



29 January 2019

Mr Neil Henderson
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch
PO BOX 3347
SOUTH BRISBANE QLD 4101

By email: neil.henderson@theservicesunion.com.au

CC: gkent@mqisq.com.au

Dear Mr Henderson,

Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch

Financial Report for the year ended 30 June 2018 - [FR2018/165]

I acknowledge receipt of the financial report for the year ended 30 June 2018 for the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 26 November 2018.

The financial report has now been filed.

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 2019 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged, however I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these matters have been addressed prior to filing next year's report.

Audit scope - officer's declaration statement

Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* paragraph 24(c) requires the auditor's statement to list the elements of the general purpose financial report. In the lodged auditor's report, reference is made to an officer's declaration statement, however an officer's declaration statement was not included in the copy of the documents lodged with the ROC.

Please ensure in future years that only those statements which formed part of the auditor's scope are identified in the auditor's report.

Recovery of wages statement

With the release of the fifth edition reporting guidelines for the purposes of section 253 of the RO Act on 4 May 2018, the requirement to prepare and audit a separate report relating to recovery of wages activities was removed and is now included as a disclosure requirement under item 13(e). I note that a separate recovery of wages activity report was included in the lodged documents along with a resolution relating to this activity within the committee of management statement.

In future years, a separate report and a committee of management resolution relating to recovery of wages do not need to be included within the financial report.

Nil activities disclosure

Item 21 of the reporting guidelines states that if any of the activities identified within items 10-20 of the reporting guidelines have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. The financial statements and notes contained nil activity information for all prescribed reporting guideline categories except the following:

- Transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity (reporting guideline 17(b));
- have another entity administer the financial affairs of the reporting unit (reporting guideline 19);
- make a payment to a former related party of the reporting unit (reporting guideline 20).

Please ensure in future years that the above mentioned items are disclosed in either the financial statements, the notes or in the officer's declaration statement as per the reporting guidelines.

I also note that the following nil activity disclosures in the body of the notes were duplicated elsewhere in the body of the notes or in the statement of comprehensive income:

- receive capitation fees from another reporting unit (reporting guideline 13(b)) is disclosed in both Note 3A and the statement of comprehensive income;
- receive any other revenue from another reporting unit (reporting guideline 13(b)) is disclosed in both Note 3E and the statement of comprehensive income;
- receive revenue via compulsory levies (reporting guideline 13(c)) is disclosed in both Note 3B and the statement of comprehensive income;
- receive donations or grants (reporting guideline 13(d)) is disclosed in both Note 3D and the statement of comprehensive income.

Please note that nil activities only need to be disclosed once.

Redaction of information from operating report

Operating report

In the operating report, certain information disclosed under the heading, 'Disclosure Statements – Remuneration and Non-cash Benefits of Highest Paid Officers' has been redacted from the copy of the 2018 financial report by the ROC before publishing it on its website.

The ROC takes its obligations relating to privacy seriously and endeavours to ensure compliance with the requirements under the *Privacy Act 1988* (**Privacy Act**). The redactions have been effected in accordance with the ROC privacy policy to protect the personal information of persons identified in the operating report. A copy of the ROC privacy policy can be found via [this link](#).

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements. The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at david.vale@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink that reads "David Vale". The signature is written in a cursive style with a long horizontal stroke extending to the right.

David Vale
Registered Organisations Commission

Australian Services Union

ABN 86 351 665 653

26 November 2018

Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001

By email: regorgs@roc.gov.au

Dear Sir,

Re: Australian Municipal, Administrative, Clerical and Services Union Queensland (Services and Northern Administrative) Branch Lodgement of Financial Statements for year ended 30 June 2018.

In accordance with s268 of the *Fair Work (Registered Organisations) Act 2009*, sub-section (a), (b) and (c), attached are the financial statements including the Certificate by Prescribed Designated Officer and operating report of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services and Northern Administrative) Branch for year ending 30 June 2018.

Queensland (Services and Northern Administrative) Branch

Ground Floor
32 Peel Street
South Brisbane
QLD 4101

PO Box 3347
South Brisbane
QLD 4101

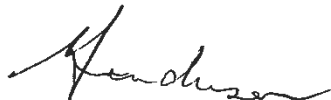
Tel: (07) 3844 5300
Fax: (07) 3846 5046

W:theservicesunion.com.au

Branch Secretary:
Neil Henderson

Executive President:
Jennifer Thomas

Yours faithfully,



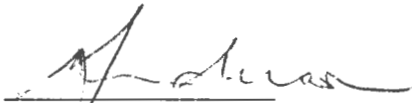
Neil Henderson
Secretary

Designated Officer's Certificate

s268(c) *Fair Work (Registered Organisations) Act 2009*

I, Neil Henderson being the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services and Northern Administrative) Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch for the period ended 30 June 2018 referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 5 October 2018; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 20 November 2018 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.



Neil Henderson
Branch Secretary

Date: 20 November 2018

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

ABN 86 351 665 653

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2018

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**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

COMMITTEE OF MANAGEMENT'S OPERATING REPORT

FOR THE YEAR ENDED 30 JUNE 2018

Operating Report

The Branch Executive, being the Committee of Management for the purposes of the *Fair Work (Registered Organisations) Act 2009* (RO Act), presents its report on the operation of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative) Branch (the Branch) for the financial year ended 30 June 2018.

Principal Activities

The principal operating activities of the Branch continued to be those of industrial activities that are normally carried out by the Trade Union and are consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members.

Operating Result

The deficit for the financial year amounted to \$109,653 (2017: Surplus - \$528,356). No provision for tax was necessary as the branch is considered exempt.

Significant Changes in Financial Affairs

There was no significant change to the financial affairs of the Branch during the year.

After Balance Date Events

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

Future Developments

Likely developments in the operations of the Branch or the expected result of those operations in future financial years have not been included in this report as such information is likely to result in unreasonable prejudice to the Branch.

Members Right to Resign

All members have the right to resign from the Branch in accordance with National Rule 32 - Resignation of the Union Rules (and Section 174 of the Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch of which they are a member.

Membership of the Branch

Total number of members as at 30 June 2018: 11,907.

Employees of the Branch

The number of persons who were, at the end of the period to which the report relates, employees of the Branch, where the number of employees includes both full-time and part-time employees measured on a full-time equivalent basis is 40.26 (2017: 39.1)

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

Members of the Committee of Management

The name of each person who has been a member of the Committee of Management of the Branch at any time during the reporting period, and the period for which he or she held such a position is as follows:

| Name | Period of Appointment | Position |
|-----------------------|------------------------------|----------------------------------|
| Penelope Carr | 01/07/17 – 30/06/18 | Vice President SACS |
| Kathleen Cotter | 01/07/17 – 26/07/17 | Vice President Local Authorities |
| | 26/07/17 – 30/06/18 | Treasurer |
| Tehanne Denham-Jarvis | 01/07/17 – 30/06/18 | Vice President Rail |
| Peter Duffy | 01/07/17 – 25/07/17 | Treasurer |
| Margaret Evans | 01/07/17 – 30/06/18 | Vice President BCC |
| Kenneth Feltham | 01/07/17 – 30/06/18 | Vice President Energy |
| Dominic Hale | 01/07/17 – 30/06/18 | Vice President Youth |
| Neil Henderson | 01/07/17 – 30/06/18 | Branch Secretary |
| Lynette Henson | 01/07/17 – 30/06/18 | President |
| Debbie McDonald | 01/07/17 – 30/06/18 | Vice President Ports & Private |
| David McDowell | 01/09/17 – 30/06/18 | Vice President Local Authorities |
| Veronica Meachen | 01/07/17 – 30/06/18 | Vice President Women |
| Marianne Ryan | 01/07/17 – 30/06/18 | Vice President Local Authorities |
| Jennifer Thomas | 01/07/17 – 30/06/18 | Executive President |
| Lorraine Walter | 01/07/17 – 30/06/18 | Vice President Nth Qld C & A |

Disclosure Statements – Remuneration and Non-cash Benefits of Highest Paid Officers

The two highest paid officers of the Branch for the disclosure period ended 30 June 2018 and the amounts of relevant remuneration paid to them and the value or form of non-cash benefits received by them is as set out in the table below:



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

Disclosure Statements – Officers' Material Personal Interests

No officer of the Branch has disclosed any material personal interests that they or a relative of theirs has in a matter that relates to the affairs of the Branch in the year ended 30 June 2018.

Disclosure by Branch of Payments to Related Parties or Declared Persons

The Branch has made no reportable payments to any related party or declared person or body of the Branch in the year ended 30 June 2018.

Officers or Members who are Superannuation Fund Trustees/ Directors of a Company that is a Superannuation Fund Trustee

The following Officers/ members/ employees of the organisation are Directors of companies that are trustees of superannuation funds where a criterion for the officer of member being the trustee or director is that the officer or member is an officer or member of a registered organisation

| Officer/Member/ Employee | Trustee Company | Entity/Scheme | Position | Period position held for |
|---|----------------------------|----------------------|-----------------|-------------------------------------|
| Peter Duffy (former Branch Treasurer) | ESIS (QLD) Ltd | Energy Super | Director | 1 July 2017 – 31 August 2017 |
| Jennifer Thomas (Executive President) | ESIS (QLD) Ltd | Energy Super | Director | 1 October 2017 - present |
| David Smith (National Secretary) | ESIS (QLD) Ltd | Energy Super | Director | 1 July 2017 – 31 March 2018 |

Wages Recovery Activity

The Branch has not undertaken any recovery of wages activity for the financial years ended 30 June 2018 and 30 June 2017.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

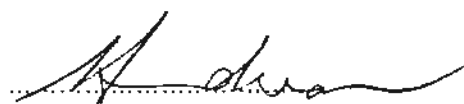
Officers & employees who are directors of a company or members of a board

| Name of officer or employee | Name of company or board | Principal activities of company of board | How appointed |
|------------------------------------|---|---|-----------------------------|
| Michelle Robertson | Health & Community Services – Workforce Council | Works with community services to create a strong and sustainable workforce. | Nominated by QCU |
| Jennifer Thomas | Jobs Qld | Developing strategies for improving skills and employment options. | Nominated by QCU |
| Neil Henderson | Union Shopper | Provisions of services to affiliated union members. | By virtue of position held. |

Auditor's Independence Declaration

A copy of the auditor's independence declaration is set out on page 7.

This report is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee of Management by:



Neil Henderson
Branch Secretary

31 August 2018

South Brisbane

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE COMMITTEE OF MANAGEMENT OF THE
AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

As lead auditor for the audit of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative Branch) for the year ended 30 June 2018; I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

M.G.F

MGI Audit Pty Ltd



G I Kent

Director – Audit & Assurance

South Brisbane

31 August 2018

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/2

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

FOR THE YEAR ENDED 30 JUNE 2018

On 31 August 2018, the Committee of Management of the Branch passed the following resolution to the General Purpose Financial statements (GPFR) of the reporting unit for the financial year ended 30 June 2018:

The Committee of Management declares in relation to the GPFR that in its opinion:

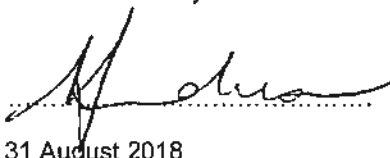
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the 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 to which they relate;
- (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 to which the GPFR relates and since the end of that year:
 - i. meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch concerned; and
 - ii. the financial affairs of the Branch have been managed in accordance with the rules of the organisation;
 - iii. the financial records of the Branch have been kept and maintained in accordance with the *RO Act*;
 - iv. where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - v. where information has been sought in any request of a member of the reporting unit or Commissioner duly made under section 272 of the RO Act, that information has been provided to the member or Commissioner; and
 - vi. there have been no orders for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act during the year.
- (f) No revenue has been derived from undertaking recovery of wages activity during the reporting period.

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

Name of Designated Officer: Neil Henderson

Title of Designated Officer: Branch Secretary

Signature:



Date: 31 August 2018

Independent Audit Report to the Members of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative) Branch

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative) Branch (the Branch), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement, the subsection 255(2A) report and the Officer Declaration Statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Australian Municipal, Administrative, Clerical and Services Union Queensland (Services & Northern Administrative) Branch as at 30 June 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We declare that management's use of the going concern basis in the preparation of the financial statements of the Branch is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Branch in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Branch is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Branch or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Branch to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Branch's audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Declaration

I declare I am a member of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

I declare that I am an auditor registered under the RO Act.

Opinion on the recovery of wages activity financial report

The scope of my work extended to the recovery of wages activity and we have audited the recovery of wages activity financial report for the year ended 30 June 2018.

In our opinion, the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the Commissioner, including:

- a) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- b) any donations or other contributions deducted from recovered money.

Responsibilities

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines of the Commission. Our responsibility is to express an opinion on the recovery of wages activity financial report, based on our audit conducted in accordance with Australian Auditing Standards.

M.G.F

MGI Audit Pty Ltd



G I Kent

Director – Audit & Assurance

South Brisbane

31 August 2018

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/2

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2018**

| | Notes | 2018 \$ | 2017 \$ |
|---|-------|--------------------|-------------|
| Revenue | | | |
| Membership subscription | | 6,207,250 | 6,206,490 |
| Gain on sale of property, plant and equipment | | 27,499 | 32,267 |
| Capitation fees | 3A | - | - |
| Levies | 3B | - | - |
| Interest | 3C | 104,659 | 154,538 |
| Sponsorship income | | 17,914 | 19,491 |
| Grants or donations | 3D | - | - |
| Other revenue | 3E | - | - |
| Rental income | | 10,400 | 5,200 |
| Sundry income | | 95,590 | 91,216 |
| Total revenue | | 6,463,312 | 6,509,202 |
| Expenses | | | |
| Administrative expenses | 4D | (196,423) | (166,534) |
| Affiliations | 4C | (170,232) | (164,702) |
| Audit and Consultancy | 13 | (34,534) | (48,383) |
| Bad debts | | (106,796) | (91,161) |
| Campaigns | | (148,794) | (74,693) |
| Capitation fees | 4B | (340,431) | (361,753) |
| Communications | | (152,139) | (154,580) |
| Depreciation and amortisation | 4F | (219,091) | (194,440) |
| Elected structures | | (31,548) | (57,368) |
| Employee expenses | 4A | (4,497,310) | (4,043,530) |
| Finance | | (67,691) | (65,739) |
| Grants or donations | 4E | (58,349) | (24,340) |
| Legal costs | 4G | (39,915) | (20,802) |
| Membership | | (21,585) | (21,578) |
| Other expenses | 4H | - | - |
| Repairs and maintenance | | (146,518) | (205,815) |
| Support services | | 7,943 | (4,108) |
| Travel | | (201,840) | (157,808) |
| Vehicles | | (147,712) | (123,512) |
| Total expenses | | (6,572,965) | (5,980,846) |
| (Deficit)/ surplus for the year | | (109,653) | 528,356 |
| Other comprehensive income | | | |
| Revaluation of land and buildings (net of income tax) | | - | 171,905 |
| Total comprehensive income for the year | | (109,653) | 700,261 |

The above statement should be read in conjunction with the notes.

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2018

| | Notes | 2018 \$ | 2017 \$ |
|--------------------------------------|-------|-------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and cash equivalents | 5A | 6,557,004 | 6,601,913 |
| Trade and other receivables | 5B | 211,075 | 262,454 |
| Total current assets | | 6,768,079 | 6,864,367 |
| Non-Current Assets | | | |
| Buildings and improvements | 6A | 1,047,706 | 1,075,000 |
| Land | 6B | 1,725,000 | 1,725,000 |
| Computers | 6C | 92,889 | 132,847 |
| Office furniture and equipment | 6D | 110,878 | 123,441 |
| Motor vehicles | 6E | 397,460 | 407,184 |
| Library | 6F | 5,392 | 5,392 |
| Intangibles | 6G | 59,418 | 14,331 |
| Capital work in progress | 6H | 215,279 | - |
| Security deposits | | 598 | 598 |
| Total non-current assets | | 3,654,620 | 3,483,793 |
| Total assets | | 10,422,699 | 10,348,160 |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Trade payables | 7A | 200,047 | 113,569 |
| Other payables | 7B | 95,846 | 88,527 |
| Employee provisions | 8A | 952,190 | 845,891 |
| Total current liabilities | | 1,248,083 | 1,047,987 |
| Non-Current Liabilities | | | |
| Employee provisions | 8A | 18,825 | 34,729 |
| Total non-current liabilities | | 18,825 | 34,729 |
| Total liabilities | | 1,266,908 | 1,082,716 |
| Net assets | | 9,155,791 | 9,265,444 |
| EQUITY | | | |
| Reserves | 9 | 1,416,953 | 1,416,953 |
| Retained earnings | | 7,738,838 | 7,848,491 |
| Total equity | | 9,155,791 | 9,265,444 |

The above statement should be read in conjunction with the notes.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2018**

| | Notes | Reserves \$ | Retained earnings \$ | Total equity \$ |
|---|-------|------------------|----------------------------|--------------------|
| Balance as at 1 July 2016 | | 1,245,048 | 7,320,135 | 8,565,183 |
| Surplus for the year | | - | 528,356 | 528,356 |
| Other comprehensive income | | 171,905 | - | 171,905 |
| Closing balance as at 30 June 2017 | | 1,416,953 | 7,848,491 | 9,265,444 |
| Deficit for the year | | - | (109,653) | (109,653) |
| Other comprehensive income | | - | - | - |
| Closing balance as at 30 June 2018 | | 1,416,953 | 7,738,838 | 9,155,791 |

The above statement should be read in conjunction with the notes.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2018**

| | Notes | 2018 \$ | 2017 \$ |
|---|-------|--------------------|--------------------|
| OPERATING ACTIVITIES | | | |
| Cash received | | | |
| Receipts from other reporting units | 10B | 50,759 | 33,716 |
| Receipts from members and other customers | | 6,967,446 | 6,835,779 |
| Interest | | 104,659 | 154,538 |
| | | 7,122,864 | 7,024,033 |
| Cash used | | | |
| Employees and suppliers | | (6,336,643) | (6,044,437) |
| Payment to other reporting units | 10B | (468,711) | (414,854) |
| | | (6,805,354) | (6,459,291) |
| Net cash provided by operating activities | | 317,510 | 564,742 |
| INVESTING ACTIVITIES | | | |
| Proceeds from sale of property, plant and equipment | | 28,863 | 43,363 |
| Payments for property, plant and equipment | | (342,076) | (412,715) |
| Payments for intangibles | | (49,206) | (16,476) |
| Net cash used in investing activities | | (362,419) | (385,828) |
| FINANCING ACTIVITIES | | | |
| | | - | - |
| Net (decrease)/ increase in cash held | | (44,909) | 178,914 |
| Cash & cash equivalents at the beginning of the reporting period | | 6,601,913 | 6,422,999 |
| Cash & cash equivalents at the end of the reporting period | 10A | 6,557,004 | 6,601,913 |

The above statement should be read in conjunction with the notes.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

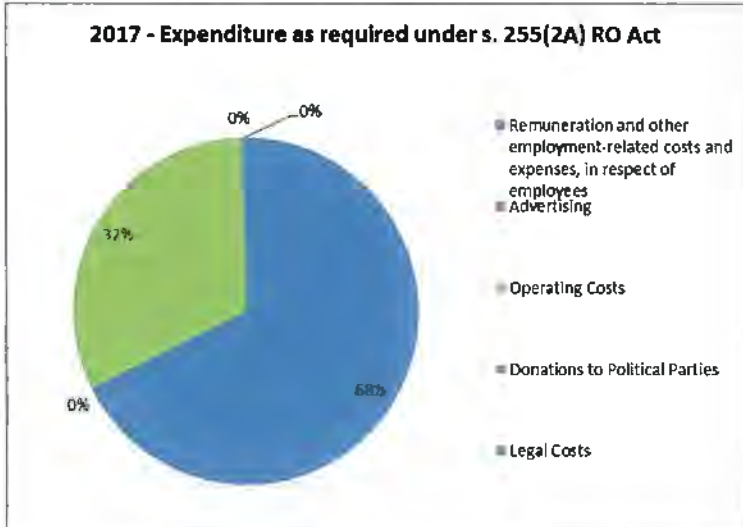
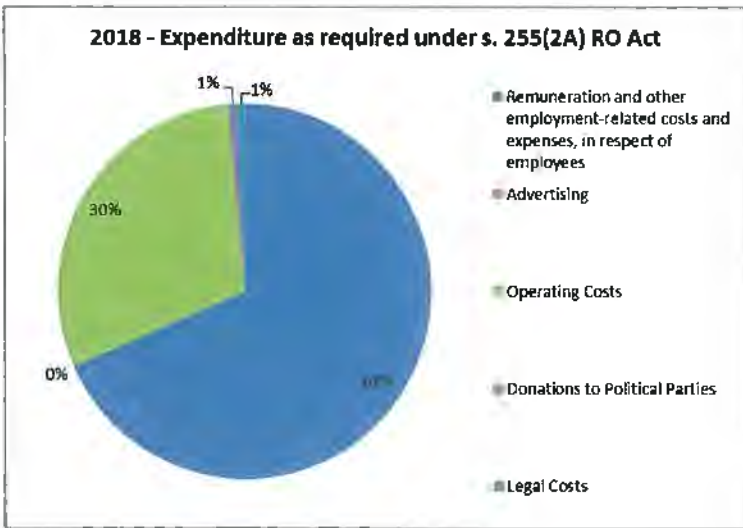
**RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2018**

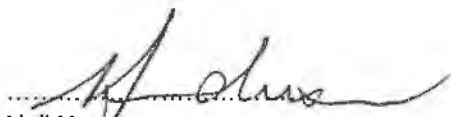
| | 2018 | 2017 |
|---|------|------|
| | \$ | \$ |
| Cash assets in respect of recovered money at beginning of year | - | - |
| Receipts | | |
| Amounts recovered from employers in respect of wages etc. | - | - |
| Interest received on recovered money | - | - |
| Total receipts | - | - |
| Payments | | |
| 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 assets in respect of recovered money at end of year | - | - |
| Number of workers to which the monies recovered relates | - | - |
| Aggregate payables to workers attributable to recovered monies but not yet distributed | | |
| Payable balance | - | - |
| Number of workers the payable relates to | - | - |
| Fund or account operated for recovery of wages | - | - |

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**REPORT REQUIRED UNDER SUBSECTION 255(2A) OF THE FAIR WORK (REGISTERED
ORGANISATIONS) ACT 2009
FOR THE YEAR ENDED 30 JUNE 2018**

The Committee of Management presents the expenditure report as required under subsection 255(2A) of the *Fair Work (Registered Organisations) Act 2009* on the Branch for the year ended 30 June 2018:




Neil Henderson
Branch Secretary

31 August 2018

South Brisbane

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**REPORT REQUIRED UNDER SUBSECTION 255(2A) OF THE FAIR WORK (REGISTERED
ORGANISATIONS) ACT 2009
FOR THE YEAR ENDED 30 JUNE 2018**

For the purposes of the subsection 255(2A) statement, the following assumptions were utilised:

Remuneration and other employment-related costs and expenses, in respect of employees

Costs comprise of:

- Salaries and wages
- Superannuation
- Payroll tax
- Fringe benefits tax
- Clothing and motor vehicle allowances
- Workers compensation and other employment insurances
- All other employment associated costs (for example, staff amenities, training etc.).

Donations to Political Parties

Donations comprise of:

- Cash donations
- In-kind donations (such as printing costs, postage costs etc.).

Legal Costs

Legal costs comprise of all costs associated with the engaging external legal services as well as any court fees and charges. In house industrial staff costs are disclosed in remuneration and other employment costs and expenses.

Operating Costs

All costs associated with the Branch pursuing the objects of the Union were deemed by the Committee of Management to be an operating cost (unless disclosed elsewhere within the subsection 255(2A) Statement).

Advertising Costs

Advertising costs include any costs incurred by the Branch for the promotion of a product, service or idea. Advertising costs include paid advertising space in print or online, broadcast and/or radio and direct mail advertising.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

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| Note 5 | Current assets |
| Note 6 | Non-current assets |
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| Note 19 | Other acquisitions of assets or liabilities |

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies

1.1 Basis of preparation of the financial statements

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 Queensland (Services & Northern Administrative) Branch (the Branch) is a not-for-profit entity.

The financial statements have been prepared on an accrual 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.

1.2 Comparative amounts

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

1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Key Estimates

Impairment – general

The Branch assesses impairment at each reporting period by evaluation of conditions and events specific to the Branch that may be indicative of impairment triggers. Recoverable amounts of relevant assets are assessed using value-in-use calculations which incorporate various key assumptions.

No impairment has been recognised in respect of the current year.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

Key Judgements

Useful lives of plant and equipment

Plant and equipment are depreciated over the useful life of the asset and the depreciation rates are assessed when the asset are acquired or when there is a significant change that affects the remaining useful life of the asset.

Provision for impairment of receivables

The value of the provision for impairment of receivables is estimated by considering the ageing of receivables, communication with the debtors and prior history.

On-cost for employee entitlement provision

The Branch revised its estimate for on-costs for employee provision during the year to include superannuation, workers compensation and payroll tax.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard requirements

The accounting policies adopted are consistent with those of the previous financial year except for the following standards and amendments, which have been adopted for the first time this financial year

- AASB 2016-2 *Amendment to Australian Accounting Standards – Disclosure Initiative Amendments to AASB 107*, which amends AASB 107 *Statement of Cash Flows* (August 2015) to require entities preparing financial statements in accordance with Tier 1 reporting requirements to provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and no-cash changes.

The Branch has provided the information for both current and comparative period in Note 10E & 10F.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.4 New Australian Accounting Standards (Continued)

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the Branch include:

- AASB 9: Financial Instruments and associated Amending Standards (applicable to annual reporting periods beginning on or after 1 January 2018).

The Standard will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments, and simplified requirements for hedge accounting.

The key changes that may affect the Branch on initial application include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, upfront accounting for expected credit loss, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to hedges of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of this Standard, the application of such accounting would be largely prospective.

The Committee of Management does not believe the effects of AASB 9 will significant affect the Branch.

- AASB 15: Revenue from Contracts with Customers (applicable to annual reporting periods beginning on or after 1 January 2018, as deferred by AASB 2015-8: Amendments to Australian Accounting Standards – Effective Date of AASB 15).

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the goods or services.

This Standard will require retrospective restatement, as well as enhanced disclosures regarding revenue.

The Committee of Management does not believe the effects of AASB 15 will significant affect the Branch.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.4 New Australian Accounting Standards (Continued)

Future Australian Accounting Standards Requirements (continued)

- AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019)

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: Leases and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases. The main changes introduced by the new Standard include:

- recognition of a right-to-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-to-use assets in line with AASB 116: Property, Plant and Equipment in profit or loss and unwinding of the liability in principal and interest components;
- variable lease payments that depend on an index or a rate are included in the initial measurement of the lease liability using the index or rate at the commencement date;
- by applying a practical expedient, a lessee is permitted to elect not to separate non-lease components and instead account for all components as a lease; and
- additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

Although the Committee of Management anticipate that the adoption of AASB 16 will impact the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.5 Revenue

Revenue is measured at the fair value of the consideration received or receivable.

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

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual 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.

1.6 Gains

Sale of assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

1.7 Capitation fees and levies

Capitation fees and levies are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.8 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The reporting unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

1.9 Leases

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

1.10 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.11 Financial instruments

Financial assets and financial liabilities are recognised when the Branch becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

1.12 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.

Fair value through profit or loss

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

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling 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 asset other than a financial asset 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 asset 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 assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on re-measurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

Held-to-maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

Available-for-sale

Listed shares and listed redeemable notes held by the reporting unit that are traded in an active market are classified as available-for-sale and are stated at fair value. The reporting unit also has investments in unlisted shares that are not traded in an active market but that are also classified as available-for-sale financial assets and stated at fair value. Gains and losses arising from changes in fair value are recognised in other comprehensive income and accumulated in the investments revaluation reserve, with the exception of impairment losses, interest calculated using the effective interest method, and foreign exchange gains and losses on monetary assets, which are recognised in profit or loss. Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously accumulated in the investments revaluation reserve is reclassified to profit or loss.

Dividends on available-for-sale equity instruments are recognised in profit or loss when the reporting unit right to receive the dividends is established. The fair value of available-for-sale monetary assets denominated in a foreign currency is determined in that foreign currency and translated at the spot rate at the end of the reporting period. The foreign exchange gains and losses that are recognised in profit or loss are determined based on the amortised cost of the monetary asset. Other foreign exchange gains and losses are recognised in other comprehensive income.

Loan 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.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

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.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

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.

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

Derecognition of financial assets

The Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

1.13 Financial Liabilities

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 re-measurement 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 THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

Derecognition of financial liabilities

The Branch 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.

1.14 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.

1.15 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.

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.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

Depreciation

Depreciable 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 asset are based on the following useful lives:

| | 2018 | 2017 |
|-------------------------------|-------------|-------------|
| Buildings | 33 years | 33 years |
| Computers | 3.3 years | 3.3 years |
| Office equipment | 10 years | 10 years |
| Motor vehicles - metropolitan | 5.8 years | 5.8 years |
| Motor vehicles – regional | 4 years | 4 years |

Derecognition

An item of 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.

1.16 Impairment of non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.17 Taxation

The Branch is exempt from income tax under section 50.1 of the *Income Tax Assessment Act 1997* however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

1.18 Fair value measurement

The Branch measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 15.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Branch. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Branch uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 1 Summary of significant accounting policies (Continued)

1.18 Fair value measurement (continued)

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Branch determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Branch has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

1.19 Going concern

The Branch is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

The Branch has not agreed to provide financial support to another reporting unit to ensure they can continue on a going concern basis.

1.20 Government Grants

Government grants are not recognised until there is reasonable assurance that the Branch will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the Branch recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the Branch should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Branch with no future related costs are recognised in profit or loss in the period in which they become receivable.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 2 Events after the reporting period

There were no events that occurred after 30 June 2018, and /or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

| | 2018 | 2017 |
|---|----------------|----------------|
| | \$ | \$ |
| Note 3 Income | | |
| Note 3A: Capitation fees | - | - |
| Total capitation fees | <u>-</u> | <u>-</u> |
| Note 3B: Levies | - | - |
| Total levies | <u>-</u> | <u>-</u> |
| Note 3C: Interest | | |
| Deposits | 104,659 | 154,538 |
| Total interest | <u>104,659</u> | <u>154,538</u> |
| Note 3D: Grants or donations | | |
| Grants | - | - |
| Donations | - | - |
| Total grants or donations | <u>-</u> | <u>-</u> |
| Note 3E: Other revenue | | |
| Financial Support from another reporting unit | - | - |
| | <u>-</u> | <u>-</u> |

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 | 2017 |
|--|------------------|------------------|
| | \$ | \$ |
| Note 4 Expenses | | |
| Note 4A: Employee expenses | | |
| Holders of office: | | |
| Wages and salaries | 325,117 | 279,815 |
| Superannuation | 49,418 | 42,532 |
| Leave and other entitlements | 47,390 | 40,636 |
| Separation and redundancies | - | - |
| Other employee expenses | - | - |
| Subtotal employee expenses holders of office | 421,925 | 362,983 |
| Employees other than office holders: | | |
| Wages and salaries | 2,833,310 | 2,514,912 |
| Superannuation | 456,612 | 553,009 |
| Leave and other entitlements | 438,678 | 356,036 |
| Separation and redundancies | - | - |
| Other employee expenses | 346,785 | 256,590 |
| Subtotal employee expenses employees other than office holders | 4,075,385 | 3,680,547 |
| Total employee expenses | 4,497,310 | 4,043,530 |
| Note 4B: Capitation fees | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | 325,433 | 351,753 |
| Brisbane Alliance | 14,998 | 10,000 |
| Total capitation fees | 340,431 | 361,753 |
| Note 4C: Affiliation fees | | |
| Australian Labor Party (State of Queensland) | 60,312 | 64,497 |
| Queensland Council of Unions | 90,625 | 80,909 |
| Union Shopper | 19,295 | 19,296 |
| Total affiliation fees | 170,232 | 164,702 |

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 | 2017 |
|--|----------------|---------|
| | \$ | \$ |
| Note 4D: Administration and other operating expenses | | |
| Consideration to employers for payroll deductions | - | - |
| Compulsory levies | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | 942 | 941 |
| Office expenses | 195,481 | 165,593 |
| Fees/ allowances – meeting and conferences | - | - |
| Conference and meeting expenses | - | - |
| Total administration and other operating expense | 196,423 | 166,534 |

Purpose of Levy

The purpose of the levy raised by the ASU – National Office is to fund activities with respect to members within the National Airline Industry Division.

Note 4E: Grants or donations

Grants:

| | | |
|--------------------------------------|---|---|
| Total paid that were \$1,000 or less | - | - |
| Total paid that exceeded \$1,000 | - | - |

Donations:

| | | |
|--------------------------------------|---------------|--------|
| Total paid that were \$1,000 or less | 2,318 | 2,510 |
| Total paid that exceeded \$1,000 | 56,031 | 21,830 |

| | | |
|----------------------------------|---------------|--------|
| Total grants or donations | 58,349 | 24,340 |
|----------------------------------|---------------|--------|

Note 4F: Depreciation and amortisation

Depreciation

| | | |
|--------------------------------|----------------|---------|
| Buildings and improvement | 33,648 | 35,647 |
| Computers | 46,789 | 29,444 |
| Office furniture and equipment | 19,591 | 15,258 |
| Motor vehicles | 114,944 | 101,254 |

| | | |
|---------------------------|----------------|---------|
| Total depreciation | 214,972 | 181,603 |
|---------------------------|----------------|---------|

Amortisation

| | | |
|-------------------|--------------|--------|
| Intangible assets | 4,119 | 12,837 |
| | 4,119 | 12,837 |

| | | |
|--|----------------|---------|
| Total depreciation and amortisation | 219,091 | 194,440 |
|--|----------------|---------|

Note 4G: Legal costs

| | | |
|--------------------------|---------------|--------|
| Litigation | - | - |
| Other legal matters | 39,915 | 20,802 |
| Total legal costs | 39,915 | 20,802 |

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 | 2017 |
|---|------------------|------------------|
| | \$ | \$ |
| Note 4H: Other expenses | | |
| Penalties - via RO Act or the <i>Fair Work Act 2009</i> | - | - |
| Total other expenses | <u>-</u> | <u>-</u> |
| Note 5 Current Assets | | |
| Note 5A: Cash and Cash Equivalents | | |
| Cash at bank | 6,556,004 | 6,600,913 |
| Cash on hand | 1,000 | 1,000 |
| Total cash and cash equivalents | <u>6,557,004</u> | <u>6,601,913</u> |
| Note 5B: Trade and Other Receivables | | |
| Receivables from other reporting units | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | 2,613 | 298 |
| Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch | 2,887 | 12,741 |
| Less provision for doubtful debts (reporting units) | - | - |
| Receivable from other reporting units (net) | <u>5,500</u> | <u>13,039</u> |
| Trade receivables | | |
| Membership subscription receivable | 105,514 | 116,074 |
| Less provision for doubtful debts | (35,254) | (50,162) |
| | <u>70,260</u> | <u>65,912</u> |
| Other receivables: | | |
| GST receivable from the Australian Taxation Office | 1,956 | 4,446 |
| Other trade receivables | 10,871 | 48,951 |
| Prepayments | 6,027 | 13,645 |
| Term deposit | 116,461 | 116,461 |
| Total other receivables | <u>135,315</u> | <u>183,503</u> |
| Total trade and other receivables (net) | <u>211,075</u> | <u>262,454</u> |

Provision for Doubtful Debts

A provision has been recognised for doubtful debts when membership subscription fees owing has been given to a third party for collection or where full recoverability is unlikely.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 | 2017 |
|--|------------------|-----------|
| Note 6 Non-current Assets | \$ | \$ |
| Note 6A: Building and improvements | | |
| Building and improvements – 32 Peel Street South Brisbane (50% interest) | | |
| independent valuation 2017 | 675,000 | 675,000 |
| improvements | - | - |
| accumulated depreciation | (20,802) | - |
| | 654,198 | 675,000 |
| Building and improvements – 485 Flinders Street Townsville | | |
| independent valuation 2017 | 400,000 | 400,000 |
| improvements | 6,354 | - |
| accumulated depreciation | (12,846) | - |
| | 393,508 | 400,000 |
| Total building and improvements | 1,047,706 | 1,075,000 |

Reconciliation of Opening and Closing Balances of building and improvements

| | | |
|---|------------------|-----------|
| As at 1 July | | |
| Gross book value | 1,075,000 | 1,170,000 |
| Accumulated depreciation and impairment | - | (79,047) |
| Net book value 1 July | 1,075,000 | 1,090,953 |
| Additions: | | |
| By purchase | 6,354 | 47,789 |
| By independent valuation | - | (28,095) |
| Depreciation expense | (33,648) | (35,647) |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | 1,047,706 | 1,075,000 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 1,081,354 | 1,075,000 |
| Accumulated depreciation and impairment | (33,648) | - |
| Net book value 30 June | 1,047,706 | 1,075,000 |

Valuation Details

- (a) In June 2017, the land and buildings at 32 Peel Street, South Brisbane were valued by Mr Michael Galvin – AAPI CPV (Registered Valuers Number: 1779) of G.D Trivett & Associates Pty Ltd. The amount presented in the financial statements represents half of the valuation value for the land and buildings as provided in this valuation, in accordance with the Branch's ownership in these assets.
- (b) In June 2017, the land and buildings at 485 Flinders Street, Townsville were valued by Mr Carlo Lando – AAPI (Registered Valuers Number: 2534) of Taylor Byrne Pty Ltd.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 \$ | 2017 \$ |
|---|------------------|------------------|
| Note 6B: Land | | |
| Land – 32 Peel Street South Brisbane (50% interest) independent valuation 2017 | 1,525,000 | 1,525,000 |
| Land – 485 Flinders Street Townsville independent valuation 2017 | 200,000 | 200,000 |
| Total Land | 1,725,000 | 1,725,000 |

Reconciliation of Opening and Closing Balances of Land

| | | |
|---|------------------|------------------|
| As at 1 July | | |
| Gross book value | 1,725,000 | 1,525,000 |
| Accumulated depreciation and impairment | - | - |
| Net book value 1 July | 1,725,000 | 1,525,000 |
| Additions: | | |
| By purchase | - | - |
| By independent valuation | - | 200,000 |
| Depreciation expense | - | - |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | 1,725,000 | 1,725,000 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 1,725,000 | 1,725,000 |
| Accumulated depreciation and impairment | - | - |
| Net book value 30 June | 1,725,000 | 1,725,000 |

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 \$ | 2017 \$ |
|---|----------------|----------------|
| Note 6C: Computers | | |
| Computers: | | |
| at cost | 231,176 | 224,345 |
| accumulated depreciation | (138,286) | (91,498) |
| Total computers | 92,889 | 132,847 |
| <i>Reconciliation of Opening and Closing Balances of Computers</i> | | |
| As at 1 July | | |
| Gross book value | 224,345 | 131,257 |
| Accumulated depreciation and impairment | (91,498) | (62,054) |
| Net book value 1 July | 132,847 | 69,203 |
| Additions: | | |
| By purchase | 6,831 | 93,088 |
| Depreciation expense | (46,789) | (29,444) |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | 92,889 | 132,847 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 231,176 | 224,345 |
| Accumulated depreciation and impairment | (138,286) | (91,498) |
| Net book value 30 June | 92,889 | 132,847 |

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 | 2017 |
|--|----------------|----------------|
| | \$ | \$ |
| Note 6D: Office Furniture and Equipment | | |
| Office furniture and equipment | | |
| at cost | 289,743 | 282,715 |
| accumulated depreciation | (178,865) | (159,274) |
| Total office furniture and equipment | 110,878 | 123,441 |

Reconciliation of Opening and Closing Balances of Office Furniture and Equipment

| | | |
|---|----------------|----------------|
| As at 1 July | | |
| Gross book value | 282,715 | 226,222 |
| Accumulated depreciation and impairment | (159,274) | (144,016) |
| Net book value 1 July | 123,441 | 82,206 |
| Additions: | | |
| By purchase | 7,028 | 56,493 |
| Depreciation expense | (19,591) | (15,258) |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | 110,878 | 123,441 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 289,743 | 282,715 |
| Accumulated depreciation and impairment | (178,865) | (159,274) |
| Net book value 30 June | 110,878 | 123,441 |

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 \$ | 2017 \$ |
|--------------------------------|----------------|----------------|
| Note 6E: Motor Vehicles | | |
| Motor Vehicles: | | |
| at cost | 647,530 | 605,562 |
| accumulated depreciation | (250,070) | (198,378) |
| Total motor vehicles | 397,460 | 407,184 |

Reconciliation of Opening and Closing Balances of Motor Vehicles

| | | |
|---|----------------|----------------|
| As at 1 July | | |
| Gross book value | 605,562 | 527,778 |
| Accumulated depreciation and impairment | (198,378) | (223,589) |
| Net book value 1 July | 407,184 | 304,189 |
| Additions: | | |
| By purchase | 106,584 | 215,346 |
| Depreciation expense | (114,944) | (101,254) |
| Disposals: | | |
| By sale | (1,364) | (11,097) |
| Net book value 30 June | 397,460 | 407,184 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 647,530 | 605,562 |
| Accumulated depreciation and impairment | (250,070) | (198,378) |
| Net book value 30 June | 397,460 | 407,184 |

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 \$ | 2017 \$ |
|--------------------------|--------------|--------------|
| Note 6F: Library | | |
| Library: | | |
| at cost | 5,392 | 5,392 |
| accumulated depreciation | - | - |
| Total Library | 5,392 | 5,392 |

Reconciliation of Opening and Closing Balances of Library

| | | |
|---|--------------|--------------|
| As at 1 July | | |
| Gross book value | 5,392 | 5,392 |
| Accumulated depreciation and impairment | - | - |
| Net book value 1 July | 5,392 | 5,392 |
| Additions: | | |
| By purchase | - | - |
| Depreciation expense | - | - |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | 5,392 | 5,392 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 5,392 | 5,392 |
| Accumulated depreciation and impairment | - | - |
| Net book value 30 June | 5,392 | 5,392 |

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 \$ | 2017 \$ |
|-----------------------------|---------------|---------------|
| Note 6G: Intangibles | | |
| Intangibles: | | |
| at cost | 96,054 | 46,848 |
| accumulated depreciation | (36,636) | (32,517) |
| Total intangibles | 59,418 | 14,331 |

Reconciliation of Opening and Closing Balances of Intangibles

| | | |
|---|---------------|---------------|
| As at 1 July | | |
| Gross book value | 46,848 | 79,517 |
| Accumulated depreciation and impairment | (32,517) | (68,825) |
| Net book value 1 July | 14,331 | 10,692 |
| Additions: | | |
| By purchase | 49,206 | 16,476 |
| Depreciation expense | (4,119) | (12,837) |
| Disposals: | | |
| By sale | - | - |
| Net book value 30 June | | 14,331 |
| Net book value as of 30 June represented by: | | |
| Gross book value | 96,054 | 46,848 |
| Accumulated depreciation and impairment | (36,636) | (32,517) |
| Net book value 30 June | 59,418 | 14,331 |

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 \$ | 2017 \$ |
|---|----------------|------------|
| Note 6H: Capital Work in Progress | | |
| Work in Progress: | | |
| at cost | 215,279 | - |
| accumulated depreciation | - | - |
| Total capital work in progress | 215,279 | - |
| <i>Reconciliation of Opening and Closing Balances of Work in Progress</i> | | |
| <hr/> | | |
| As at 1 July | | |
| Gross book value | 215,279 | - |
| Accumulated depreciation and impairment | - | - |
| Net book value 1 July | 215,279 | - |
| <hr/> | | |
| Additions: | | |
| By purchase | 215,279 | - |
| Depreciation expense | - | - |
| Disposals: | | |
| By sale | - | - |
| By transfer | - | - |
| Net book value 30 June | 215,279 | - |
| <hr/> | | |
| Net book value as of 30 June represented by: | | |
| Gross book value | 215,279 | - |
| Accumulated depreciation and impairment | - | - |
| Net book value 30 June | 215,279 | - |

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 | 2017 |
|--|----------------|---------|
| | \$ | \$ |
| Note 7 Current Liabilities | | |
| Note 7A: Trade payables | | |
| Payable to ASU staff – purchase of leave | 108 | 2,249 |
| Trade creditors and accruals | 199,939 | 110,935 |
| Subtotal trade creditors | 200,047 | 113,184 |
| Payables to other reporting units | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | - | 385 |
| Subtotal payables to other reporting units | - | 385 |
| Total trade payables | 200,047 | 113,569 |
| Settlement is usually made within 30 days. | | |
| Note 7B: Other payables | | |
| Consideration to employers for payroll deductions | - | - |
| Legal costs | | |
| Litigation | - | - |
| Other legal matters | - | 4,842 |
| Unearned revenue | 7,776 | 9,622 |
| GST payable | 87,263 | 71,775 |
| Other | - | - |
| Resigned members owed fees | 807 | 2,288 |
| Total other payables | 95,846 | 88,527 |
| Total other payables are expected to be settled in: | | |
| No more than 12 months | 95,846 | 88,527 |
| More than 12 months | - | - |
| Total other payables | 95,846 | 88,527 |

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

| | 2018 | 2017 |
|---|----------------|----------------|
| | \$ | \$ |
| Note 8 | | |
| Provisions | | |
| Note 8A: Employee Provisions | | |
| Office Holders: | | |
| Annual leave | 40,563 | 33,542 |
| Long service leave | 94,347 | 81,931 |
| Separations and redundancies | - | - |
| Other | - | - |
| Subtotal employee provisions—office holders | 134,910 | 115,473 |
| Employees other than office holders: | | |
| Annual leave | 224,377 | 151,462 |
| Long service leave | 611,728 | 613,685 |
| Separations and redundancies | - | - |
| Other | - | - |
| Subtotal employee provisions—employees other than office holders | 836,105 | 765,147 |
| Total employee provisions | 971,015 | 880,620 |
| Current | 952,190 | 845,891 |
| Non-Current | 18,825 | 34,729 |
| Total employee provisions | 971,015 | 880,620 |

Note 9 Reserves

Note 9A: Asset Revaluation Reserve

The asset revaluation reserve records revaluation of financial assets.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

| | 2018 \$ | 2017 \$ |
|---|------------------|------------------|
| Note 10 Cash Flow | | |
| Note 10A: Cash Flow Reconciliation | | |
| Reconciliation of cash and cash equivalents as per Statement of Financial Position to Cash Flow Statement: | | |
| Cash and cash equivalents as per: | | |
| Cash flow statement | 6,557,004 | 6,601,913 |
| Statement of financial position | 6,557,004 | 6,601,913 |
| Difference | <u>-</u> | <u>-</u> |
| Reconciliation of (deficit)/ surplus to net cash from operating activities: | | |
| (Deficit)/ surplus for the year | (109,653) | 528,356 |
| Adjustments for non-cash items | | |
| Depreciation/ amortisation | 219,091 | 194,440 |
| (Gain)/ loss on disposal of property, plant and equipment | (27,499) | (32,267) |
| Changes in assets/liabilities | | |
| (Increase)/ decrease in net receivables and prepayments | 48,889 | (80,108) |
| Increase/ (decrease) in trade creditors | 86,478 | (44,395) |
| Increase/ (decrease) in other payables | 9,809 | (30,154) |
| Increase/ (decrease) in employee provisions | 90,395 | 28,870 |
| Net cash (used in)/ provided by operating activities | <u>317,510</u> | <u>564,742</u> |
| Note 10B: Cash flow information | | |
| Cash inflows from other reporting units | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | 6,998 | 7,475 |
| Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch | 43,761 | 26,421 |
| Total cash inflows | <u>50,759</u> | <u>33,716</u> |
| Cash outflows to other reporting units | | |
| Australian Municipal, Administrative, Clerical and Services Union – National Office | (454,242) | (407,593) |
| Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch | (14,469) | (7,261) |
| Total cash outflows | <u>(468,711)</u> | <u>(414,854)</u> |

Note: Cash flow information to/ from other reporting units disclosed include 10% GST on applicable transactions.

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QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 10C: Credit standby arrangements and loan facilities

The Branch has a credit card facility amounting to \$80,000 (2017: \$80,000). This may be terminated at any time at the option of the bank. The balance of this facility is cleared monthly and interest rates are variable.

Note 10D: Non-cash transactions

There have been no non-cash financing or investing activities during the year (2017: Nil).

| | 2018 | 2017 |
|--|------------------|------------------|
| | \$ | \$ |
| Note 10E: Net debt reconciliation | | |
| Cash and cash equivalents | 6,557,004 | 6,601,913 |
| Borrowings – repayable within one year | - | - |
| Borrowings – repayable after one year | - | - |
| Net debt | <u>6,557,004</u> | <u>6,601,913</u> |

Note 10F: Reconciliation of movements of liabilities to cash flows arising from financing activities

| | Other Assets | Liabilities from financing activities | | |
|---------------------------------|------------------|---------------------------------------|-------------------------------------|------------------|
| | Cash assets | Finance lease – due within 1 year | Finance lease – due after 1 year | Total |
| Net debt at 1 July 2016 | 6,422,999 | - | - | 6,422,999 |
| Cash flows | 178,914 | - | - | 178,914 |
| Net debt at 30 June 2017 | <u>6,601,913</u> | - | - | <u>6,601,913</u> |
| Cash flows | (44,909) | - | - | (44,909) |
| Net debt at 30 June 2018 | <u>6,557,004</u> | - | - | <u>6,557,004</u> |

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 11 Contingent Liabilities, Assets and Commitments

Note 11A: Commitments and Contingencies

| | 2018 | 2017 |
|---|-----------|------|
| | \$ | \$ |
| Capital Commitments | | |
| Capital expenditure commitments contracted for: | | |
| Buildings and improvements | 1,112,485 | - |

The Branch has entered into a contract to conduct extensive renovations to the building located at 32 Peel Street, South Brisbane. It is anticipated that these works will be completed no later than 30 June 2019.

Other contingent assets or liabilities (i.e. legal claims)

Committee of Management is not aware of any contingent assets or liabilities that are likely to have a material effect on the results of the Branch.

Leasing Commitments

Operating Leases (as a lessor)

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

Receivable – Minimum lease payments

| | | |
|-------------------------------|---------------|---------------|
| not later than 12 months | 12,566 | 12,633 |
| between 12 months and 5 years | 4,603 | 18,552 |
| greater than 5 years | - | - |
| Minimum lease payments | 17,169 | 31,185 |

The Branch leases photocopiers for a period of up to 5 years.

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QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 12 Related Party Disclosures

**Note 12A: Related Party Transactions for the Reporting Period
Holders of office and related reporting units**

For financial reporting purposes, under the *Fair Work (Registered Organisations) Act 2009*, the Australian Municipal, Administrative, Clerical and Services Union is divided into the following separate reporting units (and deemed related parties):

Australian Municipal, Administrative, Clerical and Services Union – National Office (ASU – National Office)
 Australian Municipal, Administrative, Clerical and Services Union – Queensland Together Branch (ASU – Queensland Together Branch)
 Australian Municipal, Administrative, Clerical and Services Union – New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Branch (ASU – NSW United Services Branch)
 Australian Municipal, Administrative, Clerical and Services Union – New South Wales and Australian Capital Territory Branch (ASU – NSW & ACT Branch)
 Australian Municipal, Administrative, Clerical and Services Union – Victoria/ Tasmania Authorities and Services Branch (ASU – VIC/ TAS Authorities Branch)
 Australian Municipal, Administrative, Clerical and Services Union – Victoria Private Sector Branch (ASU – VIC Private Sector Branch)
 Australian Municipal, Administrative, Clerical and Services Union – South Australia/ Northern Territory Branch (ASU – SA/ NT Branch)
 Australian Municipal, Administrative, Clerical and Services Union – Western Australia Branch (ASU – WA Branch)
 Australian Municipal, Administrative, Clerical and Services Union – Taxation Officers' Branch (ASU – Tax Officers' Branch)

Other Related Entities

Queensland Services, Industrial Union of Employees

The Queensland Services, Industrial Union of Employees (being a state registered trade union under the *Industrial Relations Act 2016*) has members on its Committee of Management that are consistent with that of the Branch.

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

| | 2018 | 2017 |
|--|--------------|-------|
| | \$ | \$ |
| Revenue received from ASU – National Office includes the following: | | |
| Reimbursement of office and administration expenses | 2,376 | 234 |
| Sponsorship | 6,091 | 6,700 |

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 12 Related Party Disclosures (Continued)

**Note 12A: Related Party Transactions for the Reporting Period
Holders of office and related reporting units (Continued)**

| | 2018 | 2017 |
|--|---------|---------|
| | \$ | \$ |
| Expensed paid to ASU – National Office includes the following: | | |
| Capitation fees | 325,433 | 351,753 |
| Levy - National Airline Industry Division | 942 | 941 |
| Insurance premiums and other costs charged by National Office | 6,040 | 18,195 |
| Campaign costs | 74,251 | - |
| Other administration costs | 5,932 | - |
| Amounts owed to ASU – National Office include the following: | | |
| Reimbursement of costs | - | 385 |
| Amounts owed by ASU – National Office include the following: | | |
| Reimbursement of office, travel and administration expenses | 2,613 | 298 |
| Revenue received from ASU – Queensland Together Branch includes the following: | | |
| Rent | 7,800 | 5,200 |
| Reimbursement of property expenses on building located at 32 Peel Street, South Brisbane | 20,942 | 27,380 |
| Reimbursement of training expenses | 2,083 | - |
| Expensed paid to ASU – Queensland Together Branch includes the following: | | |
| Reimbursement of property expenses on building located at 32 Peel Street, South Brisbane | 13,153 | 3,118 |
| Reimbursement of printing expenses | - | 3,483 |
| Amounts owed by ASU – Queensland Together Branch include the following: | | |
| Rent | - | - |
| Property expenses | 596 | 12,741 |
| Training expenses | 2,291 | - |

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 12 Related Party Disclosures (Continued)

**Note 12A: Related Party Transactions for the Reporting Period
Holders of office and related reporting units (Continued)**

| | 2018 | 2017 |
|---|------|------|
| | \$ | \$ |
| Revenue received from Queensland Services, Industrial Union of Employees includes the following: | | |
| Reimbursement of GST | 847 | - |
| Expense paid to Queensland Services, Industrial Union of Employees includes the following: | | |
| Reimbursement of GST | 843 | - |

Terms and conditions of transactions with related parties

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2018, the Branch has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2017: Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 12 Related Party Disclosures (Continued)

Key management personnel comprise those individuals who have the authority and responsibility for planning, directing and controlling the activities of the Branch. The Branch has determined key management personnel comprise of:

- Neil Henderson (Branch Secretary)
- Jennifer Thomas (Executive Branch President)
- All remaining members of the Committee of Management.

During the year, key management personnel of the Branch were remunerated as follows:

| | 2018 | 2017 |
|---|----------------|---------|
| | \$ | \$ |
| Note 12B: Key Management Personnel Remuneration for the Reporting Period | | |
| Short-term employee benefits | | |
| Salary (including annual leave taken) | 359,505 | 309,411 |
| Other | - | - |
| Total short-term employee benefits | 359,505 | 309,411 |
| Post-employment benefits: | | |
| Superannuation | 49,418 | 42,532 |
| Total post-employment benefits | 49,418 | 42,532 |
| Other long-term benefits: | | |
| Long-service leave | 13,002 | 11,040 |
| Total other long-term benefits | 13,002 | 11,040 |
| Termination benefits | - | - |
| Total | 421,925 | 362,983 |

No other transactions occurred during the year with elected officers, close family members or other related parties than those related to their membership or employment and on terms no more favourable than those applicable to any other member of employee.

Note 13 Remuneration of Auditors and Consultants

Value of the services provided

| | | |
|---|---------------|--------|
| Financial statement audit services | 34,524 | 45,144 |
| Other services | - | - |
| Total remuneration of auditors | 34,524 | 45,144 |
| Add: Consultancy services (not provided by external auditors) | - | 3,239 |
| Total remuneration of auditors and consultants | 34,524 | 48,383 |

No non-audit services were provided to the Branch during the year.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 14 Financial Instruments

Financial Risk Management Policy

The Branch Committee of Management monitors the Branch's financial risk management policies and exposure and approves financial transactions entered into. It also reviews the effectiveness of internal controls relating to the counterparty credit risk, liquidity risk, market risk and interest rate risk. The Branch Committee of Management meets on a regular basis to review the financial exposure of the Branch.

(a) Credit Risk

Exposure to credit risk relating to financial assets arise from the potential non-performance by counterparties of contract obligations that could lead to a financial loss of the Branch. The Branch does not have any material credit risk exposures as its major source of revenue is the receipt of membership fees.

The maximum exposures to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of provisions) as presented in the statement of financial position.

The Branch has no significant concentration of credit risk with respect to any single counterparty or group of counterparties. The class of assets described as Trade and Other Receivables is considered to be the main source of credit risk related to the Branch.

On a geographical basis, the Branch's trade and other receivables are all based in Australia.

The following table details the Branch's trade and other receivables exposed to credit risk. Amounts are considered 'past due' when the debt has not been settled, within the terms and conditions agreed between the Branch and the customer or counterparty to the transaction. Receivables that are past due are assessed for impairment by ascertaining solvency of the debtors and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the Branch.

The balance of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 14 Financial Instruments (Continued)

Ageing of financial assets that were past due but not impaired for 2018:

| | 0 to 30 days | 31 to 60 days | 61 to 90 days | 90+ days | Total |
|--|---------------------|----------------------|----------------------|-----------------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Trade and other receivables | 205,575 | - | - | - | 205,575 |
| Receivables from other reporting units | 5,500 | - | - | - | 5,500 |
| Total | 211,075 | - | - | - | 211,075 |

Ageing of financial assets that were past due but not impaired for 2017:

| | 0 to 30 days | 31 to 60 days | 61 to 90 days | 90+ days | Total |
|--|---------------------|----------------------|----------------------|-----------------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Trade and other receivables | 249,415 | - | - | - | 249,415 |
| Receivables from other reporting units | 13,039 | - | - | - | 13,039 |
| Total | 262,454 | - | - | - | 262,454 |

The Branch has no significant concentrations of credit risk exposure to any single counterparty or group of counterparties.

Credit risk related to balances with banks and other financial institutions is managed by the Committee of Management in accordance with approved policy. Such policy requires that surplus funds are only invested with counterparties with a strong reputation and backed by the Commonwealth Government's bank guarantee. At 30 June 2018, all funds were held by financial institutions backed by the Commonwealth Government's bank guarantee.

Collateral held as security

The Branch does not hold collateral with respect to its receivables at 30 June 2018 (2017: Nil).

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 14 Financial Instruments (Continued)

(b) Liquidity Risk

Liquidity risk arises from the possibility that the Branch might encounter difficulty in settling its debts or otherwise meeting its obligations in relation to financial liabilities. The Branch manages this risk through the following mechanisms:

- preparing forward looking cash flow estimates;
- 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.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities. The Branch does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates

Financial Instrument Composition and Maturity Analysis

| | Within 1 Year | | 1 to 5 Years | | Over 5 Years | | Total | |
|--|------------------|-----------|--------------|------|--------------|------|------------------|-----------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Financial liabilities due for payment | | | | | | | | |
| Trade payables | 200,047 | 113,569 | - | - | - | - | 200,047 | 113,569 |
| Other payables | 95,846 | 88,527 | - | - | - | - | 95,846 | 88,527 |
| Total expected outflows | 295,893 | 202,096 | - | - | - | - | 295,893 | 202,096 |
| Financial assets – cash flow receivable | | | | | | | | |
| Cash and cash equivalents | 6,557,004 | 6,601,913 | - | - | - | - | 6,557,004 | 6,601,913 |
| Trade and other receivables | 211,075 | 262,454 | - | - | - | - | 211,075 | 262,454 |
| Total anticipated inflows | 6,768,079 | 6,864,367 | - | - | - | - | 6,768,079 | 6,864,367 |
| Net (outflow) / inflow on financial instruments | 6,472,186 | 6,662,271 | - | - | - | - | 6,472,186 | 6,662,271 |

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 14 Financial Instruments (Continued)

(c) Market Risk

i. Interest rate risk

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

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

Interest rate risk is managed using a mix of fixed and floating financial instruments. The effective interest rate expenditure to interest rate financial instruments are as follows:

| | Weighted Average Effective Interest Rate | | | |
|----------------------------------|---|------|------------------|-----------|
| | 2018 | 2017 | 2018 | 2017 |
| | % | % | \$ | \$ |
| Floating rate instruments | | | | |
| Cash and cash equivalents | 2.35 | 2.32 | 6,557,004 | 6,601,913 |

ii. Foreign exchange risk

The Branch is not exposed to direct fluctuations in foreign currencies.

iii. Price risk

The Branch is no exposed to any material commodity price risk.

iv. Interest rate risk

The Branch has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on the current year results and equity which could result from a change in this risk.

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QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 14 Financial Instruments (Continued)

v. Sensitivity Analysis

The following table illustrates sensitivities to the Branch's exposures to changes in interest rates and equity prices. The table indicates the impact of how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables.

| | Profit | Equity |
|--------------------------------|-----------------|-----------------|
| | \$ | \$ |
| Year ended 30 June 2018 | | |
| +2% in interest rates | +133,469 | +133,469 |
| -2% in interest rates | -129,044 | -129,044 |
| Year ended 30 June 2017 | | |
| +2% in interest rates | +134,367 | +134,367 |
| -2% in interest rates | -129,965 | -129,965 |

No sensitivity analysis has been performed on foreign exchange risk as the Branch has no material direct exposures to currency risk. There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 15 Fair Value Measurement

Fair Values

Fair value estimation

The fair values of financial assets and liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties at an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgement and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded.

In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the Branch. Most of these instruments, which are carried at amortised cost (i.e. accounts receivable), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the Branch.

The following table contains the carrying amounts and related fair values for the Branch's financial assets and liabilities:

| | Footnote | 2018 | | 2017 | |
|---------------------------------------|----------|------------------|------------------|----------------|------------|
| | | Carrying value | Fair value | Carrying value | Fair value |
| | | \$ | \$ | \$ | \$ |
| Financial assets | | | | | |
| Cash and cash equivalents | (i) | 6,557,004 | 6,557,004 | 6,601,913 | 6,601,913 |
| Accounts receivable and other debtors | (i) | 211,075 | 211,075 | 262,454 | 262,454 |
| Total financial assets | | 6,768,079 | 6,768,079 | 6,864,367 | 6,864,367 |
| Financial liabilities | | | | | |
| Trade payables | (i) | 200,047 | 200,047 | 113,569 | 113,569 |
| Other payables | (i) | 95,846 | 95,846 | 88,527 | 88,527 |
| Total financial liabilities | | 295,893 | 295,893 | 202,096 | 202,096 |

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for annual leave, which is outside the scope of AASB 139.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 15 Fair Value Measurement (Continued)

The fair values disclosed in the above table have been determined based on the following methodologies:

- (ii) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for annual leave, which is outside the scope of AASB 139.

Fair Value Hierarchy

AASB 13: Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categories fair value measurement into one of the three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
QUEENSLAND (SERVICES & NORTHERN ADMINISTRATIVE) BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 15 Fair Value Measurement (Continued)

The following tables provide an analysis of financial and non-financial assets and liabilities that are measured at fair value, by fair value hierarchy.

Fair value hierarchy – 30 June 2018

| | Note | Date of Valuation | Level 1 | Level 2 | Level 3 |
|---|------------|----------------------|---------|---------|------------------|
| | | \$ | \$ | \$ | \$ |
| Assets measured at fair value | | | | | |
| Land and buildings – 32 Peel Street, South Brisbane | 6A & 6B | 30 June 2017 | - | - | 2,200,000 |
| Land and buildings – 485 Flinders Street, Townsville | 6A & 6B | 30 June 2017 | - | - | 600,000 |
| Total | | | - | - | <u>2,800,000</u> |

The Branch does not have any other assets or liabilities that are recorded using a fair value technique.

Fair value hierarchy – 30 June 2017

| | Note | Date of Valuation | Level 1 | Level 2 | Level 3 |
|---|------------|----------------------|---------|---------|------------------|
| | | \$ | \$ | \$ | \$ |
| Assets measured at fair value | | | | | |
| Land and buildings – 32 Peel Street, South Brisbane | 6A & 6B | 30 June 2017 | - | - | 2,200,000 |
| Land and buildings – 485 Flinders Street, Townsville | 6A & 6B | 30 June 2017 | - | - | 600,000 |
| Total | | | - | - | <u>2,800,000</u> |

The Branch does not have any other assets or liabilities that are recorded using a fair value technique.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018**

Note 16 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commission:

- (1) A member of a reporting unit, or the Commissioner, 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).

Note 17 Branch Details

The registered office of the Branch is:

32 Peel Street
SOUTH BRISBANE QLD 4101

Note 18 Segment Information

The Branch operates solely in one reporting segment, being the provision of industrial services in Queensland.

Note 19 Other Acquisitions of Assets or Liabilities

During the financial year the Branch has not acquired an asset or liability as a result of:

- (a) An amalgamation under Part 2 of Chapter 3 of the *Fair Work (Registered Organisations) Act 2009*.
- (b) A restructure of Branches of the organisation.
- (c) A determination by the General Manager of the Fair Work Commission under subsection 245(1) of the *Fair Work (Registered Organisations) Act 2009* of an alternative reporting structure for the organisation.
- (d) A revocation by the General Manager of the Fair Work Commission under subsection 249(1) of the *Fair Work (Registered Organisations) Act 2009* of a certificate issued to the organisation under subsection 241(1).
- (e) A business combination.