



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Ms. Kristyn Thompson  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
New South Wales and ACT (Services) Branch  
PO Box 1865  
Strawberry Hills NSW 2012

Dear Ms. Thompson,

**Re: Financial documents for year ended 30 June 2003  
FR2003/369**

I have received the financial documents of the New South Wales and ACT (Services) Branch of the abovenamed organisation for the year ended 30 June 2003 lodged in the Industry Registry on 2 April 2004.

Having regard to the requirements of Division 11 of Part IX of the Workplace Relations Act 1996 and Part VII of the Workplace Relations Regulations your attention is drawn to the following:

### **Loans, Grants and Donations**

#### ***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 discloses donations of \$2,357.

Would you please arrange lodgment in the Industrial Registry by Wednesday, 5 May 2004 of a section 269(1) statement covering any donation exceeding \$1,000 - such statement should include particulars as required by subsection 269(5).

### **Matters requiring attention when preparing future financial returns**

The following matters concerning the financial reporting requirements of the Act is advised for your assistance when preparing financial returns:

No further action is required in respect of the subject documents. However, it would be appreciated if the same matter is not repeated for the next financial year.

## **Committee of Management Certificate**

### ***Provisions of reg. 109(1)(B)(iii)***

Regulation 109(1)(b)(iv) requires the committee of management to certify whether or not the branch had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period, that is the year ended 30 June 2002.

Paragraph (iv) of the committee of management certificate referred to the year ended 30 June 2003.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

### **Schedule 1(b) of Workplace Relations Act**

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

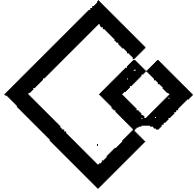
Should you have any queries, please contact me on (03) 8661 7764.

Yours sincerely,



Marylyn Beare  
Statutory Services Branch

14 April 2004



AUSTRALIAN SERVICES UNION

FR  
2003/  
369

Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

ATTENTION: Clancy Lapierre

29 March 2004

Dear Registrar

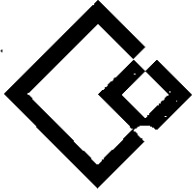
**Re: Financial Reporting Obligations under Workplace Relations Act**

I hereby lodge the relevant reports, pursuant to section 280 of the *Workplace Relations Act 1996*, on behalf of the New South Wales and ACT (Services) Branch of the Australian Municipal Administrative Clerical and Services Union for the year ended 30 June 2003.

Yours sincerely,

Kristyn Thompson  
BRANCH SECRETARY

Filing Ref: B/08/1479  
B/01/1382



**AUSTRALIAN SERVICES UNION**

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION**

**NSW AND ACT (SERVICES) BRANCH**

**Secretary's Certificate**

I, Kristyn Thompson, Branch Secretary of the NSW and ACT (Services) Branch of the Australian Municipal, Administrative, Clerical and Services Union, certify that:

1. The Auditor's Certificate and Summary of the Financial Statements for the financial year ending 30 June 2003 were published in the journal of the Union in December 2003, being a journal that is distributed to members free of charge.
2. The enclosed documents are copies of the auditor's report, the accounts and statements, the Certificates of the Accounting Officer and of the Branch Committee, prepared for the Branch in accordance with the Act for the financial year ending 30 June 2003 are as presented to a meeting of the members of the Branch Committee on 4 March 2004.

Kristyn Thompson  
**BRANCH SECRETARY**

29 March 2004

**AUSTRALIAN SERVICES UNION**

**NSW & ACT (SERVICES) BRANCH**


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

**NSW & ACT (SERVICES) BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, Barry Rule and Rodney Masters, being two members of the Committee of Management of the Australian Services Union, NSW & ACT (Services) Branch, 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 Union as at 30 June 2003.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held in the year ended 30 June 2003, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Union, 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 Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Workplace Relations Act, 1996 in relation to the financial accounts in respect of the year ended 30 June 2003 and the Auditors' Report thereon.



**Barry Rule**



**Rodney Masters**

17 December 2003

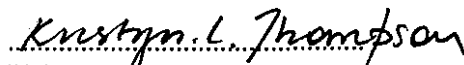
## NSW & ACT (SERVICES) BRANCH

### ACCOUNTING OFFICER'S CERTIFICATE

I, Kristyn Thompson, being the Officer responsible for keeping the accounting records of the Australian Services Union, NSW & ACT (Services) Branch, certify that as at 30 June 2003, the number of members of the Union was 12,838.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2003.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union 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 Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.

  
Kristyn Thompson

17 December 2003

## NSW & ACT (SERVICES) BRANCH

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

|  | 2003             | 2002             |
|--|------------------|------------------|
|  | \$               | \$               |
| <b>INCOME</b>                                    |                  |                  |
| Contributions                                    | 3,546,597        | 3,301,492        |
| Less Welfare Contributions                       | (20,800)         | (20,800)         |
| Interest   | 14,463           | 9,707            |
| Proceeds in respect of dispute resolution - ATOA | 227,273          | 0                |
| Sundry Income                                    | 32,690           | 30,072           |
| Superannuation Surplus Received                  | 0                | 93,078           |
| WorkCover Assistance                             | 49,950           | 49,950           |
| <b>TOTAL INCOME</b>                              | <u>3,850,173</u> | <u>3,463,499</u> |
| <br><b>EXPENDITURE</b>                           |                  |                  |
| <b>Depreciation - Furniture and Fittings</b>     | <u>47,689</u>    | <u>46,380</u>    |
| <br><b>Employee Expenses</b>                     |                  |                  |
| Remuneration of Staff - Officials                | 220,527          | 169,210          |
| - Other Employees                                | 1,389,371        | 1,304,885        |
| Annual Leave Provision                           | 141,130          | (1,996)          |
| Long Service Leave Provision                     | 86,629           | 49,096           |
| Superannuation                                   | 316,514          | 263,962          |
| Payroll Tax                                      | 130,831          | 85,686           |
| Fringe Benefits Tax                              | 19,001           | 23,867           |
| Temporary Staff                                  | 30,889           | 72,157           |
|  | <u>2,334,892</u> | <u>1,966,867</u> |



## NSW & ACT (SERVICES) BRANCH

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003 [Cont'd]

|  | Note | 2003<br>\$       | 2002<br>\$       |
|--|------|------------------|------------------|
| <b>Other Expenses</b>  |      |                  |                  |
| Affiliation Fees   |      | 76,635           | 85,936           |
| Air Fares  |      | 18,874           | 12,717           |
| ASU National Office Capitation Fees  |      | 309,791          | 218,268          |
| ASU Subscription ATOA  |      | 0                | 10,000           |
| Branch Elections   |      | 1,879            | 0                |
| Bank Charges   |      | 19,958           | 19,097           |
| Computer Expenses  |      | 65,652           | 70,942           |
| Delegates Expenses   |      | 12,601           | 12,411           |
| Donations  |      | 2,357            | 4,592            |
| Electricity  |      | 7,840            | 9,881            |
| Federal Election   |      | 8,227            | 7,139            |
| General Expenses   |      | 1,550            | 76               |
| Honoraria  |      | 0                | 7,192            |
| Insurance  |      | 28,263           | 35,297           |
| Lease Charges  |      | 24,529           | 50,839           |
| Library Expenses   |      | 14,467           | 9,305            |
| Loss on disposal of assets   |      | 0                | 4,038            |
| Meeting and Conference Expenses  |      | 20,221           | 10,218           |
| Mortality Payments   |      | 7,000            | 5,500            |
| Motor Vehicle Expenses - Leasing Charges   |      | 83,911           | 98,533           |
| - Running Costs  |      | 46,736           | 42,553           |
| Office Expenses  |      | 28,485           | 25,891           |
| Organising Works   |      | 3,738            | 35,455           |
| Postage and Freight  |      | 27,179           | 25,343           |
| Printing and Stationery  |      | 63,231           | 59,574           |
| Professional Services  | 5    | 56,322           | 63,600           |
| Publication of Journal   |      | 139,878          | 89,070           |
| Rent - 619 Elizabeth Street  |      | 176,503          | 106,528          |
| - ACT Office   |      | 2,250            | 5,895            |
| - Newcastle Office   |      | 3,276            | 3,658            |
| Rates and Taxes  |      | 2,002            | 2,989            |
| Repairs and maintenance  |      | 16,699           | 0                |
| Telephone  |      | 157,519          | 134,539          |
| Training Costs   |      | 4,419            | 6,544            |
| Travelling Expenses  |      | 34,283           | 29,163           |
| Website  |      | 15,890           | 10,849           |
| Workcover Assistance   |      | 84,798           | 17,838           |
|  |      | <u>1,566,963</u> | <u>1,331,470</u> |
| <b>TOTAL EXPENDITURE</b>   |      | <u>3,949,544</u> | <u>3,344,717</u> |
| <b>OPERATING SURPLUS (DEFICIT) FOR THE YEAR</b>  |      | (99,371)         | 118,782          |
| Transfer of Net Assets from Australian Municipal<br>Administrative Clerical and Services Union, Airlines<br>Branch | 11   | 503,675          | 0                |
| Accumulated Deficit at Beginning of Year   |      | <u>(646,616)</u> | <u>(765,398)</u> |
| <b>ACCUMULATED DEFICIT AT END OF YEAR</b>  |      | <u>(242,312)</u> | <u>(646,616)</u> |

[The attached Notes 1 to 11 form part of the financial report]

**NSW & ACT (SERVICES) BRANCH**

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003**

|  | Note | 2003<br>\$       | 2002<br>\$       |
|--|------|------------------|------------------|
| <b>ACCUMULATED DEFICIT</b>                 |      | <u>(242,312)</u> | <u>(646,616)</u> |
| Represented by Net Liabilities as follows: |      |                  |                  |
| <b>CURRENT ASSETS</b>                      |      |                  |                  |
| <b>Cash Assets</b>                         |      |                  |                  |
| Cash at Bank                               |      | 34,179           | 120,157          |
| Cash on Hand                               |      | <u>1,000</u>     | <u>900</u>       |
|  |      | <u>35,179</u>    | <u>121,057</u>   |
| <b>Receivables</b>                         |      |                  |                  |
| Prepayments                                |      | 40,206           | 30,730           |
| Sundry Debtors                             | 10   | <u>765,551</u>   | <u>140,892</u>   |
|  |      | <u>805,757</u>   | <u>171,622</u>   |
| <b>Investments</b>                         | 4    | <u>193,433</u>   | <u>178,008</u>   |
| <b>Long Service Leave Fund</b>             |      |                  |                  |
| Cash at Bank                               |      | <u>0</u>         | <u>10,741</u>    |
|  |      | <u>0</u>         | <u>10,741</u>    |
| <b>TOTAL CURRENT ASSETS</b>                |      | <u>1,034,369</u> | <u>481,428</u>   |
| <b>NON CURRENT ASSETS</b>                  |      |                  |                  |
| <b>Fixed Assets</b>                        |      |                  |                  |
| Office Furniture & Equipment               | 3    | <u>133,873</u>   | <u>108,769</u>   |
| <b>TOTAL ASSETS</b>                        |      | <u>1,168,242</u> | <u>590,197</u>   |
| <b>LESS LIABILITIES</b>                    |      |                  |                  |
| <b>CURRENT LIABILITIES</b>                 |      |                  |                  |
| <b>Payables</b>                            |      |                  |                  |
| Sundry Creditors                           |      | 358,950          | 286,666          |
| <b>Provisions</b>                          |      |                  |                  |
| Provision for Annual Leave                 |      | 264,065          | 229,299          |
| Provision for Long Service Leave           |      | <u>508,282</u>   | <u>441,591</u>   |
|  |      | <u>1,131,297</u> | <u>957,556</u>   |
| <b>NON CURRENT LIABILITIES</b>             |      |                  |                  |
| <b>Payables</b>                            |      |                  |                  |
| ASU of NSW Transfer of Funds               |      | <u>279,257</u>   | <u>279,257</u>   |
| <b>TOTAL LIABILITIES</b>                   |      | <u>1,410,554</u> | <u>1,236,813</u> |
| <b>NET LIABILITIES</b>                     |      | <u>(242,312)</u> | <u>(646,616)</u> |

[The attached Notes 1 to 11 form part of the financial report]

**NSW & ACT (SERVICES) BRANCH**

**CASH FLOW STATEMENT FOR THE  
YEAR ENDED 30 JUNE 2003**

|  | Note | 2003<br>\$      | 2002<br>\$      |
|--|------|-----------------|-----------------|
| <b>CASH FLOW FROM OPERATING ACTIVITIES</b>   |      |                 |                 |
| Receipts from Members                        |      | 3,389,669       | 3,301,492       |
| Payments to Suppliers and Employees          |      | (3,747,181)     | (3,543,054)     |
| Interest Received                            |      | 14,463          | 9,707           |
| Other Receipts                               |      | <u>309,913</u>  | <u>173,100</u>  |
| <b>NET CASH USED IN OPERATING ACTIVITIES</b> | 9    | <u>(33,136)</u> | <u>(58,755)</u> |
| <b>CASH FLOW FROM INVESTING ACTIVITIES</b>   |      |                 |                 |
| Payment for Fixed Assets                     |      | (48,058)        | (34,131)        |
| Proceeds from Sale of Investments            |      | 250,000         | 45,292          |
| Purchase of Investments                      |      | (265,425)       | (147,631)       |
| Transfer from ASU of NSW                     |      | <u>0</u>        | <u>50,000</u>   |
| <b>NET CASH USED IN INVESTING ACTIVITIES</b> |      | <u>(63,483)</u> | <u>(86,470)</u> |
| <b>NET DECREASE IN CASH HELD</b>             |      | (96,619)        | (145,225)       |
| Cash at Beginning of Year                    |      | <u>131,798</u>  | <u>277,023</u>  |
| <b>CASH AT END OF YEAR</b>                   | 8    | <u>35,179</u>   | <u>131,798</u>  |

[The attached Notes 1 to 11 form part of the financial report]

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

**1. STATEMENT OF ACCOUNTING POLICIES**

This financial report is a general purpose financial report prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act, 1996. The accounts have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

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

- a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the union.
- b) Provision for employee benefits in the form of Long Service Leave and Accrued Annual 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) Contributions are accounted for on a cash receipts basis.
- d) No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

**2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read 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.

**NSW & ACT (SERVICES) BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003 [Cont'd]**

|   | 2003<br>\$     | 2002<br>\$     |
|---|----------------|----------------|
| <b>3. OFFICE FURNITURE &amp; EQUIPMENT</b>  |                |                |
| Cost  | 657,265        | 545,639        |
| Less Accumulated Depreciation   | <u>523,392</u> | <u>436,870</u> |
|   | <u>133,873</u> | <u>108,769</u> |
| <b>4. INVESTMENTS</b>   |                |                |
| Short Term Deposits   | <u>193,433</u> | <u>178,008</u> |
| <b>5. PROFESSIONAL SERVICES</b>   |                |                |
| Audit Fees  | 18,700         | 14,750         |
| Legal Expenses  | <u>37,622</u>  | <u>48,850</u>  |
|   | <u>56,322</u>  | <u>63,600</u>  |
| <b>6. FINANCIAL SUPPORT</b>   |                |                |
| <p>Due to the excess of liabilities over assets, an associated union (Australian Services Union of NSW) has resolved to provide financial support in order for the Branch to meet its debts as and when they fall due. Specific investments of \$304,373 have been allocated by that union for the purpose of providing this financial support.</p> |                |                |
| <b>7. LEASING COMMITMENTS</b>   |                |                |
| <p>Operating leases contracted for but not capitalised in the financial statements:</p>   |                |                |
| Payable not later than 1 year   | 24,027         | 59,259         |
| Payable later than 1 year but not later than 2 years  | 66,988         | 59,907         |
| Payable later than 2 years but not later than 5 years   | <u>48,092</u>  | <u>38,650</u>  |
|   | <u>139,107</u> | <u>157,816</u> |

NSW & ACT (SERVICES) BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003 [Cont'd]

|  | 2003<br>\$      | 2002<br>\$      |
|--|-----------------|-----------------|
| <b>8. RECONCILIATION OF CASH</b>   |                 |                 |
| For the purpose of the statement of cash flows, cash includes:                                   |                 |                 |
| Cash on Hand and in at call deposits with banks or financial institutions net of bank overdrafts |                 |                 |
| <b>Cash at Bank</b>  |                 |                 |
| General Fund   | 34,179          | 120,157         |
| Long Service Leave Fund  | 0               | 10,741          |
| <b>Cash on Hand</b>  | 1,000           | 900             |
|  | <u>35,179</u>   | <u>131,798</u>  |
| <b>9. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS/(DEFICIT)</b>                 |                 |                 |
| <b>Net Surplus (Deficit) for the Period</b>  | (99,371)        | 118,782         |
| <b>Non-Cash Flows in Net Surplus (Deficit)</b>   |                 |                 |
| Depreciation   | 47,689          | 46,380          |
| Annual Leave Expense   | 141,130         | (1,996)         |
| Long Service Leave Expense   | 86,629          | 49,096          |
| Loss on Disposal of Assets   | 0               | 4,038           |
| <b>Changes in Assets and Liabilities</b>   |                 |                 |
| Increase (Decrease) in Sundry Creditors  | 72,284          | 21,595          |
| (Increase) Decrease in Sundry Debtors  | (145,719)       | (110,892)       |
| (Increase) Decrease in Prepayments   | (9,476)         | (22,446)        |
| Payments from Employees Provisions   | (126,302)       | (163,312)       |
| <b>CASH FLOWS FROM OPERATIONS</b>  | <u>(33,136)</u> | <u>(58,755)</u> |
| <b>10. SUNDRY DEBTORS</b>  |                 |                 |
| Airlines Branch Amalgamation   | 478,940         | 0               |
| Other  | 286,611         | 140,892         |
|  | <u>765,551</u>  | <u>140,892</u>  |

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003 [Cont'd]**

**11. TRANSFER OF NET ASSETS FROM AUSTRALIAN MUNICIPAL ADMINISTRATIVE  
CLERICAL AND SERVICES UNION, AIRLINES BRANCH**

On 1 January 2003 the Australian Municipal, Administrative, Clerical and Services Union, Airlines Branch dissolved and as agreed a proportion of its funds were transferred to the Australian Municipal, Administrative, Clerical and Services Union NSW & ACT (Services) Branch.

In order to calculate the proportion of funds to be transferred to each Branch the percentage of the number of financial members who transferred to each Branch to the total financial membership of the Airlines Branch was calculated. This percentage was applied to the funds available for transfer. The amount for this Branch was calculated at 66.3% of \$722,384 being \$478,940, and was received by the Branch on 13 August 2003.

The Branch has received the fixed assets of the Airlines branch with a book value of \$24,735. The agreement also stipulated that the Airlines Branch authorise a payment to sufficiently meet the accrued entitlements as at 1 January 2003 of employees of the Airlines Branch who were transferring to the Branch. On the 19 May 2003 the NSW branch received an amount of \$58,161 for these accrued entitlements.

**NSW & ACT (SERVICES) BRANCH**

**INDEPENDENT AUDIT REPORT**

To the members of the Australian Services Union, NSW & ACT (Services) Branch.

**SCOPE**

We have audited the financial report of the Australian Services Union, NSW & ACT (Services) Branch for the year ended 30 June 2003 as set out on pages 1 to 10. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures, included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with accounting standards, other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Union 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.

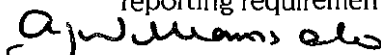
**AUDIT OPINION**

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union [including income from members] and the nature and purposes of expenditure, and
- (ii) The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The report has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
  - (a) the financial position of the Union as at 30 June 2003; and
  - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

  
**A.J. WILLIAMS & CO.**  
Chartered Accountants.



**D.S. McLEAN**  
Registered Company Auditor.  
SYDNEY NSW 2000

17 December 2003





# AUSTRALIAN SERVICES UNION

## SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2003 AUSTRALIAN SERVICES UNION NSW & ACT (SERVICES) BRANCH

The financial report of the Union has been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following summary is provided for members in accordance with Section 279 (2) of the Act. A copy of the Auditor's Report and financial report will be supplied free of charge to members on request.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

### 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 Sub-Sections (1), (2) and

(3) of Section 274 which read 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.

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

|  | Note | 2003             | 2002             |
|--|------|------------------|------------------|
|  |      | \$               | \$               |
| <b>INCOME</b>  |      |                  |                  |
| Contributions  |      | 3,546,597        | 3,301,492        |
| Less Welfare Contributions   |      | (20,800)         | (20,800)         |
| Other Income   |      | 324,376          | 182,807          |
| <b>TOTAL INCOME</b>  |      | <b>3,850,173</b> | <b>3,463,499</b> |
| <b>LESS TOTAL EXPENDITURE</b>  |      |                  |                  |
|  |      | <b>3,949,544</b> | <b>3,344,717</b> |
| <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>  |      | <b>(99,371)</b>  | <b>118,782</b>   |
| <b>ACCUMULATED DEFICIT AT BEGINNING OF YEAR</b>  |      |                  |                  |
| Transfer of Assets from Australian Municipal, Administrative, Clerical and Services Union, Airlines Branch | 1    | 503,675          | 0                |
| <b>ACCUMULATED DEFICIT AT END OF YEAR</b>  |      | <b>(242,312)</b> | <b>(646,616)</b> |
| <b>STATEMENT OF FINANCIAL POSITION-AS AT 30 JUNE 2003</b>  |      |                  |                  |
| <b>ACCUMULATED DEFICIT</b>   |      |                  |                  |
|  |      | <b>(242,312)</b> | <b>(646,616)</b> |
| <b>Represented By:</b>   |      |                  |                  |
| Current Assets   |      | 1,034,369        | 481,428          |
| Non Current Assets   |      | 133,873          | 108,769          |
| <b>TOTAL ASSETS</b>  |      | <b>1,168,242</b> | <b>590,197</b>   |
| <b>LESS TOTAL LIABILITIES</b>  |      | <b>1,410,554</b> | <b>1,236,813</b> |
| <b>NET LIABILITIES</b>   |      | <b>(242,312)</b> | <b>(646,616)</b> |

Note 1: On 1 January 2003 the Australian Municipal, Administrative, Clerical and Services Union, Airlines Branch dissolved and as agreed a proportion of its funds were transferred to the Australian Municipal, Administrative, Clerical and Services Union NSW & ACT (Services) Branch.

In order to calculate the proportion of funds to be transferred to each Branch the percentage of the number of financial members who transferred to each Branch to the total financial membership of the Airlines Branch was calculated. This percentage was applied to the funds available for transfer. The amount for this Branch was calculated at 66.3% of \$722,384 being \$478,940, and was received by the Branch on 13 August 2003.

The Branch has received the fixed assets of the Airlines branch with a book value of \$24,735. The agreement also stipulated that the Airlines Branch authorise a payment to sufficiently meet the accrued entitlements as at 1 January 2003 of employees of the Airlines Branch who were transferring to the Branch. On the 19 May 2003 the NSW branch received an amount of \$58,161 for these accrued entitlements.

Note 2: Due to the excess of liabilities over assets, an associated Union (Australian

Services Union of NSW) has resolved to provide financial support in order for the Branch to meet its debts as and when they fall due. A specific investment of \$304,373 has been allocated by that union for the purpose of providing this financial support.

### Auditors' Certificate

We certify that the above summary is a fair and accurate summary of the financial report of the Australian Services Union, NSW & ACT (Services) Branch, for the year ended 30 June 2003. Our Auditors' Report dated 17 December 2003 on the financial report, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.

A J Williams & Co  
Chartered Accountants  
D S MCLEAN  
Partner  
Registered Company Auditor  
Sydney NSW 2000  
17 December 2003.

**ACTIVE STRONG UNITED**

**AUSTRALIAN SERVICES UNION**

**NSW & ACT (SERVICES) BRANCH**

**SUMMARY OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003**

## **AUSTRALIAN SERVICES UNION**

### **NSW & ACT (SERVICES) BRANCH**

#### **SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2003**

The financial report of the Union has been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following summary is provided for members in accordance with Section 279 (2) of the Act.

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**AUSTRALIAN SERVICES UNION**

**NSW & ACT (SERVICES) BRANCH**

**SUMMARY OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003**

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

|  | Note | 2003<br>\$       | 2002<br>\$       |
|--|------|------------------|------------------|
| <b>INCOME</b>  |      |                  |                  |
| Contributions  |      | 3,546,597        | 3,301,492        |
| Less Welfare Contributions   |      | (20,800)         | (20,800)         |
| Other Income   |      | <u>324,376</u>   | <u>182,807</u>   |
| <b>TOTAL INCOME</b>  |      | 3,850,173        | 3,463,499        |
| <b>LESS TOTAL EXPENDITURE</b>  |      | <u>3,949,544</u> | <u>3,344,717</u> |
| <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>  |      | (99,371)         | 118,782          |
| <b>ACCUMULATED DEFICIT AT BEGINNING OF YEAR</b>  |      | (646,616)        | (765,398)        |
| Transfer of Assets from Australian Municipal,<br>Administrative, Clerical and Services Union, Airlines<br>Branch | I    | <u>503,675</u>   | <u>0</u>         |
| <b>ACCUMULATED DEFICIT AT END OF YEAR</b>  |      | <u>(242,312)</u> | <u>(646,616)</u> |

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003**

|                               |                  |                  |
|-------------------------------|------------------|------------------|
| <b>ACCUMULATED DEFICIT</b>    | <u>(242,312)</u> | <u>(646,616)</u> |
| Represented By:               |                  |                  |
| Current Assets                | 1,034,369        | 481,428          |
| Non Current Assets            | <u>133,873</u>   | <u>108,769</u>   |
| <b>TOTAL ASSETS</b>           | 1,168,242        | 590,197          |
| <b>LESS TOTAL LIABILITIES</b> | <u>1,410,554</u> | <u>1,236,813</u> |
| <b>NET LIABILITIES</b>        | <u>(242,312)</u> | <u>(646,616)</u> |

**Note I:** On 1 January 2003 the Australian Municipal, Administrative, Clerical and Services Union, Airlines Branch dissolved and as agreed a proportion of its funds were transferred to the Australian Municipal, Administrative, Clerical and Services Union NSW & ACT (Services) Branch.

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**AUSTRALIAN SERVICES UNION**

**NSW & ACT (SERVICES) BRANCH**

**SUMMARY OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003 (cont)**

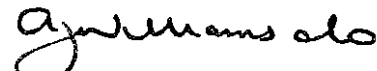
**Note 1 (cont)**

accrued entitlements as at 1 January 2003 of employees of the Airlines Branch who were transferring to the Branch. On the 19 May 2003 the NSW branch received an amount of \$58,161 for these accrued entitlements.

**Note 2 :** Due to the excess of liabilities over assets, an associated Union (Australian Services Union of NSW) has resolved to provide financial support in order for the Branch to meet its debts as and when they fall due. A specific investment of \$304,373 has been allocated by that union for the purpose of providing this financial support.

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**A J Williams & Co**  
Chartered Accountants



**D S MCLEAN**

Partner  
Registered Company Auditor  
Sydney NSW 2000  
17 December 2003.