



FAIR WORK
AUSTRALIA

16 March 2010

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

Email: info@qld.asu.net.au

Dear Ms. Bignell,

**Financial report of the Australian Municipal, Administrative, Clerical and Services Union -
Central and Southern Queensland Branch for financial year ended 30 June 2009
(FR2009/10110)**

Thank you for forwarding further information in relation to the financial report of the Central and Southern Queensland Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009: this has been placed with the documents previously lodged.

The financial report has now been filed.

Yours sincerely

Larry Powell
Tribunal Services and Organisations

Our Ref: BRRTNS F

12 March 2010

Registrar
Australian Industrial Registry
GPO Box 1194S
MELBOURNE VIC 3001

FASCIMILE: 03 9655 0401

Dear Sir/Madam

**RE: FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2009
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 flow;
- 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 8 January 2010 and to our Branch Conference (including Branch Executive) on 26 February 2010.

True copies of these documents were also posted to the ASU web-site (www.qld.asu.net.au) on 13 February 2010 and the link to the website was supplied to all members in the ASU News on 14 February 2010.

Yours faithfully



Julie Bignell
BRANCH SECRETARY

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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

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

**STATEMENT OF INCOME
FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009 \$	2008 \$
Revenues from ordinary activities	2	2698173	2684379
Employee expenses	3	(1777480)	(1907115)
Depreciation and amortisation expenses	3	(84588)	(80374)
Other expenses from ordinary activities	3	<u>(703033)</u>	<u>(820290)</u>
Profit (Loss) before income tax expense		<u>133072</u>	<u>(123400)</u>
Income tax expense	1(f)	<u>-</u>	<u>-</u>
Net profit/(loss) after income tax expense attributable to the union		<u>133072</u>	<u>(123400)</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 2009**

	Notes	2009 \$	2008 \$
CURRENT ASSETS			
Cash assets	5	543552	540399
Receivables	6	31935	48773
Other	7	<u>56261</u>	<u>43188</u>
TOTAL CURRENT ASSETS		<u>631748</u>	<u>632360</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	8	<u>1131469</u>	<u>664633</u>
TOTAL NON-CURRENT ASSETS		<u>1131469</u>	<u>664633</u>
TOTAL ASSETS		<u>1763217</u>	<u>1296993</u>
CURRENT LIABILITIES			
Payables	9	290660	408912
Provisions	10	<u>128805</u>	<u>111966</u>
TOTAL CURRENT LIABILITIES		<u>419465</u>	<u>520878</u>
NON-CURRENT LIABILITIES			
Provisions	10	<u>74567</u>	<u>78731</u>
TOTAL NON-CURRENT LIABILITIES		<u>74567</u>	<u>78731</u>
TOTAL LIABILITIES		<u>494032</u>	<u>599609</u>
NET ASSETS		<u>1269185</u>	<u>697384</u>
EQUITY			
Retained earnings	11	560706	427634
Reserves	12	<u>708479</u>	<u>269750</u>
TOTAL EQUITY		<u>1269185</u>	<u>697384</u>

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

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009	2008
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and others		2733048	2640870
Interest received		2105	6952
Payments to suppliers and employees		(2616106)	(2547200)
Interest paid		<u>(3199)</u>	<u>-</u>
Net cash provided by operating activities	14(b)	115848	100622
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		<u>(62192)</u>	<u>(7902)</u>
Net cash used in investing activities		(62192)	(7902)
Net increase/(decrease) in cash held		<u>53656</u>	<u>92720</u>
Cash at the beginning of the period		<u>190399</u>	<u>97679</u>
Cash at the end of the period	14(a)	<u>244055</u>	<u>190399</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 2009**

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 2009**

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 and cash at bank.

(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 changes in 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 2009**

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	2009	2008
	\$	\$
Operating Activities		
Member Subscriptions	2638908	2623053
Doubtful Debts Provision	-	12000
Other Revenue	<u>57160</u>	<u>42374</u>
	2696068	2677427
Non-operating Activities		
Interest	<u>2105</u>	<u>6952</u>
Total Revenue	<u>2698173</u>	<u>2684379</u>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

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

a. Expenses:

Audit Fees	5600	7195
Interest Paid	3199	-
Depreciation of Property, Plant and Equipment	84588	80374
Branch Council/Conference Expenses	10015	8964
Provision for Doubtful Debts	10000	-
Employee Expenses	1777480	1907115
Affiliation Fees	84466	72312
Sustentation – ASU National	174914	180826
Commission – Employers (subscription collection)	8639	9232
Branch Journal	5189	15948
Legal Expenses	16558	18675
Motor Vehicle Expenses	64298	76703
Telephone	41329	51252
General and Administrative Expense	<u>278826</u>	<u>379183</u>
Total Expenses	<u>2565101</u>	<u>2807779</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 2009**

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	2009	2008
		\$	\$
	Cash on hand	1000	1000
	Cash at bank	243055	189399
	Investment Access Funds	<u>299497</u>	<u>350000</u>
		<u>543552</u>	<u>540399</u>
NOTE 6:	RECEIVABLES		
	Trade Debtors – ASU National	-	691
	Trade Debtors – Other	8999	3523
	Subscriptions receivable	32936	44559
	Provision for doubtful debts	<u>(10000)</u>	<u>-</u>
		<u>31935</u>	<u>48773</u>
NOTE 7:	OTHER		
	CURRENT		
	Prepayments	<u>56261</u>	<u>43188</u>
NOTE 8:	PROPERTY, PLANT AND EQUIPMENT		
	Strata Title – Building Floor at Independent valuation	1025860	624750
	Accumulated depreciation	<u>-</u>	<u>(62475)</u>
		<u>1025860</u>	<u>562275</u>
	Refurbishment – Furniture and fittings at cost	223624	223624
	Accumulated depreciation	<u>(205604)</u>	<u>(183621)</u>
		<u>18020</u>	<u>40003</u>
	Furniture and fittings – at Committee Of Management valuation	31858	33976
	At cost	59053	59053
	Accumulated depreciation	<u>(59513)</u>	<u>(52264)</u>
		<u>31398</u>	<u>40765</u>
	Office Equipment	71061	166402
	Accumulated depreciation	<u>(69082)</u>	<u>(160553)</u>
		<u>1979</u>	<u>5849</u>
	Motor Vehicles	136213	115805
	Accumulated amortisation	<u>(82001)</u>	<u>(100064)</u>
		<u>54212</u>	<u>15741</u>
	Total Property Plant and Equipment	<u>1131469</u>	<u>664633</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

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	562274	489232	-	(25646)	1025860
Refurbishment	40003	-		(21983)	18020
Furniture and Fittings	40766	2351	-	(11719)	31398
Office Equipment	5849	-	(2094)	(1776)	1979
Motor Vehicles	<u>15741</u>	<u>61936</u>	<u>-</u>	<u>(23465)</u>	<u>54212</u>
Total	<u>664633</u>	<u>553519</u>	<u>(2094)</u>	<u>(84589)</u>	<u>1131469</u>

NOTE 9: PAYABLES

	2009 \$	2008 \$
CURRENT		
Trade creditors – ASU National	50358	107907
Trade creditors and accruals- other	199678	267769
Revenue received in advance	<u>40624</u>	<u>33236</u>
	<u>290660</u>	<u>408912</u>

NOTE 10: PROVISIONS

CURRENT

Provision for Annual Leave – Officers	120684	96961
Provision for Annual Leave – Employees	<u>8121</u>	<u>15005</u>
	<u>128805</u>	<u>111966</u>

NON-CURRENT

Provision for long service leave – Officers	61665	66922
Provision for long service leave – Employees	<u>12902</u>	<u>11809</u>
	<u>74567</u>	<u>78731</u>

TOTAL PROVISIONS

203372 190697

NOTE 11: RETAINED EARNINGS

Retained earnings at the beginning of the period	427634	551034
Net profit/(loss) attributable to the union	<u>133072</u>	<u>(123400)</u>
Retained earnings at the end of the period	<u>560706</u>	<u>427634</u>

NOTE 12: RESERVES

Balance 1 July 2008	269750	269750
Revaluation of strata title Building Floor – 30/06/09	489232	-
Investment Access Funds Revaluation 30 June 2009	<u>(50503)</u>	<u>-</u>
Balance 30 June 2009	<u>708479</u>	<u>269750</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

NOTE 13: 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 2009	<u>219896</u>	<u>156039</u>
	<u>219896</u>	<u>156039</u>

NOTE 14: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash on hand	1000	1000
Cash at bank	<u>243055</u>	<u>189399</u>
	<u>244055</u>	<u>190399</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	133072	(123400)
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Non Cash Flows in Operating Surplus/(deficit)

Depreciation	84588	80374
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Changes in Assets and Liabilities

(Increase)/Decrease in receivables	16838	(21904)
(Increase)/Decrease in other current assets	(13073)	22574
Increase/(Decrease) in provisions	12675	(22176)
Increase/(Decrease) in payables	<u>(118252)</u>	<u>165154</u>
Net cash provided by (used in) operating activities	<u>115848</u>	<u>100622</u>

(c) Non-cash financing and Investing Activities

There were no non-cash financing or investing activities during the period.

(d) Facilities

The union has no credit stand-by or financing facilities in place.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

NOTE 15: SEGMENT REPORTING

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

NOTE 16: 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 17: SUBSEQUENT EVENTS

No significant subsequent events have been discovered since balance sheet date which would make these financial statements materially inaccurate or misleading, nor are any matters pending which might have such an effect.

NOTE 18: CONTINGENT LIABILITIES

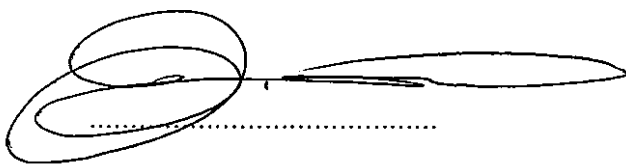
There were no contingent liabilities at 30 June 2009.

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2009

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 *8th January 2010*.

- (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 2009 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.
- (F) There has been no recovery of wages activity during the financial year ended 30 June 2009.



11 / 1 , 2010

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

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2009**

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 2009.

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.

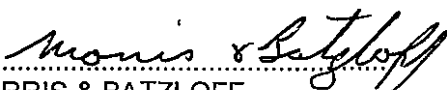
Independence

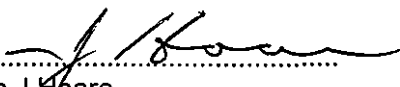
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

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

- (a) The Workplace Relations Act 1996, Schedule 1.
- (b) Applicable Australian Accounting Standards.
- (c) Other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the RAO Schedule.
- (d) 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

12 / 1 / 10 . , 2009

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 2009 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 6%. 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

No secondments in 2008/09.

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 7963.
- 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 26.
- 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	██████	Chandler	Maree	26/04/2007		Yes
Branch Conference Delegate	██████	Fisher	Amanda	10/04/2003		Yes
Branch Conference Delegate	██████	Fulton	John	6/09/2002		Yes
Branch Conference Delegate	██████	Krauksts	Edwin	30/04/1999		Yes
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	██████	Oaklands	Ray	26/04/2007		Yes
Branch Conference Delegate	██████	Redmond	Eileen	26/04/2007		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	██████	Taylor	Mark	26/04/2007		Yes
Branch Conference Delegate	██████	Timm	Patricia	26/04/2007		Yes
Branch Council Delegate	██████	Adams	Gillian	04/09/2006		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	██████	Lowrie	Christine	26/04/2007		Yes
Branch Council Delegate	██████	Mayo	Susan	26/04/2007		Yes
Branch Council Delegate	██████	McMillan	Cindy	9/02/2005		Yes
Branch Council Delegate	██████	Siemsen	Carolyn	26/02/2009		Yes
Branch Council Delegate	██████	Slocombe	Janet	26/04/2007		Yes
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 (section 254) of the RAO Schedule of the WRA 1996:

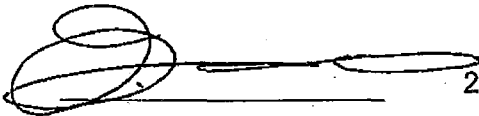
(a) The total amount paid by the reporting unit during the financial year to employers as consideration for the employers making payroll deductions of membership subscriptions is \$8,638.88.

(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 \$18,558.21

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 27 August 2009 and adopted at the Branch Executive on the 25 November 2009. True copies of these documents were also posted to the ASU web-site (www.qld.asu.net.au) on 28 October 2009 and link to the website was supplied to all members in the ASU News on 28 October 2009, emailed and posted to members.



23 December 2009

Julie Bignell
Branch Secretary



FAIR WORK
AUSTRALIA

6 January 2010

Julie Bignell
Branch Secretary
Australian Municipal, Administrative and Clerical Union
Central and Southern Queensland Branch
PO Box 478
FORTITUDE VALLEY QLD 4006

email: info@qld.asu.net.au

Dear Ms Bignell,

**Financial report of the Australian Municipal, Administrative, Clerical and Services Union
– Central and Southern Queensland Branch for financial year ended 30 June 2009
(FR2009/10110)**

Thank you for lodging the financial report of the Central and Southern Queensland Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009. The documents were lodged in this office on 24 December 2009.

For the reasons which follow, the financial report cannot be filed.

Timescale Requirements

The financial reporting requirements contained in Schedule 1 of the *Workplace Relations Act 1996* (“the RAO Schedule”) were intended to encourage efficient management of organisations and ensure that they were accountable to their members. They have not changed under the *Fair Work (Registered Organisations) Act 2009*.

The requirements comprise a number of steps. In summary, financial reports have to be prepared, audited, supplied to members, presented to a meeting and lodged in Fair Work Australia. In addition, those steps have to be performed in a particular order, within a specified timeframe.

Throughout the year, the Branch is required to keep financial records. As soon as practicable after the end of the financial year, a general purpose financial report (“GPFR”) must be prepared from the financial records. The contents of the GPFR were set out in [section 253](#) of the RAO Schedule (now [section 253](#) of the *Fair Work (Registered Organisations) Act 2009*).

One component of the GPFR is the Committee of Management Statement. The Branch Committee of Management must meet after the financial statements and notes have been prepared. The purpose of this meeting is to authorise the Committee of Management (as the Branch’s management group) to make a statement dealing with the matters in [item 25](#) of the Reporting Guidelines (note also items 24 and 26).

After the Committee of Management statement has been signed it must be forwarded, along with the other financial statements and notes, to the Branch’s auditor so an auditor’s report can be prepared.

Next, the GPFR (including the Committee of Management Statement and auditor's report) together with an [Operating Report](#) are provided to members. Then, all of the material must be placed before either a second Committee of Management meeting, or a meeting of the Branch's membership. The purpose of this meeting is for the Branch (taken as a whole) to adopt the financial reporting material for the year.

If the Branch decides to place the full report before a meeting of its members, the GPFR and operating report must be provided to the members at least 21 days before the meeting. If the Branch instead decides to place the material before a second Committee of Management meeting, the GPFR and operating report must be provided to the members within 5 months of the end of the financial year.

Finally, within 14 days of presentation to the meeting, the full report and a [Designated Officer's Certificate](#), must be lodged with Fair Work Australia.

Unless all of these steps are taken, the financial report cannot be filed.

From the information available in relation to the Branch's financial report for the year ended 30 June 2009:

- the full report which included the Committee of Management Statement, the Operating Report and the Auditor's Report, was supplied to members on 28 October 2009;
- the Committee of Management statement indicates that a resolution was passed on 25 November 2009 in relation to the financial report, although the statement itself is undated;
- the Operating Report is dated 23 December 2009; and
- the financial report was adopted by the Branch Executive (on behalf of the Branch as a whole) at a meeting on 25 November 2009.

It therefore appears that the Committee of Management statement, the Operating Report and the Auditor's Report were supplied to members unsigned and/or undated. It also seems that those documents were forwarded to members before the Branch Executive had formally executed them. Further, because the unsigned auditor's report was forwarded to members before 25 November 2009, the auditor could not have considered the Committee of Management statement when preparing his report. As such he could not have audited a GPFR within the meaning of the RAO Schedule. In any event, because the document from the auditor which was provided to the members bore no signature or date, it may not be an auditor's report for the purpose of the Australian auditing standards.

If the dates on the documents are accurate, I advise the Branch will need to repeat certain steps in the reporting process. Specifically, the Branch is required to do the following:

- The Branch Executive should execute and date a Committee of Management statement in the terms of its 25 November 2009 resolution;
- The Branch should then arrange for a dated and signed auditor's report to be made. The report must take into account, amongst other things, the Committee of Management statement;
- The Branch should then supply the full report to members;
- The Branch should then present the full report to another meeting of the Branch Executive, or a meeting of the membership; and.
- The full report, accompanied by a Designated Officer's Certificate, should be lodged in Fair Work Australia within 14 days of the meeting.

A diagrammatic summary of the reporting process is attached for your assistance.

Should you wish to discuss this letter, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au .

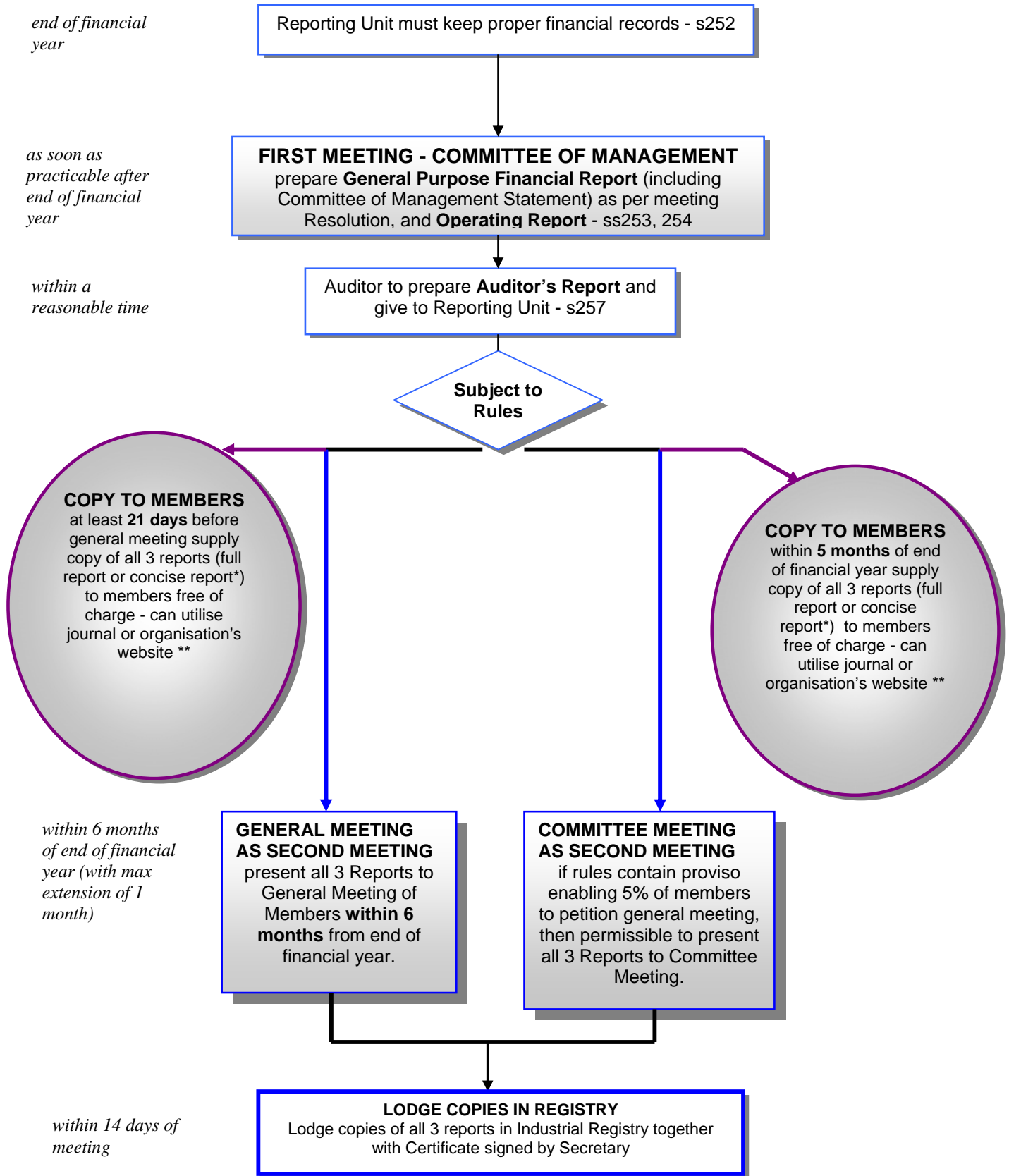
Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell

Tribunal Services and Organisations

Financial Reporting Timeline (RAO Schedule)



* concise report may be provided if s265(1)-(4) complied with. ** report may be supplied through organisation's journal or on organisation's website subject to particular specifications as per RAO regulation 18.