuation \$
ACTU Building, CANBERRA, ACT	826,666	50.0	413,333
265 Macquarie Street, HOBART, TAS	225,000	n/a	225,000

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

8. LOANS TO BRANCHES	2003	2002
	\$	\$
CURRENT		
SA/NT Branch	20,000	20,000
Tasmania Branch	42,900	42,900
Queensland Services Branch	35,000	-
	97,900	62,900
NON CURRENT		
Victorian Authorities & Services Branch (formally Victorian Services & Energy Branch)	970,245	1,470,245
Queensland Services Branch	315,000	-
Tasmania Branch	236,408	261,385
SA/NT Branch (*Repayments are made directly from the Branch to the CBA)	125,000	145,000
	1,646,653	1,876,630

9. MOTOR VEHICLES, FURNITURE & EQUIPMENT	2003	2002
	\$	\$
Furniture & Equipment at Cost	210,493	212,228
less Acc Depreciation	(140,756)	(115,316)
	69,737	96,912
Leased Assets at Cost	-	37,776
less Acc Depreciation	-	(34,611)
	-	3,165
Motor Vehicles at Cost	26,128	-
less Acc Depreciation	(5,718)	-
	20,410	-
	90,147	100,077

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

10. SHARES	2003	2002
	\$	\$
Units in ACTU Member Connect at Cost		
33,655 \$1 units paid up to \$0.40 each	13,462	13,462
Shares in A.F.I Pte Ltd at Cost		
50,000 Ordinary Shares of S\$1 Fully Paid	33,226	33,226
	46,688	46,688

11. UNEXPENDED BRANCH FUNDS/PROVISIONS		
	2003	2002
Current	\$	\$
National Conference Provision	-	24,495
National Airlines Division	37,265	35,654
Airlines Stabilisation Fund	15,000	39,781
Fighting Fund	-	355
	52,265	100,285

12. FINANCE LEASE LIABILITIES		
	2003	2002
Current	\$	\$
Computer Equipment	-	7,180
Unexpired Interest Expense	-	(194)
	-	6,986
Non-Current		
Computer Equipment	-	-
Unexpired Interest Expense	-	-
	-	-
	-	6,986

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
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NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

13. COMMERCIAL BILL BORROWINGS

The commercial bill facility is secured by a registered mortgage over the property located at Queensberry Street, Carlton South, Victoria, and other assets of the Union, including assets of the Branches.

The interest only bill facility expires on 31st August 2005.

14. LEASING COMMITMENTS	2003	2002
	\$	\$
(i) Finance Lease Commitments Payable		
- Not later than 1 Year	-	7,180
- Later than 1 Year but not later than 5 years	-	-
- Later than 5 Years	-	-
Minimum lease payments	-	7,180
Less Future Finance Charges	-	194
Total Lease Liability	-	6,986
(ii) Operating Lease Commitments		
Non Cancellable operating leases contracted for but not capitalised in the financial statements:		
Payable		
- Not later than 1 Year	135,611	66,751
- Later than 1 Year but not later than 5 years	129,220	70,800
- Later than 5 Years	-	-
Minimum lease payments	264,831	137,551

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

16. RELATED PARTY DISCLOSURES

(i) The following persons have held office in the National Executive of the Union at some time during the financial year:-

Alison Peters	National Chairperson
Henrietta Moran	National President and QLD Services
Len Darnley	Deputy National Chairperson
Judith Bennett	Nat. Vice President
Adrian Bennett	Nat. Vice President
Bob Ball	Nat. Vice President
Wendy McManus	Nat. Vice President and VIC A&S
Trevor Cordwell	Nat. Vice President
Julie Bignell	Nat. Vice President and C&SQ C&A
Kayee Griffin	Senior Vice President
Anne McEwen	Nat. Vice President (Women), Nat. Vice President and SA/NT
Robyn Glascott	Nat. Vice President (Women)
Paul Slape	National Secretary
Michael O'Sullivan	National Executive President
Linda White	Assistant National Secretary
Greg McLean	Assistant National Secretary
Kristyn Thompson	Airlines Branch and NSW & ACT (Services)
Rhonda Moore	Airlines Branch
Mary-Anne O'Neill	C&SQ C&A
Margaret Dale	NQ C&A
Justine Moran	NQ C&A
Luke Foley	NSW & ACT (Services)
Clyde Livingstone	NSW & ACT (Services)
Sally McManus	NSW & ACT (Services)
Michael Want	NSW C&A and NSW LGCAEAU
Brian Harris	MEU NSW and NSW LGCAEAU
Barry Kilby	MEU NSW
David Smith	QLD Services
Phil Harrison	SA/NT
Andrew Dennard	SA/NT
Chris Dodds	Tasmania
Robert Ralph	Tasmania
Sean Kelly	Tasmania
Jeff Lapidos	TOB
Peter Chaplin	TOB
Darrell Cochrane	MEU/PS VIC and VIC A&S
Martin Foley	MEU/PS VIC and VIC PS
Russell Atwood	VIC S&E and VIC A&S
Greg Day	VIC S&E
Ingrid Stitt	VIC PS
Helga Svendsen	VIC PS
Paul Burlinson	WA C&S and WA
Meredith Hammat	WA C&S and WA
David Taylor	WA
June Kirwan	MEU WA
Andrea Ballantyne	MEU WA

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

- (ii) There were no transactions between the Union and the Officers of the Union other than those relating to the reimbursement by the Union of expenses incurred by officers in the performance of their duties and remuneration paid or payable to officers as detailed below. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.
- (iii) The aggregate amount of remuneration paid to elected officers totalled \$376,783, during the financial year, (2002: \$420,686), which is disclosed in the Statement of Financial Performance under Staff Remuneration & Associated Expenses, with the exception of annual leave & long service leave accrued in prior periods.

17. CONTINGENT LIABILITIES

Dwyer Durack, a legal firm in Western Australia, at the date of this report have discontinued, but may reactivate an action in the District Court of Western Australia to recover unpaid fees for legal services provided to the WA MEU Branch of the Australian Municipal, Administrative, Clerical & Services Union and the WAMEU, formerly a constituent part of the Union.

In the event of a judgement for the plaintiff, it is estimated that the possible recovery of fees plus costs may be in the region of \$100,000 to \$120,000. However, the ASU denies any liability and, in any event, Federal Court Orders to give effect to the disamalgamation of the former Branch, and its registration as a separate union, require the new union to indemnify the ASU against any judgement against the ASU in relation to the alleged debt, and as to any costs incurred by the ASU in defending the action.

18. EVENTS SUBSEQUENT TO BALANCE DATE

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

**NOTES TO THE STATEMENT OF CASH FLOWS
YEAR ENDED 30TH JUNE 2003**

19. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at banks and on short-term deposit. Cash at the end of the year as shown in the Statement of Cash Flows is reconciled to the related items in Statement of Financial Position as follows:-

	2003	2002
	\$	\$
Cash on Hand	1,140	1,306
Cash at Bank	422,760	447,623
Airlines Account	20,863	35,473
CBA Term Deposit	70,000	70,000
Bank Bills – Current	229,676	220,573
Bank Bills – Staff Entitlement Account	488,667	438,551
Total Cash	1,233,106	1,213,526

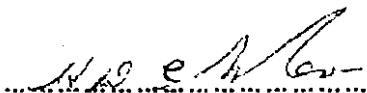
**20. RECONCILIATION OF THE OPERATING RESULT
WITH THE NET CASH FLOW FROM OPERATING**

	2003	2002
	\$	\$
Operating Profit for the year	134,579	327,409
Add: Non-Cash Items of Income And Expenditure for Year:		
Depreciation & Amortisation	79,937	85,334
Provision for Doubtful Debts	(53,013)	52,519
Employee Leave Provisions	67,330	(46,517)
Profit/(loss) on Sale of Property &/or Equipment	-	(88)
Profit/(loss) on Revaluation of Non-Current Assets	39,314	126,892
Provision for Conferences	(24,495)	24,495
Change in Accounts Payable	(61,836)	(65,651)
Change in GST Payable	38,731	(37,042)
Change in Prepaid Expenses	(13,936)	(7,606)
Change in Accounts Receivable	(103,958)	224,682
Total Non-Cash Items for Year	(31,926)	357,018
Net Cash Flow from Operating	102,653	684,427

National Executive Certificate

We, Henrietta Moran and Anne McEwen, being two members of the Australian Municipal, Administrative, Clerical and Services Union, National Executive, hereinafter referred to as the "Executive", do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- a) In the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the organisation as at June 30, 2003.
- b) In the opinion of the Executive, meetings of the Executive were held during the year ended in accordance with the Rules of the organisation.
- c) To the knowledge of any member of the Executive, 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 274(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 in accordance with the requirements of the *Workplace Relations Act 1996*, the Regulations thereto, or the Rules of the organisation.
- d) The organisation has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended June 30, 2002, and the auditor's report thereon.


.....
Henrietta Moran
National President


.....
Anne McEwen
National Vice-President

October 7, 2003

**Australian Services Union
National Office**

**Certificate by Principal Accounting Officer
for the Year Ended 30 June 2003**

In accordance with Section 273(2) of the *Workplace Relations Act 1996*, I, Paul Slape, being the principal accounting officer of the National Office of the Australian Municipal Administration Clerical and Services Union responsible for keeping the accounting records of the National Office:

1. Certify that as at 30 June 2003 the number of members of Federal Council was eleven branches with a combined membership of 121,857.
2. State that, in my opinion:
 - (i) the accounts show a true and fair view of the financial affairs of the National Office as at 30 June 2003;
 - (ii) a record has been kept of all moneys paid by, or collected from, members of the National Office, 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 Branch;
 - (iii) before any expenditure was incurred by the National Office, approval for the incurring of the expenditure was obtained in accordance with the rules of the Branch;
 - (iv) no payment made out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the Regulations was made for a purpose other than the purpose for which the fund was operated;
 - (v) any loans or other financial benefits granted to persons holding office in the National Office authorised in accordance with the rules of the Branch, and;
 - (vi) the register of members of the National Office was maintained in accordance with the Act.

Date: 16TH DECEMBER 2003



.....
Paul Slape
NATIONAL SECRETARY

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION
NATIONAL EXECUTIVE**

**INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED 30TH JUNE 2003**

Scope

We have audited the accompanying accounts of the National Executive of the Australian Municipal Administrative Clerical and Services Union ("National Executive") for the year ended 30th June 2003. The National Executive is responsible for the preparation and presentation of the accounts and the information they contain. We have performed an independent audit of the accounts in order to express an opinion on them to the members of the National Executive.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the accounts 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 accounts are presented fairly in accordance with statutory requirements so as to present a view of the National Executive which is consistent with our understanding of its financial position and the results of its operations. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion -

- (a) satisfactory accounting records were maintained in respect of the year ended 30th June 2003 detailing the sources and nature of income of the National Executive (including income from members) and the nature and purpose of expenditure; and
- (b) the accounts are properly drawn up so as to give a true and fair view of the financial affairs of the National Executive at 30th June 2003 and the income and expenditure, and surplus of the National Executive for the year ended on that date, and are in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

All information and explanations required of officers and employees of the National Executive were provided for the purpose of our audit.

Date: 18th December 2003

**EDDY PARTNERS
ACCOUNTANTS & AUDITORS**



**DAVID J. EDDY, CPA
Registered Company Auditor.**

6th Floor
Coates Building
20 Collins Street
MELBOURNE, VIC. 3000