



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 8654 6672

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

Dear Ms. Bignell,

**Re: Financial documents for year ended 30 June 2003  
FR 2003/362**

Thank you for forwarding additional documentation in relation 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 2003; this has been placed with the documents previously lodged.

The financial documents have now been filed.

Yours sincerely,

Larry Powell  
Statutory Services Branch

1 December 2003



A•S•U

**FACSIMILE**

Australian Services Union  
Central and Southern Queensland  
Clerical and Administrative Branch

29 Amelia Street Fortitude Valley  
PO Box 478 Fortitude Valley 4006

Telephone (07) 3252 8666  
Facsimile (07) 3252 1208  
email info@qld.asu.asn.au  
website www.qld.asu.asn.au

**To:** Mr LARRY POWEL**From:** Fekada Meresne

Statutory Services Branch

**Fax:** 03 9654 6672**Pages:** 3**Phone:** 03 8661 7993**Date:** 27/11/2003**Re:** Financial documents for year ended**CC:**

30June2003 FR2003/362

**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

Dear Larry,

As per your request, I attached THE INCOME AND EXPENDITURE STATEMENT of the financial year ended 30June 2003 is attached here with.

If you require further information please call (07) 3252 8666.

Many regards

Fekada Meresne  
Finance Officer

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27. Nov. 2003 16:38  
A.S.U.

# Financial Report

For The Year Ended 30 June 2003

## Australian Services Union

Central and Southern Queensland  
Clerical and Administrative Branch

AUST. SERVICES UNION 07 32621208



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS**

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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 of 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 the Union.
2. The accounts and statements prepared in accordance with Section 275 of the Workplace Relations Act 1996, have 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 purposes of our audit.

BDO Kandalls  
Chartered Accountants  
P.A. Galtsoffer  
Partner  
Brisbane, 18 August 2003

**STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30 June 2003**

	12 months to June 30 2003	18 months to June 30 2002
Revenue from ordinary activities	1,683,627	2,422,681
Employment expenses	(1,210,020)	(1,089,090)
Operational and financial expenses	(64,980)	(103,861)
Borrowing costs	(190)	(2,721)
Other expenses from ordinary activities	(82,258)	(1,206,252)
Profit from ordinary activities before income tax expense	(116,160)	(250,030)
Income tax expense relating to ordinary activities	10	10
Net profit from ordinary activities before income tax expense attributable to the union	(116,150)	(250,040)
Total changes in equity of the union	0	0

**STATEMENT OF FINANCIAL POSITION for the year ended 30 June 2003**

	June 30 2003	June 30 2002
<b>CURRENT ASSETS</b>		
Cash assets	415,726	551,511
Receivables	60,417	32,467
Other	5,235	6,103
<b>TOTAL CURRENT ASSETS</b>	100,778	620,401
<b>NON-CURRENT ASSETS</b>		
Property, Plant and Equipment	470,981	521,520
Other	676,860	5,000
<b>TOTAL NON-CURRENT ASSETS</b>	1,147,841	526,520
<b>TOTAL ASSETS</b>	1,248,619	1,146,921
<b>CURRENT LIABILITIES</b>		
Payables	238,235	237,184
Provisions	144,281	115,274
Interest bearing liabilities	-	2,002
<b>TOTAL CURRENT LIABILITIES</b>	422,297	460,000
<b>NON-CURRENT LIABILITIES</b>		
Provisions	64,192	61,666
<b>TOTAL NON-CURRENT LIABILITIES</b>	64,192	61,666
<b>TOTAL LIABILITIES</b>	486,489	521,666
<b>NET ASSETS</b>	522,130	625,255
<b>EQUITY</b>		
Retained profits	522,130	625,255
<b>TOTAL EQUITY</b>	522,130	625,255

**INCOME AND EXPENDITURE STATEMENT for the year ended June 30, 2003**

	12 months to June 30 2003	18 months to June 30 2002
<b>INCOME</b>		
Members subscriptions	1,922,587	2,738,382
Operating grants	51,384	4,500
Other income	14,078	167,508
Interest		20,488
Net income	1,988,057	2,930,881
<b>EXPENDITURE</b>		
Borrowing costs	19	3,721
Depreciation of property, plant and equipment	54,366	69,233
Amortisation of lease assets	63,747	4,432
Employment expenses	1,210,020	1,089,090
Financial and other expenses	1,216,036	1,640,388
Financial and other expenses	10,188	11,188
Affiliation Fees	64,342	106,600
Subsistence	168,063	240,331
Contribution	31,125	51,257
Branch, Normal	37,215	42,465
Legal expenses	14,489	20,507
Motor Vehicle expenses	48,260	54,944
Repairs	70,025	104,385
General and Administrative expenses	212,210	366,972
Total Expenses	2,086,311	3,174,485
Operating Grants/Supplies for the period	(105,000)	(250,030)

**STATEMENT OF CASH FLOWS for the year ended June 30, 2003**

	12 months to June 30 2003	18 months to June 30 2002
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from members and others	1,922,587	2,738,382
Operating grants	51,384	4,500
Payments to suppliers and employees	(2,011,321)	(2,744,267)
Net cash provided by operating activities	(87,350)	(61,885)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for property, plant and equipment	(170,445)	(17,232)
Net cash used in investing activities	(170,445)	(17,232)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of borrowings	(12,802)	(28,041)
Net decrease in cash held	(353,635)	(6,009)
Cash at the beginning of the period	551,015	557,000
Cash at the end of the period	415,726	551,015

**NOTES TO THE FINANCIAL STATEMENT for the year ended June 30, 2002**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**  
The financial report is prepared in accordance with the Australian Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act 1996.  
The financial report covers the Australian Services Union Central and Southern Queensland, Clerical and Administrative Branch for the 18 month period ended June 30, 2002. The financial report is prepared on an accrual basis and is based on historical data unless otherwise stated. Current assets are measured at cost or fair value less any impairment losses. Current liabilities are measured at cost or fair value less any impairment losses.

The following is a summary of the accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied throughout the period.  
(a) Property, Plant and Equipment  
Each class of property, plant and equipment is carried at cost or fair value less any impairment losses. Depreciation is provided on a straight-line basis.  
Plant and Equipment  
Plant and equipment are measured at cost less accumulated depreciation and impairment losses.  
The carrying amount of plant and equipment is reviewed annually to ensure that the amount is not in excess of the recoverable amount. Recoverable amount is the maximum of the fair value less costs to sell and the value in use.  
The expected net realisable value of inventories is determined as the net realisable value less any impairment losses.

The carrying amount of all non-current assets and liabilities is reviewed annually to ensure that the amount is not in excess of the recoverable amount. Recoverable amount is the maximum of the fair value less costs to sell and the value in use.  
The expected net realisable value of inventories is determined as the net realisable value less any impairment losses.

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NOTE 6: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES  
(continued)

- (6) Cash  
For the purposes of the statement of cash flows, cash includes cash on hand, at banks and on deposit.
- (7) Revenue  
Revenue from the rendering of a service is recognized upon delivery of the service to the member.
- (8) Interest revenue is recognized on a proportional basis taking into account the financial rates applicable to the financial asset.
- (9) All revenue is debited net of the amount of goods and services tax (GST).
- (10) Income Tax  
Income of unions is earned from income tax due in the provision of Section 802A of the Income Tax Assessment Act 1936 (as amended).
- (11) Comparative figures  
Where necessary, comparative figures have been restated to conform with the changes in the presentation in the current year.
- (12) Goods and Services Tax (GST)  
Revenue, expenses and assets are recognized net of the amount of GST, except when the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognized as part of the cost of acquisition of the asset or as part of the items of the liabilities. Input tax credits are payable in the statement of financial position and shown inclusive of GST.

NOTE 2: REVENUE

	12 mths to June 30 2003	18 mths to June 30 2002
Operating activities	1,922,857	2,746,362
Member subscriptions	9,100	9,100
Granting grants	61,284	19,789
Other revenue	1,952,467	2,885,551
Non-operating activities		
Interest	15,006	29,499
Total revenue	1,963,027	2,925,081

NOTE 2: PROFIT FROM ORDINARY ACTIVITIES

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

Expenses:	
Borrowing costs	10
Depreciation of property, plant and equipment	6,938
Amortisation of leased assets	45,452
Financial expenses on operating leases	81,347
Financial expenses	1,249,828
Bad and doubtful debt expense	16,180
Provision for doubtful debts	10,180
Provision for doubtful debts	64,742
Subsidiary	18,053
Contribution	51,135
Branch Journal	37,236
Legal expenses	15,683
Motor vehicles expenses	69,260
Telephone	79,055
General and Administrative expense	312,283
Total expense	2,065,317
	3,174,643

NOTE 6: NOTICE REQUIRED UNDER SECTION 274 OF THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the information required to be disclosed in the financial statements of the organization is as follows:

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- (2) An organization that an application made under subsection (1) by a member of the organization or a Registrar, make the specified information available to the member or Registrar in accordance with subsection (3) as prescribed.
- (3) A Registrar may only make an application under subsection (1) if the member of the organization concerned, and the Registrar, are both of a member information received because of an application made by the member of the organization.

NOTE 5: AUDITORS REMUNERATION

	12 mths to June 30 2003	18 mths to June 30 2002
The amount received or due and receivable by the auditor:		
Audit	11,600	11,600
Other services		
Total	11,600	11,600

NOTE 6: CASH ASSETS

Cash on hand	1,750	5,935
Cash at bank	416,726	565,063
Total	418,476	571,011

NOTE 7: RECEIVABLES

Other	41,281	6,739
Provision for doubtful debts	(694)	(694)
Subsidiary receivable	48,484	48,732
Provision for doubtful debts	(19,974)	(11,478)
Business receivable		
Loan - receivable		
Provision for doubtful debts		
Total	70,897	38,407

NOTE 8: OTHER CURRENT

Prepayments	5,225	6,183
NON-CURRENT		
Affinity Substitution Fund		5,000
NOTE 9: PROPERTY, PLANT AND EQUIPMENT		
State Title - Building Floor #1 roof	200,000	460,000
Accumulated depreciation	(65,000)	(21,000)
Total	135,000	315,000
Refrigerator - Furniture and fittings at cost	219,022	219,022
Accumulated depreciation	(74,706)	(51,746)
Total	144,316	167,276
Furniture and fittings at Cost/Value of Management relation	35,976	31,194
Accumulated depreciation	(9,025)	(13,667)
Total	26,951	17,527
Leased Computer Equipment	200,895	50,118
Accumulated amortisation	(27,814)	(16,114)
Total	173,081	34,004
Motor Vehicles	68,074	
Accumulated Amortisation	(11,374)	
Total	56,700	
Office Equipment	562	
Accumulated Amortisation	(268)	
Total	294	
TOTAL PROPERTY, PLANT AND EQUIPMENT	578,987	582,939

(10) Movements in carrying amounts

	Balance beginning of period	Additions	Disposals	Depreciation expense	Balance end of period
State Title	182,314	771		(11,099)	182,016
Refrigerator	19,214			(14,527)	4,687
Furniture and fittings	17,712	(1,159)		(1,428)	15,125
Leased computers	3,504	10,307		(11,316)	2,495
Total	222,744	6,929		(24,370)	205,303

(11) Movements in carrying amounts

	Balance beginning of period	Additions	Disposals	Depreciation expense	Balance end of period
State Title	182,314	771		(11,099)	182,016
Refrigerator	19,214			(14,527)	4,687
Furniture and fittings	17,712	(1,159)		(1,428)	15,125
Leased computers	3,504	10,307		(11,316)	2,495
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Total	222,744	6,929		(24,370)	205,303

(14) Movements in carrying amounts

	Balance beginning of period	Additions	Disposals	Depreciation expense	Balance end of period
State Title	182,314	771		(11,099)	182,016
Refrigerator	19,214			(14,527)	4,687
Furniture and fittings	17,712	(1,159)		(1,428)	15,125
Leased computers	3,504	10,307		(11,316)	2,495
Total	222,744	6,929		(24,370)	205,303

(15) Movements in carrying amounts

	Balance beginning of period	Additions	Disposals	Depreciation expense	Balance end of period
State Title	182,314	771		(11,099)	182,016
Refrigerator	19,214			(14,527)	4,687
Furniture and fittings	17,712	(1,159)		(1,428)	15,125
Leased computers	3,504	10,307		(11,316)	2,495
Total	222,744	6,929		(24,370)	205,303

**NOTE 10: PAYABLES**

	2003	2002
CURRENT	\$	\$
Trade payables and accruals	301,150	227,337
Revenue Received In Advance	25,365	109,847
	326,515	337,184

**NOTE 11: PROVISIONS**

	2003	2002
CURRENT		
Provision for annual leave	345,292	115,274
NON-CURRENT		
Provision for long service leave	64,192	61,405

**TOTAL PROVISIONS**

Average number of employees for period: 31 (2003), 31 (2002)

**NOTE 12: INTEREST-BEARING LIABILITIES**

	2003	2002
CURRENT		
Lease Liabilities		12,002
NON-CURRENT		
Lease Liability		

**NOTE 13: RETAINED PROFITS**

	2003	2002
Retained profits at the beginning of the period	638,258	443,670
Net profit/(loss) attributable to the Union	(105,600)	(255,814)
Retained profits at the end of the period	532,658	638,258

**NOTE 14: LEASING COMMITMENTS**

(a) Finance Lease Commitments

Payable		12,798
- not later than 1 year		-
- later than 1 year and not later than 5 years		-
Minimum lease payments		12,798
Less future finance charges		184
Total lease liability		12,614

(b) Operating Lease Commitments

Payable		84,254
- not later than 1 year	15,372	84,254
- later than 1 year and not later than 5 years	68,882	175,014
	84,254	259,268

**NOTE 15: REMUNERATION OF THE COMMITTEE OF MANAGEMENT**

(a) Remuneration

Income received by members of the committee of management who were not staff members of the Union		151,308
- for 12 months to December 2001		85,611
- for 6 months to June 2002	65,697	
Total	163,614	234,919

Number of members of the committee of management who were within the following bands:

\$10,001 - \$20,000	1
\$20,000 - \$30,000	1
\$30,000 - \$40,000	1
\$40,000 - \$50,000	1
\$50,000 - \$100,000	1
\$100,000 - \$150,000	1
\$150,000 - \$200,000	1

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

Branch President	Michael Bentley
Branch Vice President (to 10 Apr 2002)	Jamette Sheppard
Branch Vice President (from 10 Apr 2002)	Terrence Heinemann
Branch Secretary	Julie Bignell
Assistant Branch Secretary	Mary-Anne O'Neill

Branch Executives: Michael Bentley, Julie Bignell, Terrence Heinemann (from 10/04/02), Susan Marston (from 10/04/02), Ruth McFarlane, Mary-Anne O'Neill, Jamette Sheppard (to 10/04/02), Beverly Walker, Susan Smith, Mark Starkey, Tanya Skaradzka.

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

**Branch Committees:**  
 John Cery, Michael Bentley, Julie Bignell, Gerald Cahoon (from 10/04/02), Jennifer Cole, Christine Colyer, Janette Connerley (from 10/04/02), Colleen Finn, Terence Heinemann (from 10/04/02), Felicity Hogan (from 10/04/02), Elizabeth Ann Holtzner (from 10/04/02), Brenda Knight, Steven Marston (from 10/04/02), Ruth McFarlane, Qwail Newby, Patrick Noel (from 10/04/02), Mary-Anne O'Neill, Kaye Dalderson, Darlene Reid, Veronique Rogers, Sandra Spate (to 10/04/02), Janette Sheppard (to 10/04/02), Beverly Walker, Susan Smith, Mark Starkey, Tanya Skaradzka, Graham Wroth, Lynn Zacharofsky.

**Branch Committees:**  
 Michael Bentley, Janette Sheppard, Jagwone Braggoo, Mark Starkey, Beverly Walker, Susan Marston, Terrence Heinemann, Patricia Peterson, Shirley Scott, Ruth McFarlane, Christine Colyer, Susan Smith, Benek Broad, Veronique Rogers, Lynn Zacharofsky, Julie Bignell, Colleen Finn, Kaye Dalderson, Mary-Anne O'Neill, Darlene Reid, Sandra Spate, John Cery, Tanya Skaradzka, Lisa Hall, Sue Ryan, Graham Howell, Christine Rogers, Beverly Ramond, Elizabeth Berry, Judith Mungen, Lucy Taylor, Elaine Cox, Elizabeth Johnson, Odette Clark, Edna Kravakis, Jennifer Reaney, Andrew Albert, Temp Paul, Sarah Holmes, Wallace Galvin, Robert Moding, Ian Peters, John Bishop.

**NOTE 16: CASH FLOW INFORMATION**

	12 months to June 30 2003	12 months to June 30 2002
(a) Reconciliation of cash		
Cash on hand	1,250	5,016
Cash at bank	674,070	565,695
	415,720	561,811

(k) Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax

Profit/(loss) from ordinary activities after income tax	(105,600)	(255,814)
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(l) Non-cash Financing and Investing Activities

There were no non-cash financing or investing activities during the period.		
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(c) Facilities  
 The union has no credit stand-by or financing facilities in place.

**NOTE 17: SEGMENT REPORTING**  
 Primary reporting - business segments

	2003	2002
REVENUE	\$	\$
External revenue	5,989,827	2,823,065
Total sales revenue	1,989,827	2,823,065
Total segment value	1,989,827	2,823,065
RESULT		
Segmental revenue	(105,600)	(255,814)
Profit from ordinary activities after income tax expense	(105,600)	(255,814)
Income tax expense		
Profit from ordinary activities after income tax expense	(105,600)	(255,814)
Net profit	(105,600)	(255,814)
ASSETS		
Segmental assets	1,099,385	1,164,991
Total assets	1,099,385	1,164,991
LIABILITIES		
Segmental liabilities	537,083	526,755
Total liabilities	537,083	526,755
OTHER		
Other non-cash segment expenses	54,088	105,862

The above business segments derive from the following activities:  
 The entity operates as a Union for administrative and clerical services employees within Queensland and Southern Queensland.

**NOTE 17: SEGMENT REPORTING (continued)**  
 Secondary reporting - Geographical segments

Geographical location: Queensland

	2003	2002	2003	2002	2003	2002
Segmental Revenue from External Customers						
Carrying Amount of Segment Assets						
Acquisitions of Non-current Segment Assets						
	2003	2002	2003	2002	2003	2002
	\$	\$	\$	\$	\$	\$
	1,989,827	2,823,065	1,099,385	1,164,991	71,701	27,622
	1,989,827	2,823,065	1,099,385	1,164,991	71,701	27,622

**NOTE 18: FINANCIAL INSTRUMENTS**

(a) Financial Assets

	2003	2002
Financial Assets		
Cash		
Other assets		
Total Financial Assets		
Financial Liabilities		
Provision for doubtful debts		
Total Financial Liabilities		
Net Financial Assets		

(b) Credit Risk

	2003	2002
Financial Assets		
Cash		
Other assets		
Total Financial Assets		
Financial Liabilities		
Provision for doubtful debts		
Total Financial Liabilities		
Net Financial Assets		

(c) Fair Value Values  
 For other assets and other liabilities the net fair value approximates their carrying value. Financial assets whose carrying amount exceeds net fair value 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 18: UNION DETAILS**

The principal place of business of the union is:  
 Australian Services Union Central and Southern Queensland (Central and Administrative Branch)  
 28 Anzies St, Fortitude Valley, Qld 4005

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, Central and Administrative Branch, certify that as at June 30, 2003 the number of members of the Branch was 9,118.

In my opinion:  
 (1) The accompanying financial report shows a true and fair view of the financial status of the Branch as at June 30, 2003.

(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 27(4) 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 these 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 accounts or loans raised by the Branch or voluntary contributions collected from members of the Queensland Branch or other funds, the operation of which is regulated by the rules of the Branch for purposes other than the purpose for which the fund was operated.

(6) No loans or other financial benefits other than investments 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: 31 August, 2003.  
 JULIE BIGNELL  
 BRANCH SECRETARY

CERTIFICATE OF COMMITTEE OF MANAGEMENT

In the opinion of the committee the financial report (including 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 Central and Administrative Branch as at 30 June 2003 and its performance for the 12 months period ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other applicable 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 Central 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, members of the Committee were held during the period ended June 30, 2003 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 existing in electronic form) made available to a member of the organisation under subsection 27(4) 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, State Regulations or the rules of the Branch.

(5) The Branch has complied with sub-sections 27(1) and (5) 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:

MICHAEL BENTLEY  
 BRANCH PRESIDENT

TERRENCE HEINEMANN  
 BRANCH VICE-PRESIDENT

BRISBANE: 18 August, 2003.



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 8654 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 2003  
FR 2003/362**

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 2003. The documents were lodged in the Industrial Registry on 28 October 2003.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996, requires your further attention; your written response to this matter is requested by Monday, 1 December 2003.

### **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.

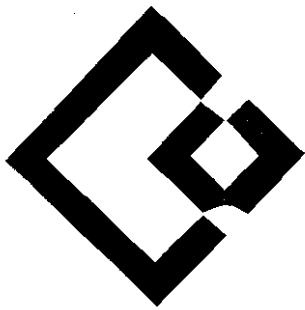
No income or expenditure account as required by regulation 107(a) of the regulations has been lodged with the financial documents of the branch. Could you please arrange for such to be forwarded to this office.

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

13 November 2003



**A.S.U**

Ref JRM/jrm/L4803

F-R2003/362



28 October 2003

The Deputy Industrial Registrar,  
Australian Industrial Relations Commission,  
Level 14 Central Plaza II,  
66 Eagle Street,  
BRISBANE QLD 4000.

**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: info@qld.asu.asn.au

Dear Deputy Registrar,

**RE: FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2003**

Enclosed herewith are true copies of the following:

- Independent auditors report to members;
- Statement of financial performance;
- Statement of financial position;
- Statement of cash flows;
- Notes to financial statements;
- Certificate by accounting officer of the union; and
- Certificate of the committee of management

True copies of these documents were circulated to the membership by way of a mail out in September 2003.

True copies of these documents were presented to a meeting of the Branch Executive on 20 October 2003.

Yours Faithfully,

**Julie Bignell  
Branch Secretary**



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

**Financial Report  
For The Year Ended 30 June 2003**

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

**FOR THE YEAR ENDED 30 JUNE 2003**

**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 year ended 30 June 2003 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. 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 2003 and of their performance for the year 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**

*BDO Kendalls*  
.....

*P.A. Gallagher*  
.....  
**P.A. Gallagher**  
Partner

Brisbane: 18 August 2003

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

**STATEMENT OF FINANCIAL PERFORMANCE**

**For the year ended 30 June 2003**

	Notes	12 mths to 30 June 2003 \$	18 mths to 30 June 2002 \$
Revenues from ordinary activities	2	1,989,627	2,923,661
Employee expenses	3	(1,216,836)	(1,858,560)
Depreciation and amortisation expense	3	(54,988)	(105,662)
Borrowing cost expenses	3	(194)	(3,721)
Other expenses from ordinary activities	3	<u>(823,299)</u>	<u>(1,206,552)</u>
Profit from ordinary activities before income tax expense		<u>(105,690)</u>	<u>(250,834)</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>(105,690)</u>	<u>(250,834)</u>
Total changes in equity of the union	13	<u>(105,690)</u>	<u>(250,834)</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 30 June 2003**

	Note	30 June 2003 \$	30 June 2002 \$
<b>CURRENT ASSETS</b>			
Cash assets	6	415,726	551,811
Receivables	7	69,617	38,467
Other	8	5,235	6,183
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		490,578	596,461
<b>NON-CURRENT ASSETS</b>			
Property, Plant & Equipment	9	578,987	563,530
Other	8	-	5,000
		<hr/>	<hr/>
TOTAL NON-CURRENT ASSETS		578,987	568,530
		<hr/>	<hr/>
TOTAL ASSETS		1,069,565	1,164,991
<b>CURRENT LIABILITIES</b>			
Payables	10	326,535	337,184
Provisions	11	146,292	115,274
Interest bearing liabilities	12	-	12,602
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		472,827	465,060
<b>NON-CURRENT LIABILITIES</b>			
Provisions	11	64,192	61,695
		<hr/>	<hr/>
TOTAL NON-CURRENT LIABILITIES		64,192	61,695
		<hr/>	<hr/>
TOTAL LIABILITIES		537,019	526,755
		<hr/>	<hr/>
NET ASSETS		532,546	638,236
<b>EQUITY</b>			
Retained profits	13	532,546	638,236
		<hr/>	<hr/>
TOTAL EQUITY		532,546	638,236

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

**STATEMENT OF CASH FLOWS****For the year ended 30 June 2003**

	Notes	12 mths To 30 June 2003 \$	18 mths To 30 June 2002 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members and others		1,942,801	3,778,862
Interest received		15,676	20,490
Operating grants received		-	9,500
Payments to suppliers and employees		(2,011,321)	(3,744,357)
Interest paid		(194)	(3,721)
Net cash provided by operating activities	16(b)	(53,038)	60,774
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payments for property, plant and equipment		(70,445)	(27,822)
Net cash used in investing activities		(70,445)	(27,822)
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings		(12,602)	(38,041)
Net cash used in financing activities		(12,602)	(38,041)
Net decrease in cash held		(136,085)	(5,089)
Cash at the beginning of the period		551,811	556,900
Cash at the end of the period	16(a)	415,726	551,811

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 YEAR ENDED  
30 JUNE 2003**

**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



# **BDO Kendalls**

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

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003**

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

depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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 YEAR ENDED  
30 JUNE 2003**

**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.

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

**NOTE 2: REVENUE**

	<b>12 mths to 30 June 2003 \$</b>	<b>18 mths to 30 June 2003 \$</b>
<b>Operating activities</b>		
Member subscriptions	1,922,557	2,736,362
Operating grants	-	9,500
Other revenue	51,394	157,309
	<hr/> 1,973,951	<hr/> 2,903,171
<b>Non-operating activities</b>		
Interest	15,676	20,490
	<hr/> 1,989,627	<hr/> 2,923,661

**NOTE 3: PROFIT FROM ORDINARY ACTIVITIES**

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

a. Expenses:

Borrowing costs	194	3,721
Depreciation of property, plant and equipment	54,988	60,230
Amortisation of leased assets	-	45,432
Rental expense on operating leases	63,347	183,051
Employee expenses	1,216,836	1,858,560
Bad and doubtful debts expense	-	16,180
Affiliation Fees	64,342	106,050
Sustentation	169,053	240,531
Commission	33,125	51,857
Branch Journal	37,215	42,465
Legal expenses	15,489	20,507
Motor Vehicle expenses	49,360	54,944
Telephone	79,055	104,495
General and Administrative expense	312,313	386,472
Total expenses	<hr/> 2,095,317	<hr/> 3,174,495

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

**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.

# **IBDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

	<b>12 mths to 30 June 2003 \$</b>	<b>18 mths to 30 June 2002 \$</b>
<b>NOTE 5: AUDITORS REMUNERATION</b>		
The amount received or due and receivable by the auditor for:-		
Audit	11,500	11,500
Other services	-	-
	<u>11,500</u>	<u>11,500</u>
<b>NOTE 6: CASH ASSETS</b>		
Cash on hand	1,250	5,916
Cash at bank	414,476	545,895
	<u>415,726</u>	<u>551,811</u>
<b>NOTE 7: RECEIVABLES</b>		
Debtors	40,201	8,738
Provision for doubtful debts	(590)	(590)
Subscriptions receivable	48,484	48,797
Provision for doubtful debts	(18,478)	(18,478)
Interest receivable	-	-
Loan - receivable	-	-
Provision for doubtful debts	-	-
	<u>74,852</u>	<u>38,467</u>

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

	2003 \$	2002 \$
<b>NOTE 8: OTHER</b>		
<b>CURRENT</b>		
Prepayments	5,235	6,183
	<u>5,235</u>	<u>6,183</u>
<b>NON-CURRENT</b>		
Airlines Stabilisation Fund	<u>-</u>	<u>5,000</u>
	<u>-</u>	<u>5,000</u>
<b>NOTE 9: PROPERTY, PLANT &amp; EQUIPMENT</b>		
Strata Title –Building Floor at cost	400,000	400,000
Accumulated depreciation	(35,000)	(25,000)
	<u>365,000</u>	<u>375,000</u>
	<u>365,000</u>	<u>375,000</u>
Refurbishment-Furniture and fittings at cost	219,832	219,062
Accumulated depreciation	(73,705)	(51,748)
	<u>146,127</u>	<u>167,314</u>
	<u>146,127</u>	<u>167,314</u>
Furniture and fittings - at Committee of Management valuation	33,976	31,194
Accumulated depreciation	(19,032)	(13,482)
	<u>14,944</u>	<u>17,712</u>
	<u>14,944</u>	<u>17,712</u>
Computer Equipment	100,665	90,318
Accumulated depreciation	(93,866)	(86,814)
	<u>6,799</u>	<u>3,504</u>
	<u>6,799</u>	<u>3,504</u>
Motor Vehicles	56,671	-
Accumulated Amortisation	(11,314)	-
	<u>45,357</u>	<u>-</u>
	<u>45,357</u>	<u>-</u>

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED  
30 JUNE 2003**

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

	2003	2002
	\$	\$
Office Equipment	962	-
Accumulated Amortisation	(202)	-
	<u>760</u>	<u>-</u>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<u><u>578,987</u></u>	<u><u>563,530</u></u>

**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

<b>Class</b>	<b>Balance beginning of period</b>	<b>Additions</b>	<b>Disposals</b>	<b>Depreciation Expense</b>	<b>Balance end of period</b>
Building	375,000			(10,000)	365,000
Refurbishment	167,314	771		(21,958)	146,127
Furniture and fittings	17,712	2,950	(1,256)	(4,462)	14,944
Computer equipment	3,504	10,347		(7,052)	6,799
Motor vehicles	-	56,671	-	(11,314)	45,357
Office equipment	-	962	-	(202)	760
<b>Total</b>	<u>563,530</u>	<u>71,701</u>	<u>(1,256)</u>	<u>(54,988)</u>	<u>578,987</u>

**NOTE 10: PAYABLES**

**CURRENT**

Trade creditors and accruals	301,150	227,337
Revenue Received in Advance	25,385	109,847
	<u>326,535</u>	<u>337,184</u>

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE 18 MONTHS ENDED  
30 JUNE 2003**

	2003 \$	2002 \$
<b>NOTE 11: PROVISIONS</b>		
<b>CURRENT</b>		
Provision for annual leave	146,292	115,274
	<u>          </u>	<u>          </u>
<b>NON-CURRENT</b>		
Provision for long service leave	64,192	61,695
	<u>          </u>	<u>          </u>
<b>TOTAL PROVISIONS</b>	210,484	176,969
	<u>          </u>	<u>          </u>
Average number of employees for period	31	31
	<u>          </u>	<u>          </u>
<b>NOTE 12: INTEREST-BEARING LIABILITIES</b>		
<b>CURRENT</b>		
Lease Liability	-	12,602
	<u>          </u>	<u>          </u>
<b>NON-CURRENT</b>		
Lease Liability	-	-
	<u>          </u>	<u>          </u>
<b>NOTE 13: RETAINED PROFITS</b>		
Retained profits at the beginning of the period	638,236	889,070
Net profit/(loss) attributable to the union	(105,690)	(250,834)
	<u>          </u>	<u>          </u>
Retained profits at the end of the period	532,546	638,236
	<u>          </u>	<u>          </u>



# **IBDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

	<b>12 mths to 30 June 2003 \$</b>	<b>18 mths to 30 June 2002 \$</b>
<b>NOTE 14: LEASING COMMITMENTS</b>		
<b>(a) Finance Lease Commitments</b>		
<b>Payable</b>		
-not later than 1 year	-	12,796
-later than 1 year and not later than 5 years	-	-
Minimum lease payments	-	12,796
Less future finance charges	-	194
Total lease liability	-	12,602
<b>(b) Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for, but not capitalised in the financial statements		
<b>Payable</b>		
- not later than one year	68,322	84,354
- later than one year but not later than five years	107,073	175,014
	<u>175,395</u>	<u>259,368</u>

# **BDO Kendalls**

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

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003**

#### **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
- for 6 months to June 2002	-	83,611
- for year to June 2003	183,814	-
	<hr/>	<hr/>
Total	183,814	234,919
	<hr/> <hr/>	<hr/> <hr/>

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

\$10,000 – 20,000	-	1
\$40,000 – 49,999	1	-
\$60,000 – 69,999	1	-
\$70,000 – 79,999	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 (to 10 Apr 2003):	Jannette Sheppard
Branch Vice President (from 10 Apr 2003):	Terrence Heinemann
Branch Secretary:	Julie Bignell
Assistant Branch Secretary:	Mary-Anne O'Neill

##### **Branch Executive:**

Michael Bentley, Julie Bignell, Terrence Heinemann (from 1/1/03), Steven Mareroa (from 10/4/03), Ruth McFarlane, Mary-Anne O'Neill, Jannette Sheppard (to 10/4/03), Beverley Waldron, Susan Smith, Mark Starkey, Tanya Strachotta.

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

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

**Branch Councillors:**

John Barry, Michael Bentley, Julie Bignell, Gerard Carlyon (from 10/4/03), Jennifer Cole, Christine Collyer, Janelle Commerford (from 10/4/03), Colleen Finn, Terrence Heinemann (from 10/4/03), Felicity Hogan (from 10/4/03), Elizabeth-Ann Hoolihan (from 10/4/03), Brenda Knight, Steven Mareroa (from 10/4/03), Ruth McFarlane, Daniel Newby, Patricia Noel (from 10/4/03), Mary-Anne O'Neill, Karyn Quickendon, Darlene Reed, Vivienne Rogers, Sandra Searle (to 10/4/03), Jannette Sheppard (to 10/4/03), Beverley Waldron, Susan Smith, Mark Starkey, Tanya Strachotta, Graham Wyeth, Lynn Zeckomske.

**Branch Conference:**

Michael Bentley, Jannette Sheppard, Jaqueline Budgeon, Mark Starkey, Beverley Waldron, Jennifer Cole, Maureen Murray, Patricia Peterson, Shirley Scott, Ruth McFarlane, Christine Collyer, Susan Smith, Derek Barnard, Vivienne Rogers, Lynn Zeckomske, Julie Bignell, Colleen Finn, Karyn Quickendon, Mary-Anne O'Neill, Daniel Newby, Sandra Searle, John Barry, Tanya Strachotta, Mina Hunt, Sean Ryan, Graham Merritt, Christine Royan, Beverley Ramsden, Elizabeth Berry, Judith Morgan, Lucy Taylor, Elaine Cox, Elizabeth Johnston, Odette Clark, Edwin Krauksts, Jennifer Ramsey, Andrew Albert, Tanya Paul, Sarah Holmes, Matthew Galvin, Robert Moday, Ian Peters, Jodie Bishop.

# **BDO Kendalls**

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

**NOTE 16: CASH FLOW INFORMATION**

	<b>12 mths to 30 June 2003 \$</b>	<b>18 mths to 30 June 2002 \$</b>
<b>(a) Reconciliation of cash</b>		
Cash on hand	1,250	5,916
Cash at bank	414,476	545,895
	<u>415,726</u>	<u>551,811</u>
<b>(b) Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax</b>		
Profit/(loss) from ordinary activities after income tax	(105,690)	(250,834)
<b>Non Cash Flows in Operating Surplus/(deficit)</b>		
Depreciation	54,988	60,230
Amortisation	-	45,432
<b>Changes in Assets and Liabilities</b>		
(Increase)/Decrease in receivables	(31,150)	60,830
(Increase)/Decrease in other current assets	5,948	4,076
Increase/(Decrease) in provisions	33,515	(4,879)
Increase/(Decrease) in payables	(10,649)	145,919
Net cash provided by/(used in) operating activities	<u>(53,038)</u>	<u>60,774</u>
<b>(c) Non-cash Financing and Investing Activities</b>		
There were no non-cash financing or investing activities during the period.		
<b>(d) Facilities</b>		
The union has no credit stand-by or financing facilities in place.		

# **BDO Kendalls**

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

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003**

#### **NOTE 17: SEGMENT REPORTING**

##### Primary reporting — Business segments

	2003 \$	2002 \$
<b>REVENUE</b>		
External sales	1,989,627	2,923,661
Total sales revenue	<u>1,989,627</u>	<u>2,923,661</u>
Total segment revenue	<u>1,989,627</u>	<u>2,923,661</u>
<b>RESULT</b>		
Segment result	(105,690)	(250,834)
Profit from ordinary activities before income tax expense	<u>(105,690)</u>	<u>(250,834)</u>
Income tax expense	-	-
Profit from ordinary activities after income tax expense	<u>(105,690)</u>	<u>(250,834)</u>
Net profit	<u>(105,690)</u>	<u>(250,834)</u>
<b>ASSETS</b>		
Segment assets	1,069,565	1,164,991
Total assets	<u>1,069,565</u>	<u>1,164,991</u>
<b>LIABILITIES</b>		
Segment liabilities	537,019	526,755
Total liabilities	<u>537,019</u>	<u>526,755</u>
<b>OTHER</b>		
Depreciation and amortisation of segment assets	54,988	105,662
Other non-cash segment expenses	-	-

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	
	2003 \$	2002 \$	2003 \$	2002 \$	2003 \$	2002 \$
Geographical location:						
Queensland	1,989,627	2,923,661	1,069,565	1,164,991	71,701	27,822
	<u>1,989,627</u>	<u>2,923,661</u>	<u>1,069,565</u>	<u>1,164,991</u>	<u>71,701</u>	<u>27,822</u>

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

**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	Interest	Fixed Interest Rate Maturing Within				Non Interest Bearing	
	2003	2002			1 Year	1 to 5 Years		2003	2002	
	%	%	\$	\$	\$	\$	\$	\$	\$	
<b>Financial Assets:</b>										
Cash		3.6	415,726	551,811	-	-	-	-	-	
Other assets	-	-	-	-	-	-	-	5,235	11,183	
Receivables	-	-	-	-	-	-	-	69,617	38,467	
<b>Total Financial Assets</b>			<b>415,726</b>	<b>551,811</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,852</b>	<b>49,650</b>	
<b>Financial Liabilities</b>										
Payables	-	-	-	-	-	-	-	326,535	337,184	
Interest-bearing liabilities	-	7.51	-	-	-	12,602	-	-	-	
Provisions	-	-	-	-	-	-	-	210,484	176,969	
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>12,602</b>	<b>-</b>	<b>537,019</b>	<b>514,153</b>	
<b>Net Financial Assets/ (Liabilities)</b>			<b>415,726</b>	<b>551,811</b>	<b>-</b>	<b>(12,602)</b>	<b>-</b>	<b>(462,167)</b>	<b>(464,503)</b>	

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

**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

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

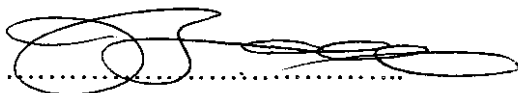
**CERTIFICATE BY ACCOUNTING OFFICER OF UNION**

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 30 June 2003 the number of members of the Branch was 9,116.

In my opinion:-

- (1) The accompanying financial report show a true and fair view of the financial affairs of the Branch as at 30 June 2003.
- (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: 18 August 2003.



**JULIE BIGNELL  
BRANCH SECRETARY**



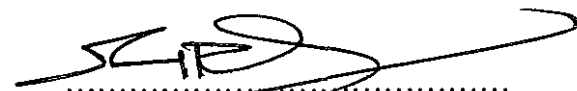
**AUSTRALIAN SERVICES UNION  
CENTRAL AND SOUTHERN QUEENSLAND  
CLERICAL AND ADMINISTRATIVE BRANCH**

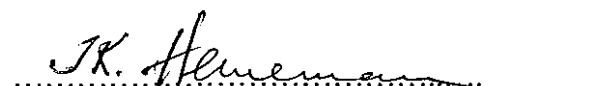
**CERTIFICATE OF COMMITTEE OF MANAGEMENT**

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 2003 and its performance for the year 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 30 June 2003 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 - Terrence Heinemann

Dated: 18 August 2003.



## AUSTRALIAN INDUSTRIAL REGISTRY

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

**Ref: FR2003/362-[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 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 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

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](mailto:clency.lapierre@air.gov.au)  
28 July, 2003