



17 December 2014

Ms Julie Bignall
Secretary
Australian Municipal, Administrative, Clerical and Services Union - Central and Southern
Queensland Clerical and Administrative Branch
Level 1, 27 Peel Street
SOUTH BRISBANE QLD 4101

Dear Ms Bignall

**Australian Municipal, Administrative, Clerical and Services Union Central and Southern
Queensland Clerical and Administrative Branch Financial Report for the year ended 30
June 2014 - [FR2014/256]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union Central and Southern Queensland Clerical and Administrative Branch (the Branch). The documents were lodged with the Fair Work Commission (FWC) on 21 November 2014. I also acknowledge the re-lodgement of the financial report I received from Jan Sheppard, Senior Industrial Advocate, on the 15 December 2014. This was due to the original lodgement containing missing pages within the financial report, operating report and designated officer's certificate.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2015 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm these concerns have been addressed prior to filing next year's report.

Timescale requirements

Documents must be lodged with the FWC within 14 days of General Meeting

Section 268 of the RO Act, states that the full report and the designated officer's certificate are required to be lodged with the FWC within 14 days of the meeting of the committee of management. The designated officer's certificate indicates that this meeting occurred on 1 November 2014. If this is correct the full report should have been lodged with the FWC by 16 November 2014.

The full report was lodged on 21 November 2014.

If these dates are correct, the Branch should have applied for an extension of time to lodge the required reports and the designated officer's certificate in accordance with section 268 of the RO Act.

Please note that in future financial years if the Branch cannot lodge on time, a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made prior to the required date of lodgement.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contact on (03) 8661 7886 or via email at joanne.fenwick@fwc.gov.au.

Yours sincerely



Joanne Fenwick
Financial Reporting Specialist
Regulatory Compliance Branch

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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014**

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AUSTRALIAN SERVICES UNION
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STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2014

	Notes	2014 \$	2013 \$
Revenue	2	3,507,946	4,327,524
Employee expenses	3	-	-
Depreciation and amortisation expenses	3	(4,838)	(41,302)
Other expenses	3	<u>(3,453,818)</u>	<u>(3,842,067)</u>
Surplus (Deficit) before income tax expense		49,290	444,155
Income tax expense	1(g)	<u>-</u>	<u>-</u>
Net Surplus (Deficit) for Year		<u>49,290</u>	<u>444,155</u>

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

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

**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2014**

	Notes	2014 \$	2013 \$
CURRENT ASSETS			
Cash Assets	5	1,874,305	9,151,436
Receivables	6	2,750	33,424
Other	7	<u>84,418</u>	<u>65,054</u>
TOTAL CURRENT ASSETS		<u>1,961,473</u>	<u>9,249,914</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	8	<u>7,885</u>	<u>12,723</u>
TOTAL NON-CURRENT ASSETS		<u>7,885</u>	<u>12,723</u>
TOTAL ASSETS		<u>1,969,358</u>	<u>9,262,637</u>
CURRENT LIABILITIES			
Payables	9	455,185	7,797,754
Provisions	10	<u>-</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>455,185</u>	<u>7,797,754</u>
NON-CURRENT LIABILITIES			
Payables	9	-	-
Provisions	10	<u>-</u>	<u>-</u>
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>455,185</u>	<u>7,797,754</u>
NET ASSETS		<u>1,514,173</u>	<u>1,464,883</u>
EQUITY			
Retained earnings	11	1,514,173	1,464,883
Reserves		<u>-</u>	<u>-</u>
TOTAL EQUITY		<u>1,514,173</u>	<u>1,464,883</u>

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

**AUSTRALIAN SERVICES UNION
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**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2014**

	Retained Earnings	Reserves	Total
Balance 1 July 2012	300,525	720,203	1,020,728
Surplus (Deficit) for Year	444,155	-	444,155
Transfer on Sale of Property	<u>720,203</u>	<u>(720,203)</u>	<u>-</u>
Balance 30 June 2013	1,464,883	-	1,464,883
Surplus (Deficit) for Year	<u>49,290</u>	<u>-</u>	<u>49,290</u>
Balance 30 June 2014	<u>1,514,173</u>	<u>-</u>	<u>1,514,173</u>

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

**AUSTRALIAN SERVICES UNION
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**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2014**

	Notes	2014	2013
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		3,398,821	3,847,307
Receipts from Others		69,548	57,619
Interest received		15,007	1,882
Payments to suppliers and employees:			
ASU National		(149,503)	(267,017)
Other		(3,228,562)	(3,353,315)
Interest paid		<u>(578)</u>	<u>(1,590)</u>
Net cash provided by operating activities	13(b)	104,733	284,886
CASH FLOWS FROM INVESTING ACTIVITIES			
Sale of property, plant and equipment		1,659	1,331,337
Investment Access Funds		-	-
Other - Together Union		-	7,500,000
- Working for Queenslanders		<u>(7,383,523)</u>	<u>-</u>
Net cash used in investing activities		(7,381,864)	8,831,337
Net increase/(decrease) in cash held		<u>(7,277,131)</u>	<u>9,116,223</u>
Cash at the beginning of the period		<u>9,151,436</u>	<u>35,213</u>
Cash at the end of the period	13(a)	<u>1,874,305</u>	<u>9,151,436</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 2014**

NOTE 1: BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch is a not for profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

(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
Vehicles	20%

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

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) Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(d) Financial Assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Fair Value through profit or loss

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

Held-to-maturity Investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

Loan and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

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

(d) Financial Assets (cont'd)

Impairment of Financial Assets

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

(e) Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Fair value through profit or loss

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

Other Financial Liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

(f) Revenue

Revenue from subscriptions is recognised on an accruals basis and recorded as revenue in the year to which it relates.

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).

(g) Income Tax

Income of the branch is exempt from income tax due to the provisions of Section 50-15 of the Income Tax Assessment Act 1997 however the branch still has obligation for Goods and Services Tax (GST).

(h) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

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

(i) 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.

(j) New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standards.

(k) Capitation Fees and Levies

Capitation fees, levies and contributions are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

(l) The Branch has not provided or agreed to provide financial support to any other reporting unit during the financial year.

(m) The Branch has not acquired an asset or liability during the financial year as a result of any amalgamation, restructure, determination by the general manager under subsection 245(1) of the Fair Work (Registered Organisation) Act or a revocation by the general manager under subsection 249(1) of the Fair Work (Registered Organisation) Act.

(n) The Branch has not acquired any asset or liability during the financial year as a part of any business combination.

NOTE 2: REVENUE

	2014	2013
	\$	\$
Member Subscriptions	3,405,835	3,847,307
Gain on Sale Non Current Assets	1,659	398,785
Rent - Property	-	16,364
Sponsorship	18,375	20,897
Service Fee - Together Union	-	22,723
Other Income	51,173	19,566
	3,477,042	4,325,642
Interest	30,904	1,882
Total Revenue	3,507,946	4,327,524

No transactions occurred during the financial year in relation to the following sources of revenue.

- capitation fees
- levies
- donations

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014**

NOTE 3: EXPENSES	2014	2013
	\$	\$
Surplus for year before income tax expense has been determined after charging as expense:		
Audit Fees	4,890	4,310
Interest Paid	578	1,590
Depreciation of Property, Plant and Equipment	4,838	41,302
Donations	7,951	-
Employee Expenses	-	-
Conference & Meetings	15,865	-
Service Fee		
- Together Union (Note 20)	2,880,120	3,463,390
- Queensland Services Union	161,442	-
Affiliation Fees		
- ALP	57,471	56,580
Sustentation – ASU National	214,030	256,865
Levy:		
- ASU National	8,219	8,219
- ACTU	12,800	17,054
Commission – Employers (subscription collection)	4,872	6,583
Industrial Campaign	13,690	-
Research	-	2,000
Legal Expenses - Other	18,984	-
General and Administrative Expense	<u>52,906</u>	<u>25,476</u>
Total Expenses	<u>3,458,656</u>	<u>3,883,369</u>

No transactions occurred during the financial year in relation to the following items of expenditure.

- compulsory levies
- penalties

NOTE 4: INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK AUSTRALIA

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of Fair Work (Registered Organisations) Act 2009 which read as follows:

- 1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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.
- 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)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

NOTE 5: CASH ASSETS	2014	2013		
	\$	\$		
Cash on hand	-	-		
Cash at bank and on deposit	1,874,305	9,151,436		
	<u>1,874,305</u>	<u>9,151,436</u>		
 NOTE 6: RECEIVABLES				
Trade Debtors:				
- ASU National	-	-		
- Together Union	-	25,000		
- Other	2,750	8,424		
	<u>2,750</u>	<u>33,424</u>		
 At the 30 June 2014 none of the above trade debtors were past due or impaired.				
 NOTE 7: OTHER				
CURRENT				
Other Debtors & Prepayments	<u>84,418</u>	<u>65,054</u>		
 NOTE 8: PROPERTY, PLANT AND EQUIPMENT				
Strata Title – Building Floor at Independent valuation	-	-		
Accumulated depreciation	<u>-</u>	<u>-</u>		
Refurbishment – Furniture and fittings at cost	-	-		
Accumulated depreciation	<u>-</u>	<u>-</u>		
Furniture and fittings – at Committee of Management Valuation	-	-		
At cost	-	2,161		
Accumulated depreciation	<u>-</u>	<u>(2,161)</u>		
Office Equipment - at cost	-	2,202		
Accumulated depreciation	<u>-</u>	<u>(2,202)</u>		
Motor Vehicles - at cost	24,845	86,799		
Accumulated amortisation	<u>(16,960)</u>	<u>(74,076)</u>		
	<u>7,885</u>	<u>12,723</u>		
Total Property Plant and Equipment	<u>7,885</u>	<u>12,723</u>		
 Property, Plant & Equipment at cost or valuation				
	1.7.13	Disposals	Additions	30.6.14
Furniture & Fittings	2,161	(2,161)	-	-
Office Equipment	2,202	(2,202)	-	-
Motor Vehicles	86,799	(61,954)	-	24,845
	<u>91,162</u>	<u>(66,317)</u>	<u>-</u>	<u>24,845</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

NOTE 8: PROPERTY, PLANT AND EQUIPMENT (CONT'D)

Property, Plant & Equipment at cost or valuation - Accumulated Depreciation

	1.7.13	Depreciation For Year	Disposals	30.6.14
Furniture & Fittings	2,161	-	(2,161)	-
Office Equipment	2,202	-	(2,202)	-
Motor Vehicles	74,076	4,838	(61,954)	16,960
	<u>78,439</u>	<u>4,838</u>	<u>(66,317)</u>	<u>16,960</u>
Carrying Value				<u>7,885</u>

NOTE 9: PAYABLES

	2014	2013
	\$	\$
CURRENT		
Trade creditors:		
- ASU National	-	-
- Together Union	288	257,137
- Other	1,907	21,977
Other Advances -Together Union	-	7,511,461
Vehicle Loans	-	7,179
	<u>2,195</u>	<u>7,797,754</u>
Other Creditors & Accruals:		
Sustentation ASU National	66,382	-
ASU National - Other	6,364	-
Service Fee - Queensland Services Union	161,442	-
Service Fee - Together Union	175,000	-
Subscriptions in Advance	18,298	-
GST Payable	16,837	-
Other	8,667	-
	<u>452,990</u>	<u>-</u>
	<u>455,185</u>	<u>7,797,754</u>

(a) In June 2013 the Together Union, Industrial Union of Employees transferred an amount of \$7,500,000 to the union to secure the performance of industrial and management services for an initial period of 10 years. The union had control of these funds at the 30 June 2013 the total balance at that date being \$7,511,461.

NON-CURRENT

Vehicle Loans	-	-
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AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
	\$	\$
NOTE 10: PROVISIONS		
CURRENT		
Provision for Annual Leave – Officerholders	-	-
Provision for Annual Leave – Other Employees	-	-
	<u>-</u>	<u>-</u>
NON-CURRENT		
Provision for long service leave – Officerholders	-	-
Provision for long service leave – Other Employees	-	-
	<u>-</u>	<u>-</u>
TOTAL PROVISIONS	<u>-</u>	<u>-</u>
 NOTE 11: RETAINED EARNINGS		
Retained earnings at the beginning of the period	1,464,883	300,525
Net surplus/deficit attributable to the union	49,290	444,155
Transfer from Reserve on Sale of Property	-	720,203
Retained earnings at the end of the period	<u>1,514,173</u>	<u>1,464,883</u>
 NOTE 12: CASH FLOW INFORMATION		
(a) Reconciliation of cash		
Cash on hand	-	-
Cash at bank	1,874,305	9,151,436
	<u>1,874,305</u>	<u>9,151,436</u>
 (b) Reconciliation of net cash provided by operating activities to surplus from ordinary activities after income tax		
Surplus (Deficit) from ordinary activities after income tax	49,290	444,155
Profit on Sale of Property	(1,659)	(398,785)
Non Cash Flows in Operating Surplus/(deficit)		
Depreciation & Amortisation	4,838	41,302
Changes in Assets and Liabilities		
(Increase)/Decrease in receivables	30,674	(21,931)
(Increase)/Decrease in other current assets	(19,364)	(38,328)
(Increase)/Decrease in non current assets	-	-
Increase/(Decrease) in provisions	-	-
Increase/(Decrease) in payables	40,951	258,473
Net cash provided by (used in) operating activities	<u>104,730</u>	<u>284,886</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

NOTE 12: CASH FLOW INFORMATION (cont'd)

(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 13: FINANCIAL RISK MANAGEMENT

	2014	2013
	\$	\$
Financial Assets		
Cash and Cash at Bank (unrestricted)	1,874,305	9,151,436
Trade Debtors	2,750	33,424
Other Receivables	84,418	65,054
Carrying Amount of Financial Assets	1,961,473	9,249,914
Financial Liabilities		
Trade Creditors	2,195	279,114
Other Creditors & Accruals	452,990	-
Advances & Loans	-	7,518,640
Carrying Amount of Financial Liabilities	455,185	7,797,754

Cash, cash at bank, trade receivables and payables, other receivables, advances and loans are short term instruments in nature whose carrying amount is equivalent to fair value.

NOTE 14: LIQUIDITY RISK

Liquidity risk arises from the possibility that the Branch might encounter difficulty in settling its debts or otherwise meeting its obligations in relation to financial liabilities. The Branch manages this risk through the following mechanisms:-

- preparing forward cash flow analysis in relation to its operational activities.
- maintaining a reputable credit profile.
- investing surplus cash with reputable financial institutions.

NOTE 15: FINANCIAL ASSETS & LIABILITIES

Management of the Branch assessed that cash at bank & on deposit, trade & other short term receivables, trade & other short term payables approximate their carrying amount due to the short term maturity of these instruments.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

NOTE 16: STATEMENT OF FINANCIAL POSITION

Liabilities

As at 30 June 2014 there were no liabilities in relation to:-

- payments to employers in relation to the collection of membership subscriptions
- employee provisions

NOTE 17: STATEMENT OF CHANGES IN EQUITY

No transaction occurred during the financial year in relation to:-

- funds or accounts in respect of compulsory levies
- transfers or withdrawals to a fund, account or controlled entity where these were kept for a specific purpose.
- a general fund

NOTE 18: RECOVERY OF WAGES ACTIVITY

The Branch has not undertaken any recovery of wages activity during the financial year ending 30 June 2014.

NOTE 19: UNION DETAILS

The principal place of business of the union is:

Australian Services Union
Central and Southern Queensland
Clerical and Administrative Branch

Level 3, 27 Peel Street
South Brisbane Qld 4101

NOTE 20: AMALGAMATION

On the 1st July 2011 the Branch entered into a service agreement with the Australian Municipal Administrative Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch, Union of Employees (the Amalgamated Union). The Amalgamated Union is a Registered Industrial Organisation pursuant to the Industrial Relations Act.

By order of the QIRC, on and from the amalgamation day the QPSU and AMACSU amalgamated to form the Amalgamated Union.

As a consequence of the amalgamation of AMACSU and the QPSU, the QPSU was deregistered. AMACSU formed the Amalgamated Union.

The Service Agreement establishes the arrangements between the Branch and the Amalgamated Union consistent with a Deed of Agreement dated 26 November, 2010.

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

NOTE 20: AMALGAMATION (cont'd)

The Service Agreement outlines the financial arrangements following amalgamation day (1 July 2011) including:-

- Setting of membership fees.
- Employment of staff of the Branch and the Amalgamated Union.
- The management of finances of the Branch and the Amalgamated Union.

In relation to employment of staff on and from the amalgamation day the Amalgamated Union and the ASU in respect of the Branch employ all staff jointly.

NOTE 21: CONTINGENT LIABILITIES

There were no contingent liabilities at 30 June 2014.

NOTE 22: EVENTS AFTER THE 30 JUNE 2013 REPORTING PERIOD

In July 2013 the balance of funds held as advances from the Together Union, Industrial Union of Employees were transferred to Working for Queenslanders Ltd, a company established to undertake the same industrial and management services for an initial period of 10 years under the same terms and conditions as per the agreement with the Together Union, Industrial Union of Employees reached prior to the 30 June 2013.

COMMITTEE OF MANAGEMENT STATEMENT

for the period ended 30 June 2014

On the 16 September 2014 the Branch Executive of the Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 30 June 2014:

The Branch Executive declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (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 to which the GPRF relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation 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 RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) where the reporting unit has not derived revenue from undertaking recovery of wages activity, include the statement 'no revenue has been derived from undertaking recovery of wages activity during the reporting period' or

- (g) where the reporting unit has derived revenue from undertaking recovery of wages activity:
- (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the General Manager; and
 - (ii) the committee of management instructed the auditor to include in the scope of the audit required under subsection 257(1) of the RO Act all recovery of wages activity by the reporting unit from which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
 - (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer:



Name and title of designated officer:

Irene Monro

Acting Branch Secretary

Dated:

16 September 2014

AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH

INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2014

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

We have audited the general purpose financial report of Australian Services Union Central and Southern Queensland Clerical and Administrative Branch, which comprises the statement of financial position as at 30 June 2014, and the statement of income, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes and branch committee of management's statement for the year then ended.

Branch Committee of Management and the Branch Secretary's Responsibility for the Financial Report

The branch committee of management and the branch secretary of the Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the branch committee of management and branch secretary, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

Independence

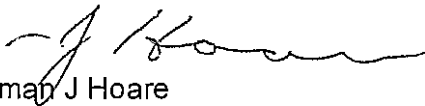
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

Auditor's Opinion

In our opinion the general purpose financial report of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

As part of our audit we have concluded that management's use of the going concern basis in the preparation of the Branch's financial statements is appropriate.

Morris & Batzloff
Chartered Accountants



Norman J Hoare
Partner
Member of Institute of Chartered Accountants
And Holder of Current Public Practice Certificate
Registered Company Auditor
96 Lytton Road
EAST BRISBANE QLD 4169

17th September 2014

OPERATING REPORT

The committee presents its report on the reporting unit for the financial year ended 30 June 2014.

1. Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

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 2014 were:

- To uphold the rights of our members, to improve, protect and foster their best interests and to encourage their involvement in programs which improve their standard of living and participation in society.
- To work with members to obtain and maintain reasonable hours of work, fair wages and improved industrial conditions.
- To enter into negotiations with employers on behalf of our members for collective agreements.
- To interact and liaise with other unions through peak associations in order for our members' interests to be represented.

On 1 July 2011 our state counterpart union, AMACSU merged with the QPSU. As part of arrangements, a service agreement was entered into between this Federal Branch of the AMACSU and the new state union, Together. The service agreement provides for a seamless operation integrating membership services and organising.

2. Significant changes in financial affairs

The Service Agreement in place with the state counterpart union ,means that the bulk of financial transactions are conducted by the state union.

3. Right of members to resign

Resignation from the union by members is done in accordance with Rule 32 – Resignation.

4. Officers & employees who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee

To the best of our knowledge, there are currently no members who are superannuation fund trustees.

Branch Secretary Julie Bignell is a Director/Trustee of CareSuper

5. Officers & employees who are directors of a company or a member of a board

1. Julie Bignell, Branch Secretary

Board Membership

Care Super – a superannuation fund, providing services primarily to white collar professional workers across Australia, nominated by the Australian Services Union

2. Kevin Place, Assistant Branch Secretary

Board Membership

Union Shopper Ltd – company providing discounted shopping services to members of affiliated unions, self nominated.

3. Ruth McFarlane, Branch President

Qsuper – a superannuation fund, providing services primarily to white collar state government employees.

6. Number of members

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009:

The number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the registered organisation/branch under sec. 244 of the RAO Schedule was 9040.

7. Number of employees

The number of persons who were at the end of the financial year employees of the organisation/branch including both full-time and part-time employees measured on a full-time equivalent basis was 75.

8. Names of Committee of Management members and period positions held during the financial year

The names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which he or she held office were:

	NAME	START	FINISH
Elizabeth	Barnes	1/07/2013	14/09/2013
Julie	Bignell	1/07/2013	30/06/2014
Christine	Collyer	1/07/2013	30/06/2014
Cecillia	Condratoff	1/07/2013	30/06/2014
Elizabeth	Cooper	1/07/2013	30/06/2014
Michelle	Cox	1/07/2013	30/06/2014
Simon	Cox	1/07/2013	30/06/2014
Amanda	Fisher	1/07/2013	30/06/2014
Leithan	Goodridge	1/07/2013	30/06/2014
Ross	Hall	1/07/2013	30/06/2014
Christine	Hicks	1/07/2013	30/06/2014
Catherine	Hogarth	1/07/2013	30/06/2014
Edwin	Krauksts	1/07/2013	14/09/2013
Tiziana	Licastro	1/07/2013	17/04/2014
Ruth	McFarlane	1/07/2013	30/06/2014
Irene	Monro	27/05/2014	30/06/2014
Kevin	Place	1/07/2013	26/05/2014
Peter	Robertson	1/07/2013	30/06/2014
Anthony	Scott	1/07/2013	30/06/2014
Carolyn	Siemsen	1/07/2013	30/06/2014
Kim	Sunarjana	1/07/2013	30/06/2014
Mark	Taylor	1/07/2013	30/06/2014
Debra	Weekes	1/07/2013	30/06/2014
Lynn	Zeckomske	1/07/2013	30/06/2014

9. Disclosure statements – Remuneration and non-cash benefits of highest paid officers

Branch: The two highest paid officers of the Branch for the disclosure period ended June 30th 2014 and the amounts of relevant remuneration paid to them and the value or form of non-cash benefits received by them is as set out in the table below:

Period 1 July 2013 to 30 June 2014

Name of Officer	Remuneration	Superannuation	Allowances	Other Benefits	Description of Allowance and Other Benefits
J Bignell	\$ 138,072.00	\$ 27,076.00	\$ 10,804.00	\$ 7,135.00	Car Allowance, meeting allowances, vehicle operating expenses, car park
K Place	\$ 124,214.00	\$ 18,381.00	\$ 141.00	\$ 4,935.00	Meeting allowances, fully maintained vehicle, car park

10. Disclosure statements – Officers’ material personal interests

No officer of the Union/Branch has disclosed any material personal interests that they or a relative of theirs has in a matter that relates to the affairs of the Union/Branch in the year ended June 30th 2014.

11. Disclosure by Union/Branch of payments to related parties or declared persons

The Union/Branch has made no reportable payments to any related party or declared person or body of the Union/Branch in the year ended 30th June 2014

12. Name and position of Union/Branch officer/s who prepared this Operating Report:

Signature of prescribed designated officer



Name of prescribed designated officer

Irene Monro

Title of prescribed designated officer

Acting Branch Secretary

Dated 16/9/2014

Australian Municipal, Administrative, Clerical and Services Union - Central and Southern Queensland Clerical and Administrative Branch

s.268 *Fair Work (Registered Organisations) Act 2009*

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER¹

Certificate for the period ended 30 June 2014

I *Irene Monro* being the Acting Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union - Central and Southern Queensland Clerical and Administrative Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Municipal, Administrative, Clerical and Services Union - Central and Southern Queensland Clerical and Administrative Branch for the period ended *30 June 2014* referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that that the full report, was posted to the ASU web-site (www.qld.asu.net.au) on 30 September 2014 and a link to the website was provided to all members by email on 30 September 2014; and
and
- t that the full report was presented to a meeting of the Branch Council of AMACSU C&SQ on 1 November 2014 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated officer: Irene Monro

Title of prescribed designated officer: Acting Branch Secretary

Dated: 3 November 2014

¹ Regulation 162 of the *Fair Work (Registered Organisations) Regulations 2009* defines a 'prescribed designated officer' of a reporting unit for the purposes of s.268(c) as:
(a) the secretary; or
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.