



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Naum House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/384-[052V-SANU]

Ms. Anne McEwen
Secretary
Australian Municipal, Administrative, Clerical and
Services Union
South Australian and Northern Territory Branch
P.O. Box 2217
KENT TOWN SA 5071

Dear Ms. McEwen

**Re: Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr J. Gazzola
Secretary
Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
PO Box 2217
KENT TOWN SA 5071

Dear Mr. Gazzola,

Re: Financial statements for year ended 30 June 2002 - FR2002/384

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

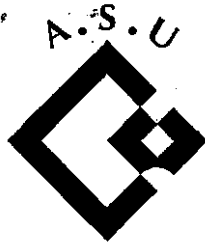
I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

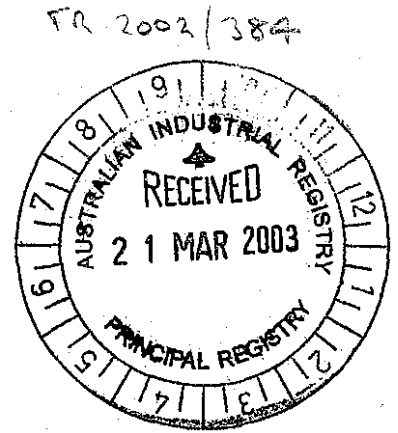
Yours sincerely

Clency Lapierre
Statutory Services Branch

11 March 2003



Australian Services Union



18 March 2003

The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Registrar,

In accordance with Section 279 of the Workplace Relations Act 1996 we hereby enclose financial documents for the year ending 30 June 2002.

The documents were presented to the ASU's Branch Executive Committee at it's meeting on 12 March 2003 and the following resolution was carried:

That in accordance with the Workplace Relations Act 1996, Branch Executive Committee endorse the Audited Financial statements for the year ended 30 June 2002 and authorise the Branch Secretary to lodge the documents with the Industrial Registrar.

If you have any queries please contact me on (08) 8363 1322.

Yours sincerely,

Anne McEwen
BRANCH SECRETARY

South Australian and Northern Territory Branch

Branch Secretary Anne McEwen
Branch Assistant Secretary Andrew Dennard

ABN 55 436 538 739

Adelaide 5-9 Rundle Street Kent Town PO Box 2217 Kent Town 5071 Tel: (08) 8363 1322 Fax: (08) 8363 2225 union@asu-sant.asn.au
Darwin 3/63 Winnellie Rd Winnellie NT 0820 GPO Box 37716 Winnellie NT 0821 Tel: (08) 8947 2455 Fax: (08) 8947 3944 asunt@bigpond.com
www.australianservicesunion.com

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

SUMMARY OF THE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2002

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following Summary is provided for Members in accordance with Section 279 (2) of the Act.

A Copy of the audited Accounts will be supplied free of charge to Members who request same, and your attention is drawn to your Union's responsibility in this regard, as set out below.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which reads as follows:

- "(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time as prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member information received because of an application made at the request of a Member."

An Organisation shall not contravene Section 274 (1), (2) and (3). Penalty \$1,000.

Certificates required to be given under the Act, by the Accounting Officer and the Committee of Management, have been completed in accordance with the provisions of the Act.

The Auditor's Report on the Accounts did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2002

	Year Ended 30/6/02	Year Ended 30/6/01
<u>INCOME</u>	\$	\$
Contributions	1,960,187	1,994,420
Other Income	<u>68,386</u>	<u>72,777</u>
<u>TOTAL INCOME</u>	2,028,573	2,067,197
<u>LESS TOTAL EXPENDITURE</u>	<u>1,924,725</u>	<u>2,156,314</u>
<u>SURPLUS/DEFICIT FOR THE YEAR</u>	<u>\$103,848</u>	<u>(\$89,117)</u>

BALANCE SHEET
As at 30 June 2002

	Year Ended 30/6/02	Year Ended 30/6/01
<u>ACCUMULATED FUNDS</u>	\$	\$
Represented by:	<u>\$1,179,652</u>	<u>\$956,960</u>
Fixed Assets	1,430,052	1,437,063
Current Assets	<u>435,764</u>	<u>232,637</u>
<u>TOTAL ASSETS</u>	<u>1,865,816</u>	<u>1,669,700</u>
Less - Current Liabilities	475,164	469,468
- Non-Current Liabilities	<u>211,000</u>	<u>243,272</u>
<u>TOTAL LIABILITIES</u>	<u>686,164</u>	<u>712,740</u>
<u>NET ASSETS</u>	<u>\$1,179,652</u>	<u>\$956,960</u>

TO THE MEMBERS OF THE AUSTRALIAN SERVICES UNION, SOUTH AUSTRALIAN & NORTHERN TERRITORY BRANCH

In our opinion, the Summary as set out above, is a fair and accurate Summary of the Reports, Accounts and Statements of the Branch, for the year ended 30 June 2002. The Auditors' Report did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996, Sub-Section 276(4). The Organisation will supply a copy of the Reports, Accounts and Statements to any Members who so request, free of charge.

J. H. DOYLE & CO.


C. WELLINGTON
REGISTERED AUDITOR

COMMITTEE OF MANAGEMENT: 

ACCOUNTING OFFICER: 

ADELAIDE: 7/12/02

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

ACCOUNTING OFFICER'S CERTIFICATE

I, ANNE M^CEWEN, being the Officer responsible for keeping the accounting records of the Australian Services Union, South Australian and Northern Territory Branch, certify that as at 30 June 2002, the number of Members of the Branch was 7,103.

In my opinion:

- (1) The attached Accounts show a true and fair view of the financial affairs of the Branch, as at 30 June 2002.
- (2) A record has been kept of all moneys paid by or collected from Members, and all moneys so paid or collected, have been credited to the Bank Account to which those moneys are to be credited, in accordance with the Rules of the Branch.
- (3) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Branch.
- (4) In the case of the Accounts prepared in accordance with Sub-Section 273 (1) of the Act, in particular, with regard to funds of the Branch, raised by compulsory Levies or voluntary Contributions from Members, or funds other than the General Fund, operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (5) No Loans or other financial benefits, other than remuneration in respect of their full-time employment with the Branch, commissions and honoraria, were made to persons holding office in the Branch.
- (6) The register of Members of the Branch was maintained in accordance with the Act.

SIGNED: _____


ANNE M^CEWEN
ACCOUNTING OFFICER

DATED: _____

ADELAIDE

29/11/02

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

COMMITTEE OF MANAGEMENT'S CERTIFICATE

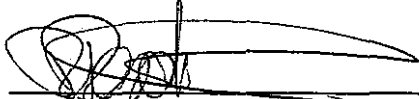
We, Phil Harrison and Rosi Reschke, being two Members of the Committee of Management of the Australian Services Union, South Australian and Northern Territory Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (1) In the opinion of the Committee of Management, the attached Accounts show a true and fair view of the financial affairs of the Branch, as at 30 June 2002.
- (2) In the opinion of the Committee of Management, Meetings of the Committee were held during the year ended 30 June 2002, in accordance with the Rules of the Branch.
- (3) To the knowledge of any Member of the Committee, there have been no instances where records of the Branch or other documents, not being documents containing information made available to a Member of the Branch, under Sub-Section 274 (2) of the Workplace Relations Act, 1996, or copies of those records or other documents, or copies of the Rules of the Branch, have not been furnished or made available to Members, in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the Rules of the Branch.
- (4) The Branch has complied with Sub-Section 279 (1), and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2001, and the Auditors' Report thereon.

SIGNED:



Member of Committee



Member of Committee

DATED:

29/11/02
ADELAIDE

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

AUDITORS' REPORT

SCOPE

We have audited the Accounts being the Balance Sheet, Income and Expenditure Statement and Notes to and forming part of the Accounts of the Australian Services Union, South Australian and Northern Territory Branch, for the year ended 30 June 2002.

The Committee of Management are responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

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

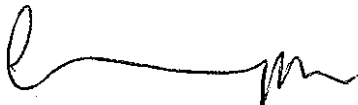
The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion:

- (1) There were kept by the Branch in respect of the year, satisfactory accounting records detailing the sources and nature of the Income of the Branch (including Income from Members) and the nature and purposes of Expenditure.
- (2) The attached Accounts and Statements are properly drawn up:
 - (a) in accordance with Section 273 of the Workplace Relations Act, 1996.
 - (b) so as to give a true and fair view of:
 - (i) the state of affairs of the Branch as at 30 June 2002, and
 - (ii) the Income and Expenditure and Surplus of the Branch for the year ended on that date.
 - (c) in accordance with applicable Statements of Accounting Concepts and applicable Accounting Standards.
- (3) We received from the Officials and Employees of the Branch, all the information and explanations which we required for the purposes of our audit.

J. H. DOYLE & CO.



C. WELLINGTON
REGISTERED AUDITOR

DATED
ADELAIDE:

20/12/02

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BALANCE SHEET
As at 30 June 2002

	30 Jun 2002	30 Jun 2001
	\$	\$
<u>ACCUMULATED FUNDS</u>		
Unappropriated Surplus B/fwd	<u>1,179,652</u>	<u>956,960</u>
<u>TOTAL FUNDS</u>	<u>\$1,179,652</u>	<u>\$956,960</u>
These Funds are Represented by:		
<u>CURRENT ASSETS</u>		
Cash on Hand	450	450
Commonwealth Bank Accounts	69,500	53,938
Commonwealth - Project A/c	43,995	--
Accounts Receivable	6,643	13,808
Prepayments	21,713	16,161
Adelaide Bank Deposit	250,209	143,076
Power State C.U. Deposits	<u>43,254</u>	<u>5,204</u>
<u>TOTAL CURRENT ASSETS</u>	<u>435,764</u>	<u>232,637</u>
<u>CURRENT LIABILITIES</u>		
Accounts Payable & Accrued Exes	156,169	163,799
Grant Unused - LGA R & D Fund	39,995	--
Prov for Other Employee Entitlements	104,000	117,031
Provision for Long Service Leave	155,000	148,638
Loan - ASU National Office	<u>20,000</u>	<u>40,000</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>475,164</u>	<u>469,468</u>
<u>CURRENT LIAB LESS CURRENT ASSETS</u>	<u>(39,400)</u>	<u>(236,831)</u>
<u>FIXED ASSETS</u>		
Land & Build - Kent Town at Valuation (Note 3)	<u>1,200,000</u>	<u>1,200,000</u>
	1,200,000	1,200,000
Office Furniture & Equipment	193,559	183,357
Deduct Accumulated Depreciation	<u>(156,132)</u>	<u>(144,433)</u>
	37,427	38,924
Motor Vehicles	399,310	415,022
Deduct Accumulated Depreciation	<u>(206,685)</u>	<u>(216,883)</u>
	<u>192,625</u>	<u>198,139</u>
<u>TOTAL FIXED ASSETS</u>	1,430,052	1,437,063

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/Cs

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BALANCE SHEET
As at 30 June 2002

	30 Jun 2002	30 Jun 2001
	\$	\$
<u>NON-CURRENT LIABILITIES</u>		
Loan - ASU National Office	145,000	145,000
Provision for Long Service Leave	13,000	10,372
Loss of Office Provision	<u>53,000</u>	<u>87,900</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>	<u>211,000</u>	<u>243,272</u>
<u>NET ASSETS</u>	<u><u>\$1,179,652</u></u>	<u><u>\$956,960</u></u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

STATEMENT OF ACCUMULATED FUNDS
For the Year Ended 30 June 2002

	30 Jun 2002	30 Jun 2001
	\$	\$
Operating Surplus/Deficit B/Fwd	<u>103,848</u>	<u>(89,117)</u>
Extraordinary Item - Distribution from Super Fund	118,844	--
Add Accumulated Surplus at the Beginning of the Period	<u>956,960</u>	<u>1,046,076</u>
<u>ACCUMULATED SURPLUS END PERIOD</u>	<u>\$1,179,652</u>	<u>\$956,960</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2002

	30 Jun 2002	30 Jun 2001
	\$	\$
<u>INCOME</u>		
Members Contributions	1,960,187	1,994,420
Interest Received	10,208	14,842
Rent & Room Hire	27,687	26,062
National Office - Re N.T.	5,640	5,640
Special Service Fees	21,894	19,559
Depreciation Recouped	1,572	558
Sundry Income	1,385	6,116
	<hr/>	<hr/>
<u>TOTAL INCOME</u>	2,028,573	2,067,197
<u>LESS EXPENDITURE</u>		
Advertising	1,274	8,206
Affiliation Fees	42,972	41,074
Audit Fees	6,890	6,500
Bank Charges and Taxes	20,410	18,698
Building Expenses	21,117	22,895
Campaign Expenses	9,658	23,203
Comm & Debt Collect	5,714	10,348
Computer Expenses	35,631	44,587
ASU National Office Capitation Fees	148,092	139,371
Depreciation	60,497	81,869
Division Grants & Honoraria	7,304	6,716
Donations	1,423	1,441
Members, Staff Training - incl. Computer Training	23,536	22,378
Public Relations & Social	4,966	6,502
Electricity	21,999	20,387
Fringe Benefits Tax	30,265	23,159
Insurance	8,741	6,425
Interest & Borrowing Exp.	9,264	12,322
Lease & Rent of Equip	78,664	66,795
Legal Expenses	5,656	31,246
Meeting and Conference Expenses	8,142	12,346
Motor Vehicle Expenses	56,514	50,978
Newsletter	25,035	34,978
Office Expenses	5,625	3,778
Payroll Tax	40,862	48,160
Postage & Courier	11,872	10,538
Printing & Stationery	26,732	28,658
Prov for A/Leave & Other Employment Entitlements	(47,931)	(12,998)
Provision for Long Service Leave (Note 6.)	23,982	14,010
Publications & Subscriptions	11,395	12,943

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/Cs

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2002

	30 Jun 2002	30 Jun 2001
	\$	\$
Rates & Taxes	14,464	13,115
Rent & Office Services N.T.	5,670	5,400
Repairs & Maintenance	949	1,584
Salaries - Officers	132,807	119,516
Salaries - Employees	857,692	965,416
Contract Accounting & Staff	--	3,144
Staff Recruitment	--	1,262
Superannuation	129,964	149,787
Workcover	18,966	20,709
Sundry Expenses	1,868	1,971
Telephone	42,249	52,964
Travelling	13,795	23,931
<u>TOTAL EXPENDITURE</u>	<u>1,924,725</u>	<u>2,156,314</u>
<u>SURPLUS/(DEFICIT) FOR THE PERIOD</u>	<u>\$103,848</u>	<u>(\$89,117)</u>

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2002

NOTE 1. ACCOUNTING METHODS

The Accounts are prepared under the Historical Cost Convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular:

- (a) The Accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific Assets.
- (b) Provision is made for depreciation of Fixed Assets at rates considered appropriate to the useful lives of such Assets.
- (c) Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave, etc., have been made for the estimated accrued entitlements of all Employees on the basis of their terms of Employment.
- (d) No Provision for Income Tax is necessary as Unions are exempt under Section 50-15 of the Income Tax Assessment Act 1997.
- (e) Contributions have been accounted for on a cash receipts basis.

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Section 274, which reads as follows:

- "(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned and the Registrar shall provide to a Member information received because of an application made at the request of the Member."

An Organisation shall not contravene Section 254 (1), (2) and (3). Penalty \$1,000.

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2002

NOTE 3. LAND AND BUILDINGS

- (1) At 30/6/2002 the Land and Buildings are in the name of:
"The Australian Municipal Administrative, Clerical & Services Union", of Carlton South Victoria.
- (2) The Commonwealth Bank has a registered mortgage over the title deeds at 5-9 Rundle Street, Kent Town: (See Note 4. Contingent Liability.)
- (3) Valuation
Land and Buildings Kent Town have been valued by the Management Committee at the rated assessment value for the year ended 30/6/1999 of \$1,200,000.

NOTE 4. CONTINGENT LIABILITY

A contingent liability exists for other or further borrowings without restriction against the land & buildings by National Office.

The National Office auditors have advised that "for financial reporting purposes, the property should be shown as an asset of ASU - SA Branch."

NOTE 5. RENT HIRE AND LEASING COMMITMENTS

	2002
Payable within 1 yr	72,143
Payable 1-5 years	<u>95,819</u>
Total Payable	<u>\$167,962</u>

NOTE 6. LONG SERVICE LEAVE

	2002
Paid to - Officials	2,216
- Other Employees	<u>12,776</u>
	<u>\$14,992</u>



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. A. McEwen
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
5-9 Rundle Street
KENT TOWN SA 5067

Dear Ms. McEwen,

Re: Financial documents for year ended 30 June 2002 - FR 2002/384

Reference is made to the financial documents and summary of those documents of the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 21 March 2003.

The financial documents and summary have been filed.

The following matters concerning the financial reporting requirements of the Workplace Relations Act 1996 require your further attention; your written response to these matters is requested by Monday, 14 April 2003.

1. Summary

There is no indication as to whether the committee of management has passed a resolution to provide the members with such summary - refer subsection 279(2).

Would you please advise this office in writing whether the committee of management has passed the required resolution.

2. Income and Expenditure Statement

Section 269(1) of the Act requires an organisation to lodge in the Industrial Registry as soon as practicable after each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

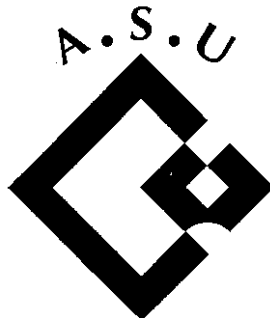
Inspection of the income and expenditure statement of the full set of financial documents indicates a disclosure "Donations" of \$1,423.

Would you please arrange lodgement in the Industrial Registry of a section 269(1) statement covering any donation exceeding \$1,000, and which sets out particulars of such donation in accordance with subsection 269(5).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

Larry Powell
Statutory Services Branch
1 April 2003



Australian Services Union

7 April 2003

**Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001**

Dear Mr Powell,

RE: FR2002/384

We acknowledge receipt of your letter dated 1 April 2003 regarding the financial documents for the year ended 30 June 2002. We advise the following:

1. Summary

The following resolution was passed by the Committee of Management on 29 November 2002:

"That in accordance with the provisions of the Workplace Relations Act the Audited Financial Statements for the Australian Services Union South Australian and Northern Territory Branch for the year ended 30 June 2002 be endorsed and that the Audited Financial Statements be published in the next edition of the ASU Branch News".

The Summary was then printed and circulated to all members in the ASU Branch News in February 2003.

2. Income & Expenditure Statement

In accordance with subsection 269 (5) we advise that there were no donations exceeding \$1,000.00. Each donation made by this organisation during the financial year ending 30 June 2002 was under \$1,000.00.

We trust this information satisfies your enquiries outlined in your correspondence of 1 April 2002. Please contact us on (08) 8363 1322 if you have any further queries.

Yours sincerely,

Anne McEwen
BRANCH SECRETARY

Our ref: F:\My Documents\Audit\2002\030407 AIR 1e 2002 Accounts.doc **South Australian & Northern Territory Branch**

Branch Secretary Anne McEwen
Branch Assistant Secretary Andrew Dennard

ABN 55 436 538 739

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Ms. A. McEwen
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
South Australian and Northern Territory Branch
5-9 Rundle Street
KENT TOWN SA 5067

Dear Ms. McEwen,

**Re: Financial documents for year ended 30 June 2002
FR 2002/384**

Thank you for forwarding further information in relation to the financial documents of the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2002; this has been placed with the documents previously lodged.

Yours sincerely,

Larry Powell
Statutory Services Branch

10 April 2002