



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Mr. B. Harris
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
New South Wales Local Government, Clerical, Administrative, Energy, Airlines &
Utilities Branch
Level 7
321 Pitt Street
SYDNEY NSW 2000

Dear Mr. Harris,

Re: Financial documents for year ended 20 May 2003
F2003/363

I have received the financial statements of the former MEU New South Wales Branch and the former New South Wales Clerical and Administrative Branch of the Australian Municipal, Administrative, Clerical and Services Union for the period ended 20 May 2003. The documents were lodged in the Industrial Registry on 16 January 2004.

The documents have been filed.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

6 February 2004

FR 2003/363

New South Wales Local Government, Clerical, Administrative,
Energy, Airlines & Utilities Branch of the Australian Services Union



13 January 2004

Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Attention: Clency Lapierre
Statutory Services Branch

Dear Sir/Madam,

Re: Australian Municipal, Administrative, Clerical and Services
Union
New South Wales Local Government, Clerical, Administrative,
Energy, Airlines & Utilities Branch
(Formerly MEU New South Wales Branch & NSW Clerical and
Administrative Branch (Federated Clerks Union NSW Branch))

Financial Reporting Obligations Under Workplace Relations
Act 1996
Financial Statements for the Year Ended 20 May 2003

The Auditor's Reports were completed and presented to our
Committee of Management on Monday 15 September 2003.

The Auditor's Reports were published in the Union's official
publications The Counsellor, Office News, Energy News & SkyWays
Spring / Summer 2003 Editions.

The documents were re-presented to the Committee of
Management meeting held on 15 December 2003.

Copies of the Auditor's reports are enclosed for your records.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'B. Harris', written over a white background.

B. Harris
BRANCH SECRETARY
:rb

Registered Office: Level 7, 321 Pitt St Sydney 2000 • Phone: (02) 9265 8211

Facsimile: (02) 9261 2265 • Email: united@usu.org.au • Website: www.usu.org.au • ABN: 95 571 805 442

Regional Offices Newcastle, Wollongong. Satellite Offices Armidale, Bathurst, Canberra, Dubbo, Grafton, Hay, Port Macquarie, Wagga Wagga

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

FINANCIAL REPORT FOR THE PERIOD ENDED 20 MAY 2003.

COPY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

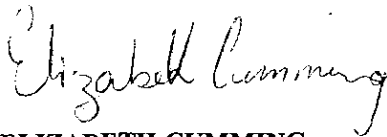
BRANCH EXECUTIVE'S CERTIFICATE

We, **STEPHEN BIRNEY** and **ELIZABETH CUMMING** being two members of the Branch Executive of the Australian Municipal, Administrative, Clerical and Services Union, NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, do state on behalf of the Executive, and in accordance with a resolution passed by the Executive that -

- [i] In the opinion of the Branch Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 20 May 2003.
- [ii] In the opinion of the Branch Executive, meetings of the Executive were held during the period ended 20 May 2003, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Executive, there have been, during the financial period to which the accounts relate, no instances where records of the Branch or other documents [not being documents containing information made available to a member of the Branch under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- [iv] The Branch has complied with Sub-Sections 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June, 2002 and the Auditors' Report thereon.



STEPHEN BIRNEY



ELIZABETH CUMMING

15 September 2003

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**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

ACCOUNTING OFFICER'S CERTIFICATE

I, **BRIAN HARRIS**, being the Officer responsible for keeping the accounting records of the Australian Municipal, Administrative, Clerical and Services Union, NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, certify that as at 20 May 2003, the number of members of the Branch was 25,921.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Branch as at 20 May 2003.
- [ii] A record has been kept of all moneys paid by or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Branch, were made to persons holding office in the Branch.
- [vi] The register of members of the Branch was maintained in accordance with the Workplace Relations Act, 1996.



BRIAN HARRIS

15 September 2003

COPY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD ENDED 20 MAY 2003.**

	Period from 1 July 2002 to 20 May 2003	Year ended 30 June 2002
	\$	\$
INCOME		
Interest	8	116
Transfer from United Services Union	415,483	520,244
TOTAL INCOME	<u>415,491</u>	<u>520,360</u>
LESS EXPENDITURE		
National Office -Capitation Fees	415,483	529,368
General Expenses	-	8
TOTAL EXPENDITURE	<u>415,483</u>	<u>529,376</u>
OPERATING (DEFICIT) SURPLUS FOR THE PERIOD	8	(9,016)
Accumulated Funds at Beginning of Period	347	9,363
ACCUMULATED FUNDS AT END OF PERIOD	<u>355</u>	<u>347</u>

[The attached Notes 1 to 3 form part of these Accounts]

COPY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

**STATEMENT OF FINANCIAL POSITION
AS AT 20 MAY 2003.**

	20 May 2003 \$	30 June 2002 \$
ACCUMULATED FUNDS	355	347
 <u>Represented by:</u>		
CURRENT ASSETS		
Cash at Bank	-	347
Sundry Debtor	355	-
NET ASSETS	355	347

[The attached Notes 1 to 3 form part of these Accounts]

COPY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003.**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Australian Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the financial report.

- a] No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act.

2. EVENTS SUBSEQUENT TO BALANCE DATE

The Commonwealth Industrial Registrar has certified that on 21 May 2003 the MEU New South Wales Branch amalgamated with the New South Wales Clerical and Administrative Branch and henceforth the NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch is duly registered as a branch of the Australian Municipal, Administrative, Clerical and Services Union under the provisions of the Workplace Relations Act 1996. The branch will trade as the United Services Branch.

3. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of sub-sections [1], [2] and [3] of section 274 which read as follows:

- [1] A member of an organisation, or a Registrar, may apply to the organization for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under sub-section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under sub-section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

COPY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL
AND SERVICES UNION
NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH
(FORMERLY MEU - NEW SOUTH WALES BRANCH)**

INDEPENDENT AUDIT REPORT

To the members of the Australian Municipal, Administrative, Clerical and Services Union, NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch.

SCOPE

We have audited the financial report of the Australian Municipal, Administrative, Clerical and Services Union, NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch (formerly MEU New South Wales Branch) for the period ended 20 May 2003 as set out on pages 1 to 5. The Branch Executive and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Australian Municipal, Administrative, Clerical and Services Union, NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch (formerly MEU New South Wales Branch) which is consistent with our understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

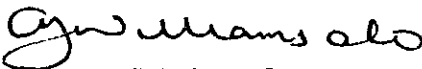
AUDIT OPINION

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- [i] There were kept by the Branch in respect of the period under review, satisfactory records detailing the sources and nature of income of the Branch [including income from members] and the nature and purposes of expenditure, and
- [ii] The attached financial report including the Certificates of the Branch Executive and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report has been prepared from the accounting records of the Branch and is properly drawn up so as to give a true and fair view of:
 - [a] the financial position of the Branch as at 20 May 2003; and
 - [b] the financial performance of the Branch for the period ended on that date;

and is in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia.


A.J. WILLIAMS & CO.
Chartered Accountants.



D.S. McLEAN
Registered Company Auditor.
SYDNEY NSW 2000
15 September 2003

COPY

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**FINANCIAL REPORT
FOR THE PERIOD ENDED 20 MAY 2003**

COPY

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **MICHAEL WANT**, and **MARYANNE STUART**, being two members of the Committee of Management of the Australian Services Union - NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:-

- (i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 20 May 2003.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the period ended 20 May 2003, in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 274(2) of the Workplace Relations Act, 1996 and under section 512(2) of the New South Wales Industrial Relations Act 1991, as applied by Section 282(3) of the New South Wales Industrial Relations Act, 1996), or copies of these records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996 and the New South Wales Industrial Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- (iv) The Union has complied with Sub-Sections 279 (1) and (6) of the Workplace Relations Act, 1996 and Sub-Sections 517 (1) and (5) of the New South Wales Industrial Relations Act, 1991 in relation to the financial accounts in respect of the year ended 30 June 2002, and the Auditors' Report thereon.

MICHAEL WANT



MARYANNE STUART



15 September 2003

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

ACCOUNTING OFFICER'S CERTIFICATE

I, **BRIAN HARRIS**, being the Officer responsible for keeping the accounting records of the Australian Services Union - NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, certify that as at 20 May 2003, the number of members of the Union was 8,426.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 20 May 2003.
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996 and the New South Wales Industrial Relations Act, 1996.



BRIAN HARRIS

15 September 2003

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
PERIOD ENDED 20 MAY 2003**

	<u>NOTE</u>	11 Months 2003 \$	12 Months 2002 \$
INCOME			
Contributions		1,700,254	1,910,448
Investment Income		15,868	45,786
Rent Received		44,332	56,149
Sundry Income		9,709	13,977
Workcover Grant		46,425	48,250
Surplus on Disposal		<u>22,982</u>	<u>6,837</u>
TOTAL INCOME		<u>1,839,570</u>	<u>2,081,447</u>
EXPENDITURE			
Depreciation		<u>126,655</u>	<u>141,743</u>
Employee Expenses			
Remuneration of Office Holders			
Salaries		96,277	117,084
Remuneration of Others Salaries		798,868	847,275
Long Service Leave - Increase in Provision		46,392	25,845
Annual Leave – Increase in Provision		38,821	13,347
Superannuation		105,174	104,214
Fringe Benefits Tax		14,288	16,445
Payroll Tax		34,728	34,809
Training Expenses		<u>10,898</u>	<u>31,367</u>
		<u>1,145,446</u>	<u>1,190,386</u>
Other Expenses			
Affiliation Fees		34,371	47,079
Air Levy		4,580	1,627
Sustentation Fees		122,931	162,780
Professional Services	8	21,975	45,406
Meeting Expenses		15,278	14,411
Administration Expenses	9	367,487	478,990
Deficit on Disposal of Assets		937	0
Office Alterations - (Decrease) in Provision		0	(59,936)
Recording Union History – Increase in Provision		30,000	30,000
Loss on Investment – (Decrease) in Provision		(4,630)	(15,370)
Professional Services- (Decrease) in Provision		<u>(13,331)</u>	<u>0</u>
		<u>579,598</u>	<u>704,987</u>
TOTAL EXPENDITURE		<u>1,851,699</u>	<u>2,037,116</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
PERIOD ENDED 20 MAY 2003 (CONTINUED)**

	11 Months 2003 \$	12 Months 2002 \$
(DEFICIT)/SURPLUS FOR PERIOD	(12,129)	44,331
Accumulated Funds at Beginning of Period	<u>2,720,824</u>	<u>2,676,493</u>
ACCUMULATED FUNDS AT END OF PERIOD	<u>2,708,695</u>	<u>2,720,824</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

STATEMENT OF FINANCIAL POSITION AS AT 20 MAY 2003

	NOTE	20 May 2003 \$	30 June 2002 \$
ACCUMULATED FUNDS		<u>2,708,695</u>	<u>2,720,824</u>
<u>Represented by Net Assets as follows:</u>			
CURRENT ASSETS			
Cash Assets			
Cash in Hand		149	840
Cash at Bank		<u>207,233</u>	<u>207,615</u>
		<u>207,382</u>	<u>208,455</u>
Receivables			
Prepayments		13,327	830
Sundry Deposits		7,657	7,657
Sundry Debtors		33,960	56,806
Accrued Interest		289	4,021
Inventory - Theatre Tickets		289	1,836
		<u>55,522</u>	<u>71,150</u>
Investments			
Wholesale Funds	6	<u>647,365</u>	<u>654,338</u>
		<u>647,365</u>	<u>654,338</u>
Long Service Leave and Annual Leave Fund			
Investments - Other	7	<u>446,964</u>	<u>426,867</u>
TOTAL CURRENT ASSETS		<u>1,357,233</u>	<u>1,360,810</u>
FIXED ASSETS			
Property, Plant and Equipment			
Property - 50% Share, Unit 6, ACTU Building, Canberra	4	208,501	213,567
Property - 321 Pitt Street, Sydney	4A	1,386,964	1,419,760
Motor Vehicles, Furniture and Plant	5	<u>374,794</u>	<u>493,149</u>
TOTAL FIXED ASSETS		<u>1,970,259</u>	<u>2,126,476</u>
TOTAL ASSETS		<u>3,327,492</u>	<u>3,487,286</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

STATEMENT OF FINANCIAL POSITION AS AT 20 MAY 2003 [Cont'd]

	20 May 2003 \$	30 June 2002 \$
CURRENT LIABILITIES		
Payables		
Creditors	<u>116,442</u>	<u>260,216</u>
Provisions		
Provision for Annual Leave	153,202	165,590
Provision for Long Service Leave	201,986	205,528
Provision for Loss on Investment	0	4,630
Provision for Recording Union History	60,000	30,000
Provision for Professional Services	<u>0</u>	<u>13,331</u>
	<u>415,188</u>	<u>419,079</u>
TOTAL CURRENT LIABILITIES	<u>531,630</u>	<u>679,295</u>
NON CURRENT LIABILITIES		
Payables		
MEU – Office Fitout Costs	<u>87,167</u>	<u>87,167</u>
TOTAL LIABILITIES	<u>618,797</u>	<u>766,462</u>
NET ASSETS	<u>2,708,695</u>	<u>2,720,824</u>

(The attached notes 1 to 11 form part of these Accounts)

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**STATEMENT OF CASH FLOWS FOR THE
PERIOD ENDED 20 MAY 2003**

	Note	11 Months 2003 \$	12 Months 2002 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		1,700,254	1,908,390
Payments to Suppliers and Employees		(1,887,352)	(1,972,770)
Interest Received		30,471	27,196
Rent Received		49,065	37,373
Other Receipts		<u>97,229</u>	<u>58,464</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	11	<u>(10,333)</u>	<u>58,653</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Motor Vehicle, Plant and Equipment		30,818	65,728
Proceeds from Sale of Investments		320,732	0
Payment for Motor Vehicles, Furniture and Plant		(2,193)	(137,161)
Payment for Investments		<u>(340,097)</u>	<u>(116,984)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		<u>9,260</u>	<u>(188,417)</u>
NET INCREASE (DECREASE) IN CASH		(1,073)	(129,764)
CASH AT BEGINNING OF PERIOD		<u>208,455</u>	<u>338,219</u>
CASH AT END OF PERIOD	10	<u>207,382</u>	<u>208,455</u>

(The attached notes 1 to 11 form part of these Accounts)

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements, the Workplace Relations Act, 1996 and the New South Wales Industrial Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the financial report.

(a) Depreciation

Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Union

(b) Employee Entitlements

Provision for employee benefits in the form of Accrued Annual Leave and Accrued Long Service Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

(c) Contributions

Contributions are accounted for on a cash receipts basis.

(d) Investments

Investments, other than those in wholesale funds, are shown at cost. Investments in wholesale funds are shown at market value at the balance date. Movements in market values are included in investment income.

(e) Income Tax

No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act.

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003 (Cont'd)**

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

- (a) In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274 which read as follows:-
- (i) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
 - (ii) An organisation shall, on application made under Sub-Section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
 - (iii) A Registrar may only make an application under Sub-Section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.
- (b) In accordance with the requirements of the New South Wales Industrial Relations Act, 1991 the attention of members is drawn to the provisions of the Sub-Sections (1) and (2) of Section 512 which read as follows:-
- (i) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation.
 - (ii) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

3. EVENTS SUBSEQUENT TO BALANCE DATE

The Commonwealth Industrial Registrar has certified that on 21 May 2003 the New South Wales Clerical and Administrative Branch amalgamated with the MEU New South Wales Branch and henceforth the NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch is duly registered as a branch of the Australian Municipal, Administrative, Clerical and Services Union under the provisions of the Workplace Relations Act 1996. The branch will trade as the United Services Branch.

The New South Wales Industrial Registrar has certified that on 21 May 2003 the Federated Clerks' Union of Australia New South Wales Branch amalgamated with the Federated Municipal and Shire Council Employees' Union of Australia, New South Wales Division and henceforth the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union is duly registered as a state Industrial Organisation of Employees under the provisions of the Industrial Relations Act 1996. The union will trade as the United Services Union.

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003 [Cont'd]**

	20 May 2003 \$	30 June 2002 \$
4. PROPERTY - UNIT 6, ACTU BUILDING, CANBERRA		
At Cost	286,665	286,665
Less Accumulated Depreciation	<u>78,164</u>	<u>73,098</u>
	<u>208,501</u>	<u>213,567</u>
4A. PROPERTY – 321 PITT STREET, SYDNEY		
At Cost	1,484,718	1,484,718
Less Accumulated Depreciation	<u>97,754</u>	<u>64,958</u>
	<u>1,386,964</u>	<u>1,419,760</u>
5. MOTOR VEHICLES, FURNITURE AND PLANT		
Motor Vehicles		
At Cost	234,180	284,401
Less Accumulated Depreciation	<u>89,902</u>	<u>62,702</u>
	<u>144,278</u>	<u>221,699</u>
Office Furniture and Fittings		
At Cost	295,205	298,929
Less Accumulated Depreciation	<u>76,269</u>	<u>52,848</u>
	<u>218,936</u>	<u>246,081</u>
Office Plant and Machinery		
At Cost	75,224	173,523
Less Accumulated Depreciation	<u>63,644</u>	<u>148,154</u>
	<u>11,580</u>	<u>25,369</u>
TOTAL WRITTEN DOWN VALUE OF MOTOR VEHICLES, FURNITURE AND PLANT	<u>374,794</u>	<u>493,149</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003 [Cont'd]**

	20 May 2003 \$	30 June 2002 \$
6. INVESTMENTS - GENERAL FUND		
Wholesale Funds at call		
Perpetual	0	336,265
UBS Balanced Investment Fund	317,512	318,073
Challenger Australian Share Fund	163,423	0
Kaplin Master Trust EquityFund	166,430	0
	<u>647,365</u>	<u>654,338</u>
7. INVESTMENTS - LONG SERVICE AND ANNUAL LEAVE FUND		
Bank Bill		
Realisable within one year	<u>446,964</u>	<u>426,867</u>
8. PROFESSIONAL SERVICES		
Remuneration of Auditors for:		
Audit of the Financial Statements	19,775	18,500
Other Services	935	3,000
	<u>20,710</u>	<u>21,500</u>
Legal Fees	1,265	23,906
	<u>21,975</u>	<u>45,406</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003 [Cont'd]**

	20 May 2003 \$	30 June 2002 \$
9. ADMINISTRATIVE EXPENSES		
Accounting Software	0	(334)
A.C.T.U. Union Shopper	1,557	1,541
A.C.T. Property Expenses	6,926	11,439
ASU National Office Amalgamation	(28,242)	0
Awards and Transcripts	0	229
Car Expenses	66,889	60,048
Cleaning	3,605	12,171
Commission on Contributions	23,592	29,274
Computer Membership System Development	21,370	29,374
Computer Lease	4,637	17,780
Data Security Storage	1,463	3,959
Electricity – Current Year	2,238	10,467
Electricity – Prior Year Adjustment	0	8,420
Fares and Travel	2,156	1,331
General Expenses	15,103	4,198
Government Duties and Bank Charges	7,815	7,797
Insurance	47,793	44,274
Internet Expenses	5,719	6,099
Living Away Expenses	6,810	4,551
Levy – 8/321 Pitt Street	40,434	13,151
Postage	2,929	12,307
Printing and Stationery	9,480	25,796
Rates and Taxes	4,355	6,164
Recruitment Expenses	12,027	7,761
Rent	3,575	3,900
Repairs and Maintenance	2,910	11,112
Staff Amenities	2,775	6,111
Telephone	40,969	62,505
‘ASU Office News’ Production and Distribution Costs	49,439	69,751
Union History	1,727	0
Transcripts and Industrial Research Publications	7,436	7,814
TOTAL	367,487	478,990

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 20 MAY 2003 [Cont'd]**

	20 May 2003 \$	30 June 2002 \$
10. RECONCILIATION OF CASH		
Cash at end of the period is shown in the Statement of Cash Flows as:		
Cash in Hand	149	840
Cash at Bank	<u>207,233</u>	<u>207,615</u>
	<u>207,382</u>	<u>208,455</u>
11. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET (DEFICIT) SURPLUS		
Net (Deficit) Surplus	(12,129)	44,331
Non-cash flows in net (deficit) surplus		
Depreciation	126,655	141,743
Changes to Employee Provisions	(15,930)	(32,201)
Deficit (Surplus) on Sale of Property Plant and Equipment	937	(6,837)
Changes to Other Provisions	12,039	(45,306)
Changes in market value of investments	6,241	(20,163)
Changes in Assets and Liabilities:		
Decrease in Inventory- Movie Tickets	1,547	237
Increase (Decrease) in Sundry Creditors	(143,774)	7,183
Decrease in Accrued Interest	3,732	1,573
(Increase) Decrease in Prepayments	(12,497)	19,810
(Increase) Decrease in Sundry Debtors	<u>22,846</u>	<u>(51,717)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>(10,333)</u>	<u>58,653</u>

**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**{FORMERLY NSW CLERICAL AND ADMINISTRATIVE BRANCH
(Federated Clerks Union NSW Branch)}**

INDEPENDENT AUDIT REPORT

To the members of the Australian Services Union - NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch.

SCOPE

We have audited the financial report of the Union for the period ended 20 May 2003 as set out on pages 1 to 13. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with accounting standards and other mandatory professional reporting requirements in Australia and other statutory requirements so as to present a view of the Union, which is consistent with our understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- [i] There were kept by the Union in respect of the period under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure, and
- [ii] The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996 and section 510 of the New South Wales Industrial Relations Act, 1991, as applied by Section 282(3) of the Industrial Relations Act 1996. The financial report has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - [a] the financial position of the Union as at 20 May 2003; and
 - [b] the financial performance of the Union for the period ended on that date;

and is in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia.


A.J. WILLIAMS & CO.
Chartered Accountants.



D.S.MCLEAN
SYDNEY NSW 2000
15 September 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. D. McLean
A J Williams & Co
Chartered Accountants
GPO Box 3041
SYDNEY NSW 2001

Dear Mr. McLean,

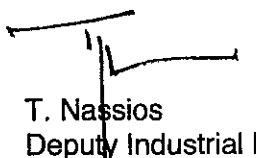
Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch (FR2003/363)

I have received your letter of 22 December 2003 requesting an extension of time applicable to the making of your audit report to the above organisation in respect of the financial year ended 30 June 2003.

I am satisfied that, for reasons outside your control, it is not practicable for you to complete within the period of six months prescribed by regulation 113(a) of the Workplace Relations Regulations the report referred to in section 276(1) of the Workplace Relations Act 1996.

I hereby grant an extension of time in accordance with regulation 113(b) of the Regulations for the making of your report to the Australian Municipal, Administrative, Clerical and Services Union – New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch for the year ended 30 June 2003 up until 29 February 2004.

Yours sincerely,



T. Nassios
Deputy Industrial Registrar

23 December 2003



Level 19, 2 Market Street, Sydney NSW 2000
GPO Box 2551, Sydney NSW 2001
Tel: +61 2 9286 5555 Fax: +61 2 9286 5599
E-mail: bdosyd@bdosyd.com.au
www.bdoaustralia.com.au

FACSIMILE COVER

Date: 22/12/03

Number of Pages: 2
(including this cover)

For the Attention of: Deputy Industrial Registrar
Godfrey

From: Alex Roberts

Company Name: 656585
Client Code: Admin

Fax Number: 93806990

If you do not receive all pages as indicated, please call the sender on +61 2 9286 5555.

MESSAGE:

Please see attached Letter. I have posted it today for your attention but because the deadline is the end of December I thought it would also be prudent to fax it to you as well.

Regards,

Alex Roberts

Liability is limited by the Accountants'
Scheme pursuant to the NSW
Professional Standards Act 1994.

Sender's Fax Number: (02) 9286 5599

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Form A3.5A

Form Updated
14 May 2001

Page 1 of 1



Advisers to growing businesses



22 December 2003

Deputy Industrial Registrar Godfrey
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street,
East Sydney, NSW 2011

Dear Sir

**RE: APPLICATION FOR AN AUDIT EXTENSION TO 8 MONTHS
CLIENT: NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY,
AIRLINES & UTILITIES BRANCH OF THE AUSTRALIAN MUNICIPAL,
ADMINISTRATIVE, CLERICAL AND SERVICES UNION
YEAR ENDED 30 JUNE 2003**

We hereby apply for an extension under Section 276(1) Regulation 113 of the Workplace Relations Act 1996. The application is made because a Committee of Management Meeting will not be held prior to 31 December 2003 at which the financial accounts may be presented.

We would be pleased to receive your advice in due course.

Yours faithfully

**A J Williams & Co
Chartered Accountants**

A handwritten signature in black ink, appearing to read 'David McLean', written over a horizontal line.

David McLean
Partner

J:\DOCS\AJWASU Clerks\LET\Audit extension.doc

Level 19, 2 Market Street, Sydney NSW 2000 GPO Box 3041, Sydney NSW 2001 Tel. 02 9286 5467 Fax. 02 9286 5599

Liability is limited by the Accountants Scheme, approved under the Professional Standards Act 1994 (NSW)

22 December 2003

Deputy Industrial Registrar Godfrey
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street,
East Sydney, NSW 2011

Dear Sir

**RE: APPLICATION FOR AN AUDIT EXTENSION TO 8 MONTHS
CLIENT: NSW LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY,
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We would be pleased to receive your advice in due course.

Yours faithfully

A J Williams & Co
Chartered Accountants



David McLean
Partner



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