



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 Ian Buckley
Acting Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Queensland Services Branch
PO Box 3347
SOUTH BRISBANE QLD 4101

Dear Mr Smith

Re: Financial Documents for year ended 30 June 2003 - FR2003/370

Receipt is acknowledged of the financial documents of the Queensland Services Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2003; the documents were lodged in the Australian Industrial Registry on 24 December 2003.

While the documents have been filed the following matter is 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.

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.

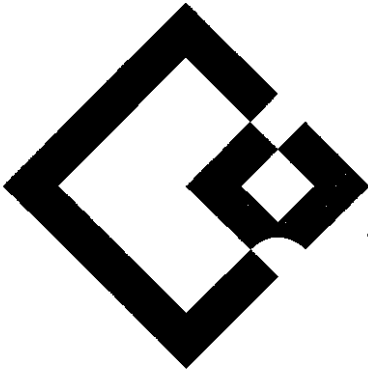
Qualification of auditor's report - membership subscriptions

The qualification of the auditor's opinion in relation to membership subscriptions is noted. Having regard to the provisions of subsection 280(3)(a) of the *Workplace Relations Act 1996*, it is not intended that any further action be taken in respect of this matter.

Yours sincerely

Sylvia van Riet
Statutory Services Branch
21 January 2004

FR 2003/570



23rd December, 2003

A•S•U

The Deputy Industrial Registrar
Australian Industrial Relations Commission
PO Box 5795, Central Plaza
BRISBANE QLD 4001

**Australian
Services
Union**

ABN 86 351 665 653

**Queensland
Services Branch**

Ground Floor
32 Peel Street
South Brisbane
QLD 4101

PO Box 3347
South Brisbane
QLD 4101

Tel: (07) 3844 5300
Fax: (07) 3846 5046

Branch Secretary:
David Smith

Dear Registrar,

**RE: AUDITED STATEMENTS OF ACCOUNTS:
FINANCIAL YEAR ENDED 30 JUNE 2003**

Please find enclosed copy of the required documentation in respect of the accounts and audit in respect of registered organisations – s.279 of the Act.

- Audited Statement of Accounts for the year ended 30 June 2003.
- Copy of Minutes of the Branch Executive Committee meeting of 5th December, 2003 adopting the Financial Statements for the year ended 30 June, 2003.
- Newsletter circulated to members
- Acting Branch Secretary's Certificate certifying that the documents filed with the Australian Industrial Registry are true and faithful copies of the documents presented to the Branch Executive Committee on 5th December, 2003.

Trusting the enclosed documentation satisfactorily meets the requirements of the ASU Queensland Services Branch in pursuance of the Act.

Yours faithfully

**IAN BUCKLEY
ACTING BRANCH SECRETARY**

enc.



AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,
CLERICAL AND SERVICES UNION

QUEENSLAND SERVICES BRANCH

BRANCH SECRETARY'S CERTIFICATE

I, Ian Buckley, being the Acting Secretary of the Queensland Services Branch, Australian Municipal, Administrative, Clerical and Services Union; certify that the documents filed with the Deputy Industrial Registrar, Queensland Registry, Australian Industrial Relations Commission, are true and faithful copies of the documents that were presented to the Branch Executive Committee on 5th December, 2003.

BRISBANE, 23rd December, 2003

A handwritten signature in black ink, appearing to read 'Ian Buckley', enclosed within a hand-drawn oval. The signature is positioned above a horizontal dotted line.

IAN BUCKLEY
ACTING BRANCH SECRETARY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,
CLERICAL AND SERVICES UNION
QUEENSLAND SERVICES BRANCH
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**



**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,
CLERICAL AND SERVICES UNION
(QUEENSLAND SERVICES BRANCH)**

Scope

We have audited the financial statements for the year ended 30 June 2003 as set out on pages 3 to 13. The management of the branch is responsible for the preparation and presentation of the financial statements and the information contained therein. We have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act 1996 so as to present a view of the branch which is consistent with our understanding of its financial position, the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

As membership subscriptions are recorded in the accounting records on a cash receipts basis, we are not in a position to certify that all membership subscriptions have been receipted and entered into those records. Accordingly, our examination does not extend beyond the income recorded in the accounting records.

Qualified Audit Opinion

In our opinion, except for the effects on the financial statements of the matter referred to in the qualification paragraph:

- a) satisfactory accounting records have been kept by the branch so far as appears from our examination of these books, including:
 - i. records of the sources and nature of the income of the branch (including income from members); and
 - ii. records of the nature and purposes of the expenditure of the branch;

- b) the accounts and statements prepared under Section 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:
 - i. the financial affairs of the branch as at 30 June 2003; and
 - ii. the income and expenditure and any surplus or deficit of the branch for the year; and
- c) the financial statements have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.

Where necessary, we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.



Bentleys MRI
Chartered Accountants
Brisbane



R J Forbes
Partner

Dated: 16 September 2003

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

ACCOUNTING OFFICER'S CERTIFICATE

I, David Charles Smith, being the officer responsible for keeping the accounting records of the Australian Municipal, Administrative, Clerical and Services Union, Queensland Services Branch, certify that as at 30th June 2003 the number of members of the Branch was 12,201

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Branch as at 30th June 2003;
- (ii) a record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the Rules of the Union;
- (iii) before any expenditure was incurred, approval of the expenditure was obtained in accordance with the Rules of the Union;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the Register of Members of the Branch was maintained in accordance with the Act; and
- (vii) the attached financial statements have been prepared in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in the preparation of these financial statements.

Date: 12 ^{September} ~~August~~ 2003
Brisbane



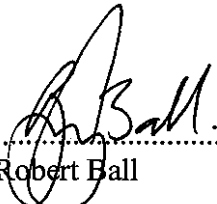
.....
D C Smith

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

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Robert Ball and Brian Sullivan, being two members of the Branch Executive Committee of the Australian Municipal, Administrative, Clerical and Services Union, Queensland Services Branch, on behalf of the Committee and in accordance with a resolution passed by the Committee state that:

- (i) in the opinion of the Branch Executive Committee, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30th June 2003;
- (ii) in the opinion of the Branch Executive Committee, meetings of the Executive were held during the year ended 30th 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 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 to the Workplace Regulations Act 1996, or the Rules of the Union;
- (iv) in relation to the report prepared in accordance with Section 276 of the Act by the Auditor of the Union in respect of the year ended 30th June 2003 and in relation to the financial accounts prepared in accordance with Section 273(1) of the Act to which that report relates, the Union has complied with Sub -sections 279(1) ,(6) and (7) of the Act.


.....
Robert Ball


.....
Brian Sullivan

Date: 12th September 2003
Brisbane

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

**SURPLUS AND DEFICIT APPROPRIATION
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
Operating Surplus/(Deficit)	2	94,983	123,063
Accumulated General Fund Balance at the beginning of the financial year		488,108	367,045
		583,091	490,108
Aggregate amounts transferred from/(to) Reserves:			
Motor Vehicle Replacement Reserve		-	(2,000)
Equipment Reserve		-	-
Computer Reserve		-	-
Accumulated General Fund Balance at the end of the financial year		583,091	488,108

The accompanying notes form part of these financial statements.

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

BALANCE SHEET AS AT 30 JUNE 2003

	Note	2003 \$	2002 \$
ACCUMULATED FUNDS			
Reserves	3	521,505	191,000
General Fund		583,091	488,108
Balance 30 June 2003		<u>\$1,104,596</u>	<u>\$ 679,108</u>
Represented by:			
CURRENT ASSETS			
Cash on Hand		1,020	1,020
Cash at Bank	4	583,206	636,764
Debtors		23,431	41,940
Total Current Assets		<u>607,657</u>	<u>679,724</u>
NON-CURRENT ASSETS			
Property Plant & Equipment	5	1,525,938	729,718
Security Deposit		198	198
Total Non-Current Asset		<u>1,526,136</u>	<u>729,916</u>
Total Assets		<u>2,133,793</u>	<u>1,409,640</u>
CURRENT LIABILITIES			
Accounts Payable	6	19,504	22,449
Bank Overdraft		110,998	144,583
Provisions	7	222,175	520,850
Total Current Liabilities		<u>352,677</u>	<u>687,882</u>
NON-CURRENT LIABILITIES			
Provisions	7	326,520	42,650
Loan - ASU National Office		350,000	-
Total Non-Current Liabilities		<u>676,520</u>	<u>42,650</u>
Total Liabilities		<u>1,029,197</u>	<u>730,532</u>
NET ASSETS		<u>\$1,104,596</u>	<u>\$ 679,108</u>

The accompanying notes form part of these financial statements.

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

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

	Note	2003 \$	2002 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		3,420,665	3,236,750
Other income		1,264	179,566
Payments to suppliers and employees		(3,264,428)	(3,227,921)
Interest received		32,663	35,058
Net Cash Provided by (used in) Operating Activities	8 (b)	190,164	223,453
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of Property, Plant & Equipment		55,804	66,623
Payments for Property, Plant & Equipment		(615,941)	(158,051)
Net Cash Provided by (used in) Investing Activities		(560,137)	(91,428)
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		475,000	-
Repayment of borrowings		(125,000)	(75,000)
Net Cash Provided by (used in) Financing Activities		350,000	(75,000)
Net increase (decrease) in cash held		(19,973)	57,025
Cash at beginning of year		493,201	436,176
Cash at end of year	8 (a)	473,228	493,201

The accompany notes form part of these financial statements.

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

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are a general purpose financial report and have been prepared in accordance with generally accepted accounting principals and the requirements of the Workplace Relations Act 1996, using the accruals basis of accounting, except as noted in (d) below.

Australian Accounting Standards and other mandatory professional reporting requirements, as issued by the joint professional accounting bodies, have been adopted where applicable.

The accounting policies have been consistently applied, unless otherwise stated.

(a) Income Tax

No provision for income tax is necessary, as "Trade Unions" are exempt from income tax in accordance with the Income Tax Assessment Act.

(b) Non-Current Assets

Non-Current Assets are included at cost, branch executive valuation, or independent valuation. All assets, excluding freehold land are depreciated on a straight-line basis over their respective useful lives to the Union.

(c) Investments

Investments are brought to account at their current realisable value.

Interest income on investments is brought to account in the income and expenditure account when earned.

(d) Membership Contributions

In accordance with Section 272(3) of the Workplace Relations Act 1996, membership contributions have been accounted for on a cash receipts basis.

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

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

(e) Employee Benefits

Provision is made in respect of the Union's liability for annual leave and long service leave at balance date. Applicable on-costs have been included in the provision for employee benefits.

The Union has no legal obligation to provide any additional benefits to employees on retirement.

2003	2002
\$	\$

NOTE 2 – PROFIT FROM ORDINARY ACTIVITIES

Significant Revenues and Expenses

The following significant revenue and expense items are relevant in explaining the financial performance:

Repatriation of Surplus Superannuation Funds	-	178,817
--	---	---------

NOTE 3 - RESERVES

Asset Revaluation Reserve	330,505	-
Motor Vehicles	140,000	140,000
Computers	25,000	25,000
Office Furniture & Equipment	26,000	26,000
	521,505	191,000

NOTE 4 - CASH AT BANK

Stewards Cash Management Account	11,275	4,902
Investment Accounts	571,931	631,862
	583,206	636,764

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

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

	2003	2002
	\$	\$
NOTE 5 - PROPERTY, PLANT & EQUIPMENT		
Buildings 32 Peel St South Brisbane (50% interest)		
Independent valuation 2003 (2002 – Independent Valuation 1998)	729,000	280,037
Less accumulated depreciation	-	28,004
	729,000	252,033
Land 32 Peel St South Brisbane (50% interest)		
Independent valuation 2003 (2002 – Independent Valuation 1998)	459,000	137,463
Computers – cost / officer valuation	70,839	67,662
Less accumulated depreciation	63,611	56,159
	7,228	11,503
Office Furniture & Equipment – cost / officer valuation	148,707	155,035
Less accumulated depreciation	113,109	112,042
	35,598	42,993
Motor Vehicles - cost / officer valuation	449,014	470,357
Less accumulated depreciation	159,152	189,881
	289,862	280,476
Library - at written down value	5,250	5,250
Written-down Value of Assets	1,525,938	729,718

- (a) In June 2003 the land and buildings at 32 Peel Street, South Brisbane, were valued by Mr T B Nugent of Richardson & Wrench Valuers. The Union has since passed a resolution to have the property revalued every four years to coincide with Branch elections. The next scheduled election will be in March 2007. In the year ended 30 June 2003, the Branch acquired a further 25% interest in the Peel Street property from the National Office, resulting in ownership of half the said property at 30 June 2003.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION QUEENSLAND SERVICES BRANCH

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

- (b) Computers, office furniture and equipment and motor vehicles were valued at 30 June 2003 and 30 June 2002 using a combination of cost and officer valuations.

	2003	2002
	\$	\$
NOTE 6 - ACCOUNTS PAYABLE		
Payable to ASU Social Club	2,661	2,211
Sundry Creditors and Accrued Expenses	16,509	20,238
Subscriptions in Advance	336	-
	19,504	22,449

NOTE 7 - PROVISIONS

Current		
Annual Leave	190,110	260,000
Long Service Leave	32,065	260,850
Non-Current		
Long Service Leave	326,520	42,650
Total Employee Provisions	548,695	563,500

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

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

NOTE 8 - CASH FLOW INFORMATION

(a) Reconciliation of Cash

For the purposes of this statement of cash flows, cash includes cash on hand and in banks. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2003 \$	2002 \$
Cash on hand	1,020	1,020
Cash at bank	583,206	636,764
Bank overdraft	(110,998)	(144,583)
	473,228	493,201

(b) Reconciliation of Cash Flow from Operations with Operating Surplus/(Deficit)

Operating surplus/(deficit)	94,983	123,063
Non-cash flows in operating surplus/(deficit):		
Depreciation	95,582	114,352
(Gain) / Loss on sale of non-current assets	(1,159)	1,958
Doubtful Debt Expense	-	-
Changes in Assets and Liabilities:		
(Increase) / Decrease in accounts receivable	18,508	260
Increase / (Decrease) in accounts payable	(2,945)	(10,309)
Increase / (Decrease) in provisions	(14,805)	(5,790)
Net cash provided by (used in) operating activities	190,164	223,453

At 30 June 2003 and 30 June 2002 the union did not have any credit stand-by arrangements or credit facilities with a financial institution. The bank overdraft included in the balance sheet is, essentially, a cash book overdraft only.

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

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

NOTE 9 - OFFICE BEARERS

Persons holding the position of office bearer at any time during the year:

Robert Ball	William Batten	Malcolm Case
Lynette Henson	Rodney Iszlaub	Verena Mette
Edwin Michel	Henrietta Moran	Marianne Ryan
David Smith	Brian Sullivan	Wendy Turner

Aggregate remuneration received or receivable by office bearers during the year ended 30 June 2003 was \$73,165 (2002 - \$68,887). Not all office bearers received remuneration during the year. Honorariums were received by some office bearers whilst one full-time elected office bearer received remuneration in the form of a salary.

Aggregate of amounts paid to a superannuation plan in conjunction with the retirement of office bearers during the year ended 30 June 2003 was \$11,592 (2002 - \$11,682). This superannuation benefit is only paid in respect of the full-time elected office bearer.

2003	2002
\$	\$

NOTE 10 - LEASING COMMITMENTS

Non-cancellable operating leases contracted but not capitalised in the accounts.

Payable		
Not later than 1 year	15,408	11,556
Later than 1 year but not later than 2 years	-	-
Later than 2 years but not later than 5 years	-	-
Minimum Lease Payments	<u>15,408</u>	<u>11,556</u>

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

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

NOTE 11 - RELATED PARTY INFORMATION

During the year the following transactions took place with related parties:

A percentage of the contributions received from members are forwarded on to the National Office. The amount paid to the National Office during the year ended 30 June 2003 was \$261,828 (2002 - \$252,000).

Subject to the comments contained in the following paragraph, the National Office has a 50% ownership of the premises of the Queensland Branch for which the Queensland Branch makes a monthly rental payment. Due to the acquisition outlined below, rental payments were only received up to 23 May 2003. Therefore, rent paid for the year ended 30 June 2003 was \$36,845 (2002 - \$41,160).

During the year ended 30 June 2003, the National Office had provided funding to the Branch of \$475,000 to purchase a further 25% interest in the ownership of the land and building at 32 Peel Street, South Brisbane. Interest repayments during the year amounted to \$3,845. A payment of \$125,000 was made towards the principal during the year ended 30 June 2003.

**NOTE 12 - 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-section (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.

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

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

- (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.

NOTE 13 - SEGMENT REPORTING

The Union operates within the trade union movement solely in Queensland.

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

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

	2003	2002
	\$	\$
INCOME		
Members' Subscriptions	3,420,666	3,236,750
Repatriation of Surplus Superannuation	-	178,817
Interest Received	32,663	35,058
Gain / (Loss) on the sale of Fixed Assets	1,159	(1,958)
Sundry Income	1,264	749
Total Income	3,455,752	3,449,416
EXPENDITURE		
Affiliation & Other Fees	68,088	67,295
Accounting and Audit Fees	7,710	4,613
Bank Charges	14,322	13,523
Branch Executive Committee of Management	111,094	105,218
Capitation Fees	261,828	252,000
Cleaning	14,689	14,148
Depreciation	95,582	114,352
Donations	2,597	2,930
Electricity	9,685	9,988
Honoraria	9,800	10,075
Insurance	20,028	17,069
Legal & Industrial Expenses	53,730	64,665
Library	8,466	7,934
Loan Repayment Building (Interest)	3,845	3,720
Maintenance Equipment, Building, etc.	55,574	20,380
Maintenance and Repairs Computer	16,085	25,608
Motor Vehicle Expenses	84,435	87,099
Office Supplies and Contingencies	51,789	54,823
Payroll Tax and FBT	123,494	118,629
Postage	40,385	45,324
Printing and Publications	95,342	95,038
Publicity	3,388	6,409
Refund Subscriptions (Rule 32)	9,586	7,841
Rent	47,895	49,180

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

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2003
(Continued)**

	2003	2002
	\$	\$
EXPENDITURE (Continued)		
Salaries:		
Holders of Office	73,165	68,887
Employees	1,617,045	1,591,239
Scholarships and Bursaries	4,700	5,700
Staff Entitlements	(14,805)	(5,790)
Stewards Commission	442	-
Strike Assistance	-	1,122
Sub-Division Expenses	-	400
Superannuation	238,003	228,106
Telephones	99,493	97,827
Travelling	90,401	96,999
Training	24,948	27,746
Union Shopper	9,088	7,986
Workers Health Centre	8,852	8,270
Total Expenditure	3,360,769	3,326,353
 OPERATING SURPLUS/(DEFICIT)	94,983	123,063

AUSTRALIAN SERVICES UNION

Minutes of Meeting of the Branch Executive Committee, Queensland Services Branch, Australian Services Union held at 32 Peel Street, South Brisbane on Friday, 5th December, 2003, commencing at 9:20am.

1. ATTENDANCE:

Mr R Ball (from 10:10)	Branch President
Mr B Sullivan	Branch Treasurer
Mr B Batten	Vice President (Rail)
Mr M Case	Branch Deputy President and Vice President (Local Authorities)
Ms L Henson	Vice President (Local Authorities)
Mr R Iszlaub	Vice President (Energy)
Ms V Mette (until 10:40)	Vice President (Youth)
Ms H Moran	Vice President (Brisbane City Council)
Ms M Ryan (from 9:40)	Vice President (Women)
Mr D Smith	Branch Secretary
Ms W Turner	Vice President (SACS)

Apologies

Mr E (Ted) Michel	Vice President (Ports)
-------------------	------------------------

Observers

Mr I Buckley	Coordinator Servicing
--------------	-----------------------

Branch Deputy President, Mr M Case, opened the meeting at 9:20am and welcomed all in attendance.

6.5 Audited Report and Statement of Accounts 2002/2003

It was moved Mr D Smith; seconded Mr B Sullivan that the Auditor's Report and Statement of Accounts for the 2002/2003 financial year be adopted.

CARRIED

8.6 Close of Meeting

There being no further business, the meeting closed at 11:50am.

.....
R. Ball
Chairperson, March, 2004