



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Mr. B. Harris  
General 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 period 21 May 2003 to 30 June 2003  
FR2003/753**

I have received the financial documents of the above named branch of the organisation for the period 21 May 2003 to 30 June 2003 lodged in the Industry Registry on 12 July 2004.

Should you have any queries, please contact me on (03) 8661 7764.

The documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads 'M Beare'.

Marylyn Beare  
Statutory Services Branch

22 July 2004



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



8 July 2004

2003/753

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

Financial Reporting Obligations Under Workplace Relations  
Act 1996  
Financial Statements for the Period 21 May 2003 to 30  
June 2003.

The Auditors reports were completed and presented to our  
Committee of Management by postal ballot February 2004.

The Auditor's Reports were published in the Union's official  
publications The Counsellor, Office News, Energy News and Sky  
Ways Autumn 2004 Editions.

The documents were re-presented to the Committee of  
Management meeting held on 21 June 2004.

A copy of the Auditor's report is enclosed for your records.

Yours faithfully

B Harris  
GENERAL SECRETARY

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, Hoy, Port Macquarie, Wagga Wagga

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

**FINANCIAL REPORT  
FOR THE PERIOD FROM 21 MAY 2003 TO 30 JUNE 2003**

**COPY**

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

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, **MICHAEL WANT**, and **BRIAN HARRIS**, 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 Branch as at 30 June 2003.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the period from 21 May 2003 to 30 June 2003, in accordance with the rules of the Branch.
- (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 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, the Regulations thereto, or the rules of the Union.



**MICHAEL WANT**



**BRIAN HARRIS**

26 February 2004

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**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL  
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES 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 30 June 2003, the number of members of the Branch was 34,347.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 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 Branch.
- (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 Branch.
- (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 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**

26 February 2004

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

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE  
PERIOD FROM 21 MAY 2003 TO 30 JUNE 2003**

	NOTE	2003 \$
<b>INCOME</b>		
Contributions		9,279
Less Service Fee United Services Union ('State Union')		(9,279)
Investment Income		13,919
Rent Received		<u>3,609</u>
		<u>17,528</u>
<b>EXPENDITURE</b>		
<b>Depreciation</b>		<u>14,050</u>
Electricity		698
General Expenses		120
Insurance		3,521
Professional Services	8	6,500
Sustentation Fees		180,181
Transcripts and Industrial Research Publications		499
Accrual for Untaken Sick Leave at 20 May, 2003	1(b)	<u>180,739</u>
		<u>372,258</u>
<b>TOTAL EXPENDITURE</b>		<u>386,308</u>
<b>DEFICIT FOR THE PERIOD</b>		(368,780)
Accumulated Funds transferred from the NSW Clerical and Administrative Branch	3	2,708,695
Accumulated Funds transferred from the MEU New South Wales Branch	3	<u>355</u>
<b>ACCUMULATED FUNDS AT 30 JUNE 2003</b>		<u>2,340,270</u>

(The attached notes 1 to 10 form part of these accounts)

**COPY**

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

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003**

	NOTE	2003 \$
<b>ACCUMULATED FUNDS</b>		<u>2,340,270</u>
<u>Represented by Net Assets as follows:</u>		
<b>CURRENT ASSETS</b>		
<b>Cash Assets</b>		
Cash in Hand		149
Cash at Bank		<u>634,378</u>
		<u>634,527</u>
<b>Receivables</b>		
Prepayments		9,118
Sundry Deposits		7,657
Sundry Debtors		31,590
Inventory - Theatre Tickets		<u>289</u>
		<u>48,654</u>
<b>Investments</b>		
Wholesale Funds	7	<u>657,286</u>
<b>TOTAL CURRENT ASSETS</b>		<u>1,340,467</u>
<b>FIXED ASSETS</b>		
<b>Property, Plant and Equipment</b>		
Property - 50% Share, Unit 6, ACTU Building, Canberra	5	207,833
Property – 321 Pitt Street, Sydney	5A	1,382,642
Motor Vehicles, Furniture and Plant	6	<u>365,734</u>
<b>TOTAL FIXED ASSETS</b>		<u>1,956,209</u>
<b>TOTAL ASSETS</b>		<u>3,296,676</u>

(The attached notes 1 to 10 form part of these accounts)

COPY

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

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003 [Cont'd]**

	NOTE	2003 \$
<b>CURRENT LIABILITIES</b>		
<b>Payables</b>		
Creditors		93,131
Creditor – ASU National Office		180,181
United Services Union Provisions	1(b)	<u>535,927</u>
		809,239
Provision for Recording Union History		<u>60,000</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>869,239</u>
<b>NON CURRENT LIABILITIES</b>		
<b>Payables</b>		
United Services Union – Office Fitout Costs		<u>87,167</u>
<b>TOTAL LIABILITIES</b>		<u>956,406</u>
<b>NET ASSETS</b>		<u>2,340,270</u>

(The attached notes 1 to 10 form part of these accounts)

COPY



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

**STATEMENT OF CASH FLOWS FOR THE  
PERIOD FROM 21 MAY 2003 TO 30 JUNE 2003**

	Note	2003 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from Members		9,279
Payments to Suppliers and Employees		(38,385)
Interest Received		4,287
Rent Received		<u>5,000</u>
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	11	<u>(19,819)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from Sale of Investments		<u>446,964</u>
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>		<u>446,964</u>
<b>NET INCREASE IN CASH</b>		427,145
<b>CASH TRANSFERRED FROM FORMER BRANCHES</b>		<u>207,382</u>
<b>CASH AT 30 JUNE 2003</b>	10	<u>634,527</u>

(The attached notes 1 to 10 form part of these accounts)

**COPY**

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE PERIOD ENDED 30 JUNE 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 and the 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 Branch in the preparation of the financial report.

- (a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Branch.
- (b) The liability shown as 'United Services Union Provisions' is payable to the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union for the entitlements of former employees of the NSW Clerical and Administrative Branch.
- (c) Contributions are accounted for on a cash receipts basis.
- (d) 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) No provision for Income Tax is necessary as the Branch is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act.

**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.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE PERIOD ENDED 30 JUNE 2003 (Cont'd)**

**3. ESTABLISHMENT OF THE BRANCH**

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, and 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 Accumulated Funds transferred from the former branches were represented by net assets as follows:-

	<b>2003</b>
<b>Assets</b>	<b>\$</b>
Cash Assets	207,382
Receivables Current	55,877
Investments Current	1,094,329
Property, Plant and Equipment	<u>1,970,259</u>
<b>Total Assets</b>	<u><b>3,327,847</b></u>
<b>Liabilities</b>	
Payables Current	116,442
Provisions	415,188
Payables Non Current	<u>87,167</u>
<b>Total Liabilities</b>	<u><b>618,797</b></u>
<b>Net Assets</b>	<u><b>2,709,050</b></u>

**4. COMPARATIVE FIGURES**

As this is the first financial report of the branch there are no comparative figures.

	<b>2003</b>
	<b>\$</b>

**5. PROPERTY - UNIT 6, ACTU BUILDING, CANBERRA**

At Cost	286,665
Less Accumulated Depreciation	<u>78,832</u>
	<u>207,833</u>

**5A. PROPERTY - 321 PITT STREET, SYDNEY**

At Cost	1,484,718
Less Accumulated Depreciation	<u>102,076</u>
	<u>1,382,642</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE PERIOD ENDED 30 JUNE 2003 [Cont'd]**

<b>6. MOTOR VEHICLES, FURNITURE AND PLANT</b>	<b>2003</b>
	<b>\$</b>
<b>Motor Vehicles</b>	
At Cost	234,180
Less Accumulated Depreciation	<u>95,163</u>
	<u>139,017</u>
<b>Office Furniture and Fittings</b>	
At Cost	295,205
Less Accumulated Depreciation	<u>79,523</u>
	<u>215,682</u>
<b>Office Plant and Machinery</b>	
At Cost	75,224
Less Accumulated Depreciation	<u>64,189</u>
	<u>11,035</u>
<b>TOTAL WRITTEN DOWN VALUE OF MOTOR VEHICLES, FURNITURE AND PLANT</b>	<u><b>365,734</b></u>

**7. INVESTMENTS - GENERAL FUND**

**Wholesale Funds at call**

UBS Balanced Investment Fund	318,964
Challenger Aust Share Fund	170,276
Kaplan Master Trust Equity Fund	<u>168,046</u>
	<u>657,286</u>

**8. PROFESSIONAL SERVICES**

Remuneration of Auditors for:

Audit of the Financial Report	<u>6,500</u>
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**9. RECONCILIATION OF CASH**

Cash at the end of the year is shown in the statement of financial position  
as:

Cash in Hand	149
Cash at Bank	<u>187,414</u>
	<u>187,563</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE PERIOD ENDED 30 JUNE 2003 [Cont'd]**

<b>10. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET DEFICIT</b>	<b>2003 \$</b>
<b>Net Deficit</b>	<b>(368,780)</b>
<b>Non-cash flows in net deficit</b>	
Depreciation	14,050
Changes in market value of investments	(9,921)
<b>Changes in Assets and Liabilities net of the effect of Assets and Liabilities transferred to the Branch on its establishment:</b>	
Increase in Sundry Creditors	337,609
Decrease in Accrued Interest	289
Decrease in Prepayments	4,209
Decrease in Sundry Debtors	<u>2,725</u>
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<b><u>(19,819)</u></b>

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**AUSTRALIAN SERVICES UNION NSW LOCAL GOVERNMENT, CLERICAL  
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES 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 Branch for the period from 21 May 2003 to 30 June 2003 as set out on pages 1 to 10. The Branch'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 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 accounting standards and other mandatory professional reporting requirements in Australia and other statutory requirements so as to present a view of the 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.

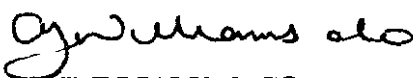
**AUDIT OPINION**

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 year 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 Committee of Management 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 30 June 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.**

SYDNEY NSW 2000  
26 February 2004

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