



Australian Government
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

Ms. A. McEwen
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
5-9 Rundle Street
KENT TOWN SA 5071

Dear Ms. McEwen,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR 2004/423**

Thank you for forwarding additional documentation in relation to the financial documents of the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2004; this has been placed with the documents previously lodged.

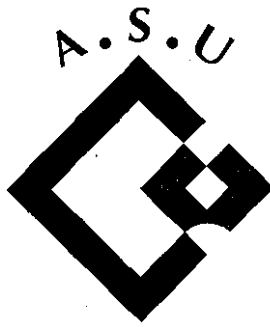
The financial documents have now been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

12 May 2005



Australian Services Union

10 May 2005

Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Larry

RE ASU SA+NT BRANCH AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR
ENDED 30 JUNE 2004

The following resolutions were passed at the meeting of the ASU SA+NT Branch Council held on Tuesday
21 September 2004.

Helen Malby moved
Tisha Ashworth seconded

That the Branch Operating Report for the financial year ended 30 June 2004 be accepted, and that a
summary be published in the next Branch Newsletter.

CARRIED

Steve Mitchell moved
Phil Lawson seconded

That in accordance with s265 of the Workplace Relations Act 1996 a concise report for the year
ended 30 June 2004 be published in the next Branch Newsletter.

CARRIED

The concise report was published and distributed to all members of the Branch in October 2004 (copy
enclosed). I apologise for the delay in providing this information to you.

Yours sincerely



Anne McEwen
BRANCH SECRETARY

South Australian & Northern Territory Branch

Branch Secretary Anne McEwen
Branch Assistant Secretary Andrew Dennard

ABN 55 436 538 739

Adelaide 5-9 Rundle Street Kent Town PO Box 2217 Kent Town 5071 Tel: (08) 8363 1322 Fax: (08) 8363 2225 union@asu-sant.asn.au
Darwin 3/63 Winnellie Road Winnellie PO Box 37716 Winnellie NT 0821 Tel: (08) 8947 2455 Fax: (08) 8947 3944 asunt@bigpond.com
www.australianservicesunion.com



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Ms. A. McEwen
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
5-9 Rundle Street
KENT TOWN SA 5071

Dear Ms. McEwen,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR 2004/423**

I have received the financial documents and concise report of the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 10 December 2004.

The financial documents and concise report have been filed.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996 requires your further attention:

1. Concise Report

There is no indication as to whether the reporting unit has passed a resolution to provide the members with such concise report - refer subsection 265(2).

Would you please advise this office in writing by Monday, 28 February 2005 whether the committee of management has passed the required resolution.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

2. Prescribed information notice

There should be included in the full set of financial documents and the concise report a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 272(1), (2) and (3) - refer subsection 272(5) of the Act and regulation 161(f).

3. Committee of Management's Statement

Please note that under reporting Guideline 18(d) for the purposes of s253 this Statement need only be signed by a designated officer.

4. Income and Expenditure Statement

Section 237(1) of the Act requires an organisation to lodge in the Industrial Registry within 90 days after the end of 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 profit and loss statement of the full set of financial documents indicates a disclosure "Donations" of \$2,827.

Would you please arrange lodgement in the Industrial Registry of a section 237(1) statement covering any donation exceeding \$1,000, and which sets out particulars of such donation in accordance with subsection 237(6).

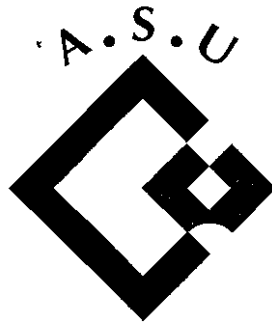
Should you wish to discuss any of the matters raised in this letter I may be contacted on (03) 8661 7993 or by e-mail at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'L. Powell'.

Larry Powell
Statutory Services Branch

14 February 2005



Australian Services Union



3 December 2004

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

Dear Registrar

In accordance with Section 279 of the Workplace Relations Act 1996 we hereby enclose financial documents for the Australian Services Union SA + NT Branch for the year ending 30 June 2004.

The documents were presented to the ASU's Branch Executive at its meeting on 3 December 2004 and the following resolution was carried:

That in accordance with the Workplace Relations Act 1996, Branch Executive endorse the Audited Financial Statements for the year ended 30 June 2004 and authorise the Branch Secretary to lodge the documents with the Industrial Registrar.

The concise reports were provided to our members in our October 2004 Newsletter.

If you have any queries please contact me on (08) 8363 1322.

Yours sincerely

Anne McEwen
BRANCH SECRETARY

South Australian & Northern Territory Branch

Branch Secretary Anne McEwen
Branch Assistant Secretary Andrew Dennard

ABN 55 436 538 739

Adelaide 5-9 Rundle Street Kent Town PO Box 2217 Kent Town 5071 Tel: (08) 8363 1322 Fax: (08) 8363 2225 union@asu-sant.asn.au
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www.australianservicesunion.com

FINANCIAL STATEMENTS

OF

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

For the Year Ended 30 June 2004


AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BRANCH COUNCIL'S CERTIFICATE

We, Phil Harrison and Pam Andritsakis, being two Members of the Branch Council of the Australian Services Union, South Australian and Northern Territory Branch, declare on behalf of the Council and in accordance with a resolution passed by the Council, that:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Council were held in accordance with the rules of the organisation including the rules of a Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

SIGNED:



Member of Council



Member of Council

DATED:

21 September 2007
ADELAIDE

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

CONCISE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2004

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following concise financial accounts is provided for Members.

The concise report has been derived from the full report and cannot be expected to provide as full an understanding as the full report.

A Copy of the full audited Accounts will be supplied free of charge to Members who request them.

STATEMENT BY THE AUDITOR

- The concise financial report, pages 3 to 5, has been audited by us;
- In our opinion, the concise report is consistent with the full financial report; and
- The full Audit Report on the General Purpose Accounts stated that in the opinion of the Auditor the accounts were presented fairly in accordance with Australian Accounting Standards and the requirements of the Workplace Relations Act 1996

J.H. DOYLE & CO.



C. WELLINGTON
REGISTERED AUDITOR 1-10 04

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL POSITION
As at 30 June 2004

	Year Ended 30/6/04 \$	Year Ended 30/6/03 \$
<u>CURRENT ASSETS</u>		
Cash	120,459	165,865
Receivables	26,055	3,520
Investments	262,249	249,957
Other	<u>17,237</u>	<u>22,692</u>
<u>TOTAL CURRENT ASSETS</u>	<u>426,000</u>	<u>442,034</u>
<u>CURRENT LIABILITIES</u>		
Creditors & Borrowings (Note 11)	158,978	200,911
Provisions	<u>249,600</u>	<u>243,600</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>408,578</u>	<u>444,511</u>
<u>CURRENT LIAB LESS CURRENT ASSETS</u>	<u>17,422</u>	<u>(2,477)</u>
<u>FIXED ASSETS</u>		
Plant, Property & Equipment (Note 10,4,5)	<u>1,473,978</u>	<u>1,448,366</u>
<u>TOTAL FIXED ASSETS</u>	1,473,978	1,448,366
<u>NON-CURRENT LIABILITIES</u>		
Creditors & Borrowings (Note 11)	105,000	125,000
Provisions	<u>93,300</u>	<u>78,200</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>	<u>198,300</u>	<u>203,200</u>
<u>NET ASSETS</u>	<u>\$1,293,100</u>	<u>\$1,242,689</u>
<u>ACCUMULATED FUNDS</u>		
Retained Profits	1,203,100	1,197,689
Reserves	<u>90,000</u>	<u>45,000</u>
<u>TOTAL ACCUMULATED FUNDS</u>	<u>\$1,293,100</u>	<u>\$1,242,689</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL PERFORMANCE
As at 30 June 2004

		Year Ended 30/6/04	Year Ended 30/6/03
		\$	\$
Revenues from ordinary activities	(Note 9)	2,195,120	2,084,979
Employee benefits expenses		1,351,505	1,230,379
Depreciation Expenses		74,507	67,314
Commission & Debt Collection	(Note 7)	5,680	4,675
Bank & Collection Expenses		20,169	19,472
National Office Capitation Fees		155,999	151,052
Affiliation Fees	(Note 2)	52,685	48,735
Audit Fees		7,775	7,130
Computer Expenses		41,553	32,722
Division Grants & Honoraria	(Note 8)	3,861	3,170
Building & Electricity Costs		75,535	64,417
Lease Expense	(Note 3)	85,574	85,557
Motor Vehicle Expenses		54,873	57,884
Fringe Benefits Tax		31,368	34,040
Training Expenses		31,441	26,710
Borrowing Costs expense		8,308	9,192
Other expenses from ordinary activities		<u>158,295</u>	<u>179,493</u>
Profit from ordinary activities attributable to members		<u>35,992</u>	<u>63,037</u>
Building revaluation increase		8,000	--
Transfer from Amalgamation		<u>6,419</u>	<u>--</u>
Total change in funds		<u>\$50,411</u>	<u>\$63,037</u>

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

	2004
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from members	2,102,203
Operating receipts	80,358
Payments to suppliers and employees	(2,122,534)
Interest received	<u>16,243</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	6(b) <u>\$76,270</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Fixed asset purchases	117,830
Proceeds on sale of fixed assets	<u>28,446</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(\$89,384)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of borrowings	<u>(20,000)</u>
NET CASH USED IN FINANCING ACTIVITIES	<u>(\$20,000)</u>
NET INCREASE/(DECREASE) IN CASH HELD	(\$33,114)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>\$415,822</u>
CASH AT THE END OF THE FINANCIAL YEAR	6(a) <u>\$382,708</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BRANCH COUNCIL'S CERTIFICATE

We, Phil Harrison and Pam Andritsakis, being two Members of the Branch Council of the Australian Services Union, South Australian and Northern Territory Branch, declare on behalf of the Council and in accordance with a resolution passed by the Council, that:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Council were held in accordance with the rules of the organisation including the rules of a Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

SIGNED:



Member of Council



Member of Council

DATED:

21 September 2004
ADELAIDE

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

AUDITORS' REPORT

SCOPE

We have audited the Accounts being the Balance Sheet, Profit and Loss Statement and Notes to and forming part of the Accounts of the Australian Services Union, South Australian and Northern Territory Branch, for the year ended 30 June 2004.

The Branch Council is responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts 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 as to whether the Accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, 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 Accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the Branch 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, the financial report:

- presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Branch as at 30 June 2004 and the results of its operations and its cash flows for the year then ended; and

- is in accordance with the requirements of the Workplace Relations Act 1996.

J. H. DOYLE & CO.


C. WELLINGTON
REGISTERED AUDITOR

DATED

ADELAIDE: 1-10-04

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BALANCE SHEET
As at 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>ACCUMULATED FUNDS</u>		
Unappropriated Surplus B/fwd	1,203,100	1,197,689
Building Maintenance Reserve	<u>90,000</u>	<u>45,000</u>
<u>TOTAL FUNDS</u>	<u>\$1,293,100</u>	<u>\$1,242,689</u>
These Funds are Represented by:		
<u>CURRENT ASSETS</u>		
Cash on Hand	450	450
Commonwealth Bank Accounts	88,134	102,793
Commonwealth - Project A/c	1,390	24,787
Accounts Receivable	26,056	3,520
Prepayments	17,236	22,691
Adelaide Bank Deposit	262,249	249,957
Power State C.U. Deposits	<u>30,485</u>	<u>37,835</u>
<u>TOTAL CURRENT ASSETS</u>	<u>426,000</u>	<u>442,034</u>
<u>CURRENT LIABILITIES</u>		
Accounts Payable & Accrued Exes	138,978	161,004
Grant Unused - LGA R & D Fund	--	19,908
Prov for Other Employee Entitlements	97,600	97,200
Provision for Long Service Leave	152,000	146,400
Loan - ASU National Office	<u>20,000</u>	<u>20,000</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>408,578</u>	<u>444,511</u>
<u>CURRENT LIAB LESS CURRENT ASSETS</u>	<u>17,422</u>	<u>(2,477)</u>
<u>FIXED ASSETS</u>		
Land & Build - Kent Town at Valuation (Note 3)	1,720,000	1,200,000
Deduct Provision of Depreciation	<u>(512,000)</u>	<u>--</u>
	1,208,000	1,200,000
Office Furniture & Equipment	198,182	196,013
Deduct Accumulated Depreciation	<u>(168,227)</u>	<u>(158,369)</u>
	29,955	37,644
Motor Vehicles	401,160	402,147
Deduct Accumulated Depreciation	<u>(165,137)</u>	<u>(191,425)</u>
	<u>236,023</u>	<u>210,722</u>
<u>TOTAL FIXED ASSETS</u>	<u>1,473,978</u>	<u>1,448,366</u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BALANCE SHEET
As at 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>NON-CURRENT LIABILITIES</u>		
Loan - ASU National Office	105,000	125,000
Provision for Long Service Leave	18,000	11,200
Loss of Office Provision	<u>75,300</u>	<u>67,000</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>	<u>198,300</u>	<u>203,200</u>
<u>NET ASSETS</u>	<u>\$1,293,100</u>	<u>\$1,242,689</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

STATEMENT OF ACCUMULATED FUNDS
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
Operating Surplus/Deficit B/Fwd	<u>35,992</u>	<u>63,037</u>
Add Revaluation of Building net of Amortisation	8,000	--
Add Accumulated Surplus at the Beginning of the Period	1,197,689	1,179,652
Transfer from Sub Branch Amalgamation	6,419	--
Transfer to Building Maintenance Reserve	<u>(45,000)</u>	<u>(45,000)</u>
<u>ACCUMULATED SURPLUS END PERIOD</u>	<u>\$1,203,100</u>	<u>\$1,197,689</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

PROFIT AND LOSS STATEMENT
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>INCOME</u>		
Members Contributions	2,102,203	2,003,577
Interest Received	16,243	14,159
Rent & Room Hire	35,619	29,326
National Office - Re N.T.	7,388	5,640
Special Service Fees	25,142	27,555
Depreciation Recouped	2,735	1,345
Grant for Education Expenses	3,000	--
Sundry Income	<u>2,790</u>	<u>3,377</u>
<u>TOTAL INCOME</u>	2,195,120	2,084,979
<u>LESS EXPENDITURE</u>		
Advertising	868	1,934
Affiliation Fees	52,685	48,735
Audit Fees	7,775	7,130
Bank Charges and Taxes	20,169	19,472
Building Expenses	28,378	21,600
Campaign Expenses	5,203	9,248
Comm & Debt Collect (Note 7)	5,680	4,675
Computer Expenses	41,553	32,722
ASU National Office Capitation Fees	155,999	151,052
Depreciation	74,507	67,314
Division Grants & Honoraria	3,861	3,170
Donations	2,827	2,401
Members, Staff Training	31,441	26,710
Public Relations & Social	6,861	11,935
Electricity	23,595	21,865
Fringe Benefits Tax	31,368	34,040
Insurance	9,379	8,959
Interest & Borrowing Exp.	8,308	9,192
Lease & Rent of Equip	85,574	85,557
Legal Expenses	1,431	4,126
Meeting and Conference Expenses	6,292	4,646
Motor Vehicle Expenses	54,873	57,884
Newsletter	18,019	22,772
Office Expenses	2,506	2,454
Payroll Tax	50,952	45,320
Postage & Courier	17,182	16,153
Printing & Stationery	30,243	32,292
Prov for A/Leave & Other Employment Entitlements	26,416	25,100
Provision for Long Service Leave	24,310	11,261
Publications & Subscriptions	7,844	10,752

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

PROFIT AND LOSS STATEMENT
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
Rates & Taxes	18,161	15,552
Rent & Office Services N.T.	5,400	5,400
Repairs & Maintenance	592	1,210
Wages	1,062,981	1,003,963
Contract Staff	18,013	--
Superannuation	148,995	130,580
Workcover	19,838	14,155
Sundry Expenses	247	489
Telephone	37,200	30,928
Travelling	11,602	19,194
<u>TOTAL EXPENDITURE</u>	<u>2,159,129</u>	<u>2,021,942</u>
<u>NET PROFIT FOR THE PERIOD</u>	<u>\$35,992</u>	<u>\$63,037</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

	2004
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from members	2,102,203
Operating receipts	80,358
Payments to suppliers and employees	(2,122,534)
Interest received	<u>16,243</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	5(b) <u>\$76,270</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Fixed asset purchases	117,830
Proceeds on sale of fixed assets	<u>28,446</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(\$89,384)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of borrowings	<u>(20,000)</u>
NET CASH USED IN FINANCING ACTIVITIES	<u>(\$20,000)</u>
NET INCREASE/(DECREASE) IN CASH HELD	(33,114)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>\$415,822</u>
CASH AT THE END OF THE FINANCIAL YEAR	5(a) <u>\$382,708</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2004

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996 as amended.

The financial report has been prepared on an accrual basis and is based in historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

- (a) **Income Tax**
The Branch is exempt from Income Tax under S50-15 of the Income Tax Assessment Act 1997.
- (b) **Plant and Equipment**
Motor Vehicles & plant and equipment are carried at cost less accumulated depreciation.
Depreciation
All fixed assets are depreciated over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.
- (c) **Contributions**
Contributions are accounted for on a cash basis.
- (d) **Employee Benefits**
Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave etc, have been made for the nominal value of estimated accrued entitlements of all Employees on the basis of their terms of Employment.

NOTE 2. AFFILIATION FEES

	2004
	\$
National Airlines Divisional Council	4,381
UTLC	24,762
NT - TLC	2,660
ALP	18,631
Other	<u>2,251</u>
	<u>\$52,685</u>

NOTE 3. RENT HIRE AND OPERATING LEASE COMMITMENTS

	2004	2003
Payable within 1 yr	27,824	43,590
Payable 1-5 years	<u>60,292</u>	<u>52,229</u>
Total Payable	<u>\$88,116</u>	<u>\$95,819</u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2004

NOTE 4. LAND AND BUILDINGS

- (1) At 30/6/2004 the Land and Buildings are in the name of:
"The Australian Municipal Administrative, Clerical & Services Union", of
Carlton South Victoria.
- (2) The Commonwealth Bank has a registered mortgage over the title deeds
at 5-9 Rundle Street, Kent Town. (See Note 4. Contingent Liability.)
- (3) Valuation
Land and Buildings Kent Town have been valued by the Management
Committee at the rated assessment value for the year ended 30/6/2004
of \$1,720,000.

NOTE 5. CONTINGENT LIABILITY

A contingent liability exists for other or further borrowings without restriction
against the land & buildings by National Office.

The National Office auditors have advised that "for financial reporting purposes,
the property should be shown as an asset of ASU - SA Branch."

NOTE 6. CASH FLOW INFORMATION

(a) Reconciliation of Cash

Cash at the end of the financial year as
shown in the Statement of Cash Flows
is reconciled to the related items in the
statement of financial position as follows:

	2004
	\$
Cash on Hand	450
Cash at Bank & on deposits	<u>382,258</u>
	<u>\$382,708</u>

**(b) Reconciliation of Cash Flow from
Operations with Profit from Ordinary
Activities after Income Tax**

Profit from Ordinary Activities	35,992
<i>Non-Cash flows in profit from ordinary activities:</i>	
- Depreciation	74,507
- Net gain on disposal of plant & equipment	(2,734)
- Gain on Sub Branch & Amalgamation	6,419
<i>Change in Assets and Liabilities:</i>	
Decrease/(Increase) in Receivables	(22,535)
Decrease in Prepayments	5,455
(Decrease)/Increase in Payables	(41,934)
Increase in Provisions	<u>21,100</u>
Cash Flows from Operations	<u>\$76,270</u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2004

NOTE 7. COMMISSION & DEBT COLLECTION

Employers PRD Expenses	\$4,661
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NOTE 8. PAYMENTS TO OFFICIALS

	2004
President's Honoraria	\$2,316
Officials - Salaries & RFB	\$149,898

NOTE 9. REVENUE

	2004	2003
REVENUE FROM OPERATING ACTIVITIES		
- Members Contributions	2,102,203	2,003,577
- Grants	3,000	--
- Fees from services	25,142	27,555
- Profit on Sale of Plant	2,735	1,345
- Other Income	2,790	3,377
- National Office Contributions	<u>7,388</u>	<u>5,640</u>
	<u>2,143,258</u>	<u>2,041,494</u>
REVENUE FROM NON OPERATING ACTIVITIES		
- Rent	35,619	29,326
- Interest	<u>16,243</u>	<u>14,159</u>
	<u>51,862</u>	<u>43,485</u>

NOTE 10. PLANT, PROPERTY & EQUIPMENT

	2004	2003
Land & Building at Valuation	1,720,000	1,200,000
Less Accumulated Depreciation	<u>(512,000)</u>	<u>--</u>
	\$1,208,000	\$1,200,000
Office Furniture & Equipment	198,182	196,013
Less Accumulated Depreciation	<u>(168,227)</u>	<u>(158,369)</u>
	\$29,955	\$37,644
Motor Vehicles	401,160	402,147
Less Accumulated Depreciation	<u>(165,137)</u>	<u>(191,425)</u>
	<u>\$236,023</u>	<u>\$210,722</u>
TOTAL FIXED ASSETS	<u>\$1,473,978</u>	<u>\$1,448,366</u>

NOTE 11. CREDITORS & BORROWINGS

	2004	2003
CURRENT		
Accounts Payable	138,978	161,004
Grant Unused	--	19,908
Loan ASU National Office	<u>20,000</u>	<u>20,000</u>
	<u>\$158,978</u>	<u>\$200,911</u>
NON CURRENT		
Loan ASU National Office	<u>105,000</u>	<u>125,000</u>
	<u>\$105,000</u>	<u>\$125,000</u>

NOTE 12. SEGMENT REPORTING

The Branch operates as a trade union and provides employee support to members.

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

Operating Report for the Year Ended 30 June 2004 pursuant to s254 of the Workplace Relations Act 1996

PRINCIPAL ACTIVITIES

The principal activities of the Branch during the financial year ended 30 June 2004 were

- to uphold the rights of organised labour, to improve, protect and foster the best interests of its members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of its members
- to watch over, improve, foster and protect the interests of its members
- to obtain and maintain for its members reasonable hours of work and fair wages and industrial conditions

RESULTS OF PRINCIPAL ACTIVITIES

Results of the Branch's principal activities were to improve the wages and conditions of employment of the Branch membership, particularly for those members in collective enterprise agreements negotiated by the Branch.

SIGNIFICANT CHANGES IN THE NATURE OF PRINCIPAL ACTIVITIES

There were no significant changes in the nature of the Branch's principal activities during the reporting year.

SIGNIFICANT CHANGES IN THE ASSOCIATION'S FINANCIAL AFFAIRS

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

MANNER OF RESIGNATION

Members may resign from the Branch in accordance with Rule 32 which reads as follows:

RULE 32 - RESIGNATION

- A member may resign membership of the Union by written notice addressed and delivered to the Branch Secretary.
- A notice of resignation takes effect:
 - where the member ceases to be eligible for membership of the Union:
 - on the day on which the notice is received; or
 - the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is the later; or
 - in any other case:
 - at the end of 2 weeks after the notice is received; or
 - on the day specified in the notice;whichever is the later.
- Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the Union under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.
- Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by instalments shall not be liable to pay any instalment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the Union as hereinbefore mentioned shall be entitled to the same remission.
- A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered to the Branch Secretary.
- A resignation from membership of the Union is valid, even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.
- A member on leaving the Union after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY OF SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME

The following members of the Branch held reserved positions in the following entities:

- Raymond Keith Bailey is a member of the Branch and an office holder (Member of the Branch Council) and is a Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for a nominee of the Australian Services Union.
- Darryl Ross Payne is a member of the Branch, a staff member of the Branch and an alternate Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for an alternate nominee of the Australian Services Union.
- The aforementioned Raymond Keith Bailey and Darryl Ross Payne are also Directors of Statewide Superannuation Pty Ltd by virtue of the company's articles of association reserving positions for four Directors nominated by the United Trades & Labour Council of South Australia.
- Austin White is a member of the Branch, a staff member of the Branch, and a member of the Board of the South Australian Electricity Industry Superannuation Scheme by virtue of the Board reserving two places for nominees of the United Trades & Labour Council of South Australia.

NUMBER OF MEMBERS

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 6699.

NUMBER OF EMPLOYEES

The number of persons who were, at the end of the financial year, employees of the Branch was 18.5 (includes 6 part time employees) measured on a full time equivalent basis.

MEMBERS OF THE COMMITTEE OF MANAGEMENT

The persons who held office as members of the committee of management of the Branch at the beginning of the financial year were:

Secretary	Anne McEwen
Assistant Secretary	Andy Dennard
President	Phil Harrison
Vice President	Robert McKinnon
Vice President	Pam Andritsakis
Vice President	Anne McLaughlin
Vice President	Debra Tribe

Paula Caldicott, Phillip Lawson, Steven Mitchell, Shana Beard, Jude Price, Tricia Smith, Vanessa Yardley-Langridge, John Siviour, Melissa Bailey, Alan Fairley, Heidi Angove, Ray Bailey, Dierdre May, Bronwyn Pederson, Jim Hancock, Helen Malby, Andrew Starcevic, Tania Blake, Helen Jones, Rosi Reschke, Maxine Winkley, Letitia Ashworth, Jacqui Bourke

There were no changes to the composition of the committee of management during the financial year.

Anne McEwen, Branch Secretary

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AUSTRALIAN SERVICES UNION SOUTH AUSTRALIAN & NORTHERN TERRITORY BRANCH

ABN 55 436 538 739

FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED 30 JUNE 2004

BRANCH COUNCIL'S CERTIFICATE

We, Phil Harrison & Pam Andritsakis, being two Members of the Branch Council of the Australian Services Union, South Australian & Northern Territory Branch, declare on behalf of the Council & in accordance with a resolution passed by the Council, that:

- (a) the financial statements & notes comply with the Australian Accounting Standards;
- (b) the financial statements & notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements & notes give a true & fair view of the financial performance, financial position & cash flows of the Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as & when they become due & payable; &
- (e) during the financial year to which the general purpose financial report relates & since the end of that year:
 - (i) meetings of the Branch Council were held in accordance with the rules of the organisation including the rules of a Branch; &
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; &
 - (iii) the financial records of the Branch have been kept & maintained in accordance with RAO Schedule & the RAO Regulations; &
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; &
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; &
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

CONCISE FINANCIAL ACCOUNTS For the Year Ended 30 June 2004

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, & the following concise financial accounts is provided for Members.

The concise report has been derived from the full report & cannot be expected to provide as full an understanding as the full report. A Copy of the full audited Accounts will be supplied free of charge to Members who request them.

STATEMENT BY THE AUDITOR

The concise financial report, pages 3 to 5, has been audited by us; In our opinion, the concise report is consistent with the full financial report; & The full Audit Report on the General Purpose Accounts stated that in the opinion of the Auditor the accounts were presented fairly in accordance with Australian Accounting Standards & the requirements of the Workplace Relations Act 1996

C. WELLINGTON
REGISTERED AUDITOR, J H DOYLE & CO.

STATEMENT OF FINANCIAL POSITION As at 30 June 2004

	30/6/04	30/6/03
	\$	\$
CURRENT ASSETS		
Cash	120,459	165,865
Receivables	26,055	3,520
Investments	262,249	249,957
Other	<u>17,237</u>	<u>22,692</u>
TOTAL CURRENT ASSETS	<u>426,000</u>	<u>442,034</u>
CURRENT LIABILITIES		
Creditors & Borrowings (Note 11)	158,978	200,911
Provisions	<u>249,600</u>	<u>243,600</u>
TOTAL CURRENT LIABILITIES	<u>408,578</u>	<u>444,511</u>
CURRENT LIAB LESS CURRENT ASSETS	<u>17,422</u>	<u>(2,477)</u>

FIXED ASSETS

Plant, Property & Equipment (Note 10,4,5)	1,473,978	1,448,366
TOTAL FIXED ASSETS	1,473,978	1,448,366

NON-CURRENT LIABILITIES

Creditors & Borrowings (Note 11)	105,000	125,000
Provisions	<u>93,300</u>	<u>78,200</u>
TOTAL NON-CURRENT LIABILITIES	<u>198,300</u>	<u>203,200</u>

NET ASSETS

	<u>\$1,293,100</u>	<u>\$1,242,689</u>
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ACCUMULATED FUNDS

Retained Profits	1,203,100	1,197,689
Reserves	<u>90,000</u>	<u>45,000</u>
TOTAL ACCUMULATED FUNDS	<u>\$1,293,100</u>	<u>\$1,242,689</u>

STATEMENT OF FINANCIAL PERFORMANCE As at 30 June 2004

	30/6/04	30/6/03
	\$	\$
Revenues from ordinary activities (Note 9)	2,195,120	2,084,979
Employee benefits expenses	1,351,505	1,230,379
Depreciation Expenses	74,507	67,314
Commission & Debt Collection (Note 7)	5,680	4,675
Bank & Collection Expenses	20,169	19,472
National Office Capitation Fees	155,999	151,052
Affiliation Fees (Note 2)	52,685	48,735
Audit Fees	7,775	7,130
Computer Expenses	41,553	32,722
Division Grants & Honoraria (Note 8)	3,861	3,170
Building & Electricity Costs	75,535	64,417
Lease Expense (Note 3)	85,574	85,557
Motor Vehicle Expenses	54,873	57,804
Fringe Benefits Tax	31,368	34,040
Training Expenses	31,441	26,710
Borrowing Costs expense	8,308	9,192
Other expenses from ordinary activities	<u>158,295</u>	<u>179,493</u>
Profit from ord activities attrib. to members	<u>35,992</u>	<u>63,037</u>
Building revaluation increase	8,000	--
Transfer from Amalgamation	<u>6,419</u>	<u>--</u>
Total change in funds	<u>\$50,411</u>	<u>\$63,037</u>

STATEMENT OF CASH FLOWS For the Year Ended 30 June 2004

	2004
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from members	2,102,203
Operating receipts	80,358
Payments to suppliers & employees	(2,122,534)
Interest received	<u>16,243</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES 6(b)	<u>\$76,270</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Fixed asset purchases	117,830
Proceeds on sale of fixed assets	<u>28,446</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(\$89,384)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of borrowings	<u>(20,000)</u>
NET CASH USED IN FINANCING ACTIVITIES	<u>(\$20,000)</u>
NET INCREASE/(DECREASE) IN CASH HELD	<u>(\$33,114)</u>
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>\$415,822</u>
CASH AT THE END OF THE FINANCIAL YEAR 6(a)	<u>\$382,708</u>