



30 April 2014

Mr Graeme Kelly
Branch Secretary

Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local
Government Clerical, Administrative, Energy, Airlines & Utilities Branch

By email: gkelly@usu.org.au

CC - Mr Robert Evett, Bentleys NSW Audit Pty Ltd

By email: bob.evett@bentleysnsw.com.au

Dear Mr Kelly,

**Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local
Government Clerical, Administrative, Energy, Airlines & Utilities Branch
Financial Report for the year ended 30 June 2013 - [FR2013/384]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch. The documents were lodged with the Fair Work Commission on 26 February 2014.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

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

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

Notwithstanding the financial report has been filed, I offer the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

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

Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Documents must be lodged with the Fair Work Commission within 14 days of General Meeting

Section 268 of the RO Act, states that the full report and the designated officer's certificate are required to be lodged with the Fair Work Commission within 14 days of the second committee of management meeting. The Designated Officer's Certificate indicates that this meeting occurred on 13 December 2013. If this is correct, the full report should have been lodged with the Fair Work Commission by 30 December 2013 (the FWC not being open for business between 27 and 29 December).

The full report was lodged on 26 February 2014.

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

Please note that in future financial years a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made prior to required date of lodgement.

Disclosure of employee expenses/provisions to office holders and other employees

The Reporting Guidelines require reporting units to disclose, in the statement of comprehensive income or in the notes to the financial statements, employee expenses for employees other than officers (item 17(g)).

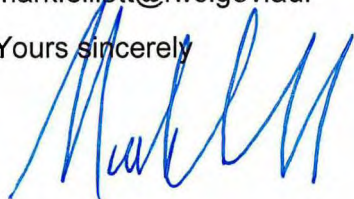
The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of such employees (item 21(d)). This requirement arises in addition to the statement in the Operating Report that the Branch has no employees. Please ensure that in future these disclosures appear either on the face of the accounts or in the notes thereto. It is suggested that if the word "employees" were substituted for the expression "Key Management Personnel", then Note 13 might form the basis for an appropriate disclosure.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

If you have any queries regarding this letter, please contact me on (03) 8661 7899 or via email at mark.elliott@fwc.gov.au.

Yours sincerely



Mark Elliott

Regulatory Compliance Branch

ELLIOTT, Mark

From: ELLIOTT, Mark
Sent: Wednesday, 30 April 2014 2:48 PM
To: 'gkelly@usu.org.au'
Cc: 'bob.evett@bentleysnsw.com.au'
Subject: FR2013/384: Financial Report for the year ended 30/6/2013 –ASU NSW Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch
Attachments: 20140430_154604.pdf

Good afternoon Mr Kelly,

Please find attached correspondence in relation to the abovementioned matter.

Regards,

Mark Elliott
Regulatory Compliance Branch

Fair Work Commission
Tel: 03 8661 7899
Fax: 03 9655 0410
mark.elliott@fwc.gov.au

11 Exhibition Street, Melbourne, Victoria 3000
GPO Box 1994, Melbourne, Victoria 3001

www.fwc.gov.au

Please be aware that my email address has changed to mark.elliott@fwc.gov.au, effective 1 January 2013. Please update your records accordingly.



18 February 2014

General Manager
FairWork Australia
GPO Box 1994S
MELBOURNE VIC 3001

By Email: orgs@fwa.gov.au

Dear Sir

Re: Annual return of information for 2014 and financial report for year ended 2013, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Services Union

Please find attached the following documents:

1. Maintenance of Register of Members
2. List of Offices
3. List of Office Holders
4. List of Branches
5. Addresses of Organisation and Branches
6. Statement concerning number of members
7. Financial Report for Year End 30 June 2013

The attached copy of records lodged is a correct statement of information contained in those records.

During the year 2013 the Branch did not have any

- Branches commence operation
- Branches cease operation
- During this year there are no scheduled elections.

Yours faithfully

Graeme Kelly
BRANCH SECRETARY

CC: *Mr Robert Pfeiffer*
Robert.pfeiffer@fwa.gov.au

Australia

DECLARATION

I, Graeme Kelly, General Secretary of Level 7, 321 Pitt Street
Sydney 2000

do solemnly and sincerely declare

that the register of members has been kept and maintained
as required, during the immediately preceding calendar
year of the New South Wales Local Government, Clerical,
Administrative, Energy & Airlines & Utilities Branch, of the
Fair work (Registered organisations) Act of 2009.

That the attached copy of records lodged is the current
statement of the information contained in those records.



Graeme Kelly
General Secretary
United Services Union

Dated: 18 February 2014

LIST OF OFFICES

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Services Union 2014

<u>Office Postal Address</u>	<u>Office Address</u>	<u>Phone No</u>	<u>Fax No</u>
Shop 11-12 142 William Street BATHURST 2795	Shop 11-12 142 William Street BATHURST 2795	02 6334 4825	02 6331 2834
Level 7, 321 Pitt Street SYDNEY 2000	Level 7, 321 Pitt Street SYDNEY 2000	02 9265 8211	02 9261 2265
PO Box 1435 WAGGA WAGGA 2650	Unit 7 54-56 Fitzmaurice St WAGGA WAGGA	02 69317990	02 6931 7271
PO Box 97 W ARMIDALE 2350	Shop 3 Girraween Shopping Centre 4-12 Queen Elizabeth Drive ARMIDALE 2350	02 6771 4911	02 6771 4911
PO Box 47 HAMILTON 2303	86 Lawson Street HAMILTON 2303 (Cnr Lawson & Tudor Sts)	02 4962 1444	02 4962 1758
PO Box 1811 DUBBO 2830	2/46 Church Street DUBBO 2830	02 6881 6766	02 68816766
55-61 Prince Street GRAFTON 2460	55-61 Prince Street GRAFTON 2460	02 6643 5299	02 6643 2799
1/157 Gordon Street PORT MACQUARIE 2444	1/157 Gordon Street PORT MACQUARIE 2444	02 6584 7787	02 65846924
PO Box 332 HAY 2711	Suite 8 165 Lachlan Street HAY 2711	02 6993 1419	02 6993 1419
1-3/100 Market Street WOLLONGONG 2500	1-3/100 Market Street WOLLONGONG 2500	02 4226 4784	02 4227 6951

2014 USU EXECUTIVE

NAME	SURNAME	JOB TITLE	POSITION
Chris	Zorzo		ACT C & A Executive
Stephen (Toby)	Mulholland	RTW Coordinator / OHS Field Officer	Central West Executive
Mark	Gill	Construction Supervisor / Inspector	Energy Executive
Shayne	Baird	Administration Support Officer	Hunter C & A Executive
Bev	Spearpoint	Clerk	MSOB Executive
Katerina	Tahija	Youth Development Officer	MSOB Executive
Glen	McAtear	Quality & Compliance Officer	Murray Executive
Brian	Cameron	Locksmith	Newcastle Executive
Noel (Tony)	Dean	Roads Materials Officer	New England Executive
David (Ross)	Crawford	Truck Driver	Northern Executive
Shane	Lummis	Parking Metre Repairer	North Western Executive
Frank	Holobowski	Waste Water Plant Operator	Riverina Executive
Phil	Bowering	Skills Coordinator	Southern Executive
Shane	Clapham	Horticulturist	Sydney Executive
Russell	Woods	Coordinator	Sydney Executive
Ray	Mifsud	General Services Assistant	Sydney C & A Executive
Steve	Gillespie	Service Coordinator	Sydney C & A Executive
Stephen	Birney	Ganger	President
John	Mackay	Plant Foreman	Vice President
Sharon	Sewell	Regional Office Coordinator	Treasurer
Graeme	Kelly	General Secretary	General Secretary

LIST OF BRANCHES

New South Wales Local Government,
Clerical, Administrative, Energy, Airlines
& Utilities Branch of the Australian
Services Union
2013 - 2014

ACT Clerical and Administrative Branch

Airlines Branch

Central West Branch

Energy & Utilities Branch

Hunter Clerical and Administrative Branch

Illawarra Clerical and Administrative Branch

Metropolitan salaried Officers' Branch

Murray Branch

Newcastle Branch

New England Branch

Northern Branch

North Western Branch

Riverina Branch

Southern Branch

Sydney Branch

Sydney Clerical and Administrative Branch

ADDRESSES OF ORGANISATIONS AND BRANCHES

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Services Union 2014

<u>Branch</u>	<u>Office Postal Address</u>	<u>Office Address</u>	<u>Email</u>
Central West Branch	Shop 11-12 142 William Street BATHURST 2795	Shop 11-12 142 William Street BATHURST 2795	united@usu.org.au
Registered Office Metropolitan Salaried Officers Branch Sydney Branch Sydney Clerical and Administrative Branch Airlines Branch ACT Clerical and Administrative Branch	Level 7, 321 Pitt Street SYDNEY 2000	Level 7, 321 Pitt Street SYDNEY 2000	united@usu.org.au
Murray Branch	PO Box 1435 WAGGA WAGGA 2650	Unit 7 54-56 Fitzmaurice St WAGGA WAGGA	united@usu.org.au
New England Branch	PO Box 97 W ARMIDALE 2350	Shop 3 Girraween Shopping Centre 4-12 Queen Elizabeth Drive ARMIDALE 2350	united@usu.org.au
Newcastle Branch Hunter Clerical and Administrative Branch Energy & Utilities Branch	PO Box 47 HAMILTON 2303	86 Lawson Street HAMILTON 2303 (Cnr Lawson & Tudor Sts)	united@usu.org.au
North West Branch	PO Box 1811 DUBBO 2830	2/46 Church Street DUBBO 2830	united@usu.org.au

ADDRESSES OF ORGANISATIONS AND BRANCHES

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Services Union 2012

Branch	Office Postal Address	Office Address	Email
Northern Branch	55-61 Prince Street GRAFTON 2460	55-61 Prince Street GRAFTON 2460	united@usu.org.au
Riverina Branch	PO Box 332 HAY 2711	Suite 8 165 Lachlan Street HAY 2711	united@usu.org.au
Southern Branch Illawarra Clerical and Administrative Branch	1-3/100 Market Street WOLLONGONG 2500	1-3/100 Market Street WOLLONGONG 2500	united@usu.org.au

**STATEMENT CONCERNING NUMBER OF MEMBERS
New South Wales Local Government, Clerical, Administrative,
Energy,
Airlines & Utilities Branch of the Australian Services Union**

The total number of members of the Branch (financial and unfinancial) as at 31 December 2013	32,132
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The number of members of the Branch who were "ineligible statement members" as at 31 December 2012	281
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In the previous 12 months no new branches were created or nor branches ceased to exist.

No elections will be held in 2013 for any positions.

Designated Officer's Certificate or other Authorised Officer

S268 Fair Work (Registered Organisations) Act 2009

I *Graeme Kelly* being the *Branch Secretary* of New South Wales Local Government, Clerical Administrative, Energy, Airlines and Utilities Branch of the Australian Municipal, Administrative, Clerical Services Union certify:

- that the documents lodged herewith are copies of the full report, *for the financial year ended 30 June 2013*, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the Full Report, was provided to members on *16 September 2013* and
- that the full report was presented to *a meeting of the committee of management* of the reporting unit on *13 December 2013* in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.



Signature: Graeme Kelly

Date: 18 February 2014

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH**

ABN 77 278 017 470

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2013**

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

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AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

OPERATING REPORT

The Branch Executive, being the Management Committee for the purposes of the Fair Work (Registered Organisations) Act 2009, presents its operating report of the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch for the financial year ended 30 June 2013.

1. Review of principal activities during the year: The principal operating activities of the Branch continued to be those of industrial activities that are normally carried out by the Trade Union; there are no significant changes in the principal operating activities.

The branch as part of the Union continued to promote workers' rights and campaigned for community support, the introduction of Fair Work, and the recruitment of members to support the Union movement. Despite tough economic times, the branch was able to sustain membership.

2. Financial affairs: During the year there were no significant changes to the financial affairs of the Union.
3. All members have a right to resign from the branch in accordance with Rule 32 and Section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with Section 174(1) of the Fair Work (Registered Organisations) Act 2009, a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.
4. Members holding positions on Superannuation Boards:
 - Member Ian Tarrant continues to hold position as Director on the Board of Energy Industry Superannuation Scheme.
 - Member John Beacroft is appointed as Chairman of Local Government Superannuation Scheme (LGSS) from March 2011 to 31 March 2013 and continues to hold position as Director on the Board of Local Government Financial Services (LGFS);
 - Member Craig Peate hold the other position of Director of LGSS since October 2012;
 - Member Emma Maiden and John Christopher Joyce hold positions as Directors of Legal Super. Employee Monica Clavijo holds position as Director of CARE Super from April 2013.

5. At the end of the financial year the total number of registered members was 32,565 (2012: 32,142).

6. The Branch does not employ any staff members.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

OPERATING REPORT (Cont'd)

7. The names of the Branch Executive members during the year ended 30 June 2013 were:

Name	Period of Appointment
Stephen Birney	01/07/2012 – 30/06/2013
Rhonda Barton	01/07/2012 – 30/06/2013
Phil Bowering	01/07/2012 – 30/06/2013
Les Coyle	01/07/2012 – 30/06/2013
Sharon Sewell	01/07/2012 – 30/06/2013
Tony Dean	01/07/2012 – 30/06/2013
Mark Gill	01/07/2012 – 30/06/2013
Graeme Kelly	01/07/2012 – 30/06/2013
John Mackay	01/07/2012 – 30/06/2013
Russell Woods	01/07/2012 – 30/06/2013
Christina Savage	01/07/2012 – 30/11/2012
Beverley Spearpoint	01/07/2012 – 30/06/2013
Doug Woodhouse	01/07/2012 – 30/09/2012
Ross Crawford	01/07/2012 – 30/06/2013
Shane Clapham	01/07/2012 – 30/06/2013
Myra Bowman	01/07/2012 – 25/02/2013
Shayne Baird	01/07/2012 – 30/06/2013
Chris Zorzo	01/07/2012 – 30/06/2013
Steven Gillespie	01/07/2012 – 30/06/2013
Stephen Mulholland	01/07/2012 – 30/06/2013
Glen McAtear	01/07/2012 – 30/06/2013
Frank Holobowski	01/07/2012 – 30/06/2013
Shane Lummis	01/07/2012 – 30/06/2013
Katerina Tahija	01/10/2012 – 30/06/2013
Alan Sandow	01/12/2012 – 30/06/2013
Ray Mifsud	25/02/2013 – 30/06/2013

Signed in accordance with a resolution of the Branch Executive.



GRAEME KELLY
Branch Secretary



STEPHEN BIRNEY
Branch President

16 September 2013

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

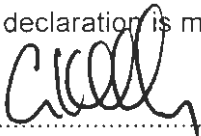
BRANCH EXECUTIVE'S STATEMENT

On 16 September 2013 the Branch Executive of the passed the following resolution in relation to the general purpose financial report (GPFR) of the branch for the year ended 30 June 2013.

The Branch Executive declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 30 June 2013;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2013 and since the end of the financial year:
 - (i) meetings of the Branch Executive were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation and the rules of the branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national office of the organisation; and
 - (v) no information has been sought in any request of a member of the branch or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) no order for inspection of the financial records has been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 .
- f) during the financial year ended 30 June 2013 the branch did not participate in any recovery of wages activity.

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



.....
GRAEME KELLY

Branch Executive

16 September 2013

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
INCOME			
Contributions		57,141	57,906
Interest Income		5	183
Rent Received		60,975	35,187
Contributions received for funding of the Branch		<u>855,192</u>	<u>804,176</u>
TOTAL INCOME		<u>973,313</u>	<u>897,452</u>
EXPENDITURE			
Depreciation			
Property, Plant & Equipment		<u>5,733</u>	<u>5,733</u>
Other Expenses			
United Services Union - Service Fee		57,141	57,906
ASU National Office - Capitation Fees		856,619	786,926
Bank Charges		26	165
ACT Property Cost		20,892	45,625
TUCAR Donations		1,506	3,321
Professional Services	7	<u>4,000</u>	<u>4,160</u>
		<u>940,184</u>	<u>898,103</u>
TOTAL EXPENDITURE		<u>945,917</u>	<u>903,836</u>
SURPLUS/(DEFICIT) FOR YEAR		27,396	(6,384)
Other Comprehensive Income		-	-
TOTAL COMPREHENSIVE INCOME/(LOSS) FOR THE YEAR		<u>27,396</u>	<u>(6,384)</u>

(The attached Notes form part of the financial statements)

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	4	12,683	5,797
Trade & Other Receivables	5	51,450	47,295
Total Current Assets		<u>64,133</u>	<u>53,092</u>
Non-Current Assets			
Property, Plant and Equipment	6	<u>150,502</u>	<u>156,235</u>
Total Non-Current Assets		<u>150,502</u>	<u>156,235</u>
TOTAL ASSETS		<u>214,635</u>	<u>209,327</u>
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8	<u>202,880</u>	<u>224,968</u>
Total Current Liabilities		<u>202,880</u>	<u>224,968</u>
TOTAL LIABILITIES		<u>202,880</u>	<u>224,968</u>
NET ASSETS/(LIABILITIES)		<u>11,755</u>	<u>(15,641)</u>
EQUITY			
Accumulated Surplus/(Deficit)		<u>11,755</u>	<u>(15,641)</u>
TOTAL EQUITY		<u>11,755</u>	<u>(15,641)</u>

(The attached Notes form part of the financial statements)

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013**

	Accumulated Surplus	Total
Balance at 30 June 2011	(9,257)	(9,257)
Surplus/(Deficit) for the year	(6,384)	(6,384)
Balance at 30 June 2012	<u>(15,641)</u>	<u>(15,641)</u>
Surplus/(Deficit) for the year	27,396	27,396
Balance at 30 June 2013	<u>11,755</u>	<u>11,755</u>

(The attached Notes form part of the financial statements)

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2011 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members		61,550	55,337
Payment of ASU National Office Capitation Fees		(874,483)	(805,901)
Payments to Suppliers		(107,985)	(105,820)
Interest Received		5	183
Rent Received		72,607	54,610
Other Receipts		<u>855,192</u>	<u>804,176</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	12(b)	<u>6,886</u>	<u>2,585</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
NET CASH USED BY INVESTING ACTIVITIES		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
NET CASH USED BY FINANCING ACTIVITIES		<u>-</u>	<u>-</u>
NET INCREASE /(DECREASE) IN CASH		6,886	2,585
CASH AT BEGINNING OF YEAR		<u>5,797</u>	<u>3,212</u>
CASH AT END OF FINANCIAL YEAR	12(a)	<u><u>12,683</u></u>	<u><u>5,797</u></u>

(The attached Notes form part of the financial statements)

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2013**

	2013	2012
	\$	\$
Cash assets in respect of recovered money at beginning of year	-	-
Receipts		
Amounts recovered from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	-	-
Payments		
Deductions of amounts due in respect of membership for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	-	-
Cash asset's in respect of recovered money at end of year	-	-

(As required by the Reporting Guidelines. Item to remain even if 'nil'.)

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

1. SIGNIFICANT ACCOUNTING POLICIES

The financial report is for the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch and is in accordance with the Fair Work (Registered Organisations) Act 2009. The Branch is a reporting unit of The Australian Municipal, Administrative, Clerical and Services Union and is an organisation registered under the Fair Work (Registered Organisations) Act 2009. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the Branch are not subject to the Corporations Act 2001.

GOING CONCERN AND FINANCIAL DEPENDENCE ON “THE STATE UNION”

The Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch incurred a surplus of \$27,396 for the year ended 30 June 2013 and had net assets of \$11,755 as at 30 June 2013.

The Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch is dependent upon the ongoing financial support of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union (“The State Union”) in order to pay its debts as and when they fall due.

In this regard the branch entered into a deed with the State Union on the 13 January 2003 which states “The State Union will pay to the Branch of the Union such sums of money which will enable the Branch of the Union to meet its obligations to pay capitation or other amounts to the Union pursuant to the Rules of the Union. Such capitation or other amounts do not include or create any obligation for the State Union to pay any subscription fee for or on behalf of any member of the Branch of the Union”.

The financial statements have been prepared on a going concern basis as the Branch Executives have formed a view that the State Union has the financial capacity to provide such support.

BASIS OF PREPARATION

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch is a not-for-profit entity.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

BASIS OF PREPARATION (CONT')

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

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

(a) Revenue

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

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

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

(b) Income tax

No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

(c) Property, Plant and Equipment

Asset Recognition Threshold

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

Revaluations - Land and Buildings

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(c) Property, Plant and Equipment (Cont'd)

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount

Depreciation

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

Depreciation rates applying to each class of depreciable assets are as follows:

Buildings	2 %
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Derecognition

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

(d) Impairment

The carrying amounts of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised in the statement of comprehensive income for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and value in use. For the purpose of assessing value in use of assets not held primarily to generate cash, this represents depreciated current replacement cost, as the Branch is a not-for-profit organisation.

(e) Trade Receivables

Receivables are recognised at original invoice amounts. Collectability of receivables is assessed on an ongoing basis. Debts which are known to be uncollectible are written off.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(f) Goods and Services Tax

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

(g) 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 statement of financial position.

(h) Financial Assets

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

Loans and receivables

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

Effective interest method

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

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

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(h) Financial Assets (Cont'd)

Impairment of financial assets

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

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

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

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

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

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

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(i) Financial Liability

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

Fair value through profit or loss

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

A financial liability is classified as held for trading if:

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

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

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

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

Other financial liabilities

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

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

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(i) Financial Liability

Derecognition of financial liabilities

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

(j) Comparative Figures

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

(k) Contingent Liabilities and Contingent Assets

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

(l) Adoption of new and revised accounting standards

During the current year, the Company adopted all of the new and revised Australian Accounting Standards and Interpretations applicable to its operations which became mandatory.

The adoption of these Standards has impacted the recognition, measurement and disclosure of certain transactions. The following is an explanation of the impact the adoption of these Standards and Interpretations has had on the financial statements of Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch.

Standard Name	Impact
AASB 2011-9 Amendments to Australian Accounting Standards - Presentation of Items of Other Comprehensive Income	The adoption of this standard has not change the reported financial position and performance of the entity, however the presentation of items in other comprehensive income has changed.
AASB 112 Income Taxes	There has been no impact on the reported financial position and performance
AASB 2011-3 Amendments to Australian Accounting Standards - Orderly Adoption of Changes to the ABS GFS Manual and Related Amendments	There has been no impact due the entity not being a government department

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(m) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Company has decided against early adoption of these Standards. The following table summarises those future requirements, and their impact on the Company:

Standard Name	Effective date for entity	Requirements	Impact
AASB 9 Financial Instruments and amending standards AASB 2010-7 / AASB 2012-6	30 June 2016	Changes to the classification and measurement requirements for financial assets and financial liabilities. New rules relating to derecognition of financial instruments.	The impact of AASB 9 has not yet been determined as the entire standard has not been released.
AASB 1053 - Application of Tiers of Australian Accounting Standards and amending standards AASB 2010-2, AASB 2011-11, AASB 2012-1, AASB 2012-7 and AASB 2012-11	30 June 2014	This standard allows certain entities to reduce disclosures.	The entity is not adopting the RDR and therefore these standards are not relevant.
AASB 2011-2 Amendments to Australian Accounting Standards arising from Trans-Tasman convergence – Reduced Disclosure Requirements	30 June 2014	Highlights the disclosures not required in AASB 1054 for entities applying the RDR.	The entity is not adopting the RDR and therefore this standard is not relevant.
AASB 10 Consolidated Financial Statements / AASB 11 Joint Arrangements / AASB 12 Disclosures of Interests in Other Entities, AASB 127 Separate Financial Statements, AASB 128 Investments in Associates and AASB 2012-10 Amendments to Australian Accounting Standards - Transition Guidance and Other Amendments	30 June 2014	AASB 10 includes a new definition of control, which is used to determine which entities are consolidated, and describes consolidation procedures. The Standard provides additional guidance to assist in the determination of control where this is difficult to assess. AASB 11 focuses on the rights and obligations of a joint venture arrangement, rather than its legal form (as is currently the case). IFRS 11 requires equity accounting for joint ventures, eliminating proportionate consolidation as an accounting choice. AASB 12 includes disclosure requirements for all forms of interests in other entities, including joint arrangements, associates, special purpose vehicles and other off balance sheet vehicles.	No impact on the financial statements.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(m) New Accounting Standards and Interpretations (Cont'd)

<p>AASB 13 Fair Value Measurement.</p> <p>AASB 2011-8 - Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]</p>	<p>30 June 2014</p>	<p>AASB 13 provides a precise definition of fair value and a single source of fair value measurement and disclosure requirements for use across Accounting Standards but does not change when fair value is required or permitted.</p> <p>There are a number of additional disclosure requirements.</p>	<p>Fair value estimates currently made by the entity will be revised and potential changes to reported values may be required.</p> <p>The entity has not yet determined the magnitude of any changes which may be needed.</p> <p>Some additional disclosures will be needed.</p>
<p>AASB 2011-4 - Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements [AASB 124]</p>	<p>30 June 2014</p>	<p>Remove individual key management personnel disclosure requirements (i.e. components of remuneration) for disclosing entities.</p>	<p>No impacts on the financial statements as there are no KMP remuneration.</p>
<p>AASB 2011-6 - Amendments to Australian Accounting Standards - Extending Relief from Consolidation. the Equity Method and Proportionate Consolidation - Reduced Disclosure Requirements [AASB 127, AASB 128 & AASB 131]</p>	<p>30 June 2014</p>	<p>This Standard extends the relief from consolidation, the equity method and proportionate consolidation by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant, provided that the parent entity, investor or venturer and the ultimate or intermediate parent entity comply with Australian Accounting Standards or Australian Accounting Standards - Reduced Disclosure Requirements.</p>	<p>The entity does not prepare consolidated financial statements under this standard.</p>
<p>AASB 2011-7 - Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]</p>	<p>30 June 2014</p>	<p>This standard provides many consequential changes due to the release of the new consolidation and joint venture standards.</p>	<p>The impact of this standard is expected to be Nil.</p>

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(m) New Accounting Standards and Interpretations (Cont'd)

AASB 119 Employee Benefits (September 2011) AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) and AASB 2011-11 Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements	30 June 2014	The main changes in this standard relate to the accounting for defined benefit plans and are as follows: - elimination of the option to defer the recognition of gains and losses (the 'corridor method'); - requiring remeasurements to be presented in other comprehensive income; and - enhancing the disclosure requirements.	Since the entity does not have a defined benefit plan, the adoption of these standards will not have any impact.
AASB 2010-10 - Further Amendments to Australian Accounting Standards - Removal of Fixed Dates for First-time Adopters [AASB 2009-11 & AASB 2010-7]	30 June 2014	Makes amendments to AASB 1	No impact since the entity is not a first-time adopter of IFRS.
AASB 2012-2 - Amendments to Australian Accounting Standards - Disclosures - Offsetting Financial Assets and Financial Liabilities [AASB 132 & AASB 7]	30 June 2014	Requires the inclusion of information about the effect or potential effect of netting arrangements.	There is no impact on disclosures as there are no offsetting arrangements currently in place.
AASB 2012-4 - Amendments to Australian Accounting Standards – Government Loans [AASB 1]	30 June 2014	Adds exception to retrospective application of Australian Accounting Standards for first time adopters.	No impact as these are not the first time adoption accounts for the entity.
AASB 2011-12 Amendments to Australian Accounting Standards arising from Interpretation 20	30 June 2014	Allows transitional provisions for strappings costs in accordance with Interpretation 20.	There will be no impact as entity is not in the mining industry.
AASB 2012-9 Amendment to AASB 1048 arising from the Withdrawal of Australian Interpretation 1039	30 June 2014	Removes reference to withdrawn Interpretation 1039.	No impact on the financial statements.
AASB 1055 - Budgetary Reporting AASB 2013-1 Amendments to AASB 1049 - Relocation of Budgetary Reporting Requirements	30 June 2015	This standard specifies the nature of budgetary disclosures and circumstances for inclusion in the financial statements.	No impact as the entity is not a public sector entity.

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(m) New Accounting Standards and Interpretations (Cont'd)

AASB 2012-3 Amendments to Australian Accounting Standards - Offsetting Financial Assets and Financial Liabilities [AASB 132]	30 June 2015	This standard adds application guidance to AASB 132 to assist with applying some of the offset criteria of the standard.	There will be no impact to the entity as there are no offsetting arrangements currently in place.
AASB 2012-5 - Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, AASB 101, AASB 116, AASB 132 & AASB 134 and Interpretation 2]	30 June 2014	<p>AASB 1 - this standard clarifies that an entity can apply AASB 1 more than once.</p> <p>AASB 101 - clarifies that a third statement of financial position is required when the opening statement of financial position is materially affected by any adjustments.</p> <p>AASB 116 - clarifies the classification of servicing equipment.</p> <p>AASB 132 and Interpretation 2 - Clarifies that income tax relating to distributions to holders of an equity instrument and to transaction costs of an equity transaction shall be accounted for in accordance with AASB 112 Income Taxes</p> <p>AASB 134 - provides clarification about segment reporting.</p>	No expected impact on the entity's financial position or performance.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the Branch's accounting principles

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of the assets and liabilities

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
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**3. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER
OF FAIR WORK AUSTRALIA**

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

1. A member of a reporting unit, or the General Manager of Fair Work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
2. The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
3. A Reporting unit must comply with an application made under subsection (1).

	2013	2012
	\$	\$
4. CASH AND CASH EQUIVALENTS		
Cash at Bank	12,683	5,797
	<u>12,683</u>	<u>5,797</u>
5. TRADE & OTHER RECEIVABLES		
Current		
ASU National Office	47,583	19,132
Contributions in Arrears	3,841	7,904
Sundry Debtors	26	20,259
	<u>51,450</u>	<u>47,295</u>
6. PROPERTY, PLANT AND EQUIPMENT		
Land & Buildings		
Unit 6, ACTU Building, Canberra		
At Cost	286,665	286,665
Less Accumulated Depreciation	(136,163)	(130,430)
TOTAL PROPERTY PLANT AND EQUIPMENT	<u>150,502</u>	<u>156,235</u>
MOVEMENTS IN CARRYING AMOUNTS		
	Land and Buildings	Total
	\$	\$
Balance at 1 July 2012	156,235	156,235
Depreciation	(5,733)	(5,733)
Balance at 30 June 2013	<u>150,502</u>	<u>150,502</u>

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	2013 \$	2012 \$
7. AUDITORS' REMUNERATION		
Remuneration of the auditors for:		
Audit of the Financial Report	4,000	4,160
	<u>4,000</u>	<u>4,160</u>
8. TRADE & OTHER PAYABLES		
ASU National Office - Capitation Fees	193,193	211,057
Contributions in Advance	1,399	1,054
United Services Union – Service Fee	4,288	8,697
Other	4,000	4,160
	<u>202,880</u>	<u>224,968</u>

9. FINANCIAL INSTRUMENTS

The main risks of the branch is exposed to through its financial instruments are credit risk and liquidity risk.

The Company's financial instruments consist mainly of deposits with banks, accounts receivable and payable.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

Financial Assets		
Cash and cash equivalents	12,683	5,797
Trade and other receivables	51,450	47,295
Total financial assets	<u>64,133</u>	<u>53,092</u>
Financial Liabilities		
Financial liabilities at amortised cost		
Trade and other payables	202,880	224,968
Total financial liabilities	<u>202,880</u>	<u>224,968</u>

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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

9. FINANCIAL INSTRUMENTS (Cont'd)

(a) Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch and arises principally from Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch's receivables.

It is Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch's policy that all customers who wish to trade on credit terms undergo a credit assessment process which takes into account the customer's financial position, past experience and other factors. Credit limits are then set based on ratings in accordance with the limits set by the branch executive, these limits are reviewed on a regular basis.

Goods are sold subject to retention of title clauses, so that in the event of non-payment the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch may have a secured claim.

(b) Liquidity risk

Liquidity risk arises from the possibility that Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The Company manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financial activities which are monitored on a monthly basis;
- using derivatives that are only traded in highly liquid markets;
- monitoring undrawn credit facilities;
- obtaining funding from a variety of sources;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- only investing surplus cash with major financial institutions; and
- comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

10. ADMINISTRATION OF FINANCIAL AFFAIRS BY A THIRD PARTY

Name of entity providing service:	United Services Union
Terms and conditions:	Under a Deed of Agreement on the 13 January 2003
Nature of expenses/consultancy service:	Administration Service

Detailed breakdown of revenues collected and/or expenses incurred:

	2013	2012
	\$	\$
Revenue		
Contribution	57,141	57,906
Total revenue	<u>57,141</u>	<u>57,906</u>
Expenses		
Service Fee	57,141	57,906
Total expenses	<u>57,141</u>	<u>57,906</u>

11. RELATED PARTY TRANSACTIONS

Transactions with related parties are on normal terms and conditions no more favourable than those available to other parties, unless otherwise stated. The ultimate controlling entity of the Branch is the Australian Municipal, Administrative, Clerical and Services Union. A related entity the New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union ("United Services Union") or ("The State Union") has the same Management Committee, same members and substantively the same rules as the Branch.

Transactions with the Ultimate Controlling Entity

- (a) ASU National Office Capitation Fees are disclosed as an expense in the statement of comprehensive income and as a payment in the statement of cash flows.
- (b) ASU National Office Capitation Fees payable are disclosed at Note 8 of the accounts.
- (c) ASU National Office have an informal arrangement with the branch that 50% of all Rental Return that it receives on the property it owns (Note 6) should be shared with the Branch. The 50% share of the branch's income is disclosed as an income item listed as Rent Received and expense item listed as ACT property costs in the statement of comprehensive income.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013 (Cont'd)**

11. RELATED PARTY TRANSACTIONS (Cont'd)

Transactions with a Related Entity:

- a) Contributions received for funding the branch from the United Services Union are disclosed as income in the statement of comprehensive income.
- b) Services Fees paid to the United Services Union are disclosed as an expense in the statement of comprehensive income.
- c) Amounts payable to the United Services Union are disclosed at Note 8 of the accounts.

	2013	2012
	\$	\$

12. CASH FLOW INFORMATION

- a) For the purposes of the statement of cash flows, cash at the end of the year is reconciled to the following items in the statement of financial position:

Cash at Bank	<u>12,683</u>	<u>5,797</u>
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**b) RECONCILIATION OF CASH FLOW FROM
OPERATIONS WITH SURPLUS/(DEFICIT) FOR YEAR:**

Surplus/(Deficit) for year	27,396	(6,384)
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Non-cash flows in Surplus/(Deficit)

Depreciation	5,733	5,733
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Changes in Assets and Liabilities

Increase/(Decrease) in Trade & Other Payables	(22,087)	(15,304)
(Increase)/Decrease in Trade & Other Receivables	<u>(4,156)</u>	<u>18,540</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>6,886</u>	<u>2,585</u>
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13. KEY MANAGEMENT PERSONNEL

The key management personnel of the Branch are Officers of the State Branch. They receive no direct remuneration from the Branch. The Officers are paid by "the State Union" from income received from members. The amount of the officers time is incorporated in the Service Fee charged by "the State Union".

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

**NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL,
ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH**

14. EVENTS OCCURRING AFTER THE REPORTING DATE

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

15. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

In the opinion of the branch executive, the company did not have any contingencies at 30 June 2013 (30 June 2012: None).

16. REGISTERED OFFICE

The registered office and principal place of business of the Branch is:
Level 8
321 Pitt Street
Sydney NSW 2000

Independent Audit Report to the members of Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch
ABN 77 278 017 470

Report on the Financial Report

We have audited the accompanying financial report of Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, which comprises the statement of financial position as at 30 June 2013, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the branch executive's declaration.

Branch Executive's and Branch Secretary's Responsibility for the Financial Report

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

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 of the financial report that gives a true *and* fair view 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 directors, 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 Australian Professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

Opinion

In our opinion the general purpose financial report of Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch is presented fairly in accordance with Australian Accounting Standards and the requirements imposed by part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

Bentleys NSW Audit Pty Ltd



Robert Evett
Director
Sydney

16 September 2013

ELLIOTT, Mark

From: Monica Clavijo [mclavijo@usu.org.au]
Sent: Wednesday, 26 February 2014 3:50 PM
To: Orgs; PFEIFFER, Robert
Cc: FRASER, Ingrid
Subject: United Services Union 2013-14 Report
Attachments: img-226154850-0001.pdf

Robert

With reference to letter of 24 February, please find attached the Unions return.

Apologies for late submission.

Further could you please Remove Mr Scott McNamara from contact and in line with prior requests, please be advised contact details:

Mr Graeme Kelly
General Secretary; and
Ms Monica Clavijo
Manager Administration and Finance

Regards

Monica Clavijo
United Services Union

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ELLIOTT, Mark

From: Annette Weir [aweir@usu.org.au]
Sent: Monday, 17 February 2014 7:52 AM
To: FRASER, Ingrid
Subject: RE: FWC Paragraph 7.4 Letter - FR2013/384

Hi,

Your email has been forwarded to our General Secretary for you.

regards
annette
USU

From: ingrid.fraser@fwc.gov.au [<mailto:ingrid.fraser@fwc.gov.au>]
Sent: Friday, 14 February 2014 4:46 PM
To: United
Subject: FWC Paragraph 7.4 Letter - FR2013/384

Please find attached correspondence regarding the matter **FR2013/384 - Financial Reporting matter re: Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch**

This correspondence was sent automatically from the Fair Work Commission.

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FAIR WORK
COMMISSION

14 February 2014

Mr Graeme Kelly
Branch Secretary
New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch
Australian Municipal, Administrative, Clerical and Services Union

Sent by email: united@usu.org.au

Dear Mr Kelly,

Failure to lodge audited financial report(s) - [FR2013/384]

Our records indicate that the New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Municipal, Administrative, Clerical and Services Union (the reporting unit) has failed to lodge its audited financial report for the financial year ended 30 June 2013 despite the Fair Work Commission reminding the reporting unit of its obligation to do so by letter dated 18 July 2013.

As you have previously been advised, section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires reporting units to lodge an audited financial report with the Fair Work Commission within a maximum of 6 months and 14 days of the end of their financial year. In this case, that was no later than 14 January 2014.

Paragraph 7.4 of the [FWC Regulatory Compliance Policy](#) states as follows:

- 7.4 *Where the possible contravention involves failure by an organisation, branch or reporting unit to lodge a matter with FWC in accordance with the timeframes specified in the RO Act, RO Regulations or the rules of the organisation, branch or reporting unit:*
- a. *The Regulatory Compliance Branch will contact the organisation, branch or reporting unit, by telephone and/or in writing, within two weeks to advise that lodgement is overdue;*
 - b. *If lodgement has not occurred within one month of the timeframe specified in the RO Act, RO Regulations or rules, the Regulatory Compliance Branch will advise the organisation, branch or reporting unit that it is seeking voluntary compliance within a specified timeframe and that, in the absence of such voluntary compliance without cause, FWC will commence an inquiry or investigation or initiate court proceedings; and*
 - c. *If lodgement has not occurred within the timeframe specified in the correspondence referred to in paragraph b and the organisation, branch or reporting unit has not been able to show cause regarding why it should not do so, FWC will commence an inquiry or investigation or initiate court proceedings in accordance with this policy as soon as reasonably practicable.*

Section 331 of the RO Act empowers the General Manager of the Fair Work Commission to investigate compliance by a reporting unit (such as the New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch), its officers, employees and auditor(s) with:

- Part 3 of Chapter 8 of the RO Act;
- the reporting guidelines made under that Part;
- the regulations made for the purposes of that Part;
- the rules relating to the reporting unit regarding finances and financial administration; and
- civil penalty provisions of the RO Act (see s.305).

In accordance with the processes specified in paragraph 7.4(b) of the *FWC Regulatory Compliance Policy* which are set out above, the reporting unit is required to lodge its outstanding audited financial report with the Fair Work Commission by no later than 28 February 2014.

Should the reporting unit fail to do so without reasonable cause, the General Manager or her Delegate may commence an investigation under s.331 of the RO Act without further notice.

Should you seek any clarification in relation to the above, please contact Mr Robert Pfeiffer on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely



Ingrid Fraser
Adviser
Regulatory Compliance Branch

CC: Mr Scott McNamara, scnamara@usu.org.au



18 July 2013

Mr Scott McNamara
Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local
Government Clerical, Administrative, Energy, Airlines & Utilities Branch

Sent by email: smcnamara@usu.org.au

Dear Mr McNamara,

Re: Lodgement of Financial Report - [FR2013/384]

Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Australian Municipal, Administrative, Clerical and Services Union - New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au .

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.