



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. J. Bignell
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Queensland Clerical and Administrative Branch
29 Amelia Street
FORTITUDE VALLEY QLD 4006

Dear Ms. Bignell,

**Re: Financial documents for year ended 30 June 2002
FR 2001/665**

Thank you for forwarding additional documentation being a copy of the Secretary's Certificate and Income and Expenditure Statement in relation to the financial documents of the Queensland Clerical and Administrative Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2002.

The financial documents have now been filed.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

1. Timescale Provisions

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements; these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Subsection 279(6) of the Act provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. Subsection 279(6) also provides that once the report, certificates and accounts have been supplied to members they are to be presented to either a meeting of members or a meeting of the committee of management.

Given that the auditor's report is dated 6 September 2002, and the accounting officer's and committee of management certificates are dated 5 September 2002, it would appear that the Branch Council meeting held on 7 September 2002 was not sufficient for the purposes of section 279(6). The meeting may have been sufficient for the purposes of regulation 109(2)(a) of the Workplace Relations Regulations.

2. Income and Expenditure Statement

The income and expenditure statement provides a disclosure "Employee expenses" as a total of "\$1,858,560". It should be noted that subregulation 107(a)(xv) requires a disclosure showing the total amount paid as remuneration to employees of the branch.

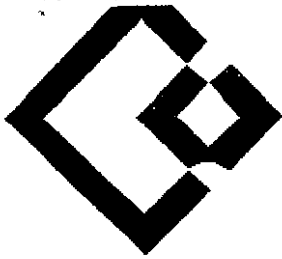
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,



Larry Powell
Statutory Services Branch

20 November 2002

**A•S•U**

Our Ref: BRFINANCE1 KAP/cb

18 November 2002

**Australian
Services
Union****Central & Southern
Queensland
Clerical and
Administrative
Branch**29 Amelia St
Fortitude Valley
QLD 4006PO Box 478
Fortitude Valley
QLD 4006Tel: (07) 3252 8666
Tel: 1800 177 891
Fax: (07) 3252 1208
Email: asu@gil.com.au**Mr Larry Powell
Statutory Services Branch
Australian Industrial Relations Commission
MELBOURNE VIC 3000
BY FACSIMILE: (03) 9654 6672**

Dear Mr Powell

**RE: FINANCIAL DOCUMENTS FOR YEAR ENDED 30 JUNE 2002
FR 2001/665**

We write in regards to your correspondence dated 21 October 2002 in relation to the financial returns of the Australian Services Union, Central and Southern Queensland, Clerical and Administrative Branch.

As requested in your correspondence we provide the following documents:

- (1) Branch Secretary's Certificate, and
- (2) Income and Expenditure Statement.

The further information supplied in your correspondence has been forwarded to our Auditors for their action in dealing with future returns.

We thank you for your assistance in this matter. Should you require any further information please do not hesitate to contact our Industrial Officer, Kerrie Parkin, on (07) 3252 8666.

Yours sincerely

**JULIE BIGNELL
BRANCH SECRETARY**

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

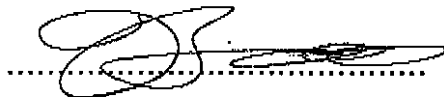
CERTIFICATE OF THE BRANCH SECRETARY OF THE UNION

I, Julie Bignell, being the Branch Secretary of the Australian Services Union, Central and Southern Queensland, Clerical and Administrative Branch, certify that:

(1) I provide this certificate in accordance with subsection 280 (1) of the Workplace Relations Act 1996 (the Act).

(2) The auditor's report, accounts and statements attached are those documents presented to the Australian Services Union, Central and Southern Queensland, Clerical and Administrative Branch, Branch Council meeting held on 7 September 2002.

BRISBANE: 18 November 2002.

A handwritten signature in black ink, appearing to be 'Julie Bignell', written over a horizontal dotted line.

**JULIE BIGNELL
BRANCH SECRETARY**

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

INCOME AND EXPENDITURE STATEMENT

For the 18 months ended June 30, 2002

	18 mths to June, 30 2002 \$	12 mths to Dec, 31 2000 \$
INCOME		
Member subscriptions	2,736,362	1,829,930
Operating grants	9,500	-
Other revenue	157,309	70,955
Interest	20,490	33,481
Proceeds on sale of building	-	600,000
Total Income	<u>2,923,661</u>	<u>2,534,366</u>
EXPENDITURE		
Borrowing costs	3,721	4,753
Depreciation of property, plant and equipment	60,230	30,000
Amortisation of leased assets	45,432	32,623
Rental expense on operating leases	183,051	95,313
Carrying value of property, plant and equipment	-	405,101
Employee expenses	1,858,560	1,025,287
Bad and doubtful debts expense	6,180	6,882
Affiliation Fees	106,050	50,804
Sustentation	240,531	174,002
Commission	51,857	50,434
Branch Journal	42,465	33,698
Legal expenses	20,507	24,788
Motor Vehicle expenses	54,944	31,763
Telephone	104,495	81,160
General and Administrative expense	386,472	350,603
Total Expenses	<u>3,174,495</u>	<u>2,397,211</u>
Operating (Deficit) / Surplus for the period	<u>(250,834)</u>	<u>137,155</u>



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
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Fax: (03) 9654 6672

Ms. M. O'Neill
Acting Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Queensland Clerical and Administrative Branch
29 Amelia Street
FORTITUDE VALLEY QLD 4006

Dear Ms. O'Neill,

**Re: Financial documents for year ended 30 June 2002
FR 2001/665**

Reference is made to the financial documents of the Central and Southern Queensland Clerical and Administrative Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 16 October 2002.

The following matters concerning the financial reporting requirements of the Workplace Relations Act 1996, require your further attention, your written response to these matters is requested by Monday, 4 November 2002.

1. Secretary's Certificate

Financial documents lodged with the Registrar are required by subsection 280(1) of the Workplace Relations Act 1996 (the Act) to be lodged under cover of a certificate from the Branch Secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting in accordance with section 279.

No Secretary's certificate has been lodged with the financial documents of the branch for the year ended 30 June 2002. Could you please arrange for such a certificate to be prepared and forwarded to this office. It would be helpful if the certificate could contain the type of meeting and the date on which the meeting was held.

2. Income and Expenditure Statement

Sub-section 273(1)(a) of the Act requires an organisation as soon as practicable after the end of each financial year to cause to be prepared from the accounting records kept by the organisation such accounts and other statements in relation to the financial year as are prescribed.

Regulation 107 of the Workplace Relations Regulations (the Regulations) provides the prescribed accounts as mentioned in section 273(1)(a) of the Act as being an account of income and expenditure and an account of the assets and liabilities of the organisation.

No income or expenditure account as required by regulation 107(a) of the regulations has been lodged with the financial documents of the branch. Could you please arrange for such to be forwarded to this office.

The following matter is referred for assistance when preparing future financial documents; no further action is requested in respect of this:

3. Auditor's Report

Paragraph 2(a) of the auditor's report provides the following:

"The accounts and statements prepared in accordance with Section 273 of the Workplace Relations Act 1996, were properly drawn up:-

- (a) giving a true and fair view of the union's financial position as at 30 June 2002 and of their performance for the period ended on that date;"

Subsection 276(4) of the Act requires an auditor to state, amongst other things, whether in the auditor's opinion:

"(a)

(i)

- (ii) the accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:

(A) the financial affairs of the organisation as at the end of the year; and

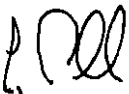
(B) the income and expenditure, and any surplus or deficit, of the organisation for the year;

The auditor's report does not provide the correct statement as required by subsection 276(4)(a)(ii)(B).

Would you please bring this matter to the attention of the auditor.

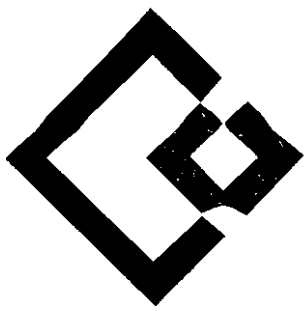
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,



Larry Powell
Statutory Services Branch

21 October 2002



A•S•U

Our Ref: BRFINANCE1 KAP/cb

11 October 2002

Mr Clency Lapierre
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

**Australian
Services
Union**
**Central & Southern
Queensland
Clerical and
Administrative
Branch**

29 Amelia St
Fortitude Valley
QLD 4006

PO Box 478
Fortitude Valley
QLD 4006

Tel: (07) 3252 8666
Tel: 1800 177 891
Fax: (07) 3252 1208
Email: asu@gil.com.au

Dear Mr Lapierre,

**RE: FINANCIAL REPORTING RETURNS - AUSTRALIAN
MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES
UNION CENTRAL AND SOUTHERN QUEENSLAND CLERICAL
AND ADMINISTRATIVE BRANCH**

We write regarding your correspondence dated 9 July 2002 concerning our Financial Reporting Obligations under the *Workplace Relations Act 1996*.

Accordingly please find enclosed our Financial Report for the period ended 30 June 2002 together with Certificates by the Accounting Officer and Committee of Management.

Should you have any questions regarding this matter please do not hesitate to contact our Industrial officer, Kerrie Parkin, on (07) 3252 8666.

Yours faithfully,

Per MARY-ANNE O'NEILL
ACTING BRANCH SECRETARY



Enc.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

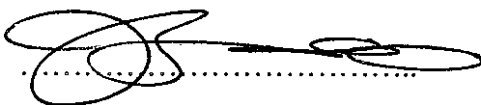
CERTIFICATE BY ACCOUNTING OFFICER OF UNION

I, Julie Bignell, being the Officer responsible for keeping the accounting records of the Australian Services Union, Central and Southern Queensland, Clerical and Administrative Branch, certify that as at June 30, 2002 the number of members of the Branch was 9,054.

In my opinion:-

- (1) The accompanying financial report show a true and fair view of the financial affairs of the Branch as at June 30, 2002.
- (2) The accompanying audit report, financial report and Certificate of Committee of Management are copies of the documents presented to a meeting in accordance with Section 279(6) of the Workplace Relations Act 1996.
- (3) A record has been kept of all moneys paid by or collected from members of the Queensland Branch and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the Queensland Branch.
- (4) Before any expenditure was incurred by the Branch approval of the incurring of the expenditure was obtained in accordance with the rules of the Queensland Branch.
- (5) No payments were made out of funds or accounts operated by the Branch in respect of compulsory levies raised by the Branch or voluntary contributions collected from members of the Queensland Branch of other funds, the operation of which is required by the rules of the Branch for purpose other than the purpose for which the fund was operated.
- (6) No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch were made to persons holding office in the Branch.
- (7) The register of members of the Branch was maintained in accordance with The Workplace Relations Act 1996 as amended.

BRISBANE: 5 September, 2002.



**JULIE BIGNELL
BRANCH SECRETARY**

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**


CERTIFICATE OF COMMITTEE OF MANAGEMENT

In the opinion of the committee the financial report comprising of the statement of financial position, statement of financial performance, statement of cash flows and notes thereto:

1. Presents fairly the financial position of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch as at 30 June 2002 and its performance for the 18 month period ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch will be able to pay its debts as and when they fall due.
3. In the opinion of the Committee of Management, meetings of the Committee were held during the period ended June 30, 2002 in accordance with the rules of the Branch.
4. To the knowledge of any member of the committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Workplace Relations Act 1996), or copies of those records or other documents or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, these Regulations or the rules of the Branch.
5. The Branch has complied with sub-sections 279(1) and (6) of the Act in relation to the financial accounts in respect of the previous financial period and the auditors' report thereon.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:


.....
Branch President - Michael Bentley


.....
Vice Branch President - Jan Sheppard

Dated: 5 September, 2002.



**Australian Services Union
Central and Southern Queensland
Clerical and Administrative Branch**

**Financial Report
For The Period Ended June 30, 2002**

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

FOR THE 18 MONTH PERIOD ENDED JUNE 30, 2002

INDEX

Schedule No.

Audit Report

1. Statement of Financial Performance
2. Statement of Financial Position
3. Statement of Cash Flows
4. Notes to the financial statements
5. Certificate by Accounting Officer of Union
6. Certificate by the Committee of Management

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

Scope

We have audited the financial report of the Australian Services Union, Central And Southern Queensland, Clerical And Administrative Branch for the 18 month period ended June 30, 2002 being Certificate of Committee of Management, Certificate by Accounting Officer, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the financial report. The Committee of Management is responsible for the preparation and presentation of the financial statements and the information they contain.

We have performed an audit of these financial statements in order to express an opinion on them 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 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 whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements so as to present a view of the union which is consistent with our understanding of the financial position, and performance as represented by the results of their operations and their cash flows.

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

Audit Opinion

In our opinion the financial report of Australian Services Union, Central And Southern Queensland, Clerical And Administrative Branch:-


1. Satisfactory accounting records have been kept, including:-
 - a) records of the sources and nature of income of the Union (including income from members); and
 - b) records of the nature and purposes of the expenditure of Union.

.../2

2. The accounts and statements prepared in accordance with Section 273 of the Workplace Relations Act 1996, were properly drawn up:-
 - a) giving a true and fair view of the union's financial position as at 30 June 2002 and of their performance for the period ended on that date; and
 - b) in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia.
3. We have received all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.

BDO Kendalls
Chartered Accountants


.....


.....
P.A. Gallagher
Partner

Brisbane: 6 September, 2002.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

STATEMENT OF FINANCIAL PERFORMANCE

For the 18 months ended June 30, 2002

	Notes	18 mths to June, 30 2002 \$	12 mths to Dec, 2000 2000 \$
Revenues from ordinary activities	2	2,923,661	2,534,366
Employee expenses	3	(1,858,560)	(1,036,132)
Depreciation and amortisation expense	3	(105,662)	(62,623)
Borrowing cost expenses	3	(3,721)	(4,753)
Other expenses from ordinary activities	3	<u>(1,206,552)</u>	<u>(1,293,703)</u>
Profit from ordinary activities before income tax expense		<u>(250,834)</u>	<u>137,155</u>
Income tax expense relating to ordinary activities	1(f)	<u>-</u>	<u>-</u>
Net profit/(loss) from ordinary activities after income tax expense attributable to the union		<u>(250,834)</u>	<u>137,155</u>
Total changes in equity of the union	13	<u>(250,834)</u>	<u>137,155</u>

The accompanying notes should be read in conjunction with these financial statements.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

STATEMENT OF FINANCIAL POSITION

As at June 30, 2002

	Note	June 30 2002 \$	December 31 2000 \$
CURRENT ASSETS			
Cash assets	6	551,811	556,900
Receivables	7	38,467	99,297
Other	8	6,183	10,259
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		596,461	666,456
NON-CURRENT ASSETS			
Property, Plant & Equipment	9	563,530	641,370
Other	8	5,000	5,000
		<hr/>	<hr/>
TOTAL NON-CURRENT ASSETS		568,530	646,370
		<hr/>	<hr/>
TOTAL ASSETS		1,164,991	1,312,826
CURRENT LIABILITIES			
Payables	10	337,184	191,265
Provisions	11	115,274	139,855
Interest bearing liabilities	12	12,602	24,883
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		465,060	356,003
NON-CURRENT LIABILITIES			
Provisions	11	61,695	41,993
Interest bearing liabilities	12	-	25,760
		<hr/>	<hr/>
TOTAL NON-CURRENT LIABILITIES		61,695	67,753
		<hr/>	<hr/>
TOTAL LIABILITIES		526,755	423,756
		<hr/>	<hr/>
NET ASSETS		638,236	889,070
EQUITY			
Retained profits	13	638,236	889,070
		<hr/>	<hr/>
TOTAL EQUITY		638,236	889,070
		<hr/>	<hr/>

The accompanying notes should be read in conjunction with these financial statements.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

STATEMENT OF CASH FLOWS

For the 18 months ended June 30, 2002

	Notes	18 mths to June, 30 2002 \$	12 mths to Dec, 31 2000 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and others		3,778,862	1,922,653
Interest received		20,490	33,481
Operating grants received		9,500	-
Payments to suppliers and employees		(3,744,357)	(1,901,035)
Interest paid		(3,721)	-
Net cash provided by operating activities	16(b)	60,774	55,099
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(27,822)	-
Net cash used in investing activities		(27,822)	-
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings		(38,041)	(23,088)
Net cash used in financing activities		(38,041)	(23,088)
Net increase in cash held		(5,089)	32,011
Cash at the beginning of the period		556,900	524,889
Cash at the end of the period	16(a)	551,811	556,900

The accompanying notes should be read in conjunction with these financial statements.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch as an individual entity. The Australian Services Union Central and Southern Queensland Clerical and Administrative Branch is a union incorporated in Queensland under the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on 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 company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Property, Plant and Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation or amortisation.

Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the union commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING METHODS (Con't)

The depreciation rates used for each class of depreciable asset are:

Class of Asset	Depreciation Rate
Buildings	2.5%
Furniture & Equipment	20%
Computer Equipment	40%
Fixtures and Fittings	10%

(b) Operating Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company are classified as finance leases. Finance leases are capitalised recording an asset and liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the economic entity will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(c) Employee Benefits

Provision is made for the company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the company to an employee superannuation fund and are charged as expenses when incurred.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 1: STATEMENT OF ACCOUNTING METHODS (Con't)

(d) Cash

For the purposes of the statement of cash flows, cash includes cash on hand, at banks and on deposit.

(e) Revenue

Revenue from the rendering of a service is recognised upon delivery of the service to the members.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial asset.

All revenue is stated net of the amount of goods and services tax (GST).

(f) Income Tax

Income of unions is exempt from income tax due to the provisions of Section 50-25 of the Income Tax Assessment Act 1996 (as amended).

(g) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with the changes in the presentation in the current year.

(h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 2: REVENUE

	18 mths to June, 30 2002 \$	12 mths to Dec, 31 2000 \$
Operating activities		
Member subscriptions	2,736,362	1,829,930
Operating grants	9,500	-
Other revenue	157,309	70,955
	<u>2,903,171</u>	<u>1,900,885</u>
Non-operating activities		
Interest	20,490	33,481
Proceeds on sale of building	-	600,000
	<u>20,490</u>	<u>633,481</u>
 Total revenue	 <u>2,923,661</u>	 <u>2,534,366</u>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities
before income tax expense has
been determined after:

a. Expenses:

Borrowing costs	3,721	4,753
Depreciation of property, plant and equipment	60,230	30,000
Amortisation of leased assets	45,432	32,623
Rental expense on operating leases	183,051	95,313
Carrying value of property, plant and equipment	-	405,101
Employee expenses	1,858,560	1,025,287
Bad and doubtful debts expense	16,180	6,882
Affiliation Fees	106,050	50,804
Sustentation	240,531	174,002
Commission	51,857	50,434
Branch Journal	42,465	33,698
Legal expenses	20,507	24,788
Motor Vehicle expenses	54,944	31,763
Telephone	104,495	81,160
General and Administrative expense	386,472	350,603
Total expenses	<u>3,174,495</u>	<u>2,397,211</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

**NOTE 4: NOTICE REQUIRED UNDER SECTION 274 OF THE
WORKPLACE RELATIONS ACT 1996**

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

	18 mths to June, 30 2002 \$	12 mths to Dec, 31 2000 \$
NOTE 5: AUDITORS REMUNERATION		
The amount received or due and receivable by the auditor for:-		
Audit	11,500	8,000
Other services	-	8,755
	<u>11,500</u>	<u>16,755</u>
NOTE 6: CASH ASSETS		
Cash on hand	5,916	1,200
Cash at bank	545,895	555,700
	<u>551,811</u>	<u>556,900</u>
NOTE 7: RECEIVABLES		
Debtors	8,738	12,671
Provision for doubtful debts	(590)	-
Subscriptions receivable	48,797	83,440
Provision for doubtful debts	(18,478)	-
Interest receivable	-	3,186
Loan - receivable	-	6,282
Provision for doubtful debts	-	(6,282)
	<u>38,467</u>	<u>99,297</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

	2002 \$	2000 \$
NOTE 8: OTHER		
CURRENT		
Prepayments	6,183	10,259
	<u>6,183</u>	<u>10,259</u>
NON-CURRENT		
Airlines Stabilisation Fund	5,000	5,000
	<u>5,000</u>	<u>5,000</u>
NOTE 9: PROPERTY, PLANT & EQUIPMENT		
Strata Title –Building Floor at cost	400,000	400,000
Accumulated depreciation	(25,000)	(10,000)
	<u>375,000</u>	<u>390,000</u>
Refurbishment-Furniture and fittings at cost	219,062	200,000
Accumulated depreciation	(51,748)	(20,000)
	<u>167,314</u>	<u>180,000</u>
Furniture and fittings - at Committee of Management valuation	31,194	31,194
Accumulated depreciation	(13,482)	-
	<u>17,712</u>	<u>31,194</u>
Leased Computer Equipment	90,318	81,558
Accumulated amortisation	(86,814)	(41,382)
	<u>3,504</u>	<u>40,176</u>
TOTAL PROPERTY, PLANT & EQUIPMENT	<u>563,530</u>	<u>641,370</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 9: PROPERTY, PLANT & EQUIPMENT (Con't)

a. Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial period

Class	Balance beginning of period	Additions	Depreciation Expense	Balance end of period
Building	390,000	-	(15,000)	375,000
Refurbishment	180,000	19,062	(31,748)	167,314
Furniture and fittings	31,194	-	(13,482)	17,712
Leased computers	40,176	8,760	(45,432)	3,504
Total	<u>641,370</u>	<u>27,822</u>	<u>(105,662)</u>	<u>563,530</u>
			2002	2000
			\$	\$

NOTE 10: PAYABLES

CURRENT

Trade creditors and accruals	227,337	187,926
Revenue Received in Advance	109,847	3,339
	<u>337,184</u>	<u>191,265</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

	2002 \$	2000 \$
NOTE 11: PROVISIONS		
CURRENT		
Provision for annual leave	115,274	66,754
Provision for sick leave	-	45,322
Provision for long service leave	-	27,779
	<u>115,274</u>	<u>139,855</u>
NON-CURRENT		
Provision for long service leave	<u>61,695</u>	<u>41,993</u>
TOTAL PROVISIONS	<u>176,969</u>	<u>181,848</u>
Average number of employees for period	<u>31</u>	<u>28</u>
NOTE 12: INTEREST-BEARING LIABILITIES		
CURRENT		
Lease Liability	<u>12,602</u>	<u>24,883</u>
NON-CURRENT		
Lease Liability	<u>-</u>	<u>25,760</u>
NOTE 13: RETAINED PROFITS		
Retained profits at the beginning of the period	889,070	751,915
Net profit/(loss) attributable to the union	(250,834)	137,155
Retained profits at the end of the period	<u>638,236</u>	<u>889,070</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

	18 mths to June, 30 2002 \$	12 mths to Dec, 31 2000 \$
NOTE 14: LEASING COMMITMENTS		
(a) Finance Lease Commitments		
Payable		
-not later than 1 year	12,796	27,841
-later than 1 year and not later than 5 years	-	26,717
Minimum lease payments	<u>12,796</u>	<u>54,558</u>
Less future finance charges	194	3,915
Total lease liability	<u><u>12,602</u></u>	<u><u>50,643</u></u>
(b) Operating Lease Commitments		
Non-cancellable operating leases contracted for, but not capitalised in the financial statements		
Payable		
- not later than one year	84,354	89,198
- later than one year but not later than five years	175,014	71,026
	<u>259,368</u>	<u>160,224</u>
NOTE 15: REMUNERATION OF THE COMMITTEE OF MANAGEMENT		
(a) Remuneration		
Income received by members of the committee of management was received in their capacity as staff members of the Union.		
Income received by members of the committee of management		
- for 12 months to December 2001	151,308	141,852
- for 6 months to June 2002	83,611	-
Total	<u><u>234,919</u></u>	<u><u>141,852</u></u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 15: REMUNERATION OF THE COMMITTEE OF MANAGEMENT (Con't)

Number of members of the committee of management was within the following bands:-

\$10,000 – 20,000	1	-
\$50,000 - 59,999	-	1
\$60,000 - 69,999	-	1
\$100,000 – 109,999	1	-
\$120,000 – 129,000	1	-

(b) Names of Committee of Management Members that Held Office during the Financial Year

Branch President:	Michael Bentley
Branch Vice President:	Jannette Sheppard
Branch Secretary:	Julie Bignell
Assistant Branch Secretary:	Mary-Anne O'Neill

Branch Executive:

Michael Bentley, Jannette Sheppard, Beverley Waldron, Mark Starkey, Ruth McFarlane, Julie Bignell, Mary-Anne O'Neill, Susan Smith, Tanya Strachotta.

Branch Councillors:

Michael Bentley, Jannette Sheppard, Mark Starkey, Beverley Waldron, Susan Smith, Vivienne Rogers, Daniel Newby, Lynn Zeckomske, Jennifer Cole, Ruth McFarlane, Christine Collyer, Colleen Finn, Sandra Searle, Tanya Strachotta, John Barry, Karyn Quickenden.

Branch Conference:

Odette Clarke, Graham Merritt, Tanya Paul, Judith Morgan, Brenda Kelly, Barry Stark, Brian Brown, Michael Bentley, Christine Royan, Melvyn Cheal, Christine Collyer, Elaine Casonati, Garard Carlyon, Jan McNical, Jaon Lockwood, Kaye Dillon, Gregory Hilleard, Lesley Day, Mark Starkey, Marion Higgin, Meridy Key, Robert Mowday, Kathleen Marsh, Mark Taylor, Paul Sanderson, Susan Mayo, Ross Prickett, Ruth McFarlane, Sean Ryan, Anthony Blanch, Vivienne Rogers, Janey Murphy, Jannette Sheppard, Beverley Waldron, Kay Frisch, Jennifer Cole, Eric Furst, Paul Kneipp, Louise Mellick, Graham Wyeth, Martin Waterworth, Michael Nolan, Julie Bignell, Colleen Finn, Dennis Bell, Sandra Searle, Michelle Moller, Robert Goudy, Penny Fraser, Barry Hoger, Wayne Garvey, John Barry, Jodie Bishop, Scott Walsh, Lesley Cosgrove, Sharon Sacks-Johnson, Robyn Reid, Anne Hunter, John Yoon, Scott Shepherd.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 16: CASH FLOW INFORMATION

	2002	2000
	\$	\$
(a) Reconciliation of cash		
Cash on hand	5,916	1,200
Cash at bank	545,895	555,700
	<u>551,811</u>	<u>556,900</u>
(b) Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Profit/(loss) from ordinary activities after income tax	(250,834)	137,155
Non Cash Flows in Operating Surplus/(deficit)		
Depreciation	60,230	30,000
Amortisation	45,432	32,623
Profit on sale of land and buildings	-	(229,532)
Loss on sale of assets	-	34,633
Changes in Assets and Liabilities		
(Increase)/Decrease in receivables	60,830	21,768
(Increase)/Decrease in other current assets	4,076	4,924
Increase/(Decrease) in provisions	(4,879)	(71,901)
Increase/(Decrease) in payables	145,919	95,429
Net cash provided by/(used in) operating activities	<u>60,774</u>	<u>55,099</u>
(c) Non-cash Financing and Investing Activities		
There were no non-cash financing or investing activities during the period.		
(d) Facilities		
The union has no credit stand-by or financing facilities in place.		

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 17: SEGMENT REPORTING

Primary reporting — Business segments

	2002	2000
	\$	\$
REVENUE		
External sales	2,923,661	2,534,366
Total sales revenue	<u>2,923,661</u>	<u>2,534,366</u>
Total segment revenue	<u>2,923,661</u>	<u>2,534,366</u>
RESULT		
Segment result	(250,834)	137,155
Profit from ordinary activities before income tax expense	<u>(250,834)</u>	<u>137,155</u>
Income tax expense	-	-
Profit from ordinary activities after income tax expense	<u>(250,834)</u>	<u>137,155</u>
Net profit	<u>(250,834)</u>	<u>137,155</u>
ASSETS		
Segment assets	1,164,991	1,312,826
Total assets	<u>1,164,991</u>	<u>1,312,826</u>
LIABILITIES		
Segment liabilities	526,755	423,756
Total liabilities	<u>526,755</u>	<u>423,756</u>
OTHER		
Depreciation and amortisation of segment assets	105,662	62,623
Other non-cash segment expenses	-	34,633

The above business segments derive revenue from the following activities:

The entity operates as a Union for administrative and clerical services employees within Central and Southern Queensland.

Secondary reporting — Geographical segments

	Segment Revenues from External Customers		Carrying Amount of Segment Assets		Acquisitions of Non-current Segment Assets	
	2002	2000	2002	2000	2002	2000
	\$	\$	\$	\$	\$	\$
Geographical location:						
Central Queensland						
Southern Queensland						

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 18: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk:

The union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Rate		Floating Rate 2002 \$	Interest 2000 \$	Fixed Interest Rate Maturing Within				Non Interest Bearing	
	2002	2000			1 Year		1 to 5 Years		2002	2000
	%	%			2002	2000	2002	2000	2002	2000
				\$	\$	\$	\$	\$	\$	
Financial Assets:										
Cash	3.6	1.8	551,811	556,900	-	-	-	-	-	-
Other assets	-	-	-	-	-	-	-	-	11,183	15,259
Receivables	-	-	-	-	-	-	-	-	38,467	99,297
Total Financial Assets			551,811	556,900	-	-	-	-	49,650	114,556
Financial Liabilities										
Payables	-	-	-	-	-	-	-	-	337,184	191,265
Interest-bearing liabilities	7.51	7.51	-	-	12,602	24,883	-	25,760	-	-
Provisions	-	-	-	-	-	-	-	-	176,969	181,848
Total Financial Liabilities			-	-	12,602	24,883	-	25,760	514,153	373,113
Net Financial Assets/ (Liabilities)			551,811	556,900	(12,602)	(24,883)	-	(25,760)	(464,503)	(258,557)

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED
JUNE 30, 2002**

NOTE 18: FINANCIAL INSTRUMENTS

b. Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association.

c. Net Fair Values

For other assets and other liabilities the net fair value approximates their carrying value. Financial assets where the carrying amount exceeds net fair values have not been written down as the economic entity intends to hold these assets to maturity.

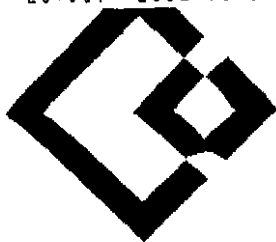
The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

NOTE 19: UNION DETAILS

The principal place of business of the union is:

Australian Services Union Central and
Southern Queensland Clerical and
Administrative Branch

29 Amelia St
Fortitude Valley Qld 4006



A•S•U

Our Ref: Branch Finance 15/000

29 July 2002

Mr Clency Lapiere
 Australian Industrial Relations Commission
 Registry
FACSIMILE: 03 9654 6672

Dear Mr Lapiere,

Re: Confirmation of Audit Arrangements – AMACSU C & SQ Branch

Thank you for your assistance in providing information regarding the auditing requirements of our Branch. As discussed, I confirm the following:

1. Our organisation has recently changed our accounts from calendar year reporting to financial year reporting, so as to bring us into line with our national body.
2. Our accounts underwent a 'mini-audit' earlier this year, for the period January 2001 – December 2001. Our auditors were satisfied with our account-keeping for this period.
3. Our auditors are currently undertaking a full audit for the period January 2001 – June 2002 (18 months). The audit report should be available for presentation to our August Branch Executive, and on the 7th September to our Branch Council.
4. The Branch Council, and broader membership, have been kept apprised of the situation in relation to the change of accounting period at all times.
5. Monthly financial accounts have been presented to our Branch Executive during this period, and continue to be presented monthly.

The above arrangements have been undertaken in good faith, with the approval of our Branch Executive. I note your agreement to accept the provision of the audited accounts as outlined in point 3 on the basis of the circumstances as outlined, as satisfaction of our obligations under the Act.

Once again, thank you for your assistance in this matter.

Yours faithfully

JULIE BIGNELL
BRANCH SECRETARY

**Australian
 Services
 Union**

**Central & Southern
 Queensland
 Clerical and
 Administrative
 Branch**

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 Fortitude Valley
 QLD 4006

PO Box 478
 Fortitude Valley
 QLD 4006

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 Tel: 1800 177 891
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 Email: asu@gil.com.au



AUSTRALIAN INDUSTRIAL REGISTRY

FR 2001/665

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2001/665-[052V-CQLD]

Ms J. Bignell
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Central and Southern Queensland Clerical and Administrative Branch
P.O. Box 478
FORTITUDE VALLEY QLD 4006

Dear Ms J. Bignell

**Re: Australian Municipal, Administrative, Clerical and Services Union
Central and Southern Queensland Clerical and Administrative Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December 2001.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

In relation to financial documents for year ended 31 December 2001, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 30 June 2002. If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
9 July 2002