



Australian Government
Australian Industrial Registry

Level 5, 11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9655 0410

Mr. Paul Slape
National Secretary
Australian Municipal, Administrative, Clerical and Services Union
Ground Floor
116 Queensberry Street
Carlton South VIC 3053

Dear Mr. Slape,

**Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 30 June 2006
FR2006/229**

I acknowledge receipt of the financial reports of the Australian Municipal, Administrative, Clerical and Services Union – National Office for the year ended 30 June 2006 lodged in the Industry Registry on 8 December 2006.

The documents have been filed.

I make the following comments to assist you when you next prepare financial reports. You are not required to take any further action in respect of the financial reports already lodged.

Designated Officer's Certificate

The reference to S268 of Schedule "1B" of the *Workplace Relations Act 1996* should now only be "Schedule 1" of the *Workplace Relations Act 1996* (Schedule 1).

Loans, Grants and Donations

The reference in your letter to "Subsection 272(1) of the RAO Schedule" should be Section 237 of Schedule 1.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the [Electronic Lodgement](http://www.airc.gov.au) page of the AIRC website at www.airc.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

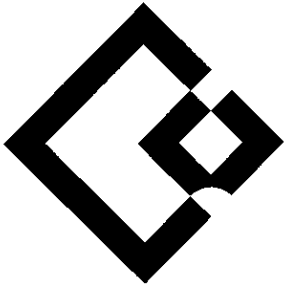
If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7764 (Wednesdays only) or email at Marylyn.Beaure@air.gov.au

Yours sincerely,

A handwritten signature in black ink that reads "M Beare". The "M" is large and stylized, with a loop at the top. The "Beare" is written in a cursive, flowing script.

Marylyn Beare
Statutory Services Branch

13 December 2006



A•S•U

File/Our Ref: 14.1 PKS
32.2
Your Ref:
Please quote in reply

FR 2006/229

Tuesday, December 5, 2006

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

Dear Sir/Madam

**Australian
Services
Union**

**Re: Australian Municipal, Administrative, Clerical and Services Union
• Financial Statement**

**National Office
Melbourne**
Ground Floor
116 Queensberry St
Carlton South VIC 3053

Tel: (03) 9342 1400
Fax: (03) 9342 1499
E-mail: asunatm@asu.asn.au


**National Secretary
Paul Slape**

Assistant National Secretaries
Greg McLean – Sydney
Linda White

Sydney Office
Level 8
321 Pitt Street
Sydney NSW 2000

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In accordance with Section 268 of Schedule 1B of the *Workplace Relations Act 1996 (Schedule 1B)*, attached are the financial statements of the Australian Municipal, Administrative, Clerical and Services Union for the year ending June 30, 2006, together with my certificate as the National Secretary and statement of donations.

Yours faithfully


Paul Slape
NATIONAL SECRETARY

Tel: +61 3 9342 1401
Mobile: 0418 996 360
E-mail: pslape@asu.asn.au

enc

cc Matthew Gibbon
Craig Burgess

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AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION

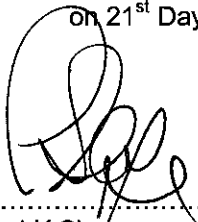
(AUSTRALIAN SERVICES UNION)

NATIONAL EXECUTIVE

CERTIFICATE OF SECRETARY
S268 of Schedule 1B Workplace Relations Act 1996

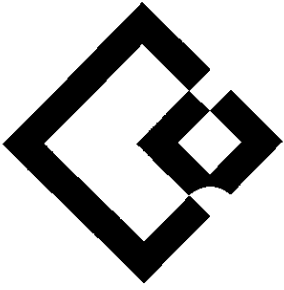
I, Paul K Slape being the National Secretary of the Australian Municipal Administrative Clerical and Services Union (Australian Services Union)– National Executive certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report, was provided to members on 15th Day of November 2006; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 21st Day of November 2006; in accordance with section 266 of the RAO Schedule.



.....
Paul K Slape
National Secretary

Date: 30 November 2006



A•S•U

November 30 2006

The Registrar,
Australian Industrial Registry,
G.P.O. Box 1994S,
Melbourne 3001

**Australian
Services
Union**

**National Office
Melbourne**
Ground Floor
116 Queensberry St
Carlton South VIC 3053

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National Secretary
Paul Slape

Assistant National Secretaries
Greg McLean – Sydney
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Level 8
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Sydney NSW 2000

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Dear Sir /Madam,

In accordance with SubSection 272(1) of the RAO Schedule, regarding the disclosure of particulars to each loan, grant or donation of an amount exceeding \$1,000, we hereby advise that the following amounts were included in the disclosure for "Donations" provided by National Office of the Australian Services Union for the financial year ended 30 June 2006;

Donation Recipient	For	Amount
Vanuatu National Workers Union	Donation to support Air Vanuatu Dispute	\$1000
Solomon Islands Labour Party	Donation to Party Election Fund	\$1000
Union Network International – Asia and Pacific	Contribution to Activities Fund	\$3615

Yours faithfully

Paul Slape
National Secretary

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE
ABN 28 519 971 998**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2006**

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE
ABN 28 519 971 998**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2006**

National Office:

Ground Floor
116-124 Queensberry Street
Carlton South, Vic. 3053
Tel (03) 9342-1400
Fax (03) 9342-1499

National Secretary: Paul Slape

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2006**

	Note	2006 \$	2005 \$
INCOME			
Capitation Income	2	2,434,164	2,403,856
Investment Income	3	234,153	213,512
Rental Income	4	51,926	49,623
Reimbursements Received	5	49,892	106,768
Sale of Promotional Goods		23,469	26,150
Other Income		6	3,653
Total Income		2,793,610	2,803,562
LESS EXPENDITURE			
Accounting & Audit		14,700	14,773
Affiliation Fees		348,470	350,921
Bank Charges		2,080	3,316
Computer Expenses		58,996	68,951
Depreciation	6	58,512	53,742
Donations		6,776	5,614
Electricity & Gas		9,881	8,445
Loss on Disposal of Furniture & Equipment		1,150	-
Insurance		14,281	12,822
Interest on Borrowings		41,170	39,606
Legal Costs		49,487	30,112
Meeting and Conference Expenses		103,093	75,255
Motor Vehicle Expenses	7	59,182	72,385
Northern Territory Expenses		5,640	5,640
Occupancy Expenses		7,916	12,683
Overseas Fund Expenses		21,726	1,485
Office Expenses		6,080	5,677
Penalties & Infringements		386	-
Postage & Despatch		10,736	11,848
Printing & Stationery		46,853	48,623
Projects - Special		15,090	117,224
Property Expenses		32,627	73,394
Publicity & Promotional Goods		50,152	61,385
Rent - Sydney Office		20,000	20,000
Repairs & Maintenance		4,712	5,671
Resources/Library		28,515	22,467
Salaries, Wages & On-Costs	8	1,397,008	1,393,821
Staff Training		8,294	8,122
Telephone & Teleconferencing		58,845	72,670
Travelling Expenses		78,150	94,400
Total Expenditure		2,560,508	2,691,052
SURPLUS FOR THE YEAR		233,102	112,510

The accompanying notes form part of these financial statements.

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2006**

	Note	2006 \$	2005 \$
Accumulated Funds - Beginning of Year		3,381,717	3,267,722
Transfers from Reserves	9	21,726	1,485
ACCUMULATED FUNDS 30TH JUNE 2006		<u>3,636,545</u>	<u>3,381,717</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2006**

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash assets	11	566,088	685,905
Receivables	12	830,059	507,137
Investments	13	802,367	652,201
Other assets	14	50,021	35,599
TOTAL CURRENT ASSETS		2,248,535	1,880,842
NON-CURRENT ASSETS			
Receivables	12	405,393	767,042
Investments	13	1,548,073	1,367,671
Property, plant and equipment	15	1,520,656	1,523,999
Other assets	14	1,219	7,001
TOTAL NON-CURRENT ASSETS		3,475,341	3,665,713
TOTAL ASSETS		5,723,876	5,546,555
CURRENT LIABILITIES			
Payables	16	558,906	331,687
Other liabilities	17	118,316	112,345
Provisions	18	528,294	482,758
TOTAL CURRENT LIABILITIES		1,205,516	926,790
NON-CURRENT LIABILITIES			
Other liabilities	17	803,661	1,136,161
Provisions	18	7,535	9,542
TOTAL NON-CURRENT LIABILITIES		811,196	1,145,703
TOTAL LIABILITIES		2,016,712	2,072,493
NET ASSETS		3,707,164	3,474,062
MEMBERS FUNDS			
Reserves	9	70,619	92,345
Accumulated Funds	10	3,636,545	3,381,717
TOTAL EQUITY		3,707,164	3,474,062

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006 \$	2005 \$
Cash Flows From Operating Activities		
Operating Receipts less Payments	149,816	194,401
Net cash provided by (used in) operating activities	149,816	194,401
Cash Flows from Investing Activities		
Proceeds from Disposal of Assets	-	12,762
Payment for Plant & Equipment	(62,729)	(52,321)
Investment in Managed Funds	(98,587)	(80,325)
Net cash provided by (used in) investing activities	(161,316)	(119,884)
Cash Flows From Financing Activities		
Proceeds from Branch Loans	389,349	871,225
Repayment of Loans	(340,000)	(830,000)
Branches Repaid	(7,500)	(7,500)
Net cash provided by (used in) financing activities	41,849	33,725
Net increase (decrease) in cash held	30,349	108,242
Cash Held 1st July 2005	1,338,106	1,229,864
Cash Held 30th June 2006	1,368,455	1,338,106

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2006**

	Note	2006 \$	2005 \$
Notes to the Statement of Cash Flows			
Reconciliation of Cash			
Cash at the end of financial period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:			
Cash on Hand		3,072	1,823
Cash at Bank - General Account		351,252	547,427
Cash at Bank - Cash Management A/c		119,994	69,826
Cash at Bank - National Airlines A/c		53,039	40,851
Cash at Bank - Sydney General A/c		1,563	1,660
Cash at Bank - Airlines Stabilisation		22,723	22,089
Cash at Bank - Retail A/c		14,445	2,229
CBA Term Deposit - Leave Entitlements		534,284	542,064
Members Equity Savings Account		268,083	110,137
		1,368,455	1,338,106
Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year			
Operating Surplus/(Deficit) for Year		233,102	112,510
Add Non-Cash Items:			
Investment Market Value Increase		(81,815)	(70,804)
Depreciation & Amortisation		66,072	60,829
Accrued Leave		43,529	(51,110)
Other Items		-	(2)
Changes in Assets and Liabilities:			
Decrease (Increase) in Debtors		(350,622)	133,487
Decrease (Increase) in Prepayments		(8,640)	(16,563)
Increase (Decrease) in Payables		227,219	32,692
Increase (Decrease) in Unexpended Funds		20,971	(6,638)
		149,816	194,401
Cash flows from operations		149,816	194,401

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

1 Statement of Significant Accounting Policies

The accounts have been prepared in accordance with the Australian Accounting Standards and the Workplace Relations Act 1996. The following is a summary of significant accounting policies adopted by the Union in the preparation of the accounts which, unless otherwise stated, have been consistently applied:-

(a) Basis of Accounting

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

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

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

Provision for employee benefits in the form of Accrued Annual Leave and Accrued Long Service Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

(c) Income Tax

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

(d) Property, Plant & Equipment

Each class of property, plant and equipment is carried at historical cost less, where applicable any accumulated depreciation. With the exception of income-producing properties which are held for investment purposes, and freehold land, the following assets have been depreciated over their estimated effective lives at the following rates -

Buildings	2.5% Prime Cost
Office Furniture & Equipment	10% to 100% Prime Cost & Diminishing Value
Motor Vehicles	Pre 1/7/2002 22.5% DV, Post 1/7/2002 18.75% DV

(e) Unexpended Branch Funds

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

(f) Interest on Borrowings

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

(g) Leased Assets

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

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

(h) Comparatives

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

(i) Goods & Services Tax

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

(j) Investments

Except for units in Commonwealth Financial Services Managed Funds which are measured at their year-end market value, all non-current investments are measured at historical cost less any required provision for diminution in value. The carrying amount of investments is reviewed annually by the National Executive to ensure that it is not in excess of the recoverable amount. The recoverable amount is assessed from the quoted redemption value at balance date. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(k) Workplace Relations Act 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which reads -

(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006 \$	2005 \$
2 Capitation Income		
C&S Qld C&A Branch	147,775	152,170
Nth Qld C&A Branch	18,478	18,260
NSW & ACT Services Branch	308,217	292,106
Queensland Services Branch	279,359	272,677
SA & NT Branch	158,466	156,038
Tasmanian Branch	58,442	57,452
Tax Officers Branch	16,024	14,495
Victorian Private Sector Branch	128,963	127,793
Vic. Authorities & Services Branch	447,296	446,319
Western Australian Branch	117,667	117,141
NSW LGCAEAU Branch	753,477	749,405
Total Capitation Income	2,434,164	2,403,856
3 Investment Income		
Bank/Bill Interest Received	42,223	48,708
Interest - Tasmanian Branch Loan	11,528	13,675
Distribution from Managed Funds	98,587	80,325
Increase in Unit Market Values	81,815	70,804
Total Investment Income	234,153	213,512
4 Rental Income		
Carlton Property	18,830	18,942
ACT Property	33,096	30,681
Rental Income	51,926	49,623
5 Reimbursements Received		
Carlton Property Reimbursement	33,540	32,754
Insurance Claim	-	40,051
Workcover Reimbursement	16,352	33,963
Reimbursements Received	49,892	106,768
6 Depreciation Expense		
Furniture & Equipment	28,313	23,458
Building	28,589	28,589
Library	1,610	1,695
Total Depreciation	58,512	53,742
7 Motor Vehicle Expenses		
Running Costs	18,527	21,724
Operating Lease Rentals	34,245	43,574
Depreciation/Amortisation Expense	6,410	7,087
Total Motor Vehicle Expenses	59,182	72,385

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006 \$	2005 \$
8 Salaries, Wages & On-Costs		
Holders of Office:		
Salaries & Salary-Sacrifice Benefits	273,263	379,809
Employer Superannuation	37,830	43,246
Employees:		
Salaries & Salary-Sacrifice Benefits	797,672	746,139
Employer Superannuation	102,055	95,425
Other Costs:		
Temporary Staff, Reception, etc	26,049	51,248
FBT - Holders of Office	16,960	22,450
FBT - Employees	16,240	20,918
Payroll Tax	66,631	68,218
Workers Compensation	16,781	17,478
Leave Accrued	43,527	(51,110)
Total Salaries, Wages & On-Costs	1,397,008	1,393,821

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006 \$	2005 \$
9 Reserves		
Grant Project Reserve	1,630	1,630
International Aid Assistance Reserve	47,609	47,609
Overseas Fund Reserve	21,380	43,106
	<u>70,619</u>	<u>92,345</u>
Grant Project Reserve		
Movements during the year:		
Opening Balance for the year	<u>1,630</u>	<u>1,630</u>
International Aid Assistance Reserve		
Movements during the year:		
Opening Balance for the year	<u>47,609</u>	<u>47,609</u>
Overseas Fund Reserve		
Movements during the year:		
Opening Balance for the year	43,106	44,591
Transfer to Accum. Funds	(21,726)	(1,485)
	<u>21,380</u>	<u>43,106</u>
Closing balance	<u>21,380</u>	<u>43,106</u>
10 Accumulated Funds		
Accumulated Funds 1st July 2005	3,381,717	3,267,722
Surplus/(Deficit) for Year	233,102	112,510
Transfer from/(to) Reserves	21,726	1,485
	<u>3,636,545</u>	<u>3,381,717</u>
Accumulated Funds 30th June 2006	<u>3,636,545</u>	<u>3,381,717</u>
11 Cash Assets		
Cash on Hand	3,072	1,823
Cash at Bank - General Account	351,252	547,427
Cash at Bank - Cash Management A/c	119,994	69,826
Cash at Bank - National Airlines A/c	53,039	40,851
Cash at Bank - Sydney General A/c	1,563	1,660
Cash at Bank - Airlines	22,723	22,089
Stabilisation	22,723	22,089
Cash at Bank - Retail A/c	14,445	2,229
	<u>566,088</u>	<u>685,905</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$
12 Receivables		
CURRENT		
Debtors - Other	141,647	53,028
Debtors - Branches	594,212	332,209
Loan - Qld Services Branch	20,000	35,000
Loan - SA / NT Branch	20,000	20,000
Loan - Tasmanian Branch	54,200	66,900
	830,059	507,137
NON-CURRENT		
Loan - Victorian Authorities & Services Branch	120,245	320,245
Loan - Queensland Services Branch	-	105,000
Loan - SA/NT Branch	65,000	85,000
Other Loan - Tasmanian Branch	100,000	100,000
Loan - Tasmanian Branch	120,148	156,797
	405,393	767,042
13 Investments		
CURRENT		
CBA Term Deposit - Leave Entitlements	534,284	542,064
Members Equity Savings Account	268,083	110,137
	802,367	652,201
NON-CURRENT		
Unlisted Shares & Units:-		
AFI Pte Ltd at Cost (60,000 Ord Shares of S\$1 FP)	41,334	41,334
ACTU Member Connect at Cost (67,308 \$1 Units Pd to \$0.40)	13,462	13,462
Managed Funds:-		
Units - Commonwealth Financial Services Managed Funds	1,493,277	1,312,875
	1,548,073	1,367,671
14 Other Assets		
CURRENT		
Prepayments	50,021	35,599
	50,021	35,599
NON-CURRENT		
Prepayments	1,219	7,001
	1,219	7,001

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$
15 Property, Plant and Equipment		
Land and Buildings		
Land & Building at Cost	1,619,648	1,619,648
Less: Accumulated Depreciation	500,277	471,688
	1,119,371	1,147,960
Investment Property at Cost	282,751	282,751
	282,751	282,751
Total Land and Buildings	1,402,122	1,430,711
Motor Vehicles at Cost	21,642	-
Less: Accumulated Depreciation	2,379	-
	19,263	-
Furniture & Equipment at Cost	279,232	262,167
Less: Accumulated Depreciation	210,551	201,079
	68,681	61,088
Resource Library	56,610	56,610
Less: Accumulated Depreciation	26,020	24,410
	30,590	32,200
Total Plant and Equipment	118,534	93,288
Total Property, Plant and Equipment	1,520,656	1,523,999

Land & Buildings - 116-124 Queensberry Street, Carlton South

National Office has a one-third interest in office premises situated at 116-124 Queensberry St Carlton South which is stated in the accounts at historical cost, the Victorian Authorities & Services Branch having the remaining two-thirds interest. The property was independently valued at \$7,250,000 on the 24th August 2006 by WBP Property Valuers & Consultants, and the current market value was based upon the direct comparison approach. National Office's one-third interest is therefore \$2,416,667. National Office is responsible for insuring the building, the amount of cover on a replacement basis being \$5,720,000.

Investment Property - Unit 6, 40 Brisbane Avenue, Barton, ACT

National Office has a one-half share in office premises known as Unit 6, 40 Brisbane Avenue, Barton, ACT and is stated in the accounts at historical cost, the NSW LGCAEAU Branch having the other one-half share. The market value of the property was independently assessed at \$650,000 on 27th April 2005 by Independent Property Advisors Herron Todd White, National Office's share being \$325,000. As the property is held for investment purposes for which National Office is entitled to one half of the rental income and one-half any capital growth, it is not depreciated. Insurance cover on the building is the responsibility of the body corporate.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$
16 Payables		
CURRENT		
Legal Fees Payable	371	3,643
Creditor - Branches	48,472	35,765
GST Payable	74,068	80,657
Other Sundry Creditors & Accruals	435,995	211,622
	558,906	331,687
17 Other Liabilities		
CURRENT		
Bank Bill Borrowings	40,000	55,000
Loan - NSW LGCAEAU	10,000	10,000
Unexpended Branch Funds/Provisions	68,316	47,345
	118,316	112,345
NON-CURRENT		
Loan - NSW LGCAEAU	18,661	26,161
Bank Bill Borrowings	785,000	1,110,000
	803,661	1,136,161
 Bank bills are expected to be settled:		
within 12 months	40,000	55,000
12 months or more	785,000	1,110,000
	825,000	1,165,000
 Total current and non-current secured liabilities:		
Bank bills	825,000	1,165,000
 The carrying amount of non-current assets pledged as security are:		
116-124 Queensberry St Carlton South (First Reg'd Mortgage)	1,119,371	1,147,960
Units in Commonwealth Balanced/Growth Funds (Equit. Charge)	-	1,312,875
	1,119,371	2,460,835

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$
18 Provisions		
CURRENT		
Provision for Annual Leave - Holders of Office	65,131	46,751
Provision for Annual Leave - Employees	77,261	77,365
Provision for Long Service Leave - Holders of Office	152,391	139,931
Provision for Long Service Leave - Employees	233,511	218,711
	528,294	482,758
NON-CURRENT		
Provision for Long Service Leave - Employees	7,535	9,542
	535,829	492,300
Aggregate employee entitlement liability		
	17	18
19 Capital and Leasing Commitments		
Finance Lease and Hire Purchase Commitments		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable		
Not later than one year	94,058	78,212
Later than one year but not later than five years	191,827	82,229
Total Operating Lease Liability	285,885	160,441
20 Contingent Liabilities		

A contingent liability exists in relation to debts incurred by other branches of the Union for which National Executive may become liable under the rules of the organisation. A provision for such liabilities is not brought to account on the basis that each branch is able to pay its own debts from its own resources (including current income) as and when they become due and payable.

Apart from the above, the National Executive is not aware of any contingent liability at balance date, the effect of which would be material in relation to these financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$

21 Events Subsequent to Reporting Date

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

22 Economic Dependence

The principal source of income for National Office is capitation fees from its constituent branches and, accordingly, National Office is economically dependent on the ability of those branches to continue to service the needs of its members on industrial and workplace matters.

23 Segment Reporting

The principal activity of National Executive is to service and support the needs of its state-based branches and their respective members on a range of industrial and workplace matters, these activities may be geographically segregated as follows -

New South Wales	43.6%
Victoria	23.7%
Queensland	18.3%
South Australia & NT	6.5%
Western Australia	4.8%
Tasmania	2.4%
Other	0.7%
Total	100.0%

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2006**

	2006	2005
	\$	\$

24 Related Party Transactions

(a) Office-Holders & Branches

The following persons held office in National Office for all or part of the financial year and, together with each branch of the organisation, are deemed to be a related party for financial reporting purposes:-

H Moran, W McManus, J Bignell, P Slape, L White, G McLean, K Thompson, M O'Neill, M Dale, J Moran, S McManus, M Want, B Harris, D Smith, A Dennard, R Ralph, S Kelly, J Lapidus, P Chaplin, D Cochrane, I Stitt, H Svendsen, P Burlinson, D Taylor, K Hildyard, N. Arrowsmith and R. Atwood.

(b) Office-Holder Transactions

The aggregate amount of remuneration paid by National Office during the year to elected officers entitled to be remunerated under the Rules of the organisation was the amount as set out in Note 8 of these accounts.

There were no other transactions between National Office and officers during the year other than those related to their membership of or employment with their associated Branch and on terms no more favourable than those for which it would be reasonable to expect would have been adopted by the parties dealing at arms-length.

(c) Branch Transactions

The following transactions occurred during the year between National Office and its constituent branches:-

Revenue Account: Capitation fees, interest on loans, expense and other re-charges received from the branches - the amount of which is disclosed in the Statement of Financial Performance.

Capital Account: Interest and non-interest-bearing loans and/or advances to/from the branches - the amount of which is disclosed in the Statement of Financial Position.

No other transactions occurred during the year between National Office and its constituent branches.

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

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2006**

In accordance with sec. 254 of the Workplace Relations Act 1996 ("the Act"), your Committee of Management report as follows:

Principal Activities

The principal activities of the National Executive of the Union during the reporting period were:

1. Administration of the Union in accordance with the National Rules of the Union, including meeting reporting requirements imposed by the Workplace Relations Act with respect to registered organisations, convening of meetings of the National Executive of the Union in accordance with its Rules and implementing decisions made by the National Executive.
2. In accordance with decisions of the National Executive, developing and implementing industry work plans developed by National and Branch officials to give effect to activities considered by Branches and their members to be important in protecting and advancing the interests of members employed in all of the Union's industry sectors.
3. Maintaining the national finances and assets of the Union in accordance with the Union's rules.
4. Assisting and co-ordinating membership organising and recruitment campaigns in conjunction with Branches.
5. Maintaining Federal Awards and national agreements which affect members in more than one Branch of the Union and, in particular, maintaining the safety net of award wages and conditions in Federal Awards as allowed under the Workplace Relations Act as amended from time to time and in accordance with National wage fixing principles established by the AIRC.
6. Negotiating national enterprise agreements applying to members in more than one Branch in major industries and co-ordinating similar activities undertaken by Branches as required.
7. Providing an industrial advocacy and representation service with regard to national industrial matters and relationships with major employers.
8. Acting as national spokesperson on behalf of the Union with regard to national issues and major national employer matters.
9. Providing advice and assistance to Branches of the Union with regard to industrial matters and disputes generally, industrial relations legislation, occupational health and safety, workers compensation, superannuation and other issues of national significance.
10. Managing national campaigns on behalf of the national union, Branches and members on particular issues and in particular industry sectors.
11. Developing and delivering training for Branch officials and employees as requested, and in particular in the reporting period with regard to the new obligations with regard to the amendments to the Workplace Relations Act which took effect on 27th March 2006 including with regard to right of entry provisions of the current Act.

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
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**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2006 (CONTINUED)**

Principal Activities (continued)

12. Maintaining the Union's national and international affiliations, for example to the ACTU and to international trade union federations. Attendance at meetings convened by the ACTU and at relevant international meetings.
13. Maintaining the Union's relationships with the national Government, political parties and other relevant industry and interest groups in accordance with the aims and objectives of the Union, its Branches and members.
14. Representation of the skills and training needs of members through participation in a wide range of Industry Skills Councils and in other bodies and forums with responsibility for vocational education and training.
15. Maintaining a national communications strategy including the collection and dissemination of information relevant to Branches including through the maintenance of the ASU National Net website and by other means.
16. Providing a national purchasing scheme for Branches with regard to telecommunications and other services as well as campaign and other materials through the ASU Shop.
17. Providing research and information services to Branches on request and in accordance with industry work plans.
18. Maintaining the special interest groups established by the National union and promoting and advancing their interests, e.g. women workers, gay and lesbian workers, as well as aboriginal members and young workers.
19. Operating special industry forums as determined by the Rules and decisions of the National Executive, e.g. National Airlines Division Council (NADC) as well as convening meetings of Branches, Branch Secretaries and other representative groups of officials in particular sectors, e.g. local government, energy, water, rail, SACS and private sector clerical.
20. Maintaining and amending the Union's national and Branch rules, as required, and objecting, where necessary and appropriate to changes to the Rules of other registered organisations in the interests of the Union and its members.

Changes in principal activities

There have been no changes in the principal activities of the National Executive of the Union over the reporting period other than those imposed by the terms of the new Workplace Relations Act. The Union continues to seek to promote and advance the interests of members in the face of hostile legislation designed to reduce wages and working conditions of its members and to hamper the ability of employee organisations to set and maintain decent wages and working conditions or retain and recruit members.

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

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2006 (CONTINUED)**

Operating Result

The operating result of the organisation for the year ended 30th June 2006 was a surplus of \$233,102. No provision for tax was necessary as the organisation is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the organisation during the year.

Rights of Members

All members have the right to resign from the Union in accordance with National Rule 32 – Resignation, of the Union Rules (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch.

Superannuation Office-holders

The following officers and/or members of the organisation are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
Kate Wood	CARE Super Pty Ltd	CARE Super	Director
Michael Want	CARE Super Pty Ltd	CARE Super	Director
Darrell Cochrane	Vision Super Pty Ltd	Vision Super	Director
Linda White	L.I.S. Pty Ltd	Legal Industry Superannuation Scheme	Director

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the registered organisation under sec. 244 of the RAO Schedule was 118,229 across eleven Branches;
- (b) the number of persons who were at the end of the financial year employees of the organisation including both full-time and part-time employees measured on a full-time equivalent basis was 15.44;

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
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**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2006 (CONTINUED)**

Other Prescribed Information (continued)

- (c) the names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which he or she held office were –

Name:	Position:	Period:
Henrietta Moran	National President	1/7/05 to 30/6/06
Paul Slape	National Secretary	1/7/05 to 30/6/06
Linda White	Assistant National Secretary	1/7/05 to 30/6/06
Greg McLean	Assistant National Secretary	1/7/05 to 30/6/06
Julie Bignell	National Executive Representative	1/7/05 to 26/7/05
	National Vice President	27/7/05 to 30/6/06
Mary-Anne O'Neill	National Executive Representative	1/7/05 to 30/6/06
Margaret Dale	National Executive Representative	1/7/05 to 30/6/06
Justine Moran	National Executive Representative	1/7/05 to 30/6/06
Kristyn Thompson	National Executive Representative	1/7/05 to 18/8/05
Sally McManus	National Executive Representative	1/7/05 to 30/6/06
Brian Harris	National Executive Representative	1/7/05 to 30/6/06
Michael Want	National Executive Representative	1/7/05 to 30/6/06
David Smith	National Executive Representative	1/7/05 to 30/6/06
Andrew Dennard	National Executive Representative	1/7/05 to 30/6/06
Katrine Hildyard	National Executive Representative	1/7/05 to 30/6/06
Jeff Lapidos	National Executive Representative	1/7/05 to 30/6/06
Peter Chaplin	National Executive Representative	1/7/05 to 30/6/06
Darrell Cochrane	National Executive Representative	1/7/05 to 30/6/06
Wendy McManus	National Executive Representative	1/7/05 to 22/12/05
Ingrid Stitt	National Executive Representative	1/7/05 to 30/6/06
Helga Svendsen	National Executive Representative	1/7/05 to 30/6/06
Paul Burlinson	National Executive Representative	1/7/05 to 30/6/06
David Taylor	National Executive Representative	1/7/05 to 30/6/06
Sean Kelly	National Executive Representative	1/7/05 to 30/6/06
Robert Ralph	National Executive Representative	1/7/05 to 30/6/06
Naomi Arrowsmith	National Executive Representative	18/8/05 to 30/6/06
Russell Atwood	National Executive Representative	20/1/06 to 30/6/06

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date: 14 NOVEMBER 2006


.....
- National Secretary

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

COMMITTEE OF MANAGEMENT STATEMENT

On 14th November 2006 the Committee of Management of the Australian Municipal Administrative Clerical & Services Union (Australian Services Union) National Executive passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2006:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (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 reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting unit 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.

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
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COMMITTEE OF MANAGEMENT STATEMENT (CONTINUED)

(f) in relation to recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

For Committee of Management: Paul Slape

Title of Office Held: National Secretary

Signature:

Date:

Paul Slape
14 NOVEMBER 2006

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

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the Australian Municipal Administrative Clerical & Services Union (Australian Services Union) National Executive, for the year ended 30th June 2006 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's National Executive is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this 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 as to 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 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 report is presented fairly in accordance with statutory requirements so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and cash flows.

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

Audit Opinion


In our opinion –

- (a) the accounts are properly drawn up so as to present fairly the financial position of the Union as at 30th June 2006 and its performance for the year ended on that date; and
- (b) the accounts are in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne, this 15th day of November, 2006.

Eddy Partners
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EDDY PARTNERS,
Certified Practising Accountants.


David James Eddy, CPA.
Registered Company Auditor
Holder of a Current Public Practice Certificate