



Australian Government
Australian Industrial Registry

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Ms Jan Sheppard
Industrial Officer
Australian Municipal, Administrative, Clerical and Services Union
Central & Southern Queensland Clerical and Administrative Branch
PO Box 478
FORTITUDE VALLEY QLD 4006

Email: Jan.Sheppard@qld.asu.net.au

Dear Ms Sheppard

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial reports for year ended 30 June 2007 - FR 2007/279**

I acknowledge receipt of further financial documents containing the new Secretary's Certificate and Auditor's Report. The documents were lodged in the Industrial Registry on 20 March 2008.

Based on the information provided in the financial documents lodged on 11 December 2007 and the further documents lodged on 20 March 2008, the financial reports have been filed.

Please note for future preparation of the financial reports, statements regarding recovery of wages activity should appear either in the Auditor's Report or the Committee of Management Statement and not the Operating Report.

If you wish to discuss any matters regarding your reporting unit's financial reporting obligations I can be contacted on (03) 8661 7989 (Wed and Thurs) or by e-mail at cynthia.lobooth@air.gov.au.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth'.

Cynthia Lo-Booth
Statutory Services Branch

26 March 2008

Our Ref: BRRSNS F

20 March 2008

Registrar
Australian Industrial Registry
GPO Box 1194S
MELBOURNE VIC 3001

FACSIMILE: 03 9654 6672

Dear Sir / Madam

**RE: FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2007
SECRETARY'S CERTIFICATE**

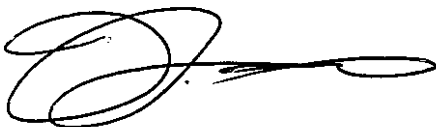
In relation to the following documents:

- Operating Report
- Independent Auditor's 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 presented to a meeting of the Branch Executive on the 1 December 2007.

True copies of these documents were also posted to the ASU web-site (www.qld.asu.net.au) on 9 November 2007 and also supplied to all members in the ASU News (journal) on the 9 November 2007.

Yours faithfully



Julie Bignell
BRANCH SECRETARY

PART A

OPERATING REPORT

The Operating Report is produced in compliance with the RAO Schedule of the Workplace Relations Act 1996, and must contain the following:

- a) principal activities
- b) significant financial changes
- c) information regarding the right to resign under section 174 of the Workplace Relations Act
- d) details of any officer or member who is a trustee, or director of a company which is a trustee, of a superannuation entity or exempt public sector fund
- e) any other relevant information
- f) prescribed information.

A. PRINCIPAL ACTIVITIES

The vision for our union originally determined at the Delegates Conference in 2002 is:

ASU members work to improve their lives through industrial, political and social activism.

The principal activities of the Branch during the financial year ended 30 June 2007 were:

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

Collective Bargaining

Average outcomes in the last year have ranged between 3 and 5%. All industry sectors have been involved in bargaining campaigns.

Training and Development

Training courses have been regularly advertised and reasonably attended during the year.

Delegate Secondment Program

Our Delegate Secondment Program continued in this last financial year, with participants coming mainly from QHealth. This reflects the ongoing bargaining occurring with this employer. Our secondment program will be continued in the next financial year.

Publications

Our activists magazine *ASU Focus* continues to be produced and various industry-specific publications have been distributed.

The *ASU News* continues to be produced fortnightly, and the *ASU Journal* was produced twice yearly.

Wages Recovery

Nil Activity

B. SIGNIFICANT FINANCIAL CHANGES

There have been no significant changes in the finances of the union.

C. SECTION 174

Provides for resignation from the union by members in accordance with the union Rule 32 – Resignation.

Members are advised of the mechanism for resigning on their joining the union and all members are provided with the rules for resignation on an annual basis with their yearly membership card.

Rule 32 - Resignation

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

D. MEMBERS AS TRUSTEES OF SUPER FUNDS

To the best of our knowledge, there are currently no members in this category.

E. PRESCRIBED INFORMATION

- a. The number of persons who were, at the end of the financial year to which the report relates, recorded in the register of members for the purposes of s230 of the RAO Schedule and who are taken to be members of the reporting unit under s244 of the RAO is 8300.
- b. The number of persons who were at the end of the financial year to which the report relates, employees of the reporting unit, where the number of employees includes both full-time and part-time employees measured on a full time equivalent basis is 30.
- c. The name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position are set out below:

UNIONPOS	MEMNU	LAST NAME	FIRST NAME	START DATE	END DATE	Current Position
Branch Conference Delegate		Barnes	Elizabeth	26/04/2007		Yes
Branch Conference Delegate		Belbin	Pamela	10/04/2003	15/01/2007	No
Branch Conference Delegate		Bloomfield	Lenore	10/04/2003	4/09/2006	No
Branch Conference Delegate		Butler	Michelle	10/04/2003		Yes
Branch Conference Delegate		Chandler	Maree	26/04/2007		Yes
Branch Conference Delegate		Cox	Elaine	30/04/1999	30/03/2007	No
Branch Conference Delegate		Day	Lesley	9/02/2005	30/03/2007	No
Branch Conference Delegate		Fisher	Amanda	10/04/2003		Yes
Branch Conference Delegate		Fulton	John	6/09/2002		Yes
Branch Conference Delegate		Heterick	Julianne	9/04/2003	30/03/2007	No
Branch Conference Delegate		Krauksts	Edwin	30/04/1999		Yes
Branch Conference Delegate		Mayo	Susan	10/04/2003	30/03/2007	No
Branch Conference Delegate		McMaster	Rebecca	26/04/2007		Yes
Branch Conference Delegate		McPherson	Toni	26/04/2007		Yes
Branch Conference Delegate		Merritt	Graham	30/04/1999		Yes
Branch Conference Delegate		Mowday	Robert	30/04/1999	30/03/2007	No
Branch Conference Delegate		Mundt	Susan	10/04/2003	18/12/2006	No
Branch Conference Delegate		Oaklands	Ray	26/04/2007		Yes
Branch Conference Delegate		Redmond	Eileen	26/04/2007		Yes
Branch Conference Delegate		Reed	Darlene	26/04/2007		Yes
Branch Conference Delegate		Ridings	Sandra	10/04/2003		Yes
Branch Conference Delegate		Robertson	Peter	10/04/2003		Yes
Branch Conference Delegate		Rosin	Darryl	26/04/2007		Yes
Branch Conference Delegate		Ryan	Sean	30/01/2002		Yes
Branch Conference Delegate		Sleba	Jenny	9/02/2005	30/03/2007	No
Branch Conference Delegate		Taylor	Mark	26/04/2007		Yes
Branch Conference Delegate		Timm	Patricia	26/04/2007		Yes
Branch Conference Delegate		Walsh	Scott	9/02/2005	30/03/2007	No
Branch Council Delegate		Adams	Gillian	4/09/2006		Yes
Branch Council Delegate		Amos	Gail	4/09/2006		Yes
Branch Council Delegate		Anisimow	Tamara	26/04/2007		Yes
Branch Council Delegate		Beckham	Maureen	9/02/2005		Yes
Branch Council Delegate		Bloomfield	Lenore	4/09/2006		Yes
Branch Council Delegate		Carlyon	Gerard	10/04/2003		Yes
Branch Council Delegate		Comerford	Janelle	10/04/2003		Yes
Branch Council Delegate		Ellis	Debbie	26/04/2007		Yes
Branch Council Delegate		Ffrench	Helen	26/04/2007		Yes
Branch Council Delegate		Finn	Colleen	30/01/2002	30/03/2007	No
Branch Council Delegate		Heinemann	Terrence	10/04/2003	8/12/2006	No

UNIONPOS	MEMNU	LAST NAME	FIRST NAME	START DATE	END DATE	Current Position
Branch Council Delegate		Knight	Brenda	6/09/2002	30/03/2007	No
Branch Council Delegate		Lowrie	Christine	26/04/2007		Yes
Branch Council Delegate		Mareroa	Steven	10/04/2003	30/03/2007	No
Branch Council Delegate		Mayo	Susan	26/04/2007		Yes
Branch Council Delegate		McMillan	Cindy	9/02/2005		Yes
Branch Council Delegate		Murphy	Veronica	4/09/2006	30/03/2007	No
Branch Council Delegate		Newby	Daniel	9/06/2000	26/10/2006	No
Branch Council Delegate		Reeves	Michele	29/06/2004	31/07/2007	No
Branch Council Delegate		Scott	Shirley	30/04/1999	8/11/2006	No
Branch Council Delegate		Slocombe	Janet	26/04/2007		Yes
Branch Council Delegate		Smith	Susan	1/01/1999	30/03/2007	No
Branch Council Delegate		Stark	Barry	26/04/2007		Yes
Branch Council Delegate		Starkey	Mark	30/04/1999		Yes
Branch Council Delegate		Strachotta	Tanya	30/01/2002		Yes
Branch Council Delegate		Waldron	Beverley	30/04/1999		Yes
Branch Council Delegate		Walsh	Scott	26/04/2007		Yes

PART B

COMMITTEE OF MANAGEMENT STATEMENT

Resolution:

That pursuant to the requirements of the Committee of Management Statement (section255) of the RAO Schedule of the WRA 1996:

(a) The total amount paid by the reporting unit during the financial year to employers as consideration for the employers making payroll deductions of membership subscriptions is \$9,890.

(b) The total amount of legal costs and other expenses related to litigation or other legal matters paid by the reporting unit during the financial year is \$8416.

Attached as a separate document is the Certificate of Committee of Management.

DIVISION 5 REPORTING REQUIREMENTS

These reports were received by the Branch Executive on the 18 September 2007 and adopted at the Branch Council on the 1st December 2007. True copies of these documents were also posted to the ASU web-site (www.qld.asu.net.au) on 9 November 2007 and also supplied to all members in the ASU News on the 9 November 2007.

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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

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- 3. Balance Sheet**
- 4. Statement of Cash Flows**
- 5. Notes to the Financial Statements**
- 11. Certificate by the Committee of Management**
- 13. Audit Report**

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

**STATEMENT OF INCOME
FOR THE YEAR ENDED 30 JUNE 2007**

	Notes	2007 \$	2006 \$
Revenues from ordinary activities	2	2406886	2348701
Employee expenses	3	(1800715)	(1417048)
Depreciation and amortisation expenses	3	(86073)	(82526)
Borrowing cost expenses	3	(2867)	(2734)
Other expenses from ordinary activities	3	<u>(770788)</u>	<u>(705126)</u>
Profit (Loss) from ordinary activities before income tax expense		<u>(253557)</u>	<u>141267</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>(253557)</u>	<u>141267</u>
Total changes in equity of the union	11	<u>(253557)</u>	<u>141267</u>

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

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

**BALANCE SHEET
AS AT 30 JUNE 2007**

	Notes	2007 \$	2006 \$
CURRENT ASSETS			
Cash assets	5	447679	608763
Receivables	6	26869	32294
Other	7	<u>65762</u>	<u>43326</u>
TOTAL CURRENT ASSETS		<u>540310</u>	<u>684383</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	8	<u>737105</u>	<u>767062</u>
TOTAL NON-CURRENT ASSETS		<u>737105</u>	<u>767062</u>
TOTAL ASSETS		<u>1277415</u>	<u>1451445</u>
CURRENT LIABILITIES			
Payables	9	243758	233541
Provisions	10	<u>132093</u>	<u>88179</u>
TOTAL CURRENT LIABILITIES		<u>375851</u>	<u>321720</u>
NON-CURRENT LIABILITIES			
Provisions	10	<u>80780</u>	<u>55384</u>
TOTAL NON-CURRENT LIABILITIES		<u>80780</u>	<u>55384</u>
TOTAL LIABILITIES		<u>456631</u>	<u>377104</u>
NET ASSETS		<u>820784</u>	<u>1074341</u>
EQUITY			
Retained profits	11	551034	804591
Asset Revaluation Reserve	12	<u>269750</u>	<u>269750</u>
TOTAL EQUITY		<u>820784</u>	<u>1074341</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 CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2007**

	Notes	2007	2006
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and others		2583490	2601922
Interest received		34951	28940
Payments to suppliers and employees		(2720539)	(2448074)
Interest paid		<u>(2867)</u>	<u>(2734)</u>
Net cash provided by operating activities	15(b)	(104965)	180054
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		<u>(56119)</u>	<u>(60752)</u>
Net cash used in investing activities		(56119)	(60752)
Net increase/(decrease) in cash held		<u>(161084)</u>	<u>119302</u>
Cash at the beginning of the period		<u>608763</u>	<u>489461</u>
Cash at the end of the period	15(a)	<u>447679</u>	<u>608763</u>

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 2007

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 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 operating 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 entity 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 flow, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

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

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%

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

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

(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 entity 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 entity'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.

(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 50-15 of the Income Tax Assessment Act 1997 (as amended).

(g) Comparative Figures

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

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

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

(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.

NOTE 2:	REVENUE	2007 \$	2006 \$
	Operating Activities		
	Member Subscriptions	2341128	2277538
	Other Revenue	<u>30807</u>	<u>42223</u>
		2371935	2319761
	Non-operating Activities		
	Interest	<u>34951</u>	<u>28940</u>
	Total Revenue	<u>2406886</u>	<u>2348701</u>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

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

a. Expenses:

Audit Fees	6800	6198
Borrowing Costs	2867	2734
Depreciation of Property, Plant and Equipment	86073	82526
Branch Council/Conference Expenses	9959	5835
Rental Expense on Operating Leases	3953	6834
Employee Expenses	1800715	1417048
Affiliation Fees	60349	48603
Sustentation – ASU National	174443	147775
Commission – Employers (subscription collection)	9890	20972
Branch Journal	33973	20567
Legal Expenses	8416	41932
Motor Vehicle Expenses	59123	43558
Telephone	51891	50924
General and Administrative Expense	<u>351991</u>	<u>311928</u>
Total Expenses	<u>2660443</u>	<u>2207434</u>

NOTE 4: NOTICE REQUIRED UNDER SECTION 272 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 Section (1), (2) and (3) of section 272 which reads as follows: -

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

**NOTE 4: NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996
(continued)**

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

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

NOTE 5: CASH ASSETS	2007	2006
	\$	\$
Cash on hand	1000	1000
Cash at bank	<u>446679</u>	<u>607763</u>
	<u>447679</u>	<u>608763</u>

NOTE 6: RECEIVABLES

Trade Debtors – ASU National	-	382
Trade Debtors – Other	4750	7432
Subscriptions receivable	34119	36480
Provision for doubtful debts	<u>(12000)</u>	<u>(12000)</u>
	<u>26869</u>	<u>32294</u>

NOTE 7: OTHER

CURRENT

Prepayments	<u>65762</u>	<u>43326</u>
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NOTE 8: PROPERTY, PLANT AND EQUIPMENT

Strata Title – Building Floor at Committee of Management valuation	624750	624750
Accumulated depreciation	<u>(46856)</u>	<u>(31237)</u>
	<u>577894</u>	<u>593513</u>
Refurbishment – Furniture and fittings at cost	223624	219832
Accumulated depreciation	<u>(161638)</u>	<u>(139654)</u>
	<u>61986</u>	<u>80178</u>
Furniture and fittings – at Committee Of Management valuation	33976	33976
At cost	54870	5875
Accumulated depreciation	<u>(40212)</u>	<u>(35241)</u>
	<u>48634</u>	<u>4610</u>
Office Equipment	162683	159351
Accumulated depreciation	<u>(149675)</u>	<u>(129023)</u>
	<u>13008</u>	<u>30328</u>
Motor Vehicles	115805	115805
Accumulated amortisation	<u>(80222)</u>	<u>(57372)</u>
	<u>35583</u>	<u>58433</u>

Total Property Plant and Equipment	<u>737105</u>	<u>767062</u>
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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 2007

NOTE 8: PROPERTY, PLANT AND EQUIPMENT (continued)

a. Movements in carrying amounts

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

Class	Balance Beginning of period	Revaluations/ Additions	Disposals	Depreciation Expense	Balance end of period
Building	593512	-	-	(15619)	577893
Refurbishment	80178	3792		(21984)	61986
Furniture and Fittings	4611	48995	-	(4971)	48635
Office Equipment	30328	3332	-	(20652)	13008
Motor Vehicles	<u>58433</u>	<u>-</u>	<u>-</u>	<u>(22850)</u>	<u>35583</u>
Total	<u>767062</u>	<u>56119</u>	<u>-</u>	<u>(86076)</u>	<u>737105</u>

NOTE 9: PAYABLES

	2007 \$	2006 \$
CURRENT		
Trade creditors – ASU National	59150	42167
Trade creditors and accruals- other	136719	114753
Revenue received in advance	<u>47889</u>	<u>76621</u>
	<u>243758</u>	<u>233541</u>

NOTE 10: PROVISIONS

CURRENT

Provision for Annual Leave – Officers	12170	17742
Provision for Annual Leave – Employees	<u>119923</u>	<u>70437</u>
	<u>132093</u>	<u>88179</u>

NON-CURRENT

Provision for long service leave – Officers	50053	43812
Provision for long service leave – Employees	<u>30727</u>	<u>11572</u>
	<u>80780</u>	<u>55384</u>

TOTAL PROVISIONS

	<u>212873</u>	<u>143563</u>
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NOTE 11: RETAINED PROFITS

Retained profits at the beginning of the period	804591	663324
Net profit/(loss) attributable to the union	<u>(253557)</u>	<u>141267</u>
Retained profits at the end of the period	<u>551034</u>	<u>804591</u>

NOTE 12: ASSET REVALUATION RESERVE

Revaluation of strata title Building Floor – 30/06/04	<u>269750</u>	<u>269750</u>
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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 2007**

NOTE 13: LEASING COMMITMENTS

	2007	2006
	\$	\$
Operating Lease Commitments		
Non-cancellable operating leases contracted for, but not capitalised in the financial statements		
Payable		
- Not later than one year	-	10688
- Later than one year but not later than five years	<u>-</u>	<u>-</u>
	<u>-</u>	<u>10688</u>

NOTE 14: 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 year to 30 June	<u>169080</u>	<u>157057</u>
	<u>169080</u>	<u>157057</u>

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

\$10 000 – 20 000	-	-
\$40 000 – 49 999	-	-
\$60 000 – 69 999	-	-
\$70 000 – 79 999	-	1
\$80 000 – 89 999	2	1

NOTE 15: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash on hand	1000	1000
Cash at bank	<u>446679</u>	<u>607763</u>
	<u>447679</u>	<u>608763</u>

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

Profit/(loss) from ordinary activities after income tax	(253557)	141267
Non Cash Flows in Operating Surplus/(deficit)		
Depreciation	86073	82526
Changes in Assets and Liabilities		
(Increase)/Decrease in receivables	5425	(5901)
(Increase)/Decrease in other current assets	(22436)	12134
Increase/(Decrease) in provisions	69310	20774
Increase/(Decrease) in payables	<u>10220</u>	<u>(70746)</u>
Net cash provided by (used in) operating activities	<u>(104965)</u>	<u>180054</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

NOTE 15: CASH FLOW INFORMATION (continued)

(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.

NOTE 16: SEGMENT REPORTING

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

NOTE 17: UNION DETAILS

The principal place of business of the union is:

Australian Services Union
Central and Southern Queensland
Clerical and Administrative Branch

29 Amelia Street
Fortitude Valley Qld 4006

NOTE 18: SUBSEQUENT EVENTS

There are no subsequent events that have occurred or are likely to occur that require disclosure.

NOTE 19: CONTINGENT LIABILITIES

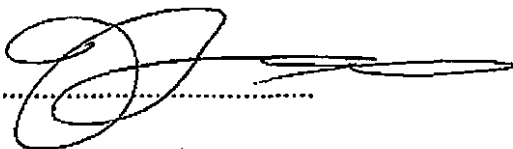
There were no contingent liabilities at 30 June 2007.

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2007

I, Julie Bignell the Secretary of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive on the *18th September* 2007:

- (A) The Financial Statements and Notes comply with Australian Accounting Standards;
- (B) The Financial Statements and Notes comply with the reporting guidelines of the Industrial Registrar;
- (C) The Financial Statements and Notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (D) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (E) During the financial year ended 30 June 2007 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



18/9, 2007

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

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2007**

To the members of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch

Scope

The Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The financial report comprises the Statement of Income, Balance Sheet, Statement of Cash Flows, accompanying Notes to the Financial Statements and the Certificate of Committee of Management for the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch, for the year ended 30 June 2007.

The committee of management and secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We have conducted an independent audit in order to express an opinion to the members of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

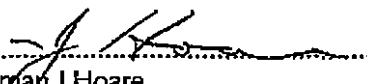
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch is in accordance with:

- (a) The Workplace Relations Act 1996, including:
 - (i) Presenting fairly the Branch's financial position as at 30 June, 2007 and of its performance for the year ended on that date; and
 - (ii) Complying with Australian Accounting Standards; and
 - (iii) Complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1 of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.


.....
MORRIS & BATZLOFF
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor,
Member of Institute of Chartered Accountants and
holder of current Public Practice Certificate
96 Lytton Road, East Brisbane

15th October 2007



Australian Government

Australian Industrial Registry

Level 5
11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7989
Fax: (03) 9655 0410

Ms Jan Sheppard
Industrial Officer
Australian Municipal, Administrative, Clerical and Services Union
Central & Southern Queensland Clerical and Administrative Branch
PO Box 478
FORTITUDE VALLEY QLD 4006

Dear Ms Sheppard

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial reports for year ended 30 June 2007 - FR 2007/279**

I acknowledge receipt of the financial reports of the Australian Municipal, Administrative, Clerical and Services Union – Central & Southern Queensland Clerical and Administrative Branch for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 11 December 2007.

The financial reports have not been filed.

From an examination of the documents lodged, I note the timescale requirements specified by the RAO Schedule have not been complied with.

1. Timescale Requirements

a) Auditor's Report did not consider Committee of Management Statement

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements.

Section 257(5) of the RAO Schedule requires the auditor to give an opinion on the general purpose financial report. Section 253(2)(c) of the RAO Schedule and Item 24 of the Reporting Guidelines states that the general purpose financial report consists of a profit and loss statement, balance sheet, statement of cash flows, notes to the accounts *and a committee of management statement*.

From the information available, the committee of management statement is dated 18 September 2007 and the auditor's report is dated 15 September 2007, it would appear that the auditor did not take into account the committee of management statement in the auditing of the general purpose financial reports.

2. Recovery of wages activity

I note the accounts do not provide information in relation to any recovery of wages activity.

Where the reporting unit has not undertaken any recovery of wages activity for the financial year a statement to that effect contained in the committee of management would be sufficient. Can you please ensure this is done in *future* financial reports.

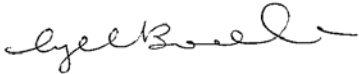
3. What you are required to do

Under the present circumstances, I cannot file the financial reports and the following steps will need to be completed in order to satisfy the Industrial Registrar of substantial compliance with the reporting obligations under the RAO Schedule.

1. A further auditor's report must be prepared to take into account the committee of management statement, such that the auditor's report should be dated after the committee of management statement date.
2. The reporting unit must supply the full report, which consists of the general purpose financial report, the further auditor's report and the operating report, to the members. This can be posted on the ASU website.
3. The reporting unit must again present the full report (with the further auditor's report) to a meeting of the Branch Executive.

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 7989 on Wednesdays and Thursdays or by email at Cynthia.lobooth@air.gov.au

Yours sincerely,



Cynthia Lo-Booth
Statutory Services Branch

6 February 2008