29 December 2016

Mr Alex Scott
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch
Level 1, 27 Peel Street
SOUTH BRISBANE QLD 4101

via email: alex.scott@together.org.au

Dear Mr Scott

Australian Municipal, Administrative, Clerical and Services Union Queensland Together Branch Financial Report for the year ended 30 June 2016 – [FR2016/202]

I acknowledge receipt of the financial report of the Australian, Administrative, Clerical and Services Union Queensland Together Branch (**Queensland Together**). The financial report was lodged with the Fair Work Commission (**FWC**) on 6 December 2016.

The financial report has now been filed.

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.

Operating Report

Review of principal activities

Subsection 254(2)(a) of the *Fair Work (Registered Organisations) Act 2009* (**RO Act**) requires an Operating Report to contain a review of the principal activities of the reporting unit, the results of those activities and any significant changes in the nature of the those activities. I note that the Operating Report provides a review of the principal activities, but does not explain the results of these activities or whether there were any significant changes in the nature of these activities. Please note that subsection 254(2)(a) of the RO Act does not require a financial result nor significant financial changes. It requires a description of the results from providing services to members and a description of any changes to the nature of those activities.

These requirements are in addition to subsection 254(2)(b) of the RO Act which requires an Operating Report to give details of any significant changes in the reporting unit's financial affairs during the year.

Statement of Comprehensive Income

Disclosure of affiliation fees

In order to satisfy item 16(c) of the Reporting Guidelines separate disclosure of affiliation fees paid to political parties and industrial bodies need to be made. This includes disclosing the amount paid to each entity and the name of each entity to which monies were paid. Although affiliation fees are disclosed in Note 4C, the item "Other" does not satisfy the requirements under item 16(c) as the name of the entity (or entities) is not disclosed.

Reconciliation between Queensland Together and Queensland (Services & Northern Administrative) financial statements

As required within the Reporting Guidelines, transactions between reporting units within a registered organisation must be appropriately disclosed. As part of the assessment of the lodged financial return for Queensland Together I note that various transactions have occurred between Queensland Together and the Australian, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative) Branch. To ensure that consistent information is being disclosed, a reconciliation between the lodged financial statements has been conducted. During this review I note that the Queensland (Services & Northern Administrative) Branch did not disclosure any transactions with Queensland Together.

For future years it is recommended that an internal process is established between Queensland Together and Queensland (Services & Northern Administrative) Branch to ensure that all transactions between the reporting units are reconciled and appropriately disclosed within each entities financial report.

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 RO Act, 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 contacted on 03) 8656 4681 or by email at joanne.fenwick@fwc.gov.au.

Yours sincerely

Joanne Fenwick
Financial Reporting Specialist
Regulatory Compliance Branch

Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch

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

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the period ended 30 June 2016

I Alexander Scott being the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch for the period ended 30 June 2016 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and

- that the full report was provided to members of the reporting unit on 31 October 2016; and

- that the full report was presented to a general meeting of members of the reporting unit on 28 November 2016 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Alexander Scott

Branch Secretary

Qld Together Branch

6 December 2016

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

ABN 97 853 552 816

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2016

CONTENTS

COMMITTEE OF MANAGEMENT'S OPERATING REPORT

FOR THE YEAR ENDED 30 JUNE 2016

Operating Report

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* ("Act") the Committee of Management ("the Committee") presents its Operating Report on the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch ("the Branch"), for the year ended 30 June 2016.

Principal Activities

The principal activity of the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch is to act on behalf of members in pursuit of the objects of the Union's rules. Predominately the activities of the Branch are to provide industrial representation and services for members.

Operating Results

The consolidated profit for the financial year amounted to $5,892,135 (2015 loss: $625,974).

Significant Changes in Financial Affairs

A review of the operations of the Branch during the financial year found that there was one significant change in the financial affairs of the Branch's operations during the year. On 1 July 2015 a transfer of net assets from the Together Queensland, Industrial Union of Employees (state registered union) occurred (refer Note11A). As a result of this transfer, $5,999,118 in net assets was provided into the Branch, resulting in a significant credit to the profit and loss accounts.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Branch, the results of those operations or the state of affairs of the Branch in future financial years.

Future Developments

Likely developments in the operations of the Branch or the expected result of those operations in future financial years have not been included in this report as such information is likely to result in unreasonable prejudice to the Branch.

Environmental Issues

The Branch's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

Members Right to Resign

A member may resign from the Branch by written notice addressed and delivered to the Secretary of the Branch in which membership is held.

Membership of the Branch

Number of members as at 30 June 2016: 26,959 (2015: 26,540). Members were split as follows:

- Financial members: 26,246
- Unfinancial members 713

Employees of the Branch

The number of persons who were, at the end of the period to which the report relates, employees of the Branch, where the number of employees includes both full-time and part-time employees measured on a full-time equivalent basis is 85.0 (2015: 0.0).

As detailed at Note 18, the Branch previously had an agreement that all services required for the operation and day-to-day function of the Branch (such as of industrial matters, administration etc.), was to be performed by staff of the Together Queensland, Industrial, Union of Employees. This agreement effectively ceased on 1 July 2015.

Members of the Committee of Management

The name of each person who has been a member of the Committee of Management of the Branch at any time during the reporting period, and the period for which he or she held such a position is as follows:

Name	Period of appointment		
Sharon Abbott	01/07/2015	to	30/06/2016
Michele Bailey	08/09/2015	to	30/06/2016
Rachel Barley	08/09/2015	to	30/06/2016
Elizabeth Barnes	08/09/2015	to	30/06/2016
Ray Booker	08/09/2015	to	30/06/2016
Cameron Brown	08/09/2015	to	30/06/2016
Michelle Byard	08/09/2015	to	30/06/2016
Kerry Celledoni	08/09/2015	to	30/06/2016
Christine Collyer	08/09/2015	to	30/06/2016
Simon Cox	08/09/2015	to	09/12/2015
Peter Devey	01/07/2015	to	30/06/2016
Sue Dinning	08/09/2015	to	01/03/2016
Ashley Dodd	08/09/2015	to	30/06/2016
Alexander Donald	01/07/2015	to	30/06/2016
Vivienne Doogan	01/07/2015	to	30/06/2016
Karen Faulkner	08/09/2015	to	30/06/2016
Katherine Flanders	01/07/2015	to	30/06/2016
Eva Foster	08/09/2015	to	30/06/2016
Christine Fox	08/09/2015	to	30/06/2016
Deborah Green	08/09/2015	to	30/06/2016
Ross Hall	08/09/2015	to	30/06/2016
Rodney Harris	08/09/2015	to	30/06/2016
Catherine Hogarth	08/09/2015	to	30/06/2016
Norman Jacobsen	08/09/2015	to	30/06/2016
Peter Keys	08/09/2015	to	30/06/2016
Wendy Lawrence	08/09/2015	to	05/05/2016
Stephen Louwrens	08/09/2015	to	30/06/2016
Brendan Lynch	08/09/2015	to	30/06/2016
Ruth McFarlane	01/07/2015	to	30/06/2016

Members of the Committee of Management (Continued)

Name	Period of appointment		
Maureen McKirdy	08/09/2015	to	30/06/2016
Bruce Mercer	08/09/2015	to	30/06/2016
Rodney Miles	08/09/2015	to	30/06/2016
Irene Monro	01/07/2015	to	30/06/2016
Christine Mulvogue	08/09/2015	to	30/06/2016
Paul O'Driscoll	01/07/2015	to	30/06/2016
Linda O'Gorman	08/09/2015	to	30/06/2016
Joanne O'Shanesy	08/09/2015	to	30/06/2016
Josephine Peat	08/09/2015	to	30/06/2016
Rodney Reeves	08/09/2015	to	30/06/2016
Travis Rigby	08/09/2015	to	30/06/2016
Darren Roach	08/09/2015	to	30/06/2016
Gary Roberts	08/09/2015	to	30/06/2016
Peter Robertson	08/09/2015	to	30/06/2016
Glynis Saville	08/09/2015	to	30/06/2016
Alexander Scott	01/07/2015	to	30/06/2016
Anthony Scott	08/09/2015	to	30/06/2016
Jasmin Sears	08/09/2015	to	30/06/2016
Ryan Sheedy	08/09/2015	to	30/06/2016
Pauline Spackman	08/09/2015	to	30/06/2016
John Stack	08/09/2015	to	30/06/2016
Barry Stark	08/09/2015	to	30/06/2016
Mark Starkey	01/07/2015	to	30/06/2016
Lyn Stephens	08/09/2015	to	30/06/2016
Kim Sunarjana	08/09/2015	to	30/06/2016
James Swan	08/09/2015	to	30/06/2016
Mandy Timmers	08/09/2015	to	30/06/2016
Ross Uhlmann	08/09/2015	to	30/06/2016
Gregory Walters	08/09/2015	to	30/06/2016
Rowena Wichman	21/10/2015	to	30/06/2016
Peter Yates	08/09/2015	to	30/06/2016

Indemnifying Officers or Auditors

The Branch has not, during or since the end of the financial year, in respect of any person who is or has been an officer or auditor:

- indemnified or made any relevant agreement for indemnifying against a liability, including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against liability for the costs or expenses to defend legal proceedings.

Wages Recovery Activity

The Branch has not undertaken any recovery of wages activity for the financial years ended 30 June 2016 and 30 June 2015.

Officers or Members who are Superannuation Fund Trustees/ Directors of a Company that is a Superannuation Fund Trustee

Those who hold a position of trustee or director of an entity, scheme or company as described in s.254 (2) (d) of the *Fair Work (Registered Organisations) Act 2009*, where a criterion of such entity is that the holder of such position must be a member or official of a registered organisation are as follows:

Ruth McFarlane
- Member and Committee of Management Member of the Branch
- Trustee of Q Super
- Appointment by recommendation of the Queensland Council of Unions

Disclosure Statements - Remuneration and Non-Cash Benefits of Highest Paid Officers

The two highest paid offices of the Branch for the disclosure period ended 30 June 2016 and the amounts of the relevant remuneration paid to them and the value or form of non-cash benefits received by them are set out in the table below:

Remuneration is defined as per the Branch's Rules (rule 57A xvi) as follows:

- Includes pay, wages, salary, fees, allowances, leave, benefits or other entitlements (employer superannuation); but
- Does not include a non-cash benefit; and
- Does not include the reimbursement or payment of reasonable expenses for the cost incurred in the course of the officer carrying out the officers' duties.

	Name of Officer	Actual amount of relevant remuneration	Value of or form of non-cash benefits
1	Alex Scott Branch Secretary	$209,391	$19,545
2	Vivienne Doogan Branch President	$182,042	$6,781

Disclosure Statements – Officers' Material Personal Interests

No officer of the 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 Branch in the year ended 30 June 2016.

Disclosure by Branch of Payments to Related Parties or Declared Persons

The Branch has made no reportable payments to any related party or declared person or body of the Branch in the year ended 30 June 2016.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2016

Auditor's Independence Declaration

A copy of the auditor's independence declaration is set out on page 10.

This report is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee of Management by:

Alex Scott	Vivienne Doogan
Branch Secretary	President
31 October 2016	31 October 2016
South Brisbane	South Brisbane

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

COMMITTEE OF MANAGEMENT STATEMENT

FOR THE YEAR ENDED 30 JUNE 2016

On 31 October 2016, the Branch Executive on behalf of the Committee of Management of the Branch passed the following resolution to the General Purpose Financial statements (GPFR) of the reporting unit for the financial year ended 30 June 2016.

The Committee of Management declares in relation to the GPFR 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 Branch for the financial year to which they relate;

(d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and

(e) during the financial year to which the GPFR 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 and the rules of the union concerned; and

ii. the financial affairs of the Branch have been managed in accordance with the rules of the organisation;

iii. the financial records of the Branch have been kept and maintained in accordance with the *RO Act;*

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 to each of the other reporting units of the organisation;

v. where information has been sought in any request of a member of the reporting unit or General Manager duly made under section 272 of the RO Act, that information has been provided to the member or General Manager; and

vi. there have been no orders for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act during the year.

(f) No revenue has been derived from undertaking recovery of wages activity during the reporting year.

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

Name of Designated Officer: Alex Scott

Title of Designated Officer: Branch Secretary

Signature: ....

Date: 31 October 2016

mgi
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AUDITOR'S INDEPENDENCE DECLARATION
TO THE COMMITTEE OF MANAGEMENT OF AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION – QUEENSLAND TOGETHER BRANCH

As lead auditor for the audit of the Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch for the year ended 30 June 2016; I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

M.G.I

MGI Audit (Q) Pty Ltd

G I Kent

Director – Audit & Assurance

South Brisbane

31 October 2016

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2016

		Consolidated		Parent	
		2016	2015	**2016**	2015
	Notes	$	$	$	$
Revenue					
Membership subscription		**12,293,413**	3,188,031	**12,293,413**	3,188,031
Capitation fees	3A	-	-	-	-
Levies	3B	-	-	-	-
Interest	3C	**126,526**	40,788	**125,190**	40,788
Other revenue	3D	**6,114,219**	65,127	**6,114,219**	65,127
Total revenue		**18,534,158**	3,293,946	**18,532,822**	3,293,946
Other Income					
Grants and/or donations	3E	-	-	-	-
Net gains from sale of assets	3F	-	-	-	-
Total other income		-	-	-	-
Total income		**18,534,158**	3,293,946	**18,532,822**	3,293,946
Expenses					
Employee expenses	4A	**(8,213,494)**	-	**(8,213,494)**	-
Capitation fees	4B	**(704,502)**	(526,474)	**(704,502)**	(526,474)
Affiliation fees	4C	**(402,381)**	(317,140)	**(402,381)**	(317,140)
Administration expenses	4D	**(996,648)**	(54,990)	**(996,648)**	(54,990)
Grants or donations	4E	**(800)**	(10,100)	**(800)**	(10,100)
Depreciation and amortisation	4F	**(53,669)**	(4,443)	**(53,669)**	(4,443)
Legal costs	4G	**(200,725)**	(21,876)	**(200,323)**	(21,876)
Audit fees	4H	**(52,400)**	(4,740)	**(45,820)**	(4,740)
Service agreement expenses	4I	**(80,800)**	(2,769,603)	**(80,800)**	(2,769,603)
Finance costs	4K	**(97,603)**	(3,086)	**(96,991)**	(3,086)
Seconded staff expenses	4J	-	(151,057)	-	(151,057)
Impairment – Receivables	4L	-	-	**(60,075)**	-
Other expenses	4M	**(1,839,001)**	(56,411)	**(1,785,184)**	(56,411)
Total expenses		**(12,642,023)**	(3,919,920)	**(12,640,687)**	(3,919,920)
Profit (loss) for the year		**5,892,135**	(625,974)	**5,892,135**	(625,974)
Other comprehensive income					
Other Comprehensive income (net of income tax)		-	-	-	-
Total comprehensive income for the year		**5,892,135**	(625,974)	**5,892,135**	(625,974)

The above statement should be read in conjunction with the notes.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

		Consolidated		Parent	
		2016	2015	**2016**	2015
	Notes	$	$	$	$
ASSETS					
Current Assets					
Cash and cash equivalents	5A	**9,233,357**	1,162,110	**9,155,963**	1,162,110
Trade and other receivables	5B	**60,853**	41,015	**276,943**	41,015
Other current assets	5C	**299,718**	28,680	**299,718**	28,680
Total current assets		**9,593,928**	1,231,805	**9,732,624**	1,231,805
Non-Current Assets					
Property, plant and equipment	6	**223,504**	-	**223,504**	-
Total non-current assets		**223,504**	-	**223,504**	-
Total assets		**9,817,432**	1,231,805	**9,956,128**	1,231,805
LIABILITIES					
Current Liabilities					
Trade payables	7A	**159,074**	303,856	**144,328**	303,856
Other payables	7B	**340,046**	39,754	**493,488**	39,754
Employee provisions	8A	**2,431,146**	-	**2,431,146**	-
Total current liabilities		**2,930,266**	343,610	**3,068,962**	343,610
Non-Current Liabilities					
Employee provisions	8A	**76,836**	-	**76,836**	-
Other provisions	8B	**30,000**	-	**30,000**	-
Total non-current liabilities		**106,836**	-	**106,836**	-
Total liabilities		**3,037,102**	343,610	**3,175,798**	343,610
Net assets		**6,780,330**	888,195	**6,780,330**	888,195
EQUITY					
Retained earnings		**6,780,330**	888,195	**6,780,330**	888,195
Total equity		**6,780,330**	888,195	**6,780,330**	888,195

The above statement should be read in conjunction with the notes.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2016

Consolidated	Notes	**Retained earnings** $	**Total equity** $
Balance as at 1 July 2014		1,514,169	1,514,169
Profit (loss) for the year		(625,974)	(625,974)
Other comprehensive income for the year		-	-
Closing balance as at 30 June 2015		**888,195**	**888,195**
Profit (loss) for the year		**5,892,135**	**5,892,135**
Other comprehensive income for the year		-	-
Closing balance as at 30 June 2016		6,780,330	6,780,330

Parent	Notes	**Retained earnings** $	**Total equity** $
Balance as at 1 July 2014		1,514,169	1,514,169
Profit (loss) for the year		(625,974)	(625,974)
Other comprehensive income for the year		-	-
Closing balance as at 30 June 2015		**888,195**	**888,195**
Profit (loss) for the year		**5,892,135**	**5,892,135**
Other comprehensive income for the year		-	-
Closing balance as at 30 June 2016		6,780,330	6,780,330

The above statement should be read in conjunction with the notes.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2016

		Consolidated		Parent	
		2016	2015	**2016**	2015
	Notes	**$**	$	**$**	$
OPERATING ACTIVITIES					
Cash received					
Receipts from other reporting units	9B	**52,637**	5,237	**52,637**	5,237
Receipts from members and other customers		**13,589,919**	3,612,205	**13,589,571**	3,612,205
Interest		**126,526**	40,788	**125,190**	40,788
Cash used					
Employees and suppliers		**(12,905,412)**	(3,449,247)	**(12,906,957)**	(3,449,247)
Payment to other reporting units	9B	**(1,015,119)**	(923,906)	**(1,015,119)**	(923,906)
Net cash from (used by) operating activities	9A	**(151,449)**	(714,923)	**(154,678)**	(714,923)
INVESTING ACTIVITIES					
Cash received					
Cash transferred from Together Queensland, Industrial Union of Employees		**8,312,490**	-	**8,238,325**	-
Proceeds from sale of plant and equipment		**-**	2,728	**-**	2,728
Cash used					
Purchase of plant and equipment		**(89,794)**	-	**(89,804)**	-
Net cash from (used by) investing activities		**8,222,696**	2,728	**8,148,521**	2,728
FINANCING ACTIVITIES		**-**	-	**-**	-
Net increase (decrease) in cash held		**8,071,247**	(712,195)	**7,993,843**	(712,195)
Cash & cash equivalents at the beginning of the reporting period		**1,162,110**	1,874,305	**1,162,110**	1,874,305
Cash & cash equivalents at the end of the reporting period		**9,233,357**	1,162,110	**9,155,953**	1,162,110

The above statement should be read in conjunction with the notes.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2016

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Cash assets in respect of recovered money at beginning of year	-	-	-	-
Receipts				
Amounts recovered from employers in respect of wages etc.	-	-	-	-
Interest received on recovered money	-	-	-	-
Total receipts	-	-	-	-
Payments				
Deductions of amounts due in respect of membership for:				
12 months or less	-	-	-	-
Greater than 12 months	-	-	-	-
Deductions of donations or other contributions to accounts or funds of:				
The reporting unit:				
name of account	-	-	-	-
name of fund	-	-	-	-
Name of other reporting unit of the organisation:				
name of account	-	-	-	-
name of fund	-	-	-	-
Name of other entity:				
name of account	-	-	-	-
name of fund	-	-	-	-
Deductions of fees or reimbursement of expenses	-	-	-	-
Payments to workers in respect of recovered money	-	-	-	-
Total payments	-	-	-	-
Cash assets in respect of recovered money at end of year	-	-	-	-
Number of workers to which the monies recovered relates	-	-	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed				
Payable balance	-	-	-	-
Number of workers the payable relates to	-	-	-	-

The above statement should be read in conjunction with the notes.

INDEX TO THE NOTES OF THE FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 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*.Complaince with Australia Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards as issued by IASB. For the purpose of preparing the general purpose financial statements, the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together 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 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.

1.2 Comparative amounts

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

1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

<u>Key Estimates</u>

Impairment – general
The Branch assesses impairment at each reporting period by evaluation of conditions and events specific to the Branch that may be indicative of impairment triggers. Recoverable amounts of relevant assets are assessed using value-in-use calculations which incorporate various key assumptions.

No impairment has been recognised in respect of the current year.

<u>Key Judgements</u>

Useful lives of property, plant and equipment
Property, plant and equipment are depreciated over the useful life of the asset and the depreciation rates are assessed when the asset are acquired or when there is a significant change that affects the remaining useful life of the asset.

Provision for impairment of receivables

The value of the provision for impairment of receivables is estimated by considering the ageing of receivables, communication with the debtors and prior history.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.3 Significant accounting judgements and estimates (Continued)

On-cost for employee entitlement provision
The Branch revised its estimate for on-costs for employee provision during the year to include superannuation, workcover and payroll tax.

1.4 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 standard.

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the Branch include:

AASB 9: Financial Instruments and associates Amending Standards
(applicable to annual reporting periods beginning on or after 1 January 2018)

The Standard will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting.

Key changes that may affect the Branch on initial application include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, upfront accounting for expected credit loss, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to hedges of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of the Standard, the application of such accounting would be largely prospective.

Although the Committee of Management anticipate that the adoption of AASB 9 may have an impact on the Branch's financial instruments, it is impractical at this stage to provide a reasonable estimate of such impact.

AASB 15: Revenue from Contracts with Customers
(applicable for annual reporting periods beginning on or after 1 January 2018)

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.4 New Australian Accounting Standards (Continued)

AASB 15: Revenue from Contracts with Customers (Continued)

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for goods or services. To achieve this objective, AASB 15 provides the following five-step process:

- identify the contract(s) with the customer;
- identify the performance obligations in the contract(s);
- determine the transaction price;
- allocate the transaction price to perform obligations in the contract(s); and
- recognise revenue when (or as) the performance obligations are satisfied.

This Standard will require retrospective restatement, as well as enhance disclosures regarding revenue.

The Committee of Management anticipate that the adoption of AASB 15 will not have a significant impact on the Branch's financial statements.

AASB 16: Leases
(applicable for annual reporting periods beginning on or after 1 January 2018)

AASB 16 introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligations to make lease payments.

A lessee measures right-of-use assets similarly to other non-financial assets (such as property, plant and equipment) and lease liabilities similarly to other financial liabilities. As a consequence, a lessee recognises depreciation of the right-of-use asset and interest on the lease liability, and also classifies cash repayments of the lease liability into a principal portion and an interest portion and presents them in the statement of cash flows applying AASB 107 Statement of Cash Flows.

Assets and liabilities arising from a lease are initially measures on a present value basis. The measurement includes non-cancellable lease payments (including inflation-linked payments), and also includes payments to be made in optional periods if the lessee is reasonably certain to exercise an option to extend the lease, or note to exercise an option to terminate the lease.

Although the Committee of Management anticipate that the adoption of AASSB 16 may have an impact on the Branch's financial statements, it is impractical at this stage to provide a reasonable estimate of such impact.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.5 Basis of consolidation

The consolidated financial statements comprise the financial statements of the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch and entities controlled by the Branch (its subsidiaries). Control is achieved where the Branch is exposed, or has rights, to variable returns from its involvement with the investee and has the ability to affect those returns through its power over the entity

Specifically, the Branch controls an investee if and only if it has:

- Power over the investee (i.e. existing rights that give it the current ability to direct the relevant activities of the investee)
- Exposure, or rights, to variable returns from its involvement with the investee
- The ability to use its power over the investee to affect its returns

When the Branch has less than a majority of the voting or similar rights of an investee, the Branch considers all relevant facts and circumstances in assessing whether it has power over an investee, including:

- Relevant activities of the investee and who has control over them
- Existing or future administrative or statutory arrangements that may give rise to rights/control (or change the previous control assessment)
- Whether rights are substantive or protective in nature and whether rights presently exercisable or will be exercisable when decisions about relevant activities are being made
- Exposure or rights to financial and non-financial returns (direct or indirect) and the ability to influence those returns
- Whether the investor is exercising its decision-making abilities as a principal or agent
- Rights arising from other contractual arrangements

The Branch re-assesses whether or not it controls an investee if facts and circumstances indicate that there are changes to one or more of the three elements of control. Consolidation of a subsidiary begins when the Branch obtains control over the subsidiary and ceases when it loses control of the subsidiary.

Assets, liabilities, income and expenses of a subsidiary acquired or disposed of during the year are included in the consolidated financial statements from the date the Branch gains control until the date it ceases to control the subsidiary.

Income and expense of subsidiaries acquired or disposed of during the year are included in the consolidated statement of comprehensive income from the effective date of acquisition and up to the effective date of disposal, as appropriate. Total comprehensive income of subsidiaries is attributed to the owners of the Branch and to the non-controlling interests even if this results in the non-controlling interests having a deficit balance.

Where necessary, adjustments are made to the financial statements of subsidiaries to bring their accounting policies into line with those used by the Branch.

All intra-group transactions, balances, income and expenses are eliminated in full on consolidation.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.5 Basis of consolidation

Changes in the Branch's ownership interests in subsidiaries that do not result in the Branch losing control are accounted for as equity transactions. The carrying amounts of the Branch's interests and the non-controlling interests are adjusted to reflect the changes in their relative interests in the subsidiaries. Any difference between the amount by which the non-controlling interests are adjusted and the fair value of the consideration paid or received is recognised directly in equity and attributed to owners of the Branch

When the Branch loses control of a subsidiary, a gain or loss is recognised in profit or loss and is calculated as the difference between (i) the aggregate of the fair value of the consideration received and the fair value of any retained interest and (ii) the previous carrying amount of the assets (including goodwill), and liabilities of the subsidiary and any non-controlling interests. When assets of the subsidiary are carried at revalued amounts or fair values and the related cumulative gain or loss has been recognised in other comprehensive income and accumulated in equity, the amounts previously recognised in other comprehensive income and accumulated in equity are accounted for as if the Branch] had directly disposed of the relevant assets (i.e. reclassified to profit or loss or transferred directly to retained earnings as specified by applicable Standards). The fair value of any investment retained in the former subsidiary at the date when control is lost is regarded as the fair value on initial recognition for subsequent accounting under *AASB 139 'Financial Instruments: Recognition and Measurement'* or, when applicable, the cost on initial recognition of an investment in an associate or jointly controlled entity.

1.6 Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

1.7 Gains

Sale of assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.8 Capitation fees and levies

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

1.9 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the Branch in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The Branch recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

1.10 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.11 Borrowing costs

All borrowing costs are recognised in profit and loss in the period in which they are incurred.

1.12 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 consolidated statement of financial position.

1.13 Financial instruments

Financial assets and financial liabilities are recognised when the Branch becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

1.14 Financial assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets 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. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

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.

A financial asset is classified as held for trading if:
- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the Branch manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.14 Financial assets (Continued)

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the Branch's documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

Held-to-maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the Branch 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.

Available-for-sale

Listed shares and listed redeemable notes held by the Branch that are traded in an active market are classified as available-for-sale and are stated at fair value. The Branch also has investments in unlisted shares that are not traded in an active market but that are also classified as available-for-sale financial assets and stated at fair value. Gains and losses arising from changes in fair value are recognised in other comprehensive income and accumulated in the investments revaluation reserve, with the exception of impairment losses, interest calculated using the effective interest method, and foreign exchange gains and losses on monetary assets, which are recognised in profit or loss. Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously accumulated in the investments revaluation reserve is reclassified to profit or loss.

Dividends on available-for-sale equity instruments are recognised in profit or loss when the Branch right to receive the dividends is established. The fair value of available-for-sale monetary assets denominated in a foreign currency is determined in that foreign currency and translated at the spot rate at the end of the reporting period. The foreign exchange gains and losses that are recognised in profit or loss are determined based on the amortised cost of the monetary asset. Other foreign exchange gains and losses are recognised in other comprehensive income.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.14 Financial assets (Continued)

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.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

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.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the Branch's past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.14 Financial assets (Continued)

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

Derecognition of financial assets

The Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

1.15 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.

A financial liability is classified as held for trading if:
- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the Branch manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.15 Financial liabilities (Continued)

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the Branch's documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

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.

Derecognition of financial liabilities

The Branch derecognises financial liabilities when, and only when, the Branch's obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

1.16 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.17 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2016	2015
Plant and equipment	**2 to 12 years**	2 to 12 years
Motor Vehicles	**6 to 7 years**	6 to 7 years

Derecognition

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

1.18 Impairment for non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.19 Taxation

The Branch is exempt from income tax under section 50.1 of *the Income Tax Assessment Act 1997* however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

1.20 Fair value measurement

The Branch measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 16.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Branch. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Branch uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1.20 Fair value measurement (Continued)

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Branch determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Branch has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

1.28 Going concern

The Branch is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

The Branch has not agreed to provide financial support to another reporting unit to ensure they can continue on a going concern basis.

NOTE 2 EVENTS AFTER REPORTING DATE

There were no events that occurred after 30 June 2016, and/ or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$

NOTE 3 INCOME

Note 3A: Capitation fees	-	-	-	-
Total capitation fees	-	-	-	-

Note 3B: Levies				
Total levies	-	-	-	-

Note 3C: Interest

Deposits	**126,526**	40,788	**125,190**	40,788
Total interest	**126,526**	40,788	**125,190**	40,788

Note 3D: Other Revenue

Sponsorship income	**6,500**	23,000	**6,500**	23,000
Board fees	-	41,676	-	41,676
Service income	**24,371**	-	**24,371**	-
Rental income	**6,600**	-	**6,600**	-
Transfer of net assets from Queensland Together, Industrial Union of Employees (refer Note 11A)	**5,999,118**	-	**5,999,118**	-
Other	**77,630**	451	**77,630**	451
Total other revenue	**6,114,219**	65,127	**6,114,219**	65,127

Note 3E: Grants or donations

Grants	-	-	-	-
Donations	-	-	-	-
Total grants or donations	-	-	-	-

Note 3F: Net gains from sale of assets

Land and buildings	-	-	-	-
Plant and equipment	-	-	-	-
Intangibles	-	-	-	-
Total net gain from sale of assets	-	-	-	-

NOTE 4 EXPENSES

Note 4A: Employee expenses

	Consolidated 2016 $	Consolidated 2015 $	Parent 2016 $	Parent 2015 $
Holders of office:				
Wages and salaries	**527,763**	-	**527,763**	-
Superannuation	**97,047**	-	**97,047**	-
Leave and other entitlements	**62,095**	-	**62,095**	-
Separation and redundancies	-	-	-	-
Other employee expenses	-	-	-	-
Subtotal employee expenses holders of office	**686,905**	-	**686,905**	-
Employees other than office holders:				
Wages and salaries	**5,980,736**	-	**5,980,736**	-
Superannuation	**925,357**	-	**925,357**	-
Leave and other entitlements	**620,496**	-	**620,496**	-
Separation and redundancies	-	-	-	-
Other employee expenses	-	-	-	-
Subtotal employee expenses employees other than office holders	**7,526,589**	-	**7,526,589**	-
Total employee expenses	**8,213,494**	-	**8,213,494**	-

Note 4B: Capitation fees

	Consolidated 2016 $	Consolidated 2015 $	Parent 2016 $	Parent 2015 $
Australian Municipal, Administrative, Clerical and Services Union (ASU – National Office)	**704,502**	526,474	**704,502**	526,474
Total capitation fees	**704,502**	526,474	**704,502**	526,474

Note 4C: Affiliation fees

	Consolidated 2016 $	Consolidated 2015 $	Parent 2016 $	Parent 2015 $
Australian Council of Trade Unions IR Levy	**116,296**	257,766	**116,296**	257,766
ASU National Office (NADC Levy)	**4,513**	6,972	**4,513**	6,972
Australian Labor Party (State of Queensland)	**38,877**	52,402	**38,877**	52,402
Queensland Council of Unions	**160,302**	-	**160,302**	-
Union Shopper	**68,793**	-	**68,793**	-
Other	**13,600**	-	**13,600**	-
Total affiliation fees	**402,381**	317,140	**402,381**	317,140

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Note 4D: Administration expenses				
Consideration to employers for payroll deductions	**3,535**	4,116	**3,535**	4,116
Compulsory levies	-	-	-	-
Fees/allowances - meeting and conferences	-	-	-	-
Conference and meeting expenses	**148,953**	3,223	**148,953**	3,223
Conference/ Branch/ Council allowances	**21,996**	1,039	**21,996**	1,039
Branch expenses	-	31,632	-	31,632
Executive expenses	**19,433**	136	**19,433**	136
Queensland (Services & Northern Administrative) Branch	-	1,224	-	1,224
Membership expenses	**88,500**	11,090	**88,500**	11,090
Subscriptions – refunds	**7,797**	2,530	**7,797**	2,530
Office expenses (rent, occupancy costs etc.)	**628,323**	-	**628,323**	-
Repairs and maintenance	**41,386**	-	**41,386**	-
Other administration expenses	**36,725**	-	**36,725**	-
Subtotal administration expense	**996,648**	54,990	**996,648**	54,990

Note 4E: Grants or donations

Grants:				
Total paid that were $1,000 or less	-	-	-	-
Total paid that exceeded $1,000	-	-	-	-
Donations:				
Total paid that were $1,000 or less	**800**	100	**800**	100
Total paid that exceeded $1,000	-	10,000	-	10,000
Total grants or donations	**800**	10,100	**800**	10,100

Note 4F: Depreciation and amortisation

Depreciation				
Property, plant and equipment	**46,084**	-	**46,084**	-
Motor vehicles	**7,585**	4,443	**7,585**	4,443
Total depreciation	**53,669**	4,443	**53,669**	4,443
Amortisation	-	-	-	-
Total amortisation	-	-	-	-
Total depreciation and amortisation	**53,669**	4,443	**53,669**	4,443

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$

Note 4G: Legal costs

Litigation	**24,042**	-	**24,042**	-
Other legal matters	**176,683**	21,876	**176,281**	21,876
Total legal costs	**200,725**	21,876	**200,323**	21,876

Note 4H: Audit fees

External audit expense	**45,000**	4,740	38,420	4,740
Other services	**7,400**	-	7,400	-
Total audit fees	**52,400**	4,740	**45,820**	4,740

Note 4I: Service agreement expenses

Together Queensland, Industrial Union of Employees	**24,000**	2,651,524	**24,000**	2,651,524
Queensland (Services & Northern Administrative) Branch	**56,800**	118,079	**56,800**	118,079
Total service agreement expenses	**80,800**	2,769,603	**80,800**	2,769,603

Note 4J: Seconded staff expenses

ASU National Office	-	151,057	-	151,057
Total service agreement expenses	-	151,057	-	151,057

During the 2015 year the Branch seconded staff to the Australian Services Union – National Office .It was agreed that the secondment of staffing cost should be paid for by the Branch and as a result, the Branch has reimbursed the Together Queensland, Industrial Union of Employees for these cost incurred during the year.

Note 4K: Finance costs

Bank fees and charges	**97,603**	3,086	**96,991**	3,086
Total service agreement expenses	**97,603**	3,086	**96,991**	3,086

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Note 4L: Impairment expenses				
Impairment on receivables (Working for Queenslanders Limited)	-	-	**60,075**	-
Total service agreement expenses	-	-	**60,075**	-
Note 4M: Other expenses				
Penalties – via RO Act or RO Regulations	-	-	-	-
Loss on sale of plant and equipment	-	714	-	714
Advertising expenses	**10,008**	2,606	**10,008**	2,606
Fringe benefit tax	**40,004**	-	**40,004**	-
FBT expenses (reportable)	**10,887**	2,434	**10,887**	2,434
Insurance	**143,782**	8,345	**143,782**	8,345
Insurance - AHP Indemnity	**86,337**	-	**86,337**	
Insurance - Corrections Legal	**72,770**	-	**72,770**	
Motor vehicle expenses	**94,160**	1,038	**94,160**	1,038
Mortality benefits payments	**17,000**	2,240	**17,000**	2,240
Research, projects & publications	**2,684**	12,418	**2,684**	12,418
Travel expenses	**103,357**	23,568	**103,357**	23,568
Postage expenses	**70,042**	-	**70,042**	-
Telephone expenses	**143,205**	-	**143,205**	-
Computer expenses	**62,020**	-	**62,020**	-
Membership IT expenses	**71,600**	-	**71,600**	-
Office supplies expense	**93,658**	-	**93,658**	-
Industrial campaigns	**190,472**	-	**141,273**	-
Payroll tax	**390,302**	-	**390,302**	-
Honoraria	**19,700**	-	**19,700**	-
Labour day expenses	**50,925**	-	**50,925**	-
Other expenses	**166,088**	3,048	**161,470**	3,048
Total other expenses	**1,839,001**	56,411	**1,785,184**	56,411

NOTE 5 CURRENT ASSETS

Note 5A: Cash and Cash Equivalents

	Consolidated 2016 $	Consolidated 2015 $	Parent 2016 $	Parent 2015 $
Cash at bank	**3,254,633**	1,162,110	**3,229,943**	1,162,110
Cash on hand	**1,810**	-	**1,810**	-
Term deposits	**5,976,914**	-	**5,924,210**	-
Total cash and cash equivalents	**9,233,357**	1,162,110	**9,155,963**	1,162,110

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2016

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Note 5B: Trade and Other Receivables				
Receivables from other reporting units	-	-	-	-
ASU National Office	**909**	-	909	-
Less provision for impairment	-	-	-	-
Total receivables from other reporting units	**909**	-	**909**	-
Other receivables:				
GST receivable from the Australian Taxation Office	-	38,265	-	38,265
Related party receivable (Working for Queenslanders Limited)		-	**220,139**	-
Other trade and sundry receivables	**59,944**	2,750	**55,895**	2,750
Total other receivables	**59,944**	41,015	**276,034**	41,015
Total trade and other receivables (net)	**60,853**	41,105	**276,943**	41,105

Note 5C: Other Current Assets

Prepayments	**299,718**	28,680	**299,718**	28,680
Total other current assets	**299,718**	28,680	**299,718**	28,680

NOTE 6 NON-CURRENT ASSETS

Property, Plant and Equipment comprises of:

Plant and equipment (Note 6A)	**148,608**	-	**148,608**	-
Land and Buildings	-	-	-	-
Motor Vehicles (Note 6B)	**74,896**	-	**74,896**	-
Total land and buildings	**223,504**	-	**223,504**	-

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Note 6A: Plant and Equipment				
Plant and equipment:				
at cost	**194,692**	-	**194,692**	-
accumulated depreciation	**(46,084)**	-	**(46,084)**	-
Total plant and equipment	**148,608**	-	**148,608**	-

Reconciliation of the Opening and Closing Balances of Plant and Equipment

As at 1 July				
Gross book value	-	-	-	-
Accumulated depreciation and impairment	-	-	-	-
Net book value 1 July	-	-	-	-
Additions:				
By purchase	**7,313**	-	**7,313**	-
Transfer from Together Queensland, Industrial Union of Employees	**187,379**	-	**187,379**	-
Depreciation expense	**(46,084)**	-	**(46,084)**	-
Disposals:	-		-	
Net book value 30 June	**148,608**	-	**148,608**	-
Net book value as of 30 June represented by:				
Gross book value	194,692	-	194,692	-
Accumulated depreciation and impairment	(46,084)	-	(46,084)	-
Net book value 30 June	148,608	-	148,608	-

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Note 6B: Motor Vehicles				
Motor Vehicles:				
at cost	**82,481**	-	**82,481**	-
accumulated depreciation	**(7,585)**	-	**(7,585)**	-
Total motor vehicles	**74,896**	-	**74,896**	-

Reconciliation of the Opening and Closing Balances of Motor Vehicles

As at 1 July				
Gross book value	-	24,845	-	24,845
Accumulated depreciation and impairment	-	(16,960)	-	(16,960)
Net book value 1 July	-	7,885	-	7,885
Additions:				
By purchase	**82,481**	-	**82,481**	-
Transfer from Together Queensland, Industrial Union of Employees	-	-	-	-
Depreciation expense	**(7,585)**	(4,443)	**(7,585)**	(4,443)
Disposals	-	(3,442)	-	(3,442)
Net book value 30 June	**74,896**	-	**74,896**	-
Net book value as of 30 June represented by:				
Gross book value	**82,481**	-	**82,481**	-
Accumulated depreciation and impairment	**(7,585)**	-	**(7,585)**	-
Net book value 30 June	**74,896**	-	**74,896**	-

NOTE 7 CURRENT LIABILITIES

Note 7A: Trade payables

Trade creditors and accruals	**155,750**	-	**141,004**	-
Subtotal trade creditors	**155,750**	-	**141,004**	-
Payables to other reporting units				
ASU National Office	-	275,662	-	275,662
Queensland (Services & Northern Administrative) Branch	**3,324**	28,194	**3,324**	28,194
Subtotal payables to other reporting units	**3,324**	303,856	**3,324**	303,856
Total trade payables	**159,074**	303,856	**144,328**	303,856

Settlement is usually made within 30 days.

		Consolidated		Parent	
	Note	2016	2015	2016	2015
		$	$	$	$
Note 7B: Other payables					
Wages and salaries		67,033	-	67,033	-
Superannuation		100,615	-	100,615	-
Consideration to employers for payroll deductions		-	-	-	-
Legal costs					
Litigation		-	-	-	-
Other legal matters		30,914	-	30,914	-
Income received in advance		104,939	24,553	104,939	24,553
GST payable		36,545	-	189,987	-
Other		-	15,201	-	15,201
Total other payables		340,046	39,754	493,488	39,754
Total other payables are expected to be settled in:					
No more than 12 months		340,046	39,754	493,488	39,754
More than 12 months		-	-	-	-
Total other payables		340,046	39,754	493,488	39,754

NOTE 8 PROVISIONS

Note 8A: Employee Provisions

Office Holders:				
Annual leave	148,081	-	148,081	-
Long service leave	170,699	-	170,699	-
Separations and redundancies	-	-	-	-
Other	-	-	-	-
Subtotal employee provisions—office holders	318,780	-	318,780	-
Employees other than office holders:				
Annual leave	880,250	-	880,250	-
Long service leave	1,308,952	-	1,308,952	-
Separations and redundancies	-	-	-	-
Other	-	-	-	-
Subtotal employee provisions—employees other than office holders	2,189,202	-	2,189,202	-
Total employee provisions	2,507,982	-	2,507,982	-
Current	2,431,146	-	2,431,146	-
Non-Current	76,836	-	76,836	-
Total employee provisions	2,507,982	-	2,507,982	-

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Note 8B: Other Provisions				
Make good provision – 27 Peel Street, South Brisbane	**30,000**	-	**30,000**	-
Total other provisions	**30,000**	-	**30,000**	-

NOTE 9 CASH FLOW

Note 9A: Cash Flow Reconciliation

Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:

	Consolidated 2016 $	Consolidated 2015 $	Parent 2016 $	Parent 2015 $
Cash and cash equivalents as per:				
Cash flow statement	**9,233,357**	1,162,110	**9,155,953**	1,162,110
Balance sheet	**9,233,357**	1,162,110	**9,155,953**	1,162,110
Difference	-	-	-	-
Reconciliation of profit/(deficit) to net cash from operating activities:				
Profit/(deficit) for the year	**5,892,135**	(625,974)	**5,892,135**	(625,974)
Adjustments for non-cash items				
Depreciation/amortisation	**53,669**	4,443	**53,669**	4,443
Loss on disposal of assets	-	710	-	710
Transfer of net assets in from Together Queensland, Industrial Union of Employees	**(5,999,118)**	-	**(5,999,118)**	-
Changes in assets/liabilities				
(Increase)/decrease in net receivables	**(6,809)**	-	**2,918**	-
(Increase)/decrease in prepayments	**31,858**	33,738	**31,858**	33,738
Increase/(decrease) in trade and other payables	**(187,454)**	(127,840)	**(200,410)**	(127,840)
Increase/(decrease) in employee provisions	**64,270**	-	**64,270**	-
Net cash from (used by) operating activities	**(151,449)**	(714,923)	**(154,678)**	(714,923)

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2016**

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Note 9B: Cash flow information				
Cash inflows				
ASU (Queensland Services and Northern Administrative Branch)	**52,637**	-	**52,637**	-
ASU – National Office	-	5,237	-	5,237
Total cash inflows	**52,637**	5,237	**52,637**	5,237
Cash outflows				
ASU (Queensland Services and Northern Administrative Branch)	**(92,881)**	(244,968)	**(92,881)**	(244,968)
ASU – National Office	**(922,238)**	(678,938)	**(922,238)**	(678,938)
Total cash outflows	**(1,015,119)**	(923,906)	**(1,015,119)**	(923,906)

Note 9C: Credit standby arrangements and loan facilities

The Branch did not have any credit facilities during the 2016 financial year (2015: Nil).

Note 9D: Non-cash transactions

There have been no non-cash financing or investing activities during the year (2015: Nil).

NOTE 10 CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

Note 10A: Commitments and Contingencies

Operating lease commitments—as lessee

The Branch leases 851 m2 on Level 1 at 27 Peel Street, South Brisbane. The lease expires on 30 June 2019, which increases at a rate of 3.75% each year.

Future minimum rentals payable under non-cancellable operating leases as at 30 June are as follows:

	Consolidated 2016	Consolidated 2015	Parent 2016	Parent 2015
Within one year	**368,219**	-	**368,219**	-
After one year but not more than five years	**758,847**	-	**758,847**	-
More than five years	-	-	-	-
	1,127,066	-	**1,127,066**	-

Capital commitments

At 30 June 2016 the Branch did not have any capital commitments (2015: Nil).

Other contingent assets or liabilities

The Committee of Management is not aware of any contingent assets or liabilities that are likely to have a material effect on the results of the Branch.

NOTE 11 RELATED PARTY DISCLOSURES

Note 11A: Related Party Transactions for the Reporting Period

Holders of office and related reporting units

The names of those persons who held office for all or part of the year are deemed to be a related party for financial reporting purposes as set out in the accompanying Committee of Management Operating Report.

For financial reporting purposes, under the *Fair Work (Registered Organisations) Act 2009*, the Australian, Municipal, Administrative, Clerical and Services Union is divided into the following separate reporting units (and deemed related parties):

ASU – National Office
Queensland (Services & Northern Administrative Branch)
New South Wales United Services Branch
New South Wales & Australian Capital Territory (Services Branch)
Victoria & Tasmanian Authorities & Services Branch
Victoria Private Sector Branch
South Australian & Northern Territory Branch
Western Australian Branch
Taxation Officers' Branch

In addition, the Branch's state registered body – Together Queensland, Industrial Union of Employees is a related party, as there are common members on both union's committee of management.

Note 11A: Related Party Transactions for the Reporting Period (Continued)

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Revenue received from ASU National Office includes the following:				
Reimbursement of office and administration expenses	**827**	4,761	**827**	4,761
Expenses paid to ASU National Office includes the following:				
Capitation fees	**704,754**	526,475	**704,754**	526,475
National airline industry division levy	**4,513**	6,972	**4,513**	6,972
ACTU levy, insurance premium and other costs recharged	**129,137**	268,318	**129,137**	268,137
Amounts owed by ASU National Office include the following:				
Reimbursement of travel costs	**909**	-	**909**	-
Amounts owed to ASU National Office include the following:				
ACTU	**-**	275,000	**-**	275,000
Revenue received from Queensland (Services & Northern Administrative) Branch includes the following:				
Reimbursement of various expenses	**47,852**	-	**47,852**	-
Expenses paid to Queensland (Services & Northern Administrative) Branch includes the following:				
Service agreement expenses	**56,800**	118,079	**56,800**	118,079
Reimbursement of property expenses on building located at 32 Peel Street, South Brisbane	**32,895**	-	**32,895**	-
Amounts owed to Queensland (Services & Northern Administrative) Branch include the following:				
Property expenses	**3,324**	-	**3,324**	-
Service agreement expenses	**-**	28,194	**-**	28,194

Note 11A: Related Party Transactions for the Reporting Period (Continued)

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Expenses paid to Together Queensland, Industrial Union of Employees includes the following:				
Service agreement expenses	**24,000**	567,241	**24,000**	567,241

Note: Together Queensland, Industrial Union of Employees only became a related party of the Branch from 15 May 2015 (upon the election of common committee of management members).

Transfer of Assets from Together Queensland, Industrial Union of Employees

A Deed of Agreement was entered into between the Branch and Together Queensland, Industrial Union of Employees (the state registered union) that outlined in exchange for the transfer of net assets, the Branch would:

1. be responsible for all liabilities of Together Queensland, Industrial Union of Employees (both actual and any contingent) prior to 1 July 2015;
2. from 1 July 2015 be liable for the payment of accrued employee entitlements and well as payment of all future employment costs;
3. require all membership subscriptions are to be receipted into the Branch's authorised bank accounts; and
4. be responsible for the ongoing day-to-day operations of the Branch.

The net transfer of the assets from Together Queensland, Industrial Union of Employees occurred effective 1 July 2015. The assets and liabilities transferred included the following:

Cash and cash equivalents	**8,312,490**	-	**8,238,324**	-
Trade and other debtors	**51,294**	-	**277,111**	-
Prepayments	**302,896**	-	**302,896**	-
Property, plant and equipment	**187,379**	-	**187,379**	-
Trade and other payables	**(381,107)**	-	**(380,035)**	-
GST liability (net)	**(122)**	-	**(152,845)**	-
Employee entitlements	**(2,443,712)**	-	**(2,443,712)**	-
Other provisions	**(30,000)**	-	**(30,000)**	-

The impact of the above transaction has resulted in a one off credit to the profit and loss accounts of $5,999,118 (the net assets transferred to the Branch on 1 July 2015).

Terms and conditions of transactions with related parties

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2016, the Branch has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2015: Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

Note 11B: Key Management Personnel Remuneration for the Reporting Period

Key management personnel comprise those individuals who have the authority and responsibility for planning, directing and controlling the activities of the Branch. The Branch has determined that key management personnel comprises of:

- Vivienne Doogan (Branch President)
- Alexander Scott (Branch Secretary)
- Irene Monro (Assistant Branch Secretary)
- Katherine Flanders (Assistant Branch Secretary)
- All remaining members of the Committee of Management.

During the year, the key management personnel of the Branch were remunerated as follows:

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	$	$
Short-term employee benefits				
Salary (including annual leave taken)	**586,859**	-	**586,859**	-
Annual leave accrued	**46,865**	-	**46,865**	-
Non-cash benefits	**47,627**	-	**47,627**	
Other	**27,215**	-	**27,215**	-
Total short-term employee benefits	**708,566**	-	**708,566**	-
Post-employment benefits:				
Superannuation	**97,047**	-	**97,047**	-
Total post-employment benefits	**97,047**	-	**97,047**	-
Other long-term benefits:				
Long-service leave	**15,230**	-	**15,230**	-
Total other long-term benefits	**15,230**	-	**15,230**	-
Termination benefits	**-**	-	**-**	-
Total	**820,843**	-	**820,843**	-

No other transactions occurred during the year with elected officers, close family members or other related parties than those related to their membership or employment and on terms no more favourable than those applicable to any other member of employee.

NOTE 12 REMUNERATION OF AUDITORS

	Consolidated		Parent	
	2016	2015	**2016**	2015
	$	$	**$**	$
Value of the services provided				
Financial statement audit services	**45,000**	9,900	**40,000**	9,900
Other services	**7,400**	-	**5,820**	-
Total remuneration of auditors	**52,400**	9,900	**45,820**	9,900

Other services comprise of provision of taxation services and assistance with the preparation of the financial statements.

NOTE 13 FINANCIAL INSTRUMENTS

Financial Risk Management Policy
Branch Executive monitors the Branch's financial risk management policies and exposure and approves financial transactions entered into. It also reviews the effectiveness of internal controls relating to the counterparty credit risk, liquidity risk, market risk and interest rate risk. The Branch Executive meets on a monthly basis to review the financial exposure of the Branch.

(a) Credit Risk
Exposure to credit risk relating to financial assets arise from the potential non-performance by counterparties of contract obligations that could lead to a financial loss of the Branch. The Branch does not have any material credit risk exposures as its major source of revenue is the receipt of membership fees.

The maximum exposures to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of provisions) as presented in the statement of financial position.

The Branch has no significant concentration of credit risk with respect to any single counterparty or group of counterparties. The class of assets described as Trade and Other Receivables is considered to be the main source of credit risk related to the Branch.

On a geographical basis, the Branch's trade and other receivables are all based in Australia.

The following table details the Branch's trade and other receivables exposed to credit risk. Amounts are considered 'past due' when the debt has not been settled, within the terms and conditions agreed between the Branch and the customer or counterparty to the transaction. Receivables that are past due are assessed for impairment by ascertaining solvency of the debtors and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the Branch.

The balance of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

NOTE 13 FINANCIAL INSTRUMENTS (CONTINUED)

Ageing of financial assets that were past due but not impaired for 2016—Consolidated

	0 to 30 days	**31 to 60 days**	**61 to 90 days**	**90+ days**	**Total**
	$	$	$	$	$
Trade and other receivables	**60,853**	-	-	-	**60,853**
Total	**60,853**	-	-	-	**60,853**

Ageing of financial assets that were past due but not impaired for 2015—Consolidated

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	$	$	$	$	$
Trade and other receivables	41,015	-	-	-	41,015
Total	41,015	-	-	-	41,015

Ageing of financial assets that were past due but not impaired for 2016—Parent

	0 to 30 days	**31 to 60 days**	**61 to 90 days**	**90+ days**	**Total**
	$	$	$	$	$
Trade and other receivables	**276,943**	-	-	-	**276,943**
Total	**276,943**	-	-	-	**276,943**

Ageing of financial assets that were past due but not impaired for 2015—Parent

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	$	$	$	$	$
Trade and other receivables	41,015	-	-	-	41,015
Total	41,015	-	-	-	41,015

The Branch has no significant concentrations of credit risk exposure to any single counterparty or group of counterparties.

Credit risk related to balances with banks and other financial institutions is managed by the Committee of Management in accordance with approved policy. Such policy requires that surplus funds are only invested with counterparties with a strong reputation and backed by the Commonwealth Government's bank guarantee. At 30 June 2016, all funds were held by financial institutions backed by the Commonwealth Government's bank guarantee.

Collateral held as security

The Branch does not hold collateral with respect to its receivables at 30 June 2016 (2015: Nil).

NOTE 13 FINANCIAL INSTRUMENTS (CONTINUED)

(b) 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 looking cash flow estimates;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- only investing surplus cash with major financial institutions; and
- comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities. The Branch does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates

Consolidated

Financial Instrument Composition and Maturity Analysis

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2016	2015	2016	2015	2016	2015	2016	2015
	$	$	$	$	$	$	$	$
Financial liabilities due for payment								
Trade payables	**(159,074)**	(303,194)	-	-	-	-	**(159,074)**	(303,194)
Other payables	**(340,046)**	(40,416)	-	-	-	-	**(340,046)**	(40,416)
Total expected outflows	**(499,120)**	(343,610)	-	-	-	-	**(499,120)**	(343,610)
Financial assets – cash flow receivable								
Cash and cash equivalents	**9,233,357**	1,162,110	-	-	-	-	**9,233,357**	1,162,110
Trade and other receivables	**60,853**	41,015	-	-	-	-	**60,853**	41,015
Total anticipated inflows	**9,294,210**	1,203,125	-	-	-	-	**9,294,210**	1,203,125
Net (outflow) / inflow on financial instruments	**8,795,090**	859,515					**8,795,090**	859,515

NOTE 13 FINANCIAL INSTRUMENTS (CONTINUED)

Parent

Financial Instrument Composition and Maturity Analysis

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2016	2015	2016	2015	2016	2015	2016	2015
	$	$	$	$	$	$	$	$
Financial liabilities due for payment								
Trade payables	**(144,328)**	(303,856)	-	-	-	-	**(144,328)**	(303,856)
Other payables	**(493,488)**	(39,754)	-	-	-	-	**(493,488)**	(39,754)
Total expected outflows	**(637,816)**	(343,610)	-	-	-	-	**(637,816)**	(343,610)
Financial assets – cash flow receivable								
Cash and cash equivalents	**9,155,963**	1,162,110	-	-	-	-	**9,155,963**	1,162,110
Trade and other receivables	**276,943**	41,015	-	-	-	-	**276,943**	41,015
Total anticipated inflows	**9,432,906**	1,203,125	-	-	-	-	**9,432,906**	1,203,125
Net (outflow) / inflow on financial instruments	**8,795,090**	859,515	-	-	-	-	**8,795,090**	859,515

(c) Market Risk

i. Interest rate risk
Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The Branch is also exposed to earnings volatility on floating rate instruments.

The financial instruments which expose the Branch to interest rate risk are limited to its cash reserves.

ii. Foreign exchange risk
The Branch is not exposed to fluctuations in foreign currencies.

iii. Price risk
The Branch is no exposed to any material commodity price risk.

NOTE 13 FINANCIAL INSTRUMENTS (CONTINUED)

Interest rate risk
The Branch has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on the current year results and equity which could result from a change in this risk.

Sensitivity Analysis
The following table illustrates sensitivities to the Branch's exposures to changes in interest rates. The table indicates the impact of how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables.

	Consolidated		**Parent**	
	2016	2015	**2016**	2015
	$	$	**$**	$
Change in profit				
- Increase in interest rate by 2%	**184,667**	23,242	**183,119**	23,242
- Decrease in interest rate by 2%	**(66,233)**	(4,044)	**(66,233)**	(4,044)
Change in members equity				
- Increase in interest rate by 2%	**184,667**	23,242	**183,119**	23,242
- Decrease in interest rate by 2%	**(66,233)**	(4,044)	**(66,233)**	(4,044)

No sensitivity analysis has been performed on foreign exchange risk, as the Branch is not exposed to foreign currency fluctuations.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

NOTE 14 FAIR VALUE MEASUREMENT

Fair Values

Fair value estimation

The fair values of financial assets and liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties at an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgement and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded.

In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the Branch. Most of these instruments, which are carried at amortised cost (i.e. accounts receivable), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the Branch.

The following table contains the carrying amounts and related fair values for the Branch's financial assets and liabilities:

Consolidated		**2016**		**2015**	
	Footnote	**Carrying value**	**Fair value**	**Carrying value**	**Fair value**
		$	**$**	**$**	**$**
Financial assets					
Cash and cash equivalents	(i)	**9,233,357**	**9,233,357**	1,162,110	1,162,110
Accounts receivable and other debtors	(i)	**60,853**	**60,853**	41,015	41,015
Total financial assets		**9,294,210**	**9,294,210**	1,203,125	1,203,125
Financial liabilities					
Accounts payable and other payables	(i)	**499,120**	**499,120**	343,610	343,610
Total financial liabilities		**499,120**	**499,120**	343,610	343,610

NOTE 14 FAIR VALUE MEASUREMENT (CONTINUED)

Parent		2016		2015	
	Footnote	Carrying value	Fair value	Carrying value	Fair value
		$	$	$	$
Financial assets					
Cash and cash equivalents	(i)	**9,155,963**	**9,155,963**	1,162,110	1,162,110
Accounts receivable and other debtors	(i)	**276,943**	**276,943**	41,015	41,015
Total financial assets		**9,432,906**	**9,432,906**	1,203,125	1,203,125
Financial liabilities					
Accounts payable and other payables	(i)	**637,816**	**637,816**	343,610	343,610
Total financial liabilities		**637,816**	**637,816**	343,610	343,610

The fair values disclosed in the above table have been determined based on the following methodologies:

(i) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for annual leave, which is outside the scope of AASB 139.

Fair Value Hierarchy

AASB 13: Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categories fair value measurement into one of the three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

NOTE 14 FAIR VALUE MEASUREMENT (CONTINUED)

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset of liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market date. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

The Branch did not have any assets or liabilities that were recorded using the above fair value hierarchy at 30 June 2016 (2015: Nil).

NOTE 15 INFORMATION ABOUT SUBSIDIARIES

The consolidated financial statements of the Branch include:

Name of entity	Principal activity	Country of Incorporation	Interest 2016 %	Interest 2015 %
Working for Queenslanders Limited	Political Activities	Australia	100	-

NOTE 16 SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or General Manager:

(1) A member of a reporting unit, or the General Manager, 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).

NOTE 17 BRANCH DETAILS

The registered office of the Branch is:

Level 1, 27 Peel Street,
SOUTH BRISBANE QLD 4001

NOTE 18 SERVICE AGREEMENT WITH TOGETHER QUEENSLAND, INDUSTRIAL UNION OF EMPLOYEES

A deed of agreement was entered into (dated 26 November 2010) by the former Queensland Public Sector Union and the Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch, Union of Employees to amalgamate and form Together Queensland, Industrial Union of Employees ('Together).

Upon the formation of the Together, the Branch entered into a service agreement (dated 1 July 2011), which detailed a number of arrangements including:

- The setting of membership fees and maintenance of a membership system.
- The employment and management of staff.
- Provision of industrial, employment and membership services for the members of the Branch.
- Management of the finances of the Branch.
- Eligibility for membership and the coverage of both the Branch and Together.

The above agreement effective ended on 1 July 2015, upon the net assets of the Together Queensland, Industrial Union of Employees transferring into the Branch.

NOTE 19 SEGMENT INFORMATION

The Branch operates solely in one reporting segment, being the provision of industrial services in Queensland.

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INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION - QUEENSLAND TOGETHER BRANCH

Report on the Financial Statements

We have audited the accompanying financial report of the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch ("the Branch") and Controlled Entities (the Consolidated Entity), which comprises the consolidated statement of financial position as at 30 June 2016, the consolidated statement of comprehensive income, consolidated statement of changes in equity, consolidated statement of cash flows and consolidated statement of recovery of wages activity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Committee of Management's declaration in respect of the Consolidated Entity comprising of the Branch and the entities it controlled at the year end or from time to time during the financial year.

Committee's Responsibility for the Financial Report

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. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 Committee of Management, 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.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of the Branch for the year ended 30 June 2016 included on the Australian Municipal, Administrative Clerical and Services Union - Queensland Together Branch website. The Branch's Committee of Management is responsible for the integrity of the website. We have not been engaged to report on the integrity of the Branch's website. The auditor's report refers only to the statements named above. It does not provide an opinion on any other information which may have been hyperlinked to/ from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this website.

Declarations

We declare that we are an approved auditor as defined in Regulation 4 of the *Fair Work (Registered Organisations) Regulations 2009.*

We declare that we are members of the Institute of Chartered Accountants in Australia and hold a current Public Practice Certificate.

Auditor's Opinion

In our opinion:

(1) the financial report of the Australian Municipal, Administrative, Clerical and Services Union - Queensland Together Branch and Controlled Entities are in accordance with the *Fair Work (Registered Organisations) Act 2009*, including:

(i) giving a true and fair view of the Branch's financial position as at 30 June 2016 and of its performance for the year ended on that date; and

(ii) complying with Australian Accounting Standards; and

(2) the financial report also complies with International Financial Reporting Standards as disclosed in Note 1.

(3) the Branch has kept satisfactory accounting records for the financial year including records of:

(i) the sources and nature of the Branch's income, including membership subscriptions and other income from members; and

(ii) the nature of and reasons for the Branch's expenditure.

(4) All the information and explanations that officers or employees of the Branch were required to provide have been provided; and

(5) There was no deficiency, failure or shortcoming in any matters referred to in (1) to (4) above.

(6) The Branch's use of the going concern basis of accounting used in the preparation of the Branch's financial statements is appropriate.

M.G.I

MGI Audit (Q) Pty Ltd

G I Kent

Director – Audit & Assurance

Chartered Accountant and holder of a Certificate of Public Practice

South Brisbane

31 October 2016

FairWork Commission

15 July 2016

Mr Alexander Scott
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union-Queensland Together Branch
By email: alex.scott@together.org.au

Dear Mr Scott,

Re: Lodgement of Financial Report - [FR2016/202]
***Fair Work (Registered Organisations) Act 2009* (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union-Queensland Together Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under Financial Reporting in the Compliance and Governance section.

Loans, grants and donations: our focus this year

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding $1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at sample documents.

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding financial reporting timelines and loans, grants and donations.

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to $54,000 for a body corporate and $10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

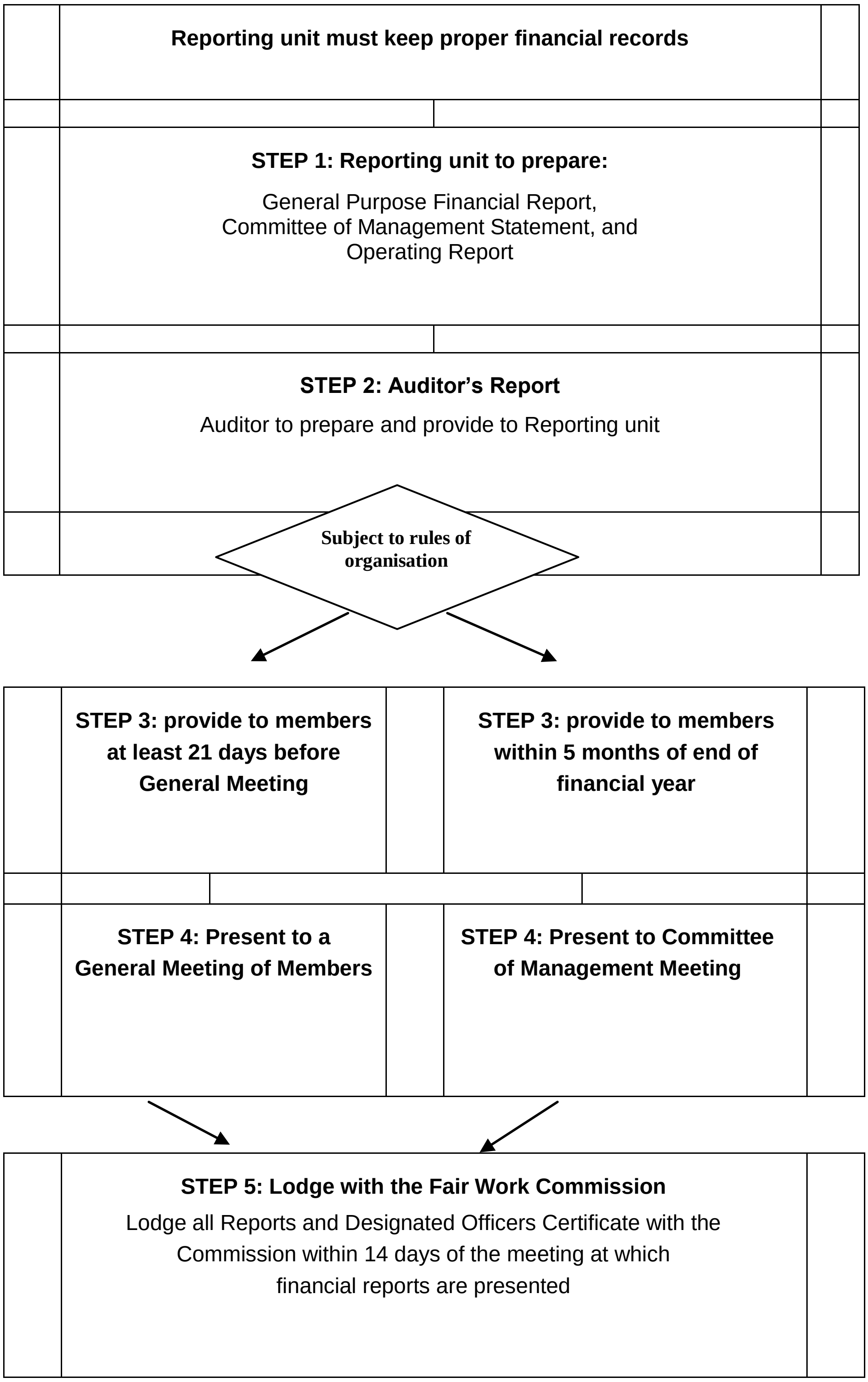
Yours sincerely,

Annastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed $1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:

the amount,

the purpose,

the security (if it is a loan),

the name and address of the person to whom it was made,* and

the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a Template Loans, Grants and Donations Statement on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
✘ Only reporting units must lodge the Statement.	✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
✘ Employees can sign the Statement.	✔ The statement must be signed by an elected officer of the relevant branch.
✘ Statements can be lodged with the financial report.	✔ The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the General Manager's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were $1000 or less and those that exceeded $1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the Commission's Model Statements the note appears as follows:

Note 4E: Grants or donations*

	2016	2015
Grants:		
Total paid that were $1,000 or less	**-**	-
Total paid that exceeded $1,000	**-**	-
Donations:		
Total paid that were $1,000 or less	**-**	-
Total paid that exceeded $1,000	**-**	-
Total grants or donations	**-**	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the Commission's website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au