



15 November 2013

Ms Sally McManus  
Branch Secretary  
Australian Municipal, Administrative, Clerical & Services Union - NSW and ACT Services Branch  
Level 1, 39-47 Renwick Road  
REDFERN NSW 2016

Dear Ms McManus,

**Australian Municipal, Administrative, Clerical & Services Union NSW and ACT Services Branch Financial Report for the year ended 30 June 2012 - [FR2012/419]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical & Services Union NSW and ACT Services Branch (the reporting unit). The documents were lodged with Fair Work Australia on 11 December 2012.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged. This financial report was filed based on a preliminary review.

Please note that the reporting unit financial report for the year ending 30 June 2013 may be subject to a full compliance audit.

**Changes to the legislation and reporting guidelines**

I note with the change of legislation, references to Fair Work Australia will need to be updated to the Fair Work Commission.

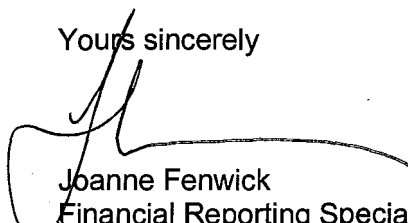
Additionally, a third edition to the General Manager's s.253 reporting guidelines was gazetted on 26 June 2013. These guidelines will apply to all financial reports that end on or after 30 June 2013. Fair Work Commission has also developed a model set of financial statement for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 reporting guidelines and the Australian Accounting Standards.

The guidelines and model financial statements are available on the website here:  
<http://www.fwc.gov.au/index.cfm?pagename=regorgsfrguidelines#finance>

As stated previously, this financial report was filed based on a preliminary review. The financial report for the year ending 30 June 2013 may be subject to a full compliance audit.

If you have any queries regarding this letter, please contact me on (03) 8661 7886 or via email at [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely



Joanne Fenwick  
Financial Reporting Specialist  
Regulatory Compliance Branch

**From:** FENWICK, Joanne  
**Sent:** Friday, 15 November 2013 11:16 AM  
**To:** 'sally@asu.org.au'  
**Subject:** Australian Municipal, Administrative, Clerical and Services Union - NSW and ACT Services Branch - FR2012/419

Dear Ms McManus

Please find attached a cover letter advising that the abovementioned financial report has been filed.

Regards

**JOANNE FENWICK**

Financial Reporting Specialist  
Regulatory Compliance Branch

**Fair Work Commission**

Tel: (03) 8661 7886  
Fax: (03) 9655 0410  
[joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au)

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## MERCOVICH, Elizabeth

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**From:** Research Fax  
**Sent:** Thursday, 13 December 2012 4:51 PM  
**To:** MERCOVICH, Elizabeth  
**Cc:** BEBBINGTON, Catherine  
**Subject:** FW: Correspondence for your review  
**Attachments:** 11122012 Letter to FWA.pdf; Financial Statements etc for FWA 11122012.pdf

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**From:** ASU Info Emails [<mailto:Info@qld.asu.net.au>]

]

**Sent:** Tuesday, 11 December 2012 3:45 PM

**To:** Research Fax

**Subject:** Correspondence for your review

Correspondence for your review.

### ASU - Together



### "STRONGER TOGETHER"

***Before printing this email remember that reading from the screen helps keep us green.***

*Please Note: Together Queensland, Industrial Union of Employees is an amalgamation of the Queensland Public Sector Union, and the Australian Services Union (Clerical) Central and Southern Queensland Branch. Together represents over 38 000 members working across Queensland. For more information about Together call 1800 177 244*



AUSTRALIAN SERVICES UNION

# ASU

## **AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION**

### **NSW AND ACT SERVICES BRANCH**

#### **CERTIFICATE OF SECRETARY**

*S268 Fair Work (Registered Organisations) Act 2009*

I, Sally McManus, being the Branch Secretary of the NSW and ACT (Services) Branch of the Australian Municipal Administrative Clerical and Services Union, certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report, was provided to members on 9 November 2012; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 6 December 2012 in accordance with the *Fair Work (Registered Organisations) Act 2009*.

Sally McManus  
**Branch Secretary**

11 December 2012

**ACTIVE STRONG UNITED**

**AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH**

**AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2012**

## AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

### OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2012

In accordance with *the Fair Work (Registered Organisations) Act 2009* ("the Act"), your Branch Executive presents the following report.

#### Principal Activities

The principal activity of the Branch during the year was that of a branch of a registered trade union. Those activities included but were not limited to representing members before Fair Work Australia, negotiating Enterprise Agreements, providing legal advice relating to Workers Compensation, representing members with individual and collective grievances, provision of industrial advice, provision of training, provision of union publications, protection of members' health and safety at work, promoting the interests of the members and improvement of living standards and quality of life for members.

The results of the Branch's principal activities were to improve the wages and conditions of employment of the Branch membership and to uphold members' industrial rights.

#### Significant changes in the Nature of the Principal Activities

The branch's principal activities resulted in a net surplus for the financial year of \$7,876 (2011: a deficit of \$18,551).

During the year the branch changed its accounting policy to account for membership fees on an accruals basis from a cash basis following advice received from Fair Work Australia.

#### Significant changes in the Branch's Financial Affairs

There was no significant change in the financial affairs of the Branch.

#### Rights of Members - Manner of Resignation

All members have a right to resign in accordance with rule 32 of the Union's Registered Rules 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.

#### Superannuation Fund Office Holders

No officer or member of the Branch is a trustee of a superannuation entity or a director of a company that is a trustee of a superannuation fund where the criteria for the officer or member being the trustee or a director is that the officer or member is an officer or member of the union.

## AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

### OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2012 (Continued)

#### Other Prescribed Information

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009:-

- (a) the number of persons who, at the end of the financial year, were recorded in the register of members and who are taken to be members of the Branch was 11,659.
- (b) the number of persons who were, at the end of the financial year, employees of the Branch (including both full-time and part-time employees measured on a full-time equivalent basis) was 34.
- (c) the names of those who have been members of the Branch Executive at any time during the financial year and the periods for which he or she held office were:

<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch President	Narelle Clay	1 July 2011 - 30 June 2012
Deputy Branch President 1	John Maher	1 July 2011 - 30 June 2012
Deputy Branch President 2	Robert Mclean	1 July 2011 - 30 June 2012
Vice President (SACS)	Maree McDermott	1 July 2011 - 30 June 2012
Vice President (Water and Ports)	Larissa McKellar	1 July 2011 - 11 April 2012
Vice President (Water and Ports)	Vacant	11 April 2012 - 30 June 2012
Vice President (Hunter Water)	Peter Hull	1 July 2011 - 20 June 2012
Vice President (Transport)	Robert Hucker	1 July 2011 - 20 June 2012
Vice President (Airlines, Shipping and Travel and IT)	Di Horafios	1 July 2011 - 30 June 2012
Branch Secretary	Sally McManus	1 July 2011 - 30 June 2012
Deputy Branch Secretary	Michael Flinn	1 July 2011 - 30 June 2012
Treasurer	Geoff Fuller	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Danna Nelse	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Jorge Segovia	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Lyn Bevington	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Pauline Gallagher	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Mary Waterford	1 July 2011 - 30 June 2012
Executive Councillor (SACS)	Naomi Worrall	1 July 2011 - 30 April 2012
Executive Councillor (SACS)	Maralyn Schofield	6 June 2012 - 30 June 2012
Executive Councillor (Water)	Paul Muller	1 July 2011 - 30 June 2012
Executive Councillor (Water)	Michael Talone	1 July 2012 - 30 June 2012
Executive Councillor (Water)	Jeremy Evans	1 July 2012 - 30 June 2012
Executive Councillor (Transport)	Dragan Bircevic	1 July 2011 - 30 June 2012
Executive Councillor (Transport)	Mark Coleman	1 July 2011 - 30 June 2012
Executive Councillor (Airlines, Shipping, Travel and IT)	Craig Carr	1 July 2011 - 30 June 2012
Executive Councillor (Airlines, Shipping, Travel & IT)	Anthony Steele	1 July 2011 - 30 June 2012
Executive Councillor (Hunter Water)	Vacant	1 July 2011 - 30 June 2012


**AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30 JUNE 2012 (Continued)**

**Other Relevant Information**

Nil

Signed for and on behalf of the Committee of Management.



Sally McManus  
Branch Secretary



Natalie Lang  
Deputy Branch Secretary

9 November 2012



## AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

### BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT

On 9 November 2012, the Branch Committee of Management of the Australian Services Union NSW and ACT (Services) Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30 June 2012. The Branch Committee of Management declares that in relation to the GPFR of the reporting unit for the year ended 30 June 2012:

- a) the financial statements and notes comply with the Australian Accounting Standards- Reduced Disclosure Requirements;
- b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 30 June 2012;
- d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- e) during the financial year ended 30 June 2012 and since the end of the financial year:
  - (i) meetings of the Branch Committee of Management 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 the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- f) during the financial year ended 30 June 2012 the branch did not participate in any recovery of wages activity.

Signed for and on behalf of the Branch Committee of Management

  
.....  
Sally McManus  
Branch Secretary

9 November 2012

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2012

	Note	2012 \$	2011 \$
<b>INCOME</b>			
Membership Fees		4,568,634	4,355,918
Interest Income		3,594	5,615
Other Income		126,079	12,426
Gain on Disposal of Non-Current Asset		17,091	5,339
Administration Fee - ASU of NSW		-	60,676
		<u>4,715,398</u>	<u>4,439,974</u>
<b>EXPENDITURE</b>			
<b>Depreciation</b>			
Furniture and Fittings		2,216	1,661
Computer Equipment		49,471	42,183
Motor Vehicles		10,805	11,539
Motor Vehicles - Finance Lease		32,179	31,829
		<u>94,671</u>	<u>87,212</u>
<b>Employee Benefits Expense</b>			
<b>Salaries and Allowances</b>			
- Officials		235,757	224,600
- Employees		2,241,840	2,105,460
Annual Leave		151,826	180,003
Long Service Leave		70,893	42,815
Fringe Benefits Tax		22,362	19,036
Superannuation		253,847	241,060
		<u>2,976,525</u>	<u>2,812,974</u>
<b>Other Expenses</b>			
Accounting		56,065	40,223
Affiliation Fees		82,807	90,523
ASU National Office Capitation Fees		368,389	356,897
Campaigns		139,371	109,365
Contributions to ASU of NSW Welfare and Emergency Fund		20,800	20,800
Delegates		11,232	10,111
Donations		10,569	12,862
Equipment Expense		77,814	59,141
Meetings		31,218	25,704
Motor Vehicle Expense		106,667	83,158
Office Supplies		26,730	20,889
Payroll Tax		124,655	114,888
Postage		17,421	23,761
Printing		105,409	158,463
Professional Fees	10	92,901	121,123
Property Expenses		24,313	22,056
Stationery		24,098	22,433
Telephone		130,748	117,714
Balance carried forward		<u>1,451,207</u>	<u>1,410,111</u>

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	Note	2012 \$	2011 \$
Balance brought forward		1,451,207	1,410,111
Travel Expense		<u>185,119</u>	<u>148,228</u>
		<u>1,636,326</u>	<u>1,558,339</u>
<b>TOTAL EXPENDITURE</b>		<u>4,707,522</u>	<u>4,458,525</u>
<b>NET SURPLUS (DEFICIT) FOR THE YEAR</b>		<u>7,876</u>	<u>(18,551)</u>
<b>OTHER COMPREHENSIVE INCOME</b>		<u>-</u>	<u>-</u>
<b>OTHER COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>-</u>	<u>-</u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>7,876</u>	<u>(18,551)</u>

(The accompanying notes form part of these financial statements.)

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2012

	Note	2012 \$	2011 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	4	257,630	135,282
Receivables	5	314,581	375,515
Investments	6	7,288	6,958
<b>Total Current Assets</b>		<u>579,499</u>	<u>517,755</u>
<b>Non-Current Assets</b>			
Property, plant and equipment	7	239,682	203,918
<b>Total Non-Current Assets</b>		<u>239,682</u>	<u>203,918</u>
<b>TOTAL ASSETS</b>		<u>819,181</u>	<u>721,673</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	8	524,980	448,400
Provision for Employee Entitlements	9	293,112	287,095
<b>Total Current Liabilities</b>		<u>818,092</u>	<u>735,495</u>
<b>Non-Current Liabilities</b>			
Payables	10	49,417	76,682
Provision for Employee Entitlements	9	132,205	97,905
<b>Total Non-Current Liabilities</b>		<u>181,622</u>	<u>174,587</u>
<b>TOTAL LIABILITIES</b>		<u>999,714</u>	<u>910,082</u>
<b>NET LIABILITIES</b>		<u>(180,533)</u>	<u>(188,409)</u>
<b>ACCUMULATED DEFICIT</b>			
Accumulated Deficit		<u>(180,533)</u>	<u>(188,409)</u>
<b>ACCUMULATED DEFICIT</b>		<u>(180,533)</u>	<u>(188,409)</u>

(The accompanying notes form part of these financial statements.)

**STATEMENT OF CHANGES IN ACCUMULATED DEFICIT  
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	Accumulated Deficit	Total
		\$	\$
Balance at 30 June 2010		(127,022)	(127,022)
<b>Other Comprehensive Income</b>			
Opening balance adjustment on change in accounting policy for membership fees		(42,836)	(42,836)
Net (Deficit) for the Year		<u>(18,551)</u>	<u>(18,551)</u>
<b>Total Comprehensive Income</b>		<u>(61,387)</u>	<u>(61,387)</u>
Balance at 30 June 2011		<u>(188,409)</u>	<u>(188,409)</u>
<b>Other Comprehensive Income</b>			
Net Surplus for the Year		<u>7,876</u>	<u>7,876</u>
<b>Total Comprehensive Income</b>		<u>7,876</u>	<u>7,876</u>
Balance at 30 June 2012		<u>(180,533)</u>	<u>(180,533)</u>

(The accompanying notes form part of these financial statements.)

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2012

	2012 \$	2011 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from Members	5,014,232	4,812,735
Payments to Suppliers and Employees	(4,963,758)	(4,702,042)
Interest Received	3,594	5,615
Other Receipts	<u>126,079</u>	<u>12,426</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>180,147</u>	<u>128,734</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for Purchase of Property, Plant & Equipment	(130,435)	(123,850)
Proceeds from Sale of Property, Plant & Equipment	17,091	6,000
Payments for Purchase of Investments	(330)	-
Proceeds from Sale of Investments	<u>-</u>	<u>14,433</u>
<b>NET CASH (USED IN) INVESTING ACTIVITIES</b>	<u>(113,674)</u>	<u>(103,417)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Net Proceeds from finance leases	3,273	7,099
Net Receipts/(Net Payments) from/(to) Australian Services Union of NSW	<u>52,602</u>	<u>(45,868)</u>
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>	<u>55,875</u>	<u>(38,769)</u>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	122,348	(13,452)
<b>CASH AT BEGINNING OF FINANCIAL YEAR</b>	<u>135,282</u>	<u>148,734</u>
<b>CASH AT END OF FINANCIAL YEAR</b>	<u>257,630</u>	<u>135,282</u>

(The accompanying notes form part of these financial statements.)

## AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### 1. SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations and the Fair Work (Registered Organisations) Act 2009.

The committee of management have determined that Australian Services Union of NSW is permitted to apply the Tier 2 reporting requirements (Australian Accounting Standards - Reduced Disclosure Requirements) as set out in AASB 1053 Application of Tiers of Australian Accounting Standards because it is a not-for-profit private sector entity that does not have public accountability. As such, the committee of management have early adopted AASB 2010-2 Amendments to Australian Accounting Standards Arising from Reduced Disclosure Requirements from 31 July 2010. AASB 2010-2 applies to annual reporting periods commencing on or after 1 July 2013. The adoption of AASB 2010-2 has had no impact on amounts recognised in the financial statements and related notes because it merely requires fewer disclosures for these general purpose financial statements, which have been prepared using Australian Accounting Standards - Reduced Disclosure Requirements, than if these financial statements were prepared using Australian Accounting Standards.

#### Basis of Preparation

The financial report is for the Australian Services Union NSW and ACT (Services) Branch, and in accordance with the Fair Work (Registered Organisations) Act 2009 the Branch is a reporting unit. The Australian Services Union 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.

The financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. Cost is based on the fair values of the consideration given in exchange for 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) Revenue

Contributions are accounted for on an accrual basis.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

All revenue is stated net of the amount of Goods and Services Tax (GST).

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(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

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and any impairment in value.

*Depreciation*

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives to the Branch commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Furniture & Fixtures	20%
Computer Equipment	33.3%
Motor Vehicles	20% - 33.3%

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

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in the statement of comprehensive income in the year that the item is derecognised.

*Leases*

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

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

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

(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.



AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(e) Employee Entitlements

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on costs.

Other employee benefits payable later than one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. In the case of Long Service Leave this results in an amount not materially different to that achieved by discounting future cash flows.

Contributions are made by the Branch to employee superannuation funds and are charged as expenses when incurred.

(f) Investments

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

*Available-for-sale financial assets*

Investments, which are classified as available for sale, are measured at fair value. Unrealised gains or losses on these investments are recognised directly to equity in the Available-for-Sale Investment Reserve until the investment is sold or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported for that asset is included in the statement of comprehensive income.

(g) 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.

(h) Accounting Standards Issued But Not Yet Effective

There have been no accounting standards issued which could have a financial impact on the financial report in future periods and which are not yet effective.

**AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)**

**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 assets and liabilities.

**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 Sub-Sections (1), (2) and (3) of Section 272 of the 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).

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

	2012 \$	2011 \$
<b>4. CASH AND CASH EQUIVALENTS</b>		
Cash on Hand - Petty Cash	1,100	1,000
Cash at bank	<u>256,530</u>	<u>134,282</u>
	<u>257,630</u>	<u>135,282</u>
<b>5. RECEIVABLES</b>		
<b>Current</b>		
Advances to Officers	-	325
Advances to Employees	-	7,147
ASU of NSW	170,884	244,286
Membership in Arrears	53,546	55,765
Sundry Debtors	32,206	6,924
Prepayments	<u>57,945</u>	<u>61,068</u>
	<u>314,581</u>	<u>375,515</u>
<b>6. INVESTMENTS</b>		
(Non Public Investments)		
<b>Cash and Cash Equivalents</b>		
At Call Deposits - Credit Unions	<u>7,288</u>	<u>6,958</u>
<b>7. PROPERTY, PLANT AND EQUIPMENT</b>		
Furniture and Fixtures - at cost	11,907	11,907
Less: Accumulated Depreciation	<u>(5,118)</u>	<u>(2,902)</u>
	<u>6,789</u>	<u>9,005</u>
Computer Equipment - at cost	511,302	429,607
Less: Accumulated Depreciation	<u>(397,064)</u>	<u>(347,593)</u>
	<u>114,238</u>	<u>82,014</u>

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

7. PROPERTY, PLANT AND EQUIPMENT (cont'd)

	2012 \$	2011 \$
Motor Vehicles - at cost	63,357	63,357
Less: Accumulated Depreciation	<u>(48,026)</u>	<u>(37,221)</u>
	<u>15,331</u>	<u>26,136</u>
Leased Motor Vehicles - at cost	174,596	177,900
Less: Accumulated Amortisation	<u>(71,272)</u>	<u>(91,137)</u>
	<u>103,324</u>	<u>86,763</u>
Total Property, Plant and Equipment	<u>239,682</u>	<u>203,918</u>

MOVEMENTS IN CARRY AMOUNTS

Reconciliations of the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year are set out below:

	Furniture and Fittings \$	Computer Equipment \$	Motor Vehicles \$	Leased Motor Vehicles \$	Total \$
Balance at 1 July 2011	9,005	82,014	26,136	86,763	203,918
Additions	-	81,695	-	48,740	130,435
Disposals	-	-	-	-	-
Depreciation	<u>(2,216)</u>	<u>(49,471)</u>	<u>(10,805)</u>	<u>(32,179)</u>	<u>(94,671)</u>
Balance at 30 June 2012	<u>6,789</u>	<u>114,238</u>	<u>15,331</u>	<u>103,324</u>	<u>239,682</u>

	Note	2012 \$	2011 \$
<b>8. PAYABLES</b>			
<b>Current</b>			
Trade creditors and accruals		172,889	141,245
ASU National Office		97,718	93,539
GST Payable		80,710	58,031
Membership Fees in Advance		105,437	117,897
Lease Liability	14	<u>68,226</u>	<u>37,688</u>
		<u>524,980</u>	<u>448,400</u>
<b>Non-Current</b>			
Lease Liability	14	<u>49,417</u>	<u>76,682</u>

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

	2012	2011
	\$	\$
<b>9. PROVISION FOR EMPLOYEE ENTITLEMENTS</b>		
<b>Current</b>		
Annual Leave Entitlement - Officers	21,435	19,347
Annual Leave Entitlement - Employee	<u>185,053</u>	<u>181,560</u>
	<u>206,488</u>	<u>200,907</u>
Long Service Leave Entitlement - Officers	47,094	38,075
Long Service Leave Entitlement - Employee	<u>39,530</u>	<u>48,113</u>
	<u>86,624</u>	<u>86,188</u>
	<u>293,112</u>	<u>287,095</u>
<b>Non- Current</b>		
Long Service Leave - Officers	20,101	16,580
Long Service Leave - Employees	<u>112,104</u>	<u>81,325</u>
	<u>132,205</u>	<u>97,905</u>
<b>10. PROFESSIONAL SERVICES</b>		
Remuneration of Auditor for:		
Audit of the financial Report	25,740	24,750
Audit of the financial report - prior year over accrual	-	(1,650)
Other services	<u>8,660</u>	<u>9,900</u>
	<u>34,400</u>	<u>33,000</u>
Legal Fees	<u>58,501</u>	<u>88,123</u>
	<u>92,901</u>	<u>121,123</u>

**11. SUPERANNUATION**

All employees of the Branch are entitled to benefits from a superannuation plan on retirement, disability or death. The Branch participated in a defined contribution plan. The benefits provided under this plan are based on accumulated contributions and earnings for each employee. The Branch's liability is limited to paying the contributions to the plan.

**12. RELATED PARTIES**

Transactions with officers of the Union

Transactions with related parties are on normal terms and conditions no more favourable than those available to other parties, unless otherwise stated.

- (a) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the income statement under Salaries and Allowances - Officials.
- (b) The aggregate amount paid during the financial period to a superannuation plan in respect of the retirement of officers was \$31,604 (2011: \$30,573).

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd)

12. RELATED PARTIES (Cont'd)

- (c) There have been no other transactions between officers and the union other than those relating to their membership of the union and the reimbursement by the union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

Transactions with a Related Entity

- (a) Amounts receivable from the Australian Services Union of NSW are disclosed at Note 6 of the accounts.
- (b) Contributions paid to the Australian Services Union of NSW are disclosed as other expenses in the statement of comprehensive income.
- (c) Administration fees received from the Australian Services Union of NSW are disclosed as income in the statement of comprehensive income.
- (d) Capitation Fees paid to the ASU National office are disclosed as other expenses in the statement of comprehensive income
- (e) Amounts payable to the ASU National office are disclosed at Note 8 of the accounts.

13. GOING CONCERN

As at 30 June 2012, the Branch had net liabilities of \$180,533 (2011: \$188,409) and its current liabilities of \$818,092 exceeded its current assets of \$579,499. The Branch is reliant on the financial support of a related Union, the Australian Services Union of NSW. The Australian Services Union of NSW has resolved to provide financial support in order for the Australian Services Union NSW and ACT (Services) Branch to meet its debts as and when they fall due.

	Notes	2012 \$	2011 \$
<b>14. COMMITMENTS</b>			
<b>Finance Lease Commitments</b>			
<b>Payable</b>			
- Not later than 12 months		78,827	51,882
- Between 12 Months and 5 Years		<u>57,265</u>	<u>85,448</u>
		<u>136,092</u>	<u>137,330</u>
Less future finance charges		<u>(18,449)</u>	<u>(22,960)</u>
Present Value of Minimum lease payments		<u>117,643</u>	<u>114,370</u>
Current Liability	8	68,226	37,688
Non Current Liability	8	<u>49,417</u>	<u>76,682</u>
		<u>117,643</u>	<u>114,370</u>

AUSTRALIAN SERVICES UNION NSW AND ACT (SERVICES) BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012 (Cont'd) \_\_\_\_\_

14. COMMITMENTS (Cont'd)

At 30 June 2012 the Branch had 9 motor vehicle finance lease commitments which all expire at different points of time with the latest being 5 April 2016. The implicit interest rates on the leases vary between 9.8% and 16.95%.

15. REGISTERED OFFICE

The registered office and principal place of business of the branch is:  
Level 1  
39 to 47 Renwick Street  
Redfern NSW 2016

Grant Thornton Audit Pty Ltd  
ABN 91 130 913 594  
ACN 130 913 594

Level 19, 2 Market Street  
Sydney NSW 2000  
GPO Box 2551  
Sydney NSW 2001

T +61 2 9286 5555  
F +61 2 9286 5599  
E [info.nsw@au.gt.com](mailto:info.nsw@au.gt.com)  
W [www.granthornton.com.au](http://www.granthornton.com.au)

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF AUSTRALIAN SERVICES UNION NSW & ACT (SERVICES)  
BRANCH**

We have audited the accompanying financial report of Australian Services Union NSW & ACT (Services) Branch (the "Entity"), which comprises the statement of financial position as at 30 June 2012, and the statement of 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 to the financial report and the Branch Committee of Management's statement.

**Responsibility of the Branch Committee of Management and Branch Secretary for the financial report**

The Branch Committee of Management and branch Secretary of the Entity is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009 and all requirements of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009. This responsibility includes such internal controls as the Committee of Management and Branch Secretary determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

**Auditor's responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards which require us to 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 Branch's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Branch Committee of Management and Branch Secretary, 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 applicable independence requirements of the Accounting Professional and Ethical Standards Board and the Fair Work (Registered Organisations) Act 2009.

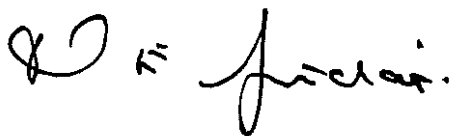
**Auditor's Opinion**

In our opinion,

- a the financial report of Australian Services Union NSW & ACT (Services) Branch
  - i presents fairly, in all material respects, the Association's financial position as at 30 June 2012 and of its performance and cash flows for the year then ended ; and
  - ii complies with Australian Accounting Standards - Reduced Disclosure Requirements and the relevant legislation; and
  - iii complies with the requirements of Fair Work (Registered Organisations) Regulations 2009 and Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



GRANT THORNTON AUDIT PTY LTD  
Chartered Accountants



Neville Sinclair  
Director - Audit & Assurance

Sydney Market St, 9 November 2012



FAIR WORK  
AUSTRALIA

6 August 2012

Ms Sally McManus  
Secretary  
Australian Municipal, Administrative, Clerical and Services Union-New South Wales and ACT  
(Services) Branch

[sally@asu.org.au](mailto:sally@asu.org.au)

Dear Ms McManus,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/419]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union-New South Wales and ACT (Services) Branch (the “reporting unit”) has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit’s financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

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. The attached *Timeline/Planner* summarises these requirements.

Failure to comply with these obligations is subject to a civil penalty provision - see s305 of the RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au). Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

A handwritten signature in black ink that reads "Andrea O'Halloran". The signature is written in a cursive style with a large, looped initial 'A'.

Andrea O'Halloran  
Organisations, Research & Advice  
Fair Work Australia

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(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.	/ /
(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).	

*As soon as practicable after end of financial year*

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*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"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /
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*(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  (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /  / /
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*Within 6 months of end of financial year*

*Within 6 months of end of financial year*

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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*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.