



FAIR WORK
AUSTRALIA

17 December 2011

Ms Kathrine Nelson
Secretary

Australian Municipal, Administrative, Clerical and Services Union, North Queensland Clerical and Administrative Branch

email: info@asuqld.asn.au

Dear Ms Nelson

Re: Financial Report for the Australian Municipal, Administrative, Clerical and Services Union, North Queensland Clerical and Administrative Branch for years ended 30 June 2009, 2010 and 5 February 2011 – FR2009/10111, FR2010/2737 & FR2011/2805

I acknowledge receipt of the financial reports for the Australian Municipal, Administrative, Clerical and Services Union, North Queensland Clerical and Administrative Branch for the years ended 30 June 2009, 2010 and 5 February 2011. The reports were lodged with Fair Work Australia on 30 November 2011.

The financial reports have now been filed.

You are not required to take any further action in respect of the reports lodged.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

Kevin Donnellan

Organisations, Research and Advice

Fair Work Australia

Email: kevin.donnellan@fwa.gov.au



A•S•U

**Australian
Services
Union**

ABN 86 351 665 653

**Queensland
(Services and Northern
Administrative) Branch**

Ground Floor
32 Peel Street
South Brisbane
QLD 4101

PO Box 3347
South Brisbane
QLD 4101

Tel: (07) 3844 5300
Fax: (07) 3846 5046

Web: www.asuqld.asn.au

Branch Secretary:
Kathrine Nelson

Assistant Branch Secretary:
Jennifer Thomas

16 November 2011

**ORIGINAL OF
FACSIMILE**

The Industrial Registrar
Fair Work Australia
PO Box 5713, Central Plaza
BRISBANE QLD 4001



Attention: Eve Anderson

Dear Industrial Registrar

**Re: Full Report 2008/2009- Australian Services Union North Queensland
Clerical and Administrative Branch**

In accordance with s268 of the *Fair Work (Registered Organisations) Act 2009* I lodge the Full Report of the Australian Municipal, Administrative, Clerical and Services Union, North Queensland Clerical and Administrative Branch and the Statement by Members of Committee.

Yours faithfully

**Kathrine Nelson
Branch Secretary**



Q•S•U

ABN 13 540 483 194

Australian Municipal, Administrative, Clerical and Services Union

Australian Services Union Queensland (Services and Northern Administrative) Branch



STATEMENT BY MEMBERS OF COMMITTEE

On 16 September 2011 the Committee of Management of Australian Services Union Queensland (Services and Northern Administrative) Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2009.

The Committee of Management declares in relation to the GPFR of the North Queensland Clerical and Administrative Branch for the financial year ending 30 June 2009 that following the receipt of correspondence confirming the accounts and proceedings for the North Queensland Clerical and Administrative Branch from Margie Dale, the former secretary of the North Queensland Clerical and Administrative Branch, 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 of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (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 Union including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the Union including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009 (the RO Regulations); and
 - (iv) 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; and
 - (v) No requests have been, by any member of the reporting unit or a General Manager of Fair Work Australia duly made under section 272 of the *Fair Work (Registered Organisations) Act 2009*; and
 - (vi) No orders have been made by the Fair Work Australia or FWA under section 273 of the *Fair Work (Registered Organisations) Act 2009* during the period; and
 - (vii) There has been no recovery of wages undertaken by the reporting unit during the year ended 30 June 2009.

For the Committee of Management:
Title of Office held:

Kathrine Nelson
Branch Secretary

Signature:*Kathrine Nelson*.....

Date:*16/9/11*.....

Australian Services Union NQ Clerical and Administrative Branch

Certificate of Secretary - S268 of Schedule 1B Workplace Relations Act 1996

I, Margaret Dale, being the Branch Secretary of the Australian Services Union, NQ Clerical and Administrative Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on the 20th day of JULY 2010; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on the 15th day of AUGUST 2010; in accordance with s266 of the RAO Schedule.



.....
Margaret Dale
Branch Secretary
Date: 15/8/10



Australian Services Union NQ Clerical & Administrative Branch

Financial Statements

For the Year Ended 30 June 2009

Australian Services Union NQ Clerical & Administrative Branch

For the Year Ended 30 June 2009

CONTENTS

	<u>Page</u>
Financial Statements	
Operating Report	1
Auditors Independence Declaration under Section 307C of the Corporations Act 2001	4
Income Statement	5
Balance Sheet	6
Statement of Changes in Equity	7
Cash Flow Statement	8
Notes to the Financial Statements	9
Committee of Management Certificate	22
Independent Audit Report	25

Australian Services Union NQ Clerical & Administrative Branch

Operating Report

30 June 2009

Principal activities

The principal activities of the Australian Services Union North Queensland Clerical & Administrative Branch (ASU NQ C&A) during the year to 30 June 2009 were to provide industrial and organising services to the members consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members.

The Unions' principal activities resulted in maintaining and improving the wages and conditions of employment of the membership, particularly for those members in collective enterprise agreements negotiated by the Union.

During the year the ASU NQ C&A Branch negotiated a number of collective enterprise bargaining agreements on behalf of members, which improved their working conditions and included reasonable and fair wage increases.

The ASU NQ C&A Branch also actively:

- Provides information and guidance on entitlements in awards, EBAs or Contracts
- Negotiates better outcomes on wage issues
- Provides protection and support to members when they need it
- Assists with promotional appeals
- Provides representation to members in negotiations with management
- Advises on workplace issues

There were no significant changes in the nature of the Branch's principal activities during the reporting year.

There were no significant changes in the Branch's financial affairs during the financial year.

Manner of resignation

The Rules of the ASU NQ C&A Branch provide the mechanism by which members can resign. National Rule 27:h ii. Provides that each Branch Secretary shall inform applicants for membership, in writing, of the circumstances, and the manner, in which a member may resign from the organisation. National Rule 32 sets out the way in which a resignation can be made which reads as follows:

32 – Resignation

a. A member may resign membership of the ASU by written notice addressed and delivered to the Branch Secretary

b. A notice of resignation takes effect:

- (i) where the member ceases to be eligible for membership of the Union:
 - (1) on the day on which the notice is received; or
 - (2) the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

Australian Services Union NQ Clerical & Administrative Branch

Operating Report

30 June 2009

(ii) in any other case:

(1) at the end of two weeks, after the notice is received; or

(2) on the day specified in the notice;

whichever is later.

c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.

d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the ASU under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.

e. Any subscription paid by a member in respect of a period in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by instalments shall not be liable to pay any instalment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the ASU as herein-before mentioned shall be entitled to the same remission.

f. A notice delivered to the Branch Secretary shall be taken to have been received by the ASU when it was delivered.

g. A notice of resignation that has been received by the ASU is not invalid because it was not addressed and delivered to the Branch Secretary.

h. A resignation from membership of the ASU is valid even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.

i. A member on leaving the ASU after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form."

Membership Numbers

The number of persons who, at the end of the reporting year (30 June 2009), were recorded on the Register of Members of the ASU NQ C&A Branch was 631.

Number of Employees

The number of persons who were, at the end of the reporting year (30 June 2009), employees of the ASU NQ C&A Branch was 4 (including 1 full-time and 3 casual employees).

Members of Committee of Management

The persons who held office as members of the Committee of Management of the ASU NQ C&A Branch, at the commencement and during the reporting period are:

Branch President (1)	David Lowe
Branch Vice-President (1)	Cheryl Robertson (Resigned)
Branch Secretary (1)	Margaret Dale
Branch Councillor (Whole of Membership) (1)	Lorraine Walter
Mackay Branch Councillor (1)	Denise Bloxom (Resigned)
Mount Isa Councillor (1)	Phillipa Smith
Townsville Councillor (1)	Paul Brogan

Australian Services Union NQ Clerical & Administrative Branch

Operating Report

30 June 2009

Cairns Councillor(1)	Linden Woodward
Branch Executive Councillors (2)	Nicole Burrell Michael Caisley
National Conference Delegates (3)	Nicole Burrell Michael Caisley David Lowe
National Executive Representative (2)	Margaret Dale Jeanine Orzani
First Alternative National Conference Delegate (1)	Lorraine Walter
Second Alternative National Conference Delegate (1)	Paul Brogan

Trustees of Superannuation Entities

There were no officers or members of the reporting unit who were trustees of superannuation entities, exempt public sector superannuation scheme or directors of a company that is a trustee of such an entity.



.....
Margaret Dale (Branch Secretary)

Date: 30/6/10

Australian Services Union NQ Clerical & Administrative Branch

Auditors Independence Declaration under Section 307C of the Corporations Act 2001

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2009 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

WHK NQ
Chartered Accountants


R J Dunstan
Partner

Dated this 1 day of July 2010

Townsville

Australian Services Union NQ Clerical & Administrative Branch

Income Statement

For the Year Ended 30 June 2009

	2009	2008
	\$	\$
Members contributions	246,408	251,040
Rental income	4,154	3,776
Interest Income	35	90
Employee benefits expense	(142,052)	(185,837)
Depreciation, amortisation and impairments	(4,448)	(5,055)
Other expenses	(69,182)	(92,555)
Profit / (Loss) before income tax	34,916	(28,540)
Profit / (Loss) attributable to members	34,916	(28,540)

The accompanying notes form part of these financial statements.

Australian Services Union NQ Clerical & Administrative Branch

Balance Sheet

30 June 2009

	Note	2009 \$	2008 \$
ASSETS			
Current assets			
Cash and cash equivalents	2	59,913	23,289
Trade and other receivables	3	1,112	9,123
Other assets	4	1,275	1,659
Total current assets		62,301	34,071
Non-current assets			
Property, plant and equipment	5	126,774	130,678
Total non-current assets		126,774	130,678
TOTAL ASSETS		189,075	164,749
LIABILITIES			
Current liabilities			
Trade and other payables	6	19,394	31,040
Short-term provisions	7	14,309	15,684
Total current liabilities		33,703	46,724
Non-current liabilities			
Other long-term provisions	7	25,928	23,496
Total non-current liabilities		25,928	23,496
TOTAL LIABILITIES		59,631	70,220
NET ASSETS		129,444	94,529
EQUITY			
Reserves		129,444	94,529
TOTAL EQUITY		129,444	94,529

The accompanying notes form part of these financial statements.

Australian Services Union NQ Clerical & Administrative Branch

Statement of Changes in Equity

For the Year Ended 30 June 2009

2009

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2008	94,529	94,529
Profit attributable to members	34,916	34,916
Transfers to and from reserves		
Sub-total	34,916	34,916
Balance at 30 June 2009	129,445	129,445

2008

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2007	123,069	123,069
Loss attributable to members	(28,540)	(28,540)
Transfers to and from reserves		
Sub-total	(28,540)	(28,540)
Balance at 30 June 2008	94,529	94,529

Australian Services Union NQ Clerical & Administrative Branch

Cash Flow Statement

For the Year Ended 30 June 2009

	2009	2008
Note	\$	\$
Cash from operating activities:		
Receipts from customers	258,572	274,126
Payments to suppliers and employees	(221,291)	(287,562)
Interest paid	(148)	(237)
Interest received	35	90
Net cash provided by (used in) operating activities	12(a) 37,168	(13,583)
Cash flows from investing activities:		
Purchase of property, plant and equipment	(545)	(499)
Net cash provided by (used in) investing activities	(545)	(499)
Cash flows from financing activities:		
Payment of finance lease liabilities	-	(1,940)
Net cash provided by (used in) financing activities	-	(1,940)
Other activities:		
Net increase (decreases) in cash held	36,623	(16,022)
Cash at beginning of financial year	23,289	39,311
Cash at end of financial year	2 59,913	23,289

The accompanying notes form part of these financial statements.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

1 Summary of Significant Accounting Policies

(a) General information

The financial report covers Australian Services Union NQ Clerical & Administrative Branch as an individual entity created under the Workplace Relations Act 1996, incorporated and domiciled in Australia.

(b) Basis of preparation

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) of the Australian Accounting Standards Board and the Workplace Relations Act 1996.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

(c) Revenue

Members contributions income has been accounted for on an accrual basis. Membership subscriptions outstanding at balance sheet date have been brought to account as receivables where the contributions are paid by the members' employers through payroll deduction. Membership income is deemed earned in the year to which it relates. Members' contributions relating to the unexpired part of the membership year are deferred and recognised as income in the next financial year.

Interest revenue is recognised when received.

Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Investment property revenue is recognised on a straight-line basis in accordance with the lease agreement.

All revenue is stated net of the amount of goods and services tax (GST).

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

1 Summary of Significant Accounting Policies continued

(d) Property, plant and equipment continued

Property

Freehold land and buildings are shown at cost or fair value, less subsequent depreciation for buildings.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a diminishing value basis over the asset's useful life to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	
Buildings	2.5 - 7.5%
Motor Vehicles	22.5%
Office Equipment	7.5 - 40%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

(e) Investments (financial assets)

Recognition

Financial assets are initially measured at cost of trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

1 Summary of Significant Accounting Policies continued

(e) Investments (financial assets) continued

Available-for-sale financial assets

All investments are classified as available-for-sale financial assets. Available-for-sale financial assets are reflected at fair value unless their fair value cannot be reliably measured. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

(g) Employee benefits

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at present value of the estimated future cash outflows to be made for those benefits.

(h) Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

1 Summary of Significant Accounting Policies continued

(j) Income taxes

The entity is an income tax exempt entity under item 1.7 of section 50.5 of the Income Tax Assessment Act 1997.

(k) Borrowing Costs

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use or sale.

All other borrowing costs are recognised in income in the period in which they are incurred.

(l) Comparatives

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

(m) Rounding of Amounts

The entity has applied the relief available to it under ASIC Class Order 98/100 and accordingly, amounts in the financial report and directors' report have been rounded off to the nearest \$ 1.

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, that are transferred to the entity are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

2 Cash and cash equivalents

	2009	2008
	\$	\$
Cash on hand	180	180
Cash at bank	59,733	23,109

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

2 Cash and cash equivalents continued

2009	2008
\$	\$
<u>59,913</u>	<u>23,289</u>

Reconciliation of Cash

2009	2008
\$	\$

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

Cash and cash equivalents

<u>59,913</u>	<u>23,289</u>
<u>59,913</u>	<u>23,289</u>

3 Trade and other receivables

Note	2009	2008
	\$	\$
CURRENT		
Trade receivables	1,112	558
Accrued fees	-	8,565
	<u>1,112</u>	<u>9,123</u>

4 Other Assets

2009	2008
\$	\$
CURRENT	
Prepayments	1,275
	<u>1,275</u>
	<u>1,659</u>

5 Property, plant and equipment

2009	2008
\$	\$
LAND AND BUILDINGS	
Freehold land	
At cost	23,217
	<u>23,217</u>
Total freehold land	<u>23,217</u>

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

5 Property, plant and equipment continued

	2009	2008
	\$	\$
Buildings		
At cost	186,873	186,873
Accumulated depreciation	(91,905)	(89,470)
Total buildings	<u>94,968</u>	<u>97,403</u>
Total land and buildings	<u>118,185</u>	<u>120,620</u>
PLANT AND EQUIPMENT		
Motor vehicles		
At cost	25,984	25,984
Accumulated depreciation	(22,176)	(21,071)
Total motor vehicles	<u>3,808</u>	<u>4,913</u>
Office equipment		
At cost	85,990	85,446
Accumulated depreciation	(82,165)	(81,335)
Total office equipment	<u>3,825</u>	<u>4,111</u>
Airconditioning unit		
At cost	8,000	8,000
Accumulated depreciation	(7,044)	(6,966)
Total airconditioning unit	<u>956</u>	<u>1,034</u>
Total plant and equipment	<u>8,589</u>	<u>10,058</u>
Total property, plant and equipment	<u>126,774</u>	<u>130,678</u>

(a) Movements in Carrying Amounts

Movement in the carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year

	Land	Buildings	Motor Vehicles	Office Equipment	Plant and Equipment	Total
	\$	\$	\$	\$	\$	\$
Current Year						
Balance at the beginning of year	23,217	97,403	4,913	4,111	1,034	130,678
Additions	-	-	-	545	-	545
Depreciation expense	-	(2,435)	(1,105)	(830)	(78)	(4,448)
Carrying amount at the end of year	<u>23,217</u>	<u>94,968</u>	<u>3,808</u>	<u>3,825</u>	<u>956</u>	<u>126,774</u>
Prior Year						
Balance at the beginning of year	23,217	99,901	6,339	4,659	1,118	135,234

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

5 Property, plant and equipment continued

(a) Movements in Carrying Amounts continued

	Land	Buildings	Motor Vehicles	Office Equipment	Plant and Equipment	Total
	\$	\$	\$	\$	\$	\$
Additions	-	-	-	499	-	499
Depreciation expense	-	(2,498)	(1,426)	(1,047)	(84)	(5,055)
Carrying amount at the end of year	23,217	97,403	4,913	4,111	1,034	130,678

6 Trade and other payables

	2009	2008
	\$	\$
CURRENT		
Trade payables	1,442	12,224
Accrued expense	5,780	5,520
Other payables	12,172	13,296
	<u>19,394</u>	<u>31,040</u>

7 Provisions

	Employee entitlements	Total
	\$	\$
Opening balance at 1 July 2008	39,180	39,180
Additional provisions	11,032	11,032
Amounts used	(9,975)	(9,975)
Balance at 30 June 2009	<u>40,237</u>	<u>40,237</u>

Analysis of Total Provisions

	2009	2008
	\$	\$
Current	14,309	15,684
Non-current	25,928	23,496
	<u>40,237</u>	<u>39,180</u>

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

8 Interests of Key Management Personnel

Names and positions held of key management personnel in office at any time during the financial year are:

Margaret Dale Branch Secretary

	Short-term benefits	Total
	\$	\$
2009		
Total compensation	81,920	81,920
2008		
Total compensation	83,963	83,963

9 Capital and Leasing Commitments

(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statement.

	2009	2008
Note	\$	\$
Payable - minimum lease payments		
- not later than 12 months	2,169	2,169
- between 12 months and 5 years	-	2,169
Minimum lease payments	<u>2,169</u>	<u>4,338</u>
Present value of minimum lease payments	<u>2,169</u>	<u>4,338</u>

The photocopier lease is a non-cancellable operating lease contracted for but not capitalised in the financial statements with a 3 year term. Increase in lease commitments may occur in line with CPI.

10 Financial instruments

(a) Credit risk

The maximum exposure to credit risk by class of recognised financial assets at balance date, excluding the value of any collateral or other security held, is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the balance sheet.

The entity has no significant concentration of credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the entity.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

10 Financial Instruments continued

(b) Interest Rate Risk

The entity's exposure to interest rate risk, which is the risk that a financial instruments value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2009	2008	2009	2008
	%	%	\$	\$
Financial Assets:				
Cash and cash equivalents	0.04	0.43	59,913	23,289
Receivables	-	-	-	-
Total Financial Assets			59,913	23,289
Financial Liabilities:				
Bank loans and overdrafts	12.55	19.49	1,705	1,014
Trade and sundry payables	-	-	-	-
Total Financial Liabilities			1,705	1,014

	Non-Interest Bearing		Total	
	2009	2008	2009	2008
	\$	\$	\$	\$
Financial Assets:				
Cash and cash equivalents	-	-	59,913	23,289
Receivables	1,112	9,123	1,112	9,123
Total Financial Assets	1,112	9,123	61,025	32,412
Financial Liabilities:				
Bank loans and overdrafts	-	-	1,705	1,014
Trade and sundry payables	17,689	30,026	17,689	30,026
Total Financial Liabilities	17,689	30,026	19,394	31,040

(c) Interest rate risk

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

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

10 Financial Instruments continued

(d) Liquidity risk

The entity manages liquidity risk by monitoring forecast cash flows and ensuring that adequate unutilised borrowing facilities are maintained.

(e) Price risk

The entity is not exposed to any material commodity price risk

(i) Treasury Risk Management

The committee of management analyse currency and interest rate exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

11 Auditors' Remuneration

	2009	2008
	\$	\$
Remuneration of the auditor of the entity for:		
- auditing or reviewing the financial report	6,270	6,275

12 Cash Flow Information

(a) Reconciliation of Cash Flow from Operations with Profit after Income Tax

	2009	2008
	\$	\$
Net income/loss for the period	34,916	(28,540)
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit		
Depreciation	4,448	5,055
Changes in assets and liabilities		
(Increase)/decrease in trade and term receivables	8,010	(5,859)
(Increase)/decrease in prepayments	384	(314)
Increase/(decrease) in trade payables and accruals	(11,645)	7,298
Increase/(decrease) in provisions	1,056	8,777
	<u>37,168</u>	<u>(13,583)</u>

13 Commitments and Contingent Liabilities

No other commitments or contingent liabilities exist which are not otherwise reflected in the accounts.

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

14 Events after the end of the reporting period

(a) There has not arisen in the interval between the end of the financial year and the date of this report any item, transactions or event of a material or unusual nature likely, in the opinion of the committee, to affect significantly the operations of the union, the results of those operations, or the state of affairs of the union, in subsequent financial years.

15 Information to be Provided to Members or Registrar

In accordance with the requirements of RAO Schedule, as amended, the attention of members is drawn to the provision of section 272(5) which reads as follows:

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

16 Union Details

Registered office

The registered office and principal place of business of the union is:
Australian Services Union NQ Clerical & Administrative Branch
485 Flinders Street
Townsville QLD 4810

17 Change in Accounting Policy

The following Australian Accounting Standards issued or amended and are applicable to the association but not yet effective and have not been adopted in preparation of the financial statements at reporting date.

AASB Amendment	Standard Affected	Outline of Amendment	Application Date of Standard	Application Date for the Entity
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Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

17 Change in Accounting Policy continued

AASB Amendment	Standard Affected	Outline of Amendment	Application Date of Standard	Application Date for the Entity
AASB 2007-3 Amendments to Australian Accounting Standards	AASB 5: Non-current Assets Held for Sale and Discontinued Operations	The disclosure requirements of AASB 114: Segment Reporting have been replaced due to the issuing AASB 8: Segment Reporting in February 2007. These amendments will involve changes to segment reporting disclosures. However it is anticipated there will be no direct impact on recognition and measurement criteria amounts included in the financial report as the association does not fall within the scope of AASB 8.	1 January 2009	1 July 2009
	AASB 6: Exploration for and Evaluation of Mineral			
	AASB 102: Inventories			
	AASB 107: Cash Flow Statements			
	AASB 119: Employee Benefits			
	AASB 127: Consolidated and Separate Financial Statements			
	AASB 134: Interim Financial Reporting			
	AASB 136: Impairment of Assets			
	AASB 1023: General Insurance Contracts			
AASB 1038: Life Insurance Contracts				
AASB 8: Operating Segments	AASB 114: Segment Reporting	As above	1 January 2009	1 July 2009

Australian Services Union NQ Clerical & Administrative Branch

Notes to the Financial Statements

For the Year Ended 30 June 2009

17 Change in Accounting Policy continued

AASB Amendment	Standard Affected	Outline of Amendment	Application Date of Standard	Application Date for the Entity
AASB 2007-6 Amendments to Australian Accounting Standards	AASB 1: First-time Adoption of AIFRS	The revised AASB 123: Borrowing Costs issued in June 2007 has removed the option to expense all borrowing costs directly attributable to the acquisition, construction or production of a qualifying asset. However, there will be no direct impact to the amounts included in the association as it already capitalise borrowing costs related to qualifying assets.	1 January 2009	1 July 2009
	AASB 101: Presentation of Financial Statements			
	AASB 107: Cash Flow Statements			
	AASB 111: Construction Contracts			
	AASB 116: Property, Plant and Equipment			
	AASB 138: Intangible Assets			
AASB 123: Borrowing Costs	AASB 123: Borrowing Costs	As above	1 January 2009	1 July 2009
AASB 2007-8 Amendments to Australian Accounting Standards	AASB 101: Presentation of Financial Statements	The revised AASB 101: Presentation of Financial Statements issued in September 2007 requires the presentation of a statement of comprehensive income and makes changes to the statement of changes in recognised income and expenditure.	1 January 2009	1 July 2009
AASB 101	AASB 101: Presentation of Financial Statements	As above	1 January 2009	1 July 2009

Australian Services Union NQ Clerical and Administrative Branch

Committee of Management's Certificate

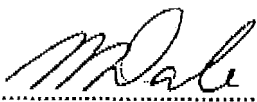
I, Margaret Dale and Jeanine Orzani, being two members of the Committee of Management of the Australian Services Union NQ Clerical and Administrative Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee on the 30th day of June 2010, that:

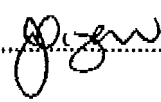
1. In the opinion of the Committee of Management, the attached financial statements give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the period to which they relate as at 30 June 2009;
2. In the opinion of the Committee of Management, the attached accounts were prepared in accordance with the Act and the reporting unit was solvent during the entire year;
3. In the opinion of the Committee of Management, meetings of the Committee were held during the reporting period ended 30 June 2009 in accordance with the rules of the organisation;
4. To the knowledge of any member of the Committee, there have been no instances where the records of the organisation or other documents have not been made available to a member of the organisation under the Act, regulations or rules;
5. The audit reports and accounts for the organisation's financial year immediately before the year the accounts are about have been presented to an annual general meeting of the organisation under section 209(1) of the Act, and given to its members under section 212(1) of the Act;
6. The financial statements and notes comply with the Australian Auditing Standards;
7. The financial statement and notes comply with the reporting guidelines of the Industrial Registrar;
8. There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
9. During the period 1 July 2008 to 30 June 2009 to which the General Purpose Financial Report relates and since the end of that period:
 - (a) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (b) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (c) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (d) the organisation consists of 2 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; and
 - (e) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been finished to the member or Registrar; and
 - (f) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Australian Services Union NQ Clerical and Administrative Branch

Committee of Management's Certificate

10. No recovery of wages activity has occurred during this financial period.

Committee Member..... 
Margaret Dale
Dated: 30/6/10

Committee Member..... 
Jeanine Orzani
Dated: 30/6/10

Australian Services Union NQ Clerical & Administrative Branch

Independent Audit Report to the members of Australian Services Union NQ Clerical & Administrative Branch

Report on the Financial Report

We have audited the accompanying financial report of Australian Services Union NQ Clerical & Administrative Branch, which comprises the balance sheet as at 30 June 2009, and the income statement, statement of changes in equity and cash flow statement for the year ended that date, a summary of significant accounting policies, other explanatory notes and the committee of management certificate.

Committee Members' Responsibility for the Financial Report

The members of the Committee of Management of the entity are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

In Note 1 the committee of management also state, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that compliance with the Australian equivalents to International Financial Reporting Standards ensures that the financial report, comprising the financial statements and notes, complies with International Financial Reporting Standards.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the 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 the *Corporations Act 2001*.

Australian Services Union NQ Clerical & Administrative Branch

Independent Audit Report to the members of Australian Services Union NQ Clerical & Administrative Branch

Auditor's Opinion

In our opinion:

- (a) the financial report of Australian Services Union NQ Clerical & Administrative Branch is in accordance with the Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the entity's financial position as at 30 June 2009 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (b) the financial report also complies with International Financial Reporting Standards as disclosed in Note 1.

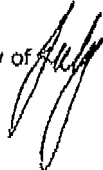
WHK NQ
Chartered Accountants



R. Dunstan
Partner

Townsville

Dated this 1 day of July 2010



Australian Services Union NQ Clerical & Administrative Branch

For the Year Ended 30 June 2009

Independent Audit Report on Additional Information

We report on the additional information as set out in the financial statements:

1. The information included in the general purpose financial report is in accordance with the books and records of Australian Services Union NQ Clerical and Administrative Branch which have been subjected to the auditing procedures in our statutory audit for the year ended 30 June 2009. Reference should be made to our audit report to the members, which is based on the entity's financial report.
2. In our opinion, the general purpose financial report for information to the members is:
 - a. presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 (Registration and Accountability of Organisations) of the Workplace Relations Act 1996;
 - b. the financial report presents fairly the financial position of the Australian Services Union NQ Clerical and Administrative Branch as at 30 June 2009 and the results of its operations and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, UIG Consensus Views and the Workplace Relations Act 1996;
 - c. are based on the accounts and records of the Branch; and
 - d. present fairly the relevant financial information for the year ended 30 June 2009.
3. I am an approved auditor under S256 of the RAO Schedule and reg 4 of the RAO regulations. I also hold a current Public Practice Certificate. Details of my current qualifications are below:

Professional Association:	Institute of Chartered Accountants
Professional Registration No:	17861
Registered Company Auditor No:	6834

WHK NQ

Chartered Accountants



R. J. Dunstan
Partner

Dated (his 1 day of July 2010.