



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 Anne,

Re: Financial documents for year ended 30 June 2003 - FR 2003/371

Thank you for forwarding additional documentation 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 2003; this has been placed with the documents previously lodged.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

Electronic lodgment

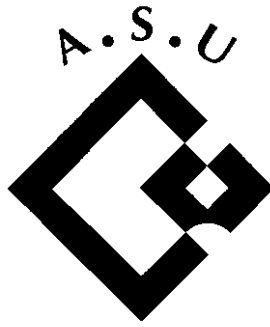
I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to: RIATeam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

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 or by e-mail at larry.powell@air.gov.au.

Yours sincerely,

Larry Powell
Statutory Services Branch

18 March 2004



Australian Services Union

10 March 2004

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

Dear Larry

RE FR 2003/371 - Financial Documents for year ended 30 June 2003 for ASU SA&NT Branch

In response to your letter dated 3 March 2004 I provide the following information:

1 SUMMARY

The Branch Committee of Management of the ASU SA&NT Branch passed the following resolution on 21 October 2003:

"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 2003 be endorsed, and that the Audited Financial Statements be published in the next edition of the ASU Branch News."

The financial statements were published and distributed to members in December 2003 (copy enclosed).

At its meeting on 17 February 2004 the Branch Committee of Management passed the following resolution:

"That in accordance with the Workplace Relations Act 1996, Branch Executive endorse the Audited Financial Statements for the year ended 30 June 2003 and authorise the Branch Secretary to lodge the documents with the Industrial Registrar."

2 INCOME & EXPENDITURE STATEMENT

No single donation made by the ASU SA&NT Branch during year ended 30 June 2003 exceeded \$1,000.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Anne McEwen
BRANCH SECRETARY

South Australian & 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 Road Winnellie PO Box 37716 Winnellie NT 0821 Tel: (08) 8947 2455 Fax: (08) 8947 3944 asunt@bigpond.com
www.australianservicesunion.com

your union @ work

Australian Services Union SA + NT Branch Issue #9 December 2003

Union Values

by Anne McEwen, Branch Secretary

Does anyone really know what unions stand for anymore?

How can we let people know we do more than take industrial action and argue with the federal government about workers' rights? That's the stereotype we are often stuck with by the media, but unions do a lot more.

Campaigning to save Medicare as a free, universal health system and working to ensure all of our children have the opportunity to access higher education if they want to are just some of the current community campaigns being driven by unions.

We are also leading the community debate about the impact on our families and community wellbeing of excessive working hours, low paid work and escalation of precarious employment. Not just talking

about it either ...actually doing things about it like taking test cases to the industrial courts and helping members argue for a better deal at their workplaces.

Surveys consistently show that the community supports union principles of justice and a fair go for everyone. So why aren't enough people joining unions?

These questions were asked at this year's ACTU Congress held in Melbourne in August. The 800 delegates to the Conference were told that one of the major reasons people don't join unions is because they have never been asked to join. Well that's pretty simple then - we'll just ask all our members to ask someone else to join. OK?

It's a great idea but if we are going to be "talking union" with people perhaps we need something to help us remind them,

and ourselves, what unions are about. Something to get the conversation going. To give us a start, and to restate what unions are all about the ACTU Congress adopted a "Statement of Australian Union Values". I have included it in this newsletter and hope members will take the time to read it and talk to other people about it - in your workplace, your family, your church or sports club. Anywhere is a good place to talk about unions. And don't forget to ask people to join. They might just have been waiting for someone to ask them.

Thank you

Many thanks to all our ASU members for their support and work during 2003. Together we will continue to make our union

Working in SA Local Government: More of the same or time for a change?

SA Minister for Local Government, Rory McEwen launched this important Report about the future of work in SA Local Government. The report launch in October followed our extremely successful

Conference for local government members of both the ASU and Australian Workers Union held in February 2003.

A major recommendation arising from the Report includes investigating how the two unions can work with the local government sector to move towards centralised bargaining for core conditions. With 68 councils in South Australia and many councils up to their fifth enterprise agreement there is a real sense that enterprise bargaining for every workplace condition is now counter-productive. People on both sides of the enterprise bargaining table are fed up with the effort involved in negotiating agreements that are really only delivering average pay

increases, little changes to conditions and no positive effect on "productivity". ASU members are increasingly refusing to trade off any remaining conditions and employers wonder why they are spending hours and hours on negotiations when there is so much else that needs to be done for the local community.

continued on page 2



SA Minister for Local Government, Rory McEwen with Wayne Hanson, AWU and Anne McEwen, ASU

in this issue...

- Organising in Regional Areas p 3
- News of the NT p 7
- Win movie tickets p 8

EB's certified in 2003

Aboriginal Sobriety Group of SA Inc
Adelaide University Union Employees
Assn of Non-Government Education Employees
Australian Labor Party
Australian Nursing Federation
Australian Rail Track Corporation
BAE Systems
Bedford Industries
Bidvest Adelaide (Regency Bidvest)
Career Employment Group
Community Access Services of SA Inc
Community Accom & Respite Agency Inc
Community Business Bureau
Duncan Basheer Hannon Enterprise Agreement
Elouera House Inc
Personal Assistant's to State MP's
RAA Telephone Assistance Centre
Savings and Loans Credit Union
SA TAB
Westaff - Telstra EPRM Project
Western Domestic Violence Service
Workers Educational Association (WEA)
Youth Affairs Council of South Australia Inc

Local Government

Adelaide City Council - Aquatic Centre
Adelaide City Council (No. 6)
Adelaide Hills Council (No. 3)
Alexandrina Council
Barossa Council (4)
Burnside City Council (No. 5)
Campbelltown City Council (No. 3))
Charles Sturt (No. 3)
Coober Pedy DC (No. 3)
Coorong DC (No. 3)
Franklin Harbour DC (No. 4)
Gawler (No. 3)
Holdfast Bay (No. 3)
Kingston DC
Le Hunte, DC
Loxton Waikerie DC (No. 3)
Mallala DC (No. 4)
Mitcham CC (No. 4)
Mt Gambier City (No. 5)
Naracoorte Lucindale DC
Onkaparinga, City
Playford City (2003)
Port Augusta City (No. 4)
Port Lincoln City No 8
Prospect CC (No. 6)
Robe DC (No. 5)
Tatiara DC (No. 5)
Tea Tree Gully CC (No. 4)
Victor Harbor (No. 5)
Walkerville TC
Whyalla City (No. 4)
Yorke Peninsula (No. 3)

Animal & Plant Control Boards

Barossa Ranges APCB
Coorong APCB
Eastern Eyre APCB
Elliston Le Hunte APCB
Fleurieu APCB No. 2
Goyder APCB
Grant APCB
Lacepede & Tatiara APCB (No. 3)
Loxton Waikerie A&PCB 4
Lucindale Naracoorte APCB (No. 3)
Mid Murray A&PCB
Mt Lofty A&PCB
Murray Bridge A&PCB
Northern Yorke Peninsula APCB
Southern Eyre A&PCB 4
Southern Mallee A&PCB

Statement of Australian Union Values

Fairness, Equality & Opportunity in the community.

- 1 Unions believe in a democratic Australia, which values all citizens and their aspirations.
- 2 Unions believe in the right of all citizens to employment and a decent standard of living - to a fair share of the nation's wealth.
- 3 Unions believe that every Australian must have access to free, quality public health care and education, regardless of their socio-economic circumstances.
- 4 Unions believe that families and individuals must be guaranteed decent minimum living standards through the social security and taxation systems.
- 5 Unions believe that all Australians must have access to decent and affordable housing.
- 6 Unions believe in the right of all Australians to a secure and dignified retirement.
- 7 Unions respect the fact that indigenous Australians are the original owners of our land, and that reconciliation between indigenous and non-indigenous Australians is a vital goal.
- 8 Unions believe in a multi-cultural Australia.
- 9 Unions believe in a sustainable environment.
- 10 Unions are opposed to discrimination in all forms including that based on race, religion, ethnicity, gender, disability, sexual preference and political beliefs.
- 11 Unions believe that all Australians must be treated equally by the law and have access to legal representation as a right.
- 12 Unions believe that governments have a central role in ensuring fairness, equality and opportunity throughout the community.
- 13 Unions are committed to Australia's participation in international co-operation to promote peace, security, human rights, labour standards and prosperity through fair trading arrangements.

Security & Fairness in the workplace.

- 14 Unions believe that workplaces should be safe, secure, healthy and free of harassment, intimidation, violence and discrimination.
- 15 Unions believe that workers should have a right to a decent wage and fair working conditions.
- 16 Unions believe that all workers have the right to secure employment and the right to protection against unfair dismissal or unfair treatment by the employer.
- 17 Unions believe that workers should have the right to join and be represented by a union.
- 18 Unions believe that all employees should have the right to collectively bargain.
- 19 Unions believe that workplace union representatives should have the rights to enable them to carry out their role.
- 20 Unions believe that unions should have the right to recruit, organise and represent workers.
- 21 Unions believe that workers should be consulted and informed about issues affecting their employment.
- 22 Unions believe that Australian businesses and their executives have a responsibility to engage in legal and ethical conduct and environmentally sustainable practices at all times with employees, stakeholders and the community.
- 23 Unions believe that working parents must have access to good quality, affordable child care.
- 24 Unions believe that working parents have the right to employment standards that enable them to manage work and family.
- 25 Unions believe that working parents must have the time and opportunity to form and maintain relationships with their children which foster the child's development.

Unions believe that officers and representatives of unions should conduct themselves in a manner consistent with this statement of Australian Union Values.

Working in SA Local Government . . .

continued from page 1

Clearly any return to centralised bargaining will have to overcome industrial and logistical problems but at the ASU we believe it can be done. More importantly, members are saying this is the way we need to go forward. In the next few months we will be talking to members

and the AWU about next steps in this important campaign. If you have any views, please contact your Organiser at the ASU.

For a PDF version of the Report please email amcewen@asu-sant.asn.au

Organising in Regional Areas

by Andy Dennard, Assistant Secretary



Since being elected earlier this year, Anne McEwen and I have been conscious of the needs of all our members. One of the hardest challenges facing

the ASU today is how to best use our resources for members in regional areas. In this article we look at techniques used by some members to organise their workplace in between visits from the ASU office.

General and member enquires

If you have a question you would like to ask, often a good place to start is your ASU Workplace Rep. If you don't have a Workplace Rep emailing the ASU office gives the Organisers time to gather any relevant information or seek more information from you. It's also very cheap, saving your membership fees being spent on costly phone bills.

If you're a Workplace Rep and a member has a question you can't answer, give them your Organiser's email address or phone number. Remember, being the WPR doesn't mean you have to do all the work for the members in your workplace.

Having a meeting with your Organiser

With phone and information technology today it has never been easier to run meetings with your Organiser over the phone or email. You can book phone/email meetings with your Organiser just like you would if they were coming to your workplace. Agenda items and other information that is needed for the meeting can be emailed or posted to each other so you can both be reading from the same information.

Running workplace meetings

Running members meetings on your own can sometimes be a daunting task. This doesn't mean you have to wait for your Organiser to visit before you can run your next meeting. Running meetings with your Organiser on the other end of a phone is a technique some members have found quite helpful. If you have a speakerphone, you can place it in the room and run the meeting just as you would if your Organiser were really there. If this isn't possible, you can run meetings with your Organiser waiting on the end of the line. This way, you can ask them questions or get advice on any of the issues that are brought up. When running a meeting like this it's always good to let the members know how it will be run.

Workplace Organising Committee (WOC)

Members who have a WOC up and running often find it frustrating when they have to wait a few months before meeting with their Organiser to work on their plan. WOC meetings can be run using the email, speakerphone or by having your Organiser waiting on the phone for your questions.

Come to Union Education courses

To help you gain confidence and skills consider coming to a Union education course. Talk to your Organiser about details

Remember, active members make a strong Union. If you would like to work with your Organiser using some of the tips detailed above, give them a call and we can work together on how to make these tips work best for you.

Linnea Mead, WPR at Port Lincoln Public Library has this to say . . .

"I communicate with my Organiser via email on a regular basis. We use it to answer members' enquiries and to seek general information. We also have phone meetings where we discuss how we can organise the workplace".

Linnea Mead (second row at left) attended Workplace Reps training at the ASU Office.

ATTENTION: Union members in the South East

Union members want to revive the South East Trades & Labour Council and we want you to be involved.

In September 2003 more than 30 union members attended a meeting hosted by Janet Giles, Secretary of the United Trades & Labour Council.

At that meeting we discussed what we believe are the issues facing our community.

It was recognised that unions really want to do all they can to support their members in regional areas but union resources are really stretched, especially by endless enterprise bargaining.

If we can get our local Trades & Labour Council organised it will bring resources and support for union members closer to home and will add a local flavour to campaigns.

We have nominated a Steering Committee to look at what we need to do and will hold another meeting in the New Year.

Members of all unions are welcome to attend and it would be great to see new faces at the next meeting. Keep an eye out for a newsletter and newspaper ad notifying the date and time.

We are the Union – let's support each other by supporting a local Trades & Labour Council.

Katrina Potter
ASU Workplace Representative
City of Mt Gambier



Katrina Potter (left) with ASU Branch Secretary Anne McEwen, and ACTU President Sharan Burrow





Supported Accommodation Sector Campaign on a roll!

Over the past four months, reps and activists from workplaces funded through the Supported Accommodation Assistance Program (SAAP) have been meeting on a regular basis to develop a campaign based on what ASU members see as key issues for their industry.

To date, reps and activists have identified campaign objectives, provided input into the design of a survey, identified and spoken to contacts in other workplaces and brainstormed ideas for a campaign slogan.

A comprehensive survey on OHS&W, government funding and workload

issues was recently sent to members and ASU Community Service Organisers will be busy with site visits to most SAAP services in metro and regional South Australia for the rest of the year.

So far we have received a very positive response from ASU members and some employers to the campaign. Our aim is to build collective strength in the sector and use the results of the survey as a platform to lobby for better pay and conditions for ASU members.

If you would like more information about the campaign please contact the ASU office.

Can you name your super fund?

In an environment of low returns and often high fees, it's vital that you know where your super is and how different types of funds operate.

Industry funds are multi-employer funds and usually cater for the superannuation needs of workers in specific industries (eg HESTA was set up for people working in health and community services). Industry funds were established to accept Award super contributions so that workers' entitlements could be invested for their benefit and not eroded by high fees and charges.

Industry funds don't have shareholders to pay dividends to, so all profits are for the benefit of fund members. Typical industry funds have low administration fees, no entry or exit fees and no up-front or ongoing commissions.

Industry funds also offer benefits like death and disability insurance at competitive rates and may also offer members access to other services. For example, HESTA members can access commission-free financial planning and banking services like low cost home loans and a credit card with one of the lowest interest rates in the market. They also have access to health insurance with premiums around 7% lower than those charged by major health funds.

Master trusts allow large numbers of people or companies to carry out super arrangements as a single group. Generally offered by life insurance companies, banks and specialist superannuation administrators, they often have relatively high administration, entry and exit fees.

Retail funds are structured in a similar way to master trusts and are also generally offered by life insurance companies, banks and specialist financial services providers catering for the general public.

An APRA working paper released in February 2003, found that retail funds produced the lowest returns and had the highest charges of all super funds.

The balanced investment options of industry funds, like HESTA's Core Pool, have generally performed much better, delivering positive annual returns to members in 2003 when most retail funds with typical balanced portfolios averaged -2.5% (Rainmaker Information 2003).

HESTA's 2003 return for its balanced investment option was +1.5%, capping off over 15 years of positive annual returns for the option where the majority of HESTA members have their super.

If you would like to compare super funds for yourself, Rainmaker Information has developed www.selectingsuper.com.au, a web site that provides independent information about superannuation in Australia. You'll also find a wealth of information at www.hesta.com.au.

This information is about the Fund and is of a general nature. It does not take into account your objectives, financial situation or specific needs so you should look at your own financial position and requirements before making a decision. You may wish to consult an adviser when doing this.

Why your super is better off with a specialist

PROFESSIONALISM, KNOWLEDGE, EXPERIENCE, CARE AND UNDERSTANDING are what you'd expect from a specialist. And with HESTA, that's exactly what you get. Created specifically for the Health and Community Services Industry, HESTA has more than \$4 billion in assets and our Core Pool has delivered 15 years of positive returns.* Perhaps that's why we have over 495,000 members Australia wide. So, if you want a fund that works just as hard for your money as you do, talk with HESTA, the specialists in super for health and community services. For more information, visit www.hesta.com.au or call 1800 813 327.

HESTA
SUPER FUND

Specialists for Health & Community Services

HESTA's Product Disclosure Statement, available by calling 1800 813 327, should be considered when making a decision about this product.

*15 years to 30 June 2003. Investments can go up and down. Past performance is not necessarily indicative of future performance. This information is about the Fund and is of a general nature. It does not take into account your objectives, financial situation or specific needs so you should look at your own financial position and requirements before making a decision. You may wish to consult an adviser when doing this.
H.E.S.T. Australia Limited ACN 006 818 695 AFSL No. 235249

HE5 994065



Agreement Number 5 for Credit Union

ASU members at Savings and Loans Credit Union have concluded their 5th Enterprise Agreement. No easy task considering Savings & Loans is the 4th largest credit union in Australia employing over 400 people.

Workplace Representatives Rosi Reschke, Prithi Pillay, Bal Zieggelman and Marie Stewart were assisted greatly by all ASU members and especially those who make up part of the Network of ASU members at Savings and Loans.

"Having a Network of core people that we can contact when we need to get information out to ASU members makes my job as a representative a lot easier," says ASU Rep Rosi.

"We always try to ensure that no matter where our members are located they are always up to date with what's happening during the negotiations but we can't be everywhere. That's why it's so important that we organise ourselves with a contact in each branch or department".



Rosi Reschke takes time out from EB negotiations to entertain her son, Myles.

Organising Optus

Union organisers have been using a "Have a Healthy Day at Work" theme to encourage union activism at Optus contact centres in South Australia.

These are new worksites for us and targeting Optus is part of the Union's strategy to make sure we put some of our resources into organising workplaces that we know are important if we are to



The ASU Healthy Day Crew at Optus

retain union density and grow the union beyond our traditional areas of activity.

Our Have A Healthy Day at Work campaign has been very successful and was based on research that showed employees in contact or call centres often have real issues around occupational health and safety in their workplaces. Taking of breaks, seating and

pressure to meet performance targets with both inbound and outbound calls are just some of the day to day health hazards for call centre workers.

Part of our campaign has been to hand out bags containing healthy snacks, competitions for massages and exercise balls and advice about things we can do to make work healthier including organising health and safety committees.

We hope to roll out our Have a Healthy Day at Work initiative in other workplaces. If you are interested in helping us with this please contact one of our External Organising Team at the Union Office.

Animal & Plant Control Boards - Looking for Certainty

Members employed by the State's Animal and Plant Control Boards took their concerns about future employment conditions to the Minister for Environment in November.

With the State Government planning to introduce legislation that would see the "APCBs" replaced with larger Natural Resource Management Boards, members were concerned about what exactly their future employment options and conditions

would be. While the Government has been charging ahead writing new legislation and consulting the community, our members were struggling to get any answers beyond vague promises.

Following a well attended meeting at the ASU Office in August a delegation of APCB members attended a meeting with Minister John Hill on 6 November and received some reassurances but we are still waiting to see the fine print.



ASU members from Animal & Plant Control Boards around the State meet at the ASU Office

National Leadership



ASU National Officials: back Michael O'Sullivan, Linda White, Greg McLean, front Paul Slape, Henrietta Moran and Anne McEwen

South Australian and Northern Territory Branch Secretary Anne McEwen was elected National Vice President of the ASU in 2003.

"It is really important the smaller states and territories are represented at a high level in our National ASU" said Anne. "As National Vice President I can ensure we aren't swamped by the interests of the bigger State branches of the Union."

AUSTRALIAN SERVICES UNION
SOUTH AUSTRALIAN & NORTHERN TERRITORY BRANCH
ABN 55 436 538 739

Financial Statements for the 12 months ended 30 June 2003

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 2003.

The Committee of Management is 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 2003, 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 Officers and Employees of the Branch, all the information and explanations which we required for the purposes of our audit.

J. H. DOWLE & CO.

NOTES TO AND FORMING PART OF THE ACCOUNTS

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 93-15 of the Income Tax Assessment Act 1997.
- (e) Contributions have been accounted for on a cash receipt 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.

NOTE 3 - LAND AND BUILDINGS

- (1) At 30/6/2003 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 54 Berridge 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 INDE AND LEASING COMMITMENTS

	2003	2002
Payable within 1 yr	43,590	72,143
Payable 1-5 years	52,229	95,619
Total Payable	\$95,819	\$167,762

BALANCE SHEET

As at 30 June 2003

30 Jun 2003 30 Jun 2002 \$ \$

Unappropriated Surplus B/Head	1,197,669	1,179,652
Building Maintenance Reserve	45,000	-
TOTAL FUNDS	\$1,242,669	\$1,179,652

These Funds are Represented by:

Cash on Hand	450	450
Commonwealth Bank Accounts	102,793	69,500
Commonwealth - Project A/c	24,787	43,985
Accounts Receivable	3,520	6,643
Prepayments	22,691	21,713
Adequate Bank Deposit	249,957	250,209
Power State C.U. Deposits	37,885	43,254
TOTAL CURRENT ASSETS	442,034	435,764

Accounts Payable & Accrued Expenses	161,004	155,169
Grant Unused - LGA R & D Fund	19,908	39,995
Prov for Other Employee Entitlements	97,200	104,000
Provision for Long Service Leave	146,400	155,000
Loan - ASU National Office	20,000	20,000
TOTAL CURRENT LIABILITIES	444,511	475,164
CURRENT LIAB - LESS CURRENT ASSETS	(2,477)	(39,400)

FIXED ASSETS	1,200,000	1,200,000
Land & Build - Kent Town at Valuation (Note 3)	1,200,000	1,200,000

Office Furniture & Equipment	196,013	193,559
Debt Accumulated Depreciation	(193,369)	(196,132)
	37,644	37,427

Motor Vehicles	402,147	399,370
Debt Accumulated Depreciation	(191,429)	(206,663)
	210,718	192,707

TOTAL FIXED ASSETS	1,449,366	1,430,052
---------------------------	------------------	------------------

NON-CURRENT LIABILITIES	125,000	145,000
Loan - ASU National Office	125,000	145,000
Provision for Long Service Leave	11,200	13,000
Loss of Office Provision	62,000	53,000

TOTAL NON-CURRENT LIABILITIES	202,200	211,000
NET ASSETS	\$1,242,669	\$1,179,652

STATEMENT OF ACCUMULATED FUNDS

For the Year Ended 30 June 2003

Operating Surplus/Deficit B/Head	63,017	103,648
Extraordinary Item - Distribution from Super Fund	-	118,844
Add Accumulated Surplus	1,179,652	995,960
at the Beginning of the Period	-	-
Transfer to Building Maintenance Reserve	(45,000)	-
ACCUMULATED SURPLUS END PERIOD	\$1,197,669	\$1,179,652

INCOME AND EXPENDITURE STATEMENT

For the Year Ended 30 June 2003

30 Jun 2003 30 Jun 2002 \$ \$

INCOME	2,003,577	1,960,167
Members Contributions	14,159	10,208
Interest Received	29,236	27,667
Rent & Room Hire	5,640	5,640
National Office - Re N.T.	27,555	21,894
Special Service Fees	1,345	1,572
Depreciation Received	3,377	-
Sundry Income	-	1,385
TOTAL INCOME	2,094,919	2,028,573

LESS EXPENDITURE	1,934	1,274
Advertising	48,735	42,372
Affiliation Fees	7,130	6,890
Bank Charges and Taxes	19,472	20,410
Building Expenses	21,600	21,117
Campaign Expenses	9,246	9,658
Comm & Debt Collect	32,772	4,615
Computer Expenses	35,031	5,714
ASU National Office Capitalisation Fees	151,082	148,082
Depreciation	67,314	60,497
Dividend Grants & Honoraria	3,170	7,304
Donations	2,401	1,423
Members, Staff Training - incl. Computer Training	26,710	23,586
Public Relations & Sociis	11,833	4,966
Electricity	21,865	21,999
Fringe Benefits Tax	34,040	30,265
Insurance	8,959	8,741
Interest & Borrowing Exp.	9,192	9,264
Lease & Rent of Equip	85,557	78,564
Legal Expenses	4,126	5,656
Meeting and Conference Expenses	4,646	6,142
Motor Vehicle Expenses	57,884	56,514
Newspaper	22,772	25,035
Office Expenses	2,454	5,625
Payroll Tax	45,320	40,862
Postage & Courier	16,153	11,672
Printing & Stationery	32,292	26,732
Prov for Leave & Other Employment Entitlements	25,100	(47,893)
Provision for Long Service Leave	11,261	23,982
Publications & Subscriptions	10,752	11,395
Rates & Taxes	15,552	14,664
Rent & Office Services N.T.	5,400	5,670
Repairs & Maintenance	1,210	949
Salaries - Officers	120,433	132,807
Salaries - Employees	875,530	857,692
Superannuation	130,580	129,964
Workover	14,155	18,966
Sundry Expenses	489	1,868
Telephone	30,928	42,249
Travelling	18,194	13,795
TOTAL EXPENDITURE	2,021,942	1,924,725

SURPLUS FOR THE PERIOD	\$53,037	\$103,848
-------------------------------	-----------------	------------------



Marg makes it 40 Years

ASU Membership Officer Margaret Adams celebrated 40 years working for the Union in October. Her contribution to the Branch was recognised by the Union's Branch Conference which awarded Marg a Distinguished Members' Certificate.

Marg's extraordinary memory, attention to detail, historical insights and ability to adapt to change are invaluable assets to our Union. Her great stories about life in the Union keep us laughing. Thanks for 40 years of fantastic work Marg... here's to the next 40!



Margaret Adams with her first boss at the Union, former Secretary Harry Krantz

GLAM Co-ordinator takes top award

ASU Organiser and Gay & Lesbian ASU Members (GLAM) network co-ordinator Stephen Weber received an award from SA unions for his work during the year. Steve received the "Solidarity Award for Cross Union Activity" presented at the SA United Trades & Labour Council awards night.



and we were full of PRIDE!

More than 50 union members joined in the PRIDE March in November at the start of this year's FEAST festival. The first PRIDE March for 30 years attracted a huge crowd of people and union members were proud to be there!

Our GLAM network is open to GLTBQI members of all unions and holds regular meetings and social events. For more information contact Steve Weber at the Union.



NT Organiser elected to Trades & Labour Council

Lucio Matarazzo has been elected honorary Secretary of the NT Trades & Labour Council. It is the first time an ASU official has held this position. The Secretary assists all NT Unions to work together to promote the interests of union members in the Territory.

Award Breach nets \$5k for ASU member

In August 2003, the ASU recovered \$5,500 for an NT ASU member for alleged Federal Award breaches in the Northern Territory Small Claims Court. The employer agreed to settle the matter because the ASU was able to show at law that alleged Federal Award breaches of under \$10,000 can be prosecuted by unions, on their members behalf, in the NT Small Claims Court for up to 6 years after the alleged breach has occurred.

Enterprise Bargaining

The ASU was successful before a Full Bench of the Industrial Relations Commission in having the multi employer Ngaanyatjarra Council and Ngaanyatjarra Entities and Communities Agreement certified. This agreement covers ASU members employed in Alice Springs and 16 communities on Ngaanyatjarra lands which extend into Western Australia. Thanks to ASU delegates Joanne Reynolds and Anne Sophie Delellie for their tireless and excellent work with all the logistical impediments in making this agreement become a reality.

In August 2003, the ASU was successful in having the Mission Australia Community Services NT Agreement certified in the IRC

The ASU membership at the NT Working Womens Centre are currently negotiating to create a model enterprise agreement for the NT Social and Community Services Sector and at the Alice Springs Town Council the ASU membership will vote on whether to accept an agreement offering a 3 year agreement with a 10% pay rise or \$60 a week rise with 14 weeks paid maternity leave and no trade offs.

In addition to enterprise bargaining negotiations and assisting ASU members with workplace grievances and disputes,

the ASU has this year been pressing both the NT and Federal Governments to provide more adequate funding for the organisations that employ the 2000 NT Social and Community Service workers. In addition the ASU is seeking improvements in the NT Work Health Act, the NT Long Service Act and the NT Local Government Act and to create new adequate legislation to deal with the ever increasing workplace bullying facing many NT workers.

More Benefits for NT ASU Members

Recently the ASU secured formal arrangements for access to provision of legal services for ASU members from the Darwin based legal firm Halfpennys Lawyers. Our thanks to Cathy Spurr from Halfpennys Lawyers for making these benefits available to ASU members. The Alice Springs based legal firm Martin & Partners also has formal arrangements with the ASU for access to legal services for ASU members. For further information and a referral please contact the Darwin or Adelaide ASU office.

Members Equity which provides ASU members with access to discounted home loans, discounted credit cards and other financial services now has a full time representative, Steve Buethke, based in Darwin. ASU members can contact Steve on 0417 374 824.

Darwin Office Close over the Festive Season

Please be advised from 18 December, 2003 to 16 January, 2003, the Darwin ASU will be closed due to Lucio taking annual leave. During this time NT ASU members can contact the Adelaide ASU Office on 8363 1322.

For further information please contact NT ASU Official Lucio Matarazzo in the Darwin (Winnellie) ASU Office on 8947 2455.



Christmas / New Year Arrangements

The ASU Office will be closed from midday on 24 December 2003 re-opening on Monday 5 January 2004.

We wish all our members and their families a safe and happy festive season.

Organising the Pageant

ASU Organisers Kylie Soper and John Hackett brought some Christmas cheer and interesting costumes to the streets of Adelaide when they joined in the 2003 Credit Union Christmas Pageant. John (a worker) and Kylie (an Alien) were readily identifiable despite their costumes.



Kylie and John (we think!)

WIN movie passes

Answer this question correctly and win 2 free movie passes.

Q: Which ASU staff member recently celebrated 40 years working for the Union?

Email amcewen@asu-sant.asn.au with your answer.

ASU Member Education

Do you want to know more about:

- ☛ building an active union at work
- ☛ your rights at work
- ☛ what a Workplace Rep does
- ☛ how to be an effective Workplace Rep
- ☛ enterprise bargaining
- ☛ occupational health and safety
- ☛ workplace bullying
- ☛ dealing with conflict

Then ... come to one of our education courses. Contact the ASU office for more information on the following courses.

- | | |
|-----------------|-----------------------|
| 1-3 March | Workplace Reps 1 |
| 15-17 March | Workplace Reps 2 |
| 29-30 March | Enterprise Bargaining |
| 30 April | REPS CONFERENCE |
| 9-11 August | Workplace Reps 1 |
| 20-21 September | Enterprise Bargaining |
| 6-8 September | Workplace Reps 2 |
| 18-20 October | Workplace Reps 1 |

Christmas cards that make a difference

APHEDA - the Union movement's international aid organisation - has Christmas cards for sale. Send something different this year and know that your support for APHEDA will make a difference to workers in developing countries.

Contact Jan Schultz at the Union Office or www.apheda.org.au

And congratulations to APHEDA for winning a United Trades & Labour Council 2003 Certificate of Recognition for union contribution to the international community. In particular to our very own Jan Schultz of the ASU.



www.unionshop.org.au

LIST OF SERVICES

- Computer Hardware/Software - selected brands
- Coats, Jackets & Accessories
- Lawn Bowls & Equipment
- Travel & Accommodation
- Theme Park Tickets
- Tyres & Batteries
- Personal Loans
- Magazines
- Insurance
- Electrical
- Cameras
- Heaters
- Mowers
- Carpets
- Dental
- Florist
- Vitamins
- Furniture
- Car Rental
- Windscreens
- Motor Market
- Priority Seating

Take a closer look

The savings on the subscription recently made by members

Description	Member Price	Public Price
Club Save	\$1,979	\$1,700
Solaro Forster	\$5,000	\$5,000
Protonic Cooler	\$1,200	\$1,200
Panzer P330 Camera	\$1,599	\$1,599
F/7 Webcam	\$1,599	\$1,599
Sony Stereo		

pay more attention to detail so you pay less dollars

Over 12 million financial union members Australia-wide have the opportunity to save money when they use our services and products through the Union Shopper.

Visit the Union Shopper website

UNION SHOPPER
Another great reason for Union Membership!



credits ...

Authorised by
Branch Secretary Anne McEwen
Branch Assistant Secretary Andrew Dennard

Australian Services Union
SA + NT Branch

5-9 Rundle St. Kent Town SA 5067
tel: [08] 8363 1322
fax: [08] 8363 2225
union@asu-sant.asn.au

www.australianservicesunion.com



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 2003 - FR 2003/371

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 2003. The documents were lodged in the Industrial Registry on 20 February 2004.

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, 22 March 2004.

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 \$2,401.

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).

It is noted that the above matters were brought to the branch's attention with its financial documents for the period ending 30 June 2002 - refer to our letter of 1 April 2003.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

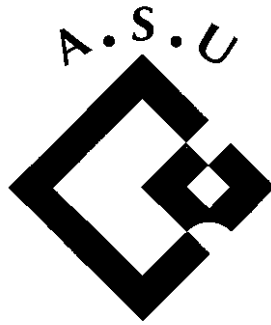
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,



Larry Powell
Statutory Services Branch

3 March 2004



Australian Services Union

18 February 2004

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 Australian Services Union SA + NT Branch for the year ending 30 June 2003.

The documents were presented to the ASU's Branch Committee of Management at its meeting on 17 February 2004 and the following resolution was carried:

That in accordance with the Workplace Relations Act 1996, Branch Committee of Management endorse the Audited Financial Statements for the year ended 30 June 2003 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

per Anne McEwen
BRANCH SECRETARY

South Australian & 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 Road Winnellie PO Box 37716 Winnellie NT 0821 Tel: (08) 8947 2455 Fax: (08) 8947 3944 asunt@bigpond.com
www.australianservicesunion.com

FINANCIAL STATEMENTS

OF

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

For the Year Ended 30 June 2003

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

SUMMARY OF THE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2003

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 2003

	Year Ended 30/6/03	Year Ended 30/6/02
INCOME	\$	\$
Contributions	2,003,577	1,960,187
Other Income	<u>81,402</u>	<u>68,386</u>
TOTAL INCOME	2,084,979	2,028,573
<u>LESS TOTAL EXPENDITURE</u>	<u>2,021,942</u>	<u>1,924,725</u>
<u>SURPLUS/DEFICIT FOR THE YEAR</u>	<u>\$63,037</u>	<u>\$103,848</u>

BALANCE SHEET
As at 30 June 2003

	Year Ended 30/6/03	Year Ended 30/6/02
	\$	\$
<u>ACCUMULATED FUNDS</u>	<u>\$1,242,689</u>	<u>\$1,179,652</u>
Represented by:		
Fixed Assets	1,448,366	1,430,052
Current Assets	<u>442,034</u>	<u>435,764</u>
<u>TOTAL ASSETS</u>	<u>1,890,400</u>	<u>1,865,816</u>
Less - Current Liabilities	444,511	475,164
- Non-Current Liabilities	<u>203,200</u>	<u>211,000</u>
<u>TOTAL LIABILITIES</u>	<u>647,711</u>	<u>686,164</u>
<u>NET ASSETS</u>	<u>\$1,242,689</u>	<u>\$1,179,652</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 2003. 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

11/11/03

COMMITTEE OF MANAGEMENT:

ACCOUNTING OFFICER:

ADELAIDE: 21 October 2003

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 2003, the number of Members of the Branch was 7,000.

In my opinion:

- (1) The attached Accounts show a true and fair view of the financial affairs of the Branch, as at 30 June 2003.
- (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:

21 October 2003
ADELAIDE

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


COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, *Pam Andriatsakis* and *Ray Bailey*, 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 2003.
- (2) In the opinion of the Committee of Management, Meetings of the Committee were held during the year ended 30 June 2003, 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 2002, and the Auditors' Report thereon.

SIGNED:


Member of Committee


Member of Committee

DATED:

24 October 2003
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 2003.

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 2003, 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:

11/11/03

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

BALANCE SHEET

As at 30 June 2003

	30 Jun 2003	30 Jun 2002
	\$	\$
<u>ACCUMULATED FUNDS</u>		
Unappropriated Surplus B/fwd	1,197,689	1,179,652
Building Maintenance Reserve	<u>45,000</u>	<u>--</u>
<u>TOTAL FUNDS</u>	<u>\$1,242,689</u>	<u>\$1,179,652</u>
These Funds are Represented by:		
<u>CURRENT ASSETS</u>		
Cash on Hand	450	450
Commonwealth Bank Accounts	102,793	69,500
Commonwealth - Project A/c	24,787	43,995
Accounts Receivable	3,520	6,643
Prepayments	22,691	21,713
Adelaide Bank Deposit	249,957	250,209
Power State C.U. Deposits	<u>37,835</u>	<u>43,254</u>
<u>TOTAL CURRENT ASSETS</u>	<u>442,034</u>	<u>435,764</u>
<u>CURRENT LIABILITIES</u>		
Accounts Payable & Accrued Exes	161,004	156,169
Grant Unused - LGA R & D Fund	19,908	39,995
Prov for Other Employee Entitlements	97,200	104,000
Provision for Long Service Leave	146,400	155,000
Loan - ASU National Office	<u>20,000</u>	<u>20,000</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>444,511</u>	<u>475,164</u>
<u>CURRENT LIAB LESS CURRENT ASSETS</u>	<u>(2,477)</u>	<u>(39,400)</u>
<u>FIXED ASSETS</u>		
Land & Build - Kent Town at Valuation (Note 3)	1,200,000	1,200,000
	<u>1,200,000</u>	<u>1,200,000</u>
Office Furniture & Equipment	196,013	193,559
Deduct Accumulated Depreciation	<u>(158,369)</u>	<u>(156,132)</u>
	37,644	37,427
Motor Vehicles	402,147	399,310
Deduct Accumulated Depreciation	<u>(191,425)</u>	<u>(206,685)</u>
	<u>210,722</u>	<u>192,625</u>
<u>TOTAL FIXED ASSETS</u>	1,448,366	1,430,052

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 2003

	30 Jun 2003	30 Jun 2002
	\$	\$
<u>NON-CURRENT LIABILITIES</u>		
Loan - ASU National Office	125,000	145,000
Provision for Long Service Leave	11,200	13,000
Loss of Office Provision	<u>67,000</u>	<u>53,000</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>	<u>203,200</u>	<u>211,000</u>
<u>NET ASSETS</u>	<u>\$1,242,689</u>	<u>\$1,179,652</u>

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

STATEMENT OF ACCUMULATED FUNDS
For the Year Ended 30 June 2003

	30 Jun 2003	30 Jun 2002
	\$	\$
Operating Surplus/Deficit B/Fwd	<u>63,037</u>	<u>103,848</u>
Extraordinary Item - Distribution from Super Fund	--	118,844
Add Accumulated Surplus at the Beginning of the Period	1,179,652	956,960
Transfer to Building Maintenance Reserve	<u>(45,000)</u>	<u>--</u>
<u>ACCUMULATED SURPLUS END PERIOD</u>	<u>\$1,197,689</u>	<u>\$1,179,652</u>

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

INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2003

	30 Jun 2003	30 Jun 2002
	\$	\$
<u>INCOME</u>		
Members Contributions	2,003,577	1,960,187
Interest Received	14,159	10,208
Rent & Room Hire	29,326	27,687
National Office - Re N.T.	5,640	5,640
Special Service Fees	27,555	21,894
Depreciation Recouped	1,345	1,572
Sundry Income	<u>3,377</u>	<u>1,385</u>
<u>TOTAL INCOME</u>	2,084,979	2,028,573
<u>LESS EXPENDITURE</u>		
Advertising	1,934	1,274
Affiliation Fees	48,735	42,972
Audit Fees	7,130	6,890
Bank Charges and Taxes	19,472	20,410
Building Expenses	21,600	21,117
Campaign Expenses	9,248	9,658
Comm & Debt Collect	4,675	5,714
Computer Expenses	32,722	35,631
ASU National Office Capitation Fees	151,052	148,092
Depreciation	67,314	60,497
Division Grants & Honoraria	3,170	7,304
Donations	2,401	1,423
Members, Staff Training - incl. Computer Training	26,710	23,536
Public Relations & Social	11,935	4,966
Electricity	21,865	21,999
Fringe Benefits Tax	34,040	30,265
Insurance	8,959	8,741
Interest & Borrowing Exp.	9,192	9,264
Lease & Rent of Equip	85,557	78,664
Legal Expenses	4,126	5,656
Meeting and Conference Expenses	4,646	8,142
Motor Vehicle Expenses	57,884	56,514
Newsletter	22,772	25,035
Office Expenses	2,454	5,625
Payroll Tax	45,320	40,862
Postage & Courier	16,153	11,872
Printing & Stationery	32,292	26,732
Prov for A/Leave & Other Employment Entitlements	25,100	(47,931)
Provision for Long Service Leave	11,261	23,982
Publications & Subscriptions	10,752	11,395

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO ACS

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

INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2003

	30 Jun 2003	30 Jun 2002
	\$	\$
Rates & Taxes	15,552	14,464
Rent & Office Services N.T.	5,400	5,670
Repairs & Maintenance	1,210	949
Salaries - Officers	128,433	132,807
Salaries - Employees	875,530	857,692
Superannuation	130,580	129,964
Workcover	14,155	18,966
Sundry Expenses	489	1,868
Telephone	30,928	42,249
Travelling	19,194	13,795
<u>TOTAL EXPENDITURE</u>	<u>2,021,942</u>	<u>1,924,725</u>
<u>SURPLUS FOR THE PERIOD</u>	<u>\$63,037</u>	<u>\$103,848</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 2003

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 2003

NOTE 3. LAND AND BUILDINGS

- (1) At 30/6/2003 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

	2003	2002
Payable within 1 yr	43,590	72,143
Payable 1-5 years	<u>52,229</u>	<u>95,819</u>
Total Payable	<u>\$95,819</u>	<u>\$167,962</u>