

Level 35, Nauru House 80 Collins Street, Melbourne, VIC 3000 GPO Box 1994S, Melbourne, VIC 3001 Telephone: (03) 8661 7993 Fax: (03) 9654 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.

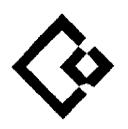
The financial documents have now been filed.

Yours sincerely,

Laijry Poweli

Statutory Services Branch

1 December 2003



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A+S+U

Australian Services Union Central and Southern Queensland Clerical and Administrative Branch

29 Amelia Street Fortitude Valley PO Box 478 Fortitude Valley 4008

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

To:	MrL	ARRY P	OWEL		From:	Fekada Meresne	
	Statu	tory Ser	vices Bran	ch		·	
Fax	03 96	54 6672	2	· · · · · · · · · · · · · · · · · · ·	Pages:	3	
Phone:	03 86	61 7993	3		Date:	27/11/2003	÷.
Re:	Finar	icial doc	uments for	year ended	ÇC:		
	30Ju	ne2003	FR2003/3	62	, <u> </u>	, <u>.</u>	
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Dear	· Larr	γ ,					

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

This facsimile transmission is confidential and may be subject to legal professional privilege. It is only intended for the recipient/s listed above. If you are not the intended recipient or do not act on behalf of the recipient DO NOT read, distribute or copy this facsimile transmission. If this facsimile has been received in error, please notify us immediately by telephone or facsimile at the numbers listed above and return the facsimile to us by post to: Australian Services Union, PO Box 478, Fortitude Valley, Q 4006. Thank you.



Financial Report For The Year Ended 30 June 2003

Australian Services Union Central and Southern Queensland Clerical and Administrative Branch



INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

Statement of Fluancial Performance, Statement of Hnanda Position, Statement of Cash Hows and Motes to the financial report. The presentation of the financial statements and the information Unity contain. We have performed an audit of these financial statements in Central And Southern Queenstand, Clerical And Administrative Branch for the 18 month period ended June 30, 2002 being Certificate We have audited the francial report of the Acstralian Services Union Committee of interagement is responsible for the preparation and order to express an extribution on them to the members of the union. of Committee of Management, Certificate by Accounting Officer,

procedures included examination, on a less bests, of evidence expooring the amounts and other disclosures in the financial statements, and like evaluation of ecocutiling patrices and significant Our audil has been conducted in accordance with Australian Audilling operations and their cash forms. The audit opinion expressed in this the union which is consistent with our understanding of the financial accounting estimates. These procedures have been undertaken to equirements and statutory requirements so as to present a view of osition, and performance as represented by the results of their Standards, to provide reasonable assurance as to whether lite torm an opinion whether, in all material respects, the financial slatements are presented tatly in accordance with Australian koounling Standards, other mandatory professional reporting financial statements are free of material misstalement. Cur sport has been formed on the above basis.

tudit Opinian

In our opinion the financial report of Australian Services Urbon, Central And Southern Queensland, Clerical And Administrative

- a) records of the sources and reduce of Income of the Union)) records of the nature and corposes of the expenditure of Salisfaciony accounting records have been kept, including-(including from members); and
- The accounts and statements proported in accordance with Section 273 of the Workplace Relations Act 1995, were

contemp drawn up:

- a) giving a true and fair view of the untor's financial position as at 30 June 2003 and of their performance for the period b) in accordance with Australian Accounting Standards and other mandalory professional reporting requirements in ended on that dete; and
- We have accived at the Information and explanations which to the best of our knowledge and belief wave necessary for the purpose of our audit.

Australia.

BDO Kendalis Chartered Accountants

P.A. Gailbyher Pariner

Brishane: 18 August 2003

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

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inter race lettify 12,000 12	Minimum Indoor payments	-	
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Naccessably to gaining leases controlled for. but and supplied in the financial deleterants Pay date - real label than 1 year - 18,322	Total risase listifiy	•	12,602
but sof Laphabod in the Transchild eleterated Page 51	(b) Operating Lease Commitments	l Br	
- mil (also than 1 year and sol loter than 5 years 18,372 84,354 175,014 175,014 175,015 175,0	but on explosion in the linearist statemen	b	
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- for \$2 morths to December 200] - 151,366 - for 6 months to June 2002 - 33,811 Total 183,614 234,910 Mamber of assobers of the committee of management that the fall of the		ittre al	
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manageres I het with fie falloring hands: \$10,001 - \$10,000	Number of granters of the committee of		
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\$100,000 - \$103,939 \$130,000 - \$123,000 (b) Atlace of Countilitie of Nanagement Washers that Acid Office dering the Fizencial Year Basech Passkant Basech Passkant Brack Yos President (in 10 Apr 2003): Brack Yos President (150,000 - 339,998		•
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Bunch Pusidont: Mchael Beritoy Brack Yos Prisident (in 10 Apr 2003): Jamedine Shapperd Brack Yos President (from 10 Apr 2003): (purbos Halmanern Brack) Screening: Julie Bigmal Assisted Branch Scorology: MaryAnne Chief	(b) Hames of Committee of Managemen	t Westbers that Held Of	ice dering the
Branck You Philipholis (I for 10 Apr 2003): Jamestere Shapperd Branck You Presided (From 10 Apr 2003): Terrose Africansern Branch Servicesy: Julie Branch Assistant Branch Scoretary: Maryakine O'Phill Branch Executive: Afficient Branch: Are Branch Exercise Helmansern (Irom 2000).			i
Brack Mon-Prokkiski (from 10 Apr 2001); Terebook Hinterson Brack Strontwy: Asistent Brack Scorology: MaryAnne O'Nell Brack Envelotive Affaled Braties - Jule Blanck, Barrence Helmanson (from 18100).	Branch Purklent		
Bracch Secretary: July Rignal Assistant Branch Secretary: Wary-Anne O'Phill Branch Secretary: Althred Bendey, Julia Blanck, Parente Helmanson Irom 1917(C).	Branck Vice-President (From 10 Apr 2003):	Tentroca Hainemenn	
Stanck Executive: Michael Bentley, Julie Blancel, Forrence Helmanann Horn 191600.	Bratch Secretary:	Jalle (Armell	
Street Manager (From 201403), Ruth McFertane, Many-Arese O'Nell, James to Shappari (ja			a thora surfice
1986000 Danagha Milithua Carray Baille, Llack Clarker, Tonas Clarker, a	Sines Marros (from 10403), Ruth McFer	tare, Mary Arms O'Note, A	arreste Shappard (la

100603), Boverby Wattron, Streen Smith, Mark Startey, Tenya Strackolla.

(b) Names of Contailine of Management Mambane first Held Office dering the Floancial Year (continued)

Buarch Comciliers:

Donation, Welfrand Seraley, Aufe Bignett, Gested Carlyon (Sen 1944/00), Jernifer Cole, Christiae Collyer, Christiae Collyer, Christiae Collyer, Christiae Contraction (Intern 1944/05), Detection Filter, Centeron Habbitroni (Jern 1946/05), Secolad Night, Senen Habbitroni (Jern 1946/05), Secolad Night, Senen Habbitroni (Jern 1946/05), Secolad Night, Senen Habbitroni (Jern 1946/05), Senen Habbitroni (Jernifer Habbitroni (Jernifer Habbitroni (Jernifer Habbitroni Habbitroni

Branch Carrierance:

Michael Bond ny, Jantette Stepand, Jaguetro Belgoon, Mark Stin ber, Beseithy Widdoux, Jennike Colo, Murcece Namey, Patricia Peterson, Skidoy Scoll, Ruffi McFratens, Chistine Colyer, Susari Shill, Benck Baroad, Vikiama Rogers, 1900 Endomates, John Colombia, John Styles, Collect Pin, Karpa Chidondor, Kery-Anne Orted, Darie Hesbrig, Sander Saute, John Benry, Lings Standelos, Men Haul, Seus Ryun, Graham Morfal, Christine Royan, Geratiny Fameden, Etabuhi Benry, Judit Muyen, Lacy Rajips, Jahle Cook Elizabeli Julieston, Oddie Colo, Gelde Narakis, Jennifer Reussyy, Anders Abedi, Jenga Paol, Sandi Holling, John Stadalis, Jennifer Reussyy, Anders Abedi, Jenga Paol, Sandi Holling, John Stadalis, Jennifer Reussyy, Anders Abedi, Jenga Paol, Sandi Holling, John Bibliop.

MOTE IN CASH FLOW INFORMATION

terit in annual and attended	11 miles to lane 30 1483	(d nythu to June 311 2003
(e) Rasoncôistico ed cath	*	•
Cash on hand	1,250	5.016
Gust at burt	674 <i>61</i> 0	565,895
-	415,729	161,611
a Reconciliation of nel craft provided by operating activities to profit from ordinary activities when loss as the control of the control o	LANE COTA	2350,8145
Profitipossi from ordinary activities after income tex.	195,690 <u>)</u>	Crantales
Non Cash Flows in Operating Surplus / [deficit]		
Depression	44,946	90,230
Amortisation		45,432
Changes in Appels and Liabilities		
(hypegeg)/Decresse in receivables	[31,1 5 1]	60,630
(increase)/Coorsuus in other assent assets	5,949	4,476
managiji (estato) io bungame	74,F16	(1,170)
Increased Decreated in bayables	[10,649]	145919
Not costs puroleted by fluid in operating a circles	\$1,010	90,774

(c) Non-teach Financing and Investing Activities There were no non-cash incoding or investing activities design the puried.

d) Facilities

The union has no credit stand-by or brancing lacifies in place.

MOTE 17: SEGNENT REPORTING Pithery repoliny - Juniuss segments REVENUE	2003 \$	3113
Eclemal asiles	5,989,6727	2,923,665
Total sales thronto	1,909,037	2,923,061
listal segment value	1,989,827	2,923,661
RESULT		
Segmani result	(105,690)	[250,834]
Profit from circlinary activities defens income lax expense	(105,690)	(150,634)

RESULT		
Segment result	(105,690)	J250.834)
Profit from architecty activities defaus income less expense	[105,690]	(150,634)
Income to expense		
Profit from cardinary activities after Incometax expense	(105, 990)	1250,634)
Met profit	(166,690)	\$20174)
ASSETS		
Segment arasis	1,089,565	s.[61,991
Total excets	1,009,505	1,184,991
LAAKITIES		
Segrent Febilies	537.08	525,755
Total Liechilles	\$37,019	526,795
OTHER		
Description and anortisation of segment assets	54,088	105,162

The atom business segments derive from the following softlier:

Other non-casts augment expenses

The entity operates as a Union for administrative and derical purious employees within Central and South in Control and

NOTE 17: SEGMENT REPORTANC (continued) Secondary reserving - Geographical secondary

Cash Cash Other su Other su Received Total fill Fill and the Physiological Total fill Lead Head

Geographical location: Queensland

	evenues from Cusiomers		Account al t Ássals	Acquistions of Sequent	al Hon-curren) At Assels
2003	2002	2001 5	2002 1	2003	2002 \$
989,627	2,923,861	1010,166	1,164,391	71,701	27,822
1,989,627	149/2342	1,044,515	1,164,331	76,701	27,822

one experience and property one, should see that make the property of state the manage of a rock to classified in Physici these and the effective Meghad average Model registe on Bores francial assets and francial fabilities, is as (absent on the contract of the contract	State Megh	od average in	्रभूत क्ष्मि अ	Proce Prancial	ny pao apada Jeritan	grood Jabilies,	is as fallows:			
	World Average	Avenge	Floating	Pog	Fin	Fired interest rates statuting within	ONLIA BUILDATE G	N.	Non isteract Bearing	et Bearing
	ğ	700	Ē	ğ	3	200	2009	2	200	2002
il Atsunty	¥t	18	**	**		•	•	40	4	~
ļ		š	413,128	551551				•	•	
į							•		Ę	; = 1 = 1
nandai Assets			415,776	551.811			:		7, 152	49,550
el Liabilities										
		7.		•		3		•	325,535	397,184
di Managan Angara		. 2	 	ļ		12,544			20.4	176.969
						12862	.	 -	537,019	3
eathillight) (Rishku	•		ļ.	i			,			ية إ

(b) Credit Risk

The maximum expecues to conditions considering the value of any collected or other scently, at behaves this to recognised finersial assets in the complex amover, not, of any provisions for doubtild 6000, as disclosed in the deliment of framerial politics and noise on the framerial schelenests. The linking does not have any material cordition appears to any single distinct or young of distinct moder fine-politic philiments control into by the Australia Res.

(c) Het Fair Volue:

for other assets and other lightities the net late when approximates their comying ratius. Hencial states where the comying record crosseds not late values have not been written down on the economic outby latered; in hold these assets to meaning.

The appropries not felt velocits and compley expounts of financial assets and disorded labellet are disclosed to the abstract of financial position and in the mateu to the Business of Fig. 1.

NOTE 18: UNION DETAILS

The principal place of instiness of the union is:

Antokan Senton Union Centual and Southern Quaenciand ($_{\rm critical}$ and Administrative Boatch

23 Amelia St, Foofilude Valley (IId. 4008

CERTIFICATE BY ACCOUNTING OFFICER OF UNION

 Julio Bignell, being the Chicar responsible for desping the all jurising records of the Austrian Saryloss Union, Central and Southern Operations, Leader and Administrative Bignoth, confly that as at June 30, 2003 for number of meetings of the Brasish visis 9,118.

in an equilo

- [1] The accompanying financial report above a frue and late v. or of the financial above of
- (3) The accompanying suits report, instituti report and Centricate of Concelling of Management List copies of the documents presented to a memory in accordance with Sealon 27(Q) of the Workplace Rigidities Act 1939.
- (3) A ment of his Select logic of all mothers spirit by or collected work members of the Quantified Shanch and all manages on pild or collected there is such that the best as account, to strict frace in concept are to be credited in accordance with the teles of the Quantified Branch.
- (4) Before any expenditure was incurred by the Branck approximation in the incoming of the expenditure was obtained to accordance with the mass of the chasustand Branch.
- [3] No payments were made out of funds ou accounts operann; by the Branch in respect of borquithory looks related by the Branch or refusive control (clars collaboral from members of the Recentant Branch of other kinds, the operand or hinds in replace by the other of the Branch for purpose other than the purpose for which is neglect by second of the Branch for purpose other than the purpose for which is neglect to be a purpose for the purpose of the purpose of the purpose for the purpose of th
- (ii) He trans or other financial bearity other from monomeration on respect of their Alf the employment with the Branch were great to persons holding of the the Branch.
- (7) The register of exemptors of the Branch was maintained in eccordance with The Workplane Rekulture Act, 1998 pp. emented.

BRISBANE: 14 August, 2000.

JULIE BIGNELL BRANCH SECRETARY

CERTIFICATE OF CONNITTEE OF MANAGEMENT

in the opinion of the coperities the financial report scoupting of the statement of inspecial costions, statement of care forms and notes thorstop.

- [1] Presents laidy the Prenotal position of the Australian Stem-ses Union Central and Southern Operational Central and Administrative Basech as at 19 June 2003 and its performance for the 34 years by period control on that date in a reventional with Australian Accounting Standards, earthful professional regarding experiments and other applicativities programments of the Australian Accounting Standards Board.
- (7) At the date of this statement, there are reasonable groupers to believe that the Australian Services Union Central and Southern Consensated Control and Administrative Greats will be able to pay its debte as and when they fall due.
- (3) In the opinion of the Cosmoltae of Monagement, questings of the Committee were half during the second arrived June 30, 2003 in accordance with the rules of the Branch.
- (4) To the transledge of any number of the committee, there were been carrieg for immutal year to which the accounts retain, no instruces when records of the accounts retain, no instruces when records of the accounts (not being documents containing information reads available to a member of the argent safes under subjection 22(12) of the Windplace Relations Act 1995, or copies of the value of the acquired the particular of the product of the acquired they have not been frustledge or made staglisht, to mechanism of the proposition in accommons with the Windplace Relations Act 2018, Date Relations and nations are obtained.
- (b) The Statist has complete with sub-additions 279(1) and (6. of the Act in relation to the Associal occounts in respect of the provious Districts period and the auditors' report thereign.

This determines in accordance with a resolution of the Committee and is eigned for and on behalf of the Committee by:

MICHAEL BENTLEY BRANCH PRESIDENT TERRENCE HEINEMANN BRANCH VICE-PRESIDENT

BRISBANE: 18 August, 1903.



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

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 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.

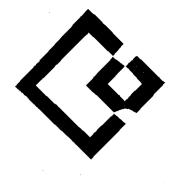
Yours sincerely,

Layry Powell

Statutory Services Branch

13 November 2003

FR2003/362



Ref JRM/jrm/L4803

 $A \bullet S \bullet U$

28 October 2003



Australian Grvices

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 1800 177 891

Tel: 1800 177 891 Fax: (07) 3252 1208 Email: info@qld.asu.asn.au The Deputy Industrial Registrar, Australian Industrial Relations Commission, Level 14 Central Plaza II, 66 Eagle Street, BRISBANE OLD 4000.

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

<u>JBDO</u> Kendalls

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

<u> JBDO</u> Kendalls

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 rnembers 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

P.A. Gallagher

Partner ^{*}

Brisbane: 18 August 2003

<u>JBDO</u> Kendalls

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 Depreciation and amortisation expense Borrowing cost expenses Other expenses from ordinary activities	3 3 3 3	(1,216,836) (54,988) (194) (823,299)	(1,858,560) (105,662) (3,721) (1,206,552)
Profit from ordinary activities before income tax expense		(105,690)	(250,834)
Income tax expense relating to ordinary activities	1(f)		
Net profit/(loss) from ordinary activities after income tax expense attributable to the union		(105,690)	(250,834)
Total changes in equity of the union	13	(105,690)	(250,834)

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 \$
CURRENT ASSETS Cash assets	6	415 726	<i>55</i> 1 011
Receivables	6 7	415,726 69,617	551,811 38,467
Other	8	5,235	6,183
TOTAL CURRENT ASSETS	-	490,578	596,461
NON-CURRENT ASSETS			
Property, Plant & Equipment	9	578,987	563,530
Other	8 _	-	5,000
TOTAL NON-CURRENT ASSETS	_	578,987	568,530
TOTAL ASSETS	_	1,069,565	1,164,991
CURRENT LIABILITIES			
Payables	10	326,535	337,184
Provisions	11	146,292	115,274
Interest bearing liabilities	12 _	-	12,602
TOTAL CURRENT LIABILITIES	_	472,827	465,060
NON-CURRENT LIABILITIES			
Provisions Provisions	11 _	64,192	61,695
TOTAL NON-CURRENT LIABILITIES	_	64,192	61,695
TOTAL LIABILITIES		537,019	526,755
NET ASSETS		532,546	638,236
EQUITY Retained profits	13	522 546	429.327
Retained profits	13 _	532,546	638,236
TOTAL EQUITY	_	532,546	638,236

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 year ended 30 June 2003

	Notes	12 mths To 30 June 2003 \$	18 mths To 30 June 2002 \$
CASH FLOWS FROM OPERATING			
ACTIVITIES			
Receipts from members and others		1,942,801	3,778,862
Interest received		15,676	20,490
Operating grants received		<u>-</u>	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
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(70,445)	(27,822)
Net cash used in investing activities	•	(70,445)	(27,822)
CASH FLOW FROM FINANCING ACTIVITIES			
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

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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:

2.5%
20%
40%
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.

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

	12 mths to 30 June 2003	18 mths to 30 June 2003
	\$	\$
Operating activities		
Member subscriptions	1,922,557	2,736,362
Operating grants	-	9,500
Other revenue	51,394	157,309
	1,973,951	2,903,171
Non-operating activities		
Interest	15,676	20,490
Total revenue	1,989,627	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	2,095,317	3,174,495

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.

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AUSTRALIAN SERVICES UNION CENTRAL AND SOUTHERN QUEENSLAND CLERICAL AND ADMINISTRATIVE BRANCH

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

SO GOIVE 20		12 mths to 30 June 2003 \$	18 mths to 30 June 2002 \$
NOTE 5:	AUDITORS REMUNERATION		
	The amount received or due and received	vable by the auditor for:-	
	Audit Other services	11,500	11,500
		11,500	11,500
NOTE 6:	CASH ASSETS		
	Cash on hand Cash at bank	1,250 414,476	5,916 545,895
		415,726	551,811
NOTE 7:	RECEIVABLES		
	Debtors Provision for doubtful debts Subscriptions receivable Provision for doubtful debts Interest receivable Loan - receivable Provision for doubtful debts	40,201 (590) 48,484 (18,478) - - - - 74,852	8,738 (590) 48,797 (18,478) - - - - 38,467

AUSTRALIAN SERVICES UNION CENTRAL AND SOUTHERN QUEENSLAND CLERICAL AND ADMINISTRATIVE BRANCH

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

30 JUNE 200	3 3	2003	2002
NOTE 8:	OTHER	\$	\$
	CURRENT		
	Prepayments	5,235	6,183
	NON-CURRENT		
	Airlines Stabilisation Fund	-	5,000
NOTE 9:	PROPERTY, PLANT & EQUIPMENT		
	Strata Title –Building Floor at cost	400,000	400,000
	Accumulated depreciation	(35,000)	(25,000)
		365,000	375,000
	Refurbishment-Furniture and fittings at cost	219,832	219,062
	Accumulated depreciation	(73,705)	(51,748)
		146,127	167,314
	Exemitizes and fittings, at Committee		
	Furniture and fittings - at Committee of Management valuation	33,976	31,194
	Accumulated depreciation	(19,032)	(13,482)
		14,944	17,712
	Computer Equipment	100,665	90,318
	Accumulated depreciation	(93,866)	(86,814)
		6,799	3,504
	Motor Vehicles	56,671	-
	Accumulated Amortisation	(11,314)	-
		45,357	

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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)	-
	760	-
TOTAL PROPERTY, PLANT		
& EQUIPMENT	578,987	563,530

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	Disposals	Depreciation Expense	Balance end of period
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
Total	563,530	71,701	(1,256)	(54,988)	578,987

NOTE 10: PAYABLES

CURRENT

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

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

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AUSTRALIAN SERVICES UNION CENTRAL AND SOUTHERN QUEENSLAND CLERICAL AND ADMINISTRATIVE BRANCH

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

200		12 mths to 30 June 2003 \$	18 mths to 30 June 2002 \$
NOTE 14:	LEASING COMMITMENTS		
	(a) Finance Lease Commitments		
	Payable -not later than 1 year -later than 1 year and not later than 5 years	- -	12,796
	Minimum lease payments Less future finance charges		12,796 194
	Total lease liability	_	12,602
	(b) Operating Lease Commitments		
	Non-cancellable operating leases contracted but not capitalised in the financial statements		
	Payable - not later than one year	68,322	84,354
	 - later than one year but not later than five years 	107,073	175,014
		175,395	259,368

AUSTRALIAN SERVICES UNION CENTRAL AND SOUTHERN QUEENSLAND CLERICAL AND ADMINISTRATIVE BRANCH

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

Income received by members of the

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.

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	-
Total	183,814	234,919

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.

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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.

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
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16:	CASH FLOW INFORMATION							
		12 mths to 30 June 2003	18 mths to 30 June 2002					
		\$	\$					
(a)	Reconciliation of cash							
	Cash on hand	1,250	5,916					
	Cash at bank	414,476	545,895					
		415,726	551,811					
		====						
(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	(105,690)	(250,834)					
	Non Cash Flows in Operating Surplus/(deficit)							
	Depreciation	54,988	60,230					
	Amortisation	-	45,432					
	Changes in Assets and Liabilities							
	(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	(53,038)	60,774					

(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 YEAR ENDED 30 JUNE 2003

NOTE 17: SEGMENT REPORTING

Primary reporting — Business segments

	2003	2002	
	\$	\$	
REVENUE			
External sales	1,989,627	2,923,661	
Total sales revenue	1,989,627	2,923,661	
Total segment revenue	1,989,627	2,923,661	
RESULT			
Segment result	(105,690)	(250,834)	
Profit from ordinary activities before income tax expense	(105,690)	(250,834)	
Income tax expense	-	-	
Profit from ordinary activities after income tax expense	(105,690)	(250,834)	
Net profit	(105,690)	(250,834)	
ASSETS			
Segment assets	1,069,565	1,164,991	
Total assets	1,069,565	1,164,991	
LIABILITIES			
Segment liabilities	537,019	526,755	
Total liabilities	537,019	526,755	
OTHER			
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

ب							
	_	evenues from Customers	Carrying of Seg Ass	ment	Acquisitions of Non-current Segment Assets		
	2003 \$	2002 \$	2003 \$	2002 \$	2003 \$	2002 \$	
:	1,989,627	2,923,661	1,069,565	1,164,991	71,701	27,822	
	1,989,627	2,923,661	1,069,565	1,164,991	71,701	27,822	

Geographical location:

Queensland

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:

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

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:

- 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 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 OLD 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
28 July, 2003