



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7787
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Mr S Kelly
Branch Secretary
Tasmanian Branch
Australian Municipal, Administrative, Clerical and Services Union
265 Macquaire Street
HOBART TAS 7000

skelly@asutas.org

Dear Mr Kelly

**Re: Financial Reports for years ended 30 June 2000, 2001, 2002, 2003, 2004 and 2005
(FR2001/456, FR2001/668, FR2002/385, FR2003/372, FR2004/424 and FR2005 /316)**

I refer to previous correspondence and various telephone conversations in relation to the above matters. In a letter dated 23 November 2005 you indicated that you had contacted your auditors and made them aware that "... we require the Audit and reports to be completed in time for us to present them to the Branch Executive Meeting scheduled for Tuesday 6th December 2005." This was a reference to the financial reports for the financial year ended 30 June 2004. I have received no further correspondence from the Branch.

In summary, out of the abovementioned outstanding financial reports, I believe the only financial report we have received to-date is that for the financial year ended 30 June 2003. That report has been the subject of correspondence from this office, the most recent of which sought a comment from you in relation to a qualification in the Auditor's Report.

This office is aware that the Branch has laboured under difficulties, not necessarily of its own creation, however, enough time has now elapsed for the Branch to have recovered this situation, and for it to be in a position to comply with its obligations under Schedule 1B of the Workplace Relations Act 1996, and the relevant predecessor provisions in Part IX, Division 11 of the Workplace Relations Act 1996.

I would be pleased to receive your immediate advice on the current status of each of the outstanding financial reports. That advice will be considered by the Registrar in determining whether or not an investigation should be instigated in relation to the matters raised in my letter of 30 March 2005 in relation to the financial report for the year ended 30 June 2003 and, more generally, whether or not there may exist grounds for a Registrar to either initiate an inquiry under section 330 of Schedule 1B or conduct an investigation under section 331 of Schedule 1B. I require your written response by no later than 5:00 p.m. on Friday 2 March 2006.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads "Iain Stewart". The signature is written in a cursive style with a large, prominent 'S'.

Iain Stewart
Statutory Services Branch

23 February 2006

cc Mr P Slape, National Secretary



Australian Government
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 Sean Kelly
Branch Secretary
Tasmanian Branch
Australian Municipal, Administrative, Clerical and Services Union
265 Macquarie Street
HOBART TAS 7000

Dear Mr Kelly,

**Re: Financial statements for year ended 30 June 2003
FR2003/372**

I have received your letter dated 10 November 2004 together with the financial statements of the Tasmanian Branch of the Australian Municipal, Administrative, Clerical and Services Union for year ended 30 June 2003. The documents were lodged in the Industrial Registry on 15 November 2004.

Qualification of Auditor's Report

The auditor's report contains the following qualifications:

"As stated in Note 14, and notwithstanding the deficiency in net assets, the financial statements have been prepared on the basis of the Branch as a going concern which, in turn, is dependent upon the continued financial support of its members and both secured and unsecured creditors. Although no indication has been given that such financial support will be withheld, no guarantee has been given and, accordingly, the ability of the Branch to pay its debts as and when required is not certain. In this regard, there is a risk that the going concern basis may be invalid in which case a provision would be required for any loss on realisation of the assets of the Branch."

Note 14 to the financial statements reads:

"Notwithstanding the deficiency in net assets, the financial statements have been prepared on the basis of the Branch as a going concern which, in turn, is dependent upon the continued financial support of its members and both secured and unsecured creditors."

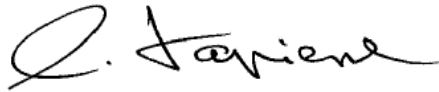
Under subsection 280(2) of the *Workplace Relations Act 1996* (the Act), a Registrar is obliged to investigate any deficiency, failure or shortcoming stated in an auditor's report. However, the Registrar is not required to investigate the deficiency, failure or shortcoming if, after consultation with the organisation concerned and the auditor, the Registrar is satisfied that it is trivial or will be remedied in the following financial year - refer subsection 280(3).

Having in mind the provisions of subsections 280(2) and (3) of the Act, the Registrar seeks your views as well as those of the auditors in relation to:

- (i) whether the matter subject to qualification by the auditors is a deficiency, failure or shortcoming in relation to a matter referred to in subsection 276(4); and
- (ii) whether any deficiency, failure or shortcoming disclosed in the auditors' report is a trivial matter or will be remedied during financial year ending 30/6/03.

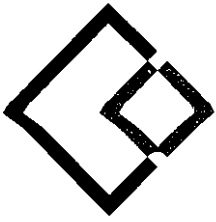
The Registrar seeks your **written** response and that of the auditors. Would you please arrange for the auditors to respond accordingly before **Friday 10 November 2004**.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Clency Lapierre". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Clency Lapierre
Statutory Services Branch

25 November 2004



Australian Services Union
Tasmanian Branch

November 10, 2004

Mr C Lapierre
Australian Industrial Registry
GPO Box 1994 S
MELBOURNE VIC 3001

Dear Sir

ASU TASMANIAN BRANCH – AUDITOR’S REPORT & FINANCIAL
STATEMENTS –YEAR ENDED 30TH JUNE , 2003

I certify that the above Auditors Report and Financial Statements for the year
2002 – 03 [including the certificates of the accounting officer and of the
Branch Executive] have been made available to the membership of the Branch
at large.

The auditor’s report and financial statements have been presented to the
Branch Executive [see extract of the Branch Executive meeting held on 31st
August].

I now attach the original of the Auditor’s report and financial statements
[including the Certificates of the accounting officer and the Branch
Executive].

Thank you for your assistance throughout this process.

Kind regards,



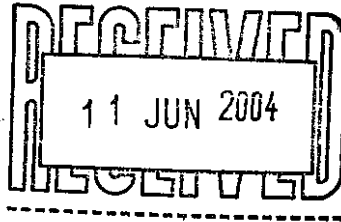
ST Kelly
Branch Secretary.



Eddy Partners Accountants

8th June 2004

Mr Sean Kelly
Secretary
Australian Services Union
Tasmanian Branch
265 Macquarie Street
HOBART TAS 7000



Eddy Partners
Accountants and Auditors
ABN 87 382 183 920
Suite 5, 6th Floor,
Coates Building, 20 Collins Street,
Melbourne, Victoria 3000.
Telephone: (03) 9654 5944
Facsimile: (03) 9654 6908
e-mail: info@eddypartners.com.au

Dear Sean,

re: **AUDIT FOR THE YEAR ENDED 30TH JUNE 2003**

We enclose two copies of both the Full set of Financial Statements and Summary in which we have now signed our auditor's report.

You should now lodge a certified copy of the full set of financial statements with the Industrial Registrar. We have enclosed the Certificate By Secretary for this purpose (i.e. this certificate should be signed and dated by yourself and attached to the copy of accounts to be lodged with the Industrial Registrar).

Should you have any queries, please contact our office.

Yours faithfully,
EDDY PARTNERS PTY LTD


STEPHEN J EEDY
Chartered Accountant

Partners:

David J. Eddy CPA
Stephen J. Eedy CPA
Suzanne J. Eddy CPA



AUSTRALIAN SOCIETY OF CPAs



Eddy Partners
Accountants

PRO-FORMA RESOLUTIONS

FINANCIAL STATEMENTS

1. It was resolved to adopt the accounts and financial statements of the Australian Municipal Administrative Clerical and Services Union Tasmanian Branch in respect of the year ended 30th June 2003.
2. It was resolved that the Branch Executive Certificate required to be attached to the accounts and financial statements be adopted and signed by two officers on behalf of the Branch Executive.
3. It was noted that the auditor's report required to be attached to the accounts and financial statements in accordance with Section 276 of the Workplace Relations Act 1996 would be signed by Eddy Partners Accountants and Auditors following the signing of the Branch Executive Certificate and the Statement by Principal Accounting Officer.
4. It was resolved to provide to the members of the Branch, a summary of the report, accounts, and statement pursuant to Section 279 of the Workplace Relations Act 1996.

**WORKPLACE RELATIONS ACT 1996
SECTION 280 (1)**


**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,
CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

CERTIFICATE BY SECRETARY

I, Sean Kelly, certify this to be a true copy of the report, accounts and statements presented to the meeting convened in accordance with Section 279(6) of the Workplace Relations Act 1996.

Signed at Hobart

Date : X


.....
Sean Kelly - Secretary

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE
CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
TASMANIAN BRANCH**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH JUNE 2003**

Registered Address:

265 Macquarie Street
HOBART TAS 7000

Tel (03) 6224 3411
Fax (03) 6223 7115

Branch Secretary: Sean Kelly

Contents:

Statement of Financial Performance
Statement of Financial Position
Statement of Cash Flows
Notes to the Financial Statements
Branch Executive Certificate
Statement by Principal Accounting Officer
Independent Auditor's Report

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	Note	2003 \$	2002 \$
INCOME			
Membership Subscriptions		727,406	748,683
Interest Received		289	67
Proceeds - ASU Superfund Employer Rebate		-	15,107
Sundry Income		6,387	-
Total Income		734,082	763,857
LESS EXPENDITURE			
Audit & Accountancy Fees		7,376	-
Advertising		963	413
Affiliations		14,888	21,787
Amortisation - Office Equipment		9,191	2,706
Bank Charges		2,701	2,050
Capitation - ASU National Office		56,798	54,576
Capitation - National Airlines Division		1,294	1,288
Commissions		643	312
Computer Expenses		6,153	7,337
Consultants		-	17,621
Depreciation - Office Equipment		10,794	6,849
Donations		152	313
Electricity		2,609	2,946
Fees & Charges		381	983
Fines & Penalties		52	2,650
General Expenses		303	80
Insurance		4,080	2,945
Interest Paid		24,850	26,164
Legal Fees		68	1,610
Meeting Expenses		773	5,493
Motor Vehicle Expenses - Running Costs		24,871	27,058
Motor Vehicle Expenses - Lease			
Rentals		52,110	61,215
Newspaper & Resources		429	208
Occupancy Expenses		2,201	2,894
Office Expenses		4,577	6,579
Postage		8,568	8,279
Printing & Stationery		23,259	10,820
Property Expenses - Macquarie Street		4,855	6,372
Property Expenses - Patrick Street		-	2,113
Publicity & Promotion		4,036	3,743
Staff Training, Conference & Function Expenses		4,948	4,841

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	Note	2003 \$	2002 \$
Staff Amenities		417	705
Telephone		30,056	42,112
Travelling Expenses		14,792	14,719
Wages & Associated Costs	3	405,362	389,856
Total Expenditure		724,550	739,637
SURPLUS/(DEFICIT) FOR YEAR		9,532	24,220
<i>Prior Period Adjustment</i>	1(h)	5,000	-
		14,532	24,220
<i>Accumulated Losses - Beginning of Year</i>		(694,080)	(718,300)
ACCUMULATED LOSSES AT 30TH JUNE 2003		(679,548)	(694,080)

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
EQUITY			
Reserves	8	187,495	136,951
Accumulated Losses		<u>(679,548)</u>	<u>(694,080)</u>
Total Equity		<u>(492,053)</u>	<u>(557,129)</u>
Represented by:			
CURRENT ASSETS			
Cash on Hand		118	50
Cash At Bank – Tasmania Account		19,089	18,354
Cash At Bank – Tasmania Management Account		-	23,312
Cash At Bank – Term Deposit		5,000	-
Sundry Debtors		-	8,297
Prepayments		<u>536</u>	<u>-</u>
Total Current Assets		24,743	50,013
NON-CURRENT ASSETS			
Plant & Equipment	4	51,658	28,665
Shares in Trade Union Properties Pty Limited	5	<u>187,495</u>	<u>136,951</u>
Total Non-Current Assets		<u>239,153</u>	<u>165,616</u>
TOTAL ASSETS		263,896	215,629
CURRENT LIABILITIES			
Bank Overdraft – Tasmania Management Account	6	18,863	-
Bank Overdraft – Tasmanian Account No 2	6	1,217	7,935
Sundry Creditors & Accruals		102,309	138,315
Other Creditor		31,200	48,220
Lease Liabilities	9a	12,073	9,611
Loan – ASU National Office		42,900	42,900
Input Tax Credits		(11,708)	(8,707)
GST Payable		19,259	18,904
Provisions	7	<u>164,165</u>	<u>151,127</u>
Total Current Liabilities		380,278	408,305

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
NON-CURRENT LIABILITIES			
Other Creditor		8,800	-
Lease Liability	9a	25,865	-
Loan - ASU National Office		236,408	261,385
Other Loan - ASU National Office		100,000	100,000
Provisions	7	<u>4,598</u>	<u>3,068</u>
<i>Total Non-Current Liabilities</i>		<u>375,671</u>	<u>364,453</u>
TOTAL LIABILITIES		<u>755,949</u>	<u>772,758</u>
NET ASSETS		<u>(492,053)</u>	<u>(557,129)</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	NOTE	2003 \$	2002 \$
CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES			
Receipts			
Membership Dues		800,502	748,683
Other Income		7,026	15,106
Interest Received		<u>289</u>	<u>67</u>
		807,817	763,856
Payments			
Payments to Suppliers & Employees		(783,335)	(683,001)
Interest Paid		<u>(19,508)</u>	<u>(19,972)</u>
		<u>(802,843)</u>	<u>(702,973)</u>
Net Cash Provided by /(Used in) Operating Activities 11		4,974	60,883
CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES			
Purchase of Office Equipment		<u>(3,945)</u>	<u>-</u>
Net Cash Provided By/(Used in) Investing Activities		(3,945)	-
CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES			
Repayment of Lease Finance		(10,706)	(12,621)
Proceeds from Borrowings		16,263	16,611
Repayment of Borrowings		<u>(41,240)</u>	<u>(41,200)</u>
Net Cash Provided By/(Used in) Financing Activities		(35,683)	(37,210)
Net Increase/(Decrease) in Cash Held		(34,654)	23,673
Add: Cash Held as at 1st July, 2002		33,781	10,108
Add: Prior Period Adjustment	1(h)	<u>5,000</u>	<u>-</u>
CASH HELD AS AT 30TH JUNE 2003		<u>4,127</u>	<u>33,781</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2003 (CONTINUED)**

	NOTE	2003 \$	2002 \$
REPRESENTED BY:			
Cash on Hand		118	50
Cash at Bank – Tasmania Account		19,089	18,354
Bank Overdraft – Tasmania Management Account		(18,863)	23,312
Bank Overdraft – Tasmanian Account No 2		(1,217)	(7,935)
Term Deposit		<u>5,000</u>	<u>-</u>
		<u>4,127</u>	<u>33,781</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003**

1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Australian Accounting Standards including the disclosure requirements of the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in the preparation of the accounts which, unless otherwise stated, have been consistently applied:-

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets.

With the exception of membership subscriptions, income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

Membership subscriptions are brought to account on the cash basis of accounting as and when received as permitted by Section 272 of the Workplace Relations Act 1996.

(b) Provisions for Accrued Annual Leave and Long Service Leave

Provision has been made in the accounts for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual and long service leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at their expected present value of the estimated future cash outflows to be made for those entitlements.

(c) Income Tax

No provision has been made in the accounts for income tax on the basis that the Union is exempt pursuant to Section 50-15 (3.2) of the Income Tax Assessment Act 1997 (Formerly Section 23(f) of the Income Tax Assessment Act 1936)

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

(d) Plant and Equipment

The carrying amount of plant and equipment is reviewed annually by the Branch to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Plant & Equipment is depreciated on a straight line basis over the effective life of the asset, commencing from the time the asset is held ready for use.

The depreciation rate used for Office Equipment is primarily 25% Prime Cost. The depreciation rate used for Leased Office Equipment is primarily 30% Prime Cost.

(e) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Branch, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are amortised on a straight line basis over their estimated useful lives where it is likely that the Branch will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(f) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

(g) Goods and Services Tax (GST)

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

(h) Prior Period Adjustment

A prior period adjustment has been made for Cash At Bank – Term Deposit which had a balance of \$5,000 as at 30th June 2002 however, due to an accounting oversight was not included in the 2002 audited financial statements.

(i) Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

2. WORKPLACE RELATIONS ACT 1996

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 read 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.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

3. WAGES & ASSOCIATED COSTS

	2003 \$	2002 \$
Elected Officers:		
Salaries & Salary-Sacrifice Benefits	55,343	68,578
Employer Superannuation	<u>7,154</u>	<u>4,377</u>
	<u>62,497</u>	<u>72,955</u>
Other Officers:		
Salaries & Salary-Sacrifice Benefits	250,845	230,320
Employer Superannuation	<u>32,662</u>	<u>24,313</u>
	<u>283,507</u>	<u>254,633</u>
Other Costs:		
Change in Leave Provisions	14,568	14,750
Fringe Benefits Tax	17,017	21,397
Payroll Tax	22,365	21,249
Workcover Insurance	<u>5,408</u>	<u>4,872</u>
	<u>59,358</u>	<u>62,268</u>
TOTAL WAGES & ASSOCIATED COSTS	<u>405,362</u>	<u>389,856</u>

4. PLANT AND EQUIPMENT

	2003 \$	2002 \$
Office Equipment	31,340	27,395
Accumulated Depreciation	<u>(17,643)</u>	<u>(6,849)</u>
	13,697	20,546
Leased Office Equipment	42,977	10,825
Accumulated Amortisation	<u>(5,016)</u>	<u>(2,706)</u>
	37,961	8,119
TOTAL PLANT AND EQUIPMENT	<u>51,658</u>	<u>28,665</u>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

5. SHARES IN TRADE UNION PROPERTIES PTY LIMITED

	2003	2002
	\$	\$
Shares in Trade Union Properties Pty Limited – Land and Buildings 265 Macquarie Street HOBART TASMANIA	<u>187,495</u>	<u>136,951</u>

Shares in Trade Union Properties Pty Limited are held in trust on behalf of the Australian Services Union Tasmanian Branch.

The land & buildings are disclosed at 1991 Directors' Valuation less accumulated depreciation on the building.

The latest municipal rates notice for 265 Macquarie Street disclosed a valuation as at 1st July 2002 of \$225,000.

6. OVERDRAFT FACILITIES

The Australian Municipal, Administrative, Clerical and Services Union have provided security for the overdraft facilities of the Tasmanian Branch as follows:-

- a Registered Mortgage over property situated at 116-124 Queensberry Street, Carlton South, Victoria;
- a Registered Mortgage over property situated at 5-9 Rundle Street, Kent Town, South Australia; and
- other equitable charges.

7. PROVISIONS

	2003	2002
	\$	\$
<u>Current</u>		
Provision for Annual Leave Entitlements	81,583	74,484
Provision for Long Service Leave Entitlements	<u>82,582</u>	<u>76,643</u>
	<u>164,165</u>	151,127
<u>Non Current</u>		
Provision for Long Service Leave Entitlements	<u>4,598</u>	<u>3,068</u>
Aggregate Employee Entitlement Liability	<u>168,763</u>	<u>154,195</u>
Number of employees at year end	8	8

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

8. RESERVES

	2003 \$	2002 \$
<u>Capital Reserve</u>		
Opening Balance	136,951	136,951
Increase in book value of Trade Union Properties Pty Limited	51,723	-
Depreciation on building for year ended 30 th June 2003	<u>(1,179)</u>	-
Closing Balance	<u>187,495</u>	<u>136,951</u>

The capital reserve is the Branch's interest in Trade Union Properties Pty Limited, which owns land & buildings at 265 Macquarie Street Hobart, as at 30th June 2003.

9. LEASING COMMITMENTS

	2003 \$	2002 \$
a. Finance Lease Commitments		
Payable		
- not later than 1 year	15,111	10,004
- later than 1 year but not later than 5 years	<u>28,224</u>	-
Minimum lease payments	43,335	10,004
Less future finance charges	<u>5,397</u>	393
Total lease liability	<u>37,938</u>	<u>9,611</u>
b. Operating Lease Commitments		
Being for lease of motor vehicles		
Payable:		
- not later than 1 year	42,588	51,216
- later than 1 year but not later than 5 years	80,349	8,267
- later than 5 years	-	-
	<u>122,937</u>	<u>59,483</u>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

10. RELATED PARTY DISCLOSURES

- (i) The following persons have held office in the Branch at some time during the financial year:-

Sean Kelly	-	Branch Secretary
Frank Henderson	-	Joint Branch President – Services Division
Robert Ralph	-	Joint Branch President – Clerical & Administrative Division
Michael Lynd	-	Joint Branch President – MEU Division
John Phillips	-	Joint Vice Branch President – Services Division
Elaine Horgen	-	Joint Vice Branch President – Clerical & Administrative Division
Steve Manser	-	Joint Vice Branch President – MEU Division
Kevin Crombleholme	-	Branch Councillors – Services Division
Will Peisker	-	Branch Councillors – Services Division
Steven Rosendale	-	Branch Councillors – Services Division
William Fleming	-	Branch Councillors – Clerical & Administrative Division
Marilyn Turnbull	-	Branch Councillors – Clerical & Administrative Division
Rob Usher	-	Branch Councillors – Clerical & Administrative Division
John Best	-	Branch Councillors – MEU Division
Peter Dawson	-	Branch Councillors – MEU Division
Perry Holohan	-	Branch Councillors – MEU Division
Kaye Cook	-	Branch Conference Delegates – Services Division
Scott Manten	-	Branch Conference Delegates – Services Division
Kevin Patmore	-	Branch Conference Delegates – Services Division
Aniela Harris	-	Branch Conference Delegates – Clerical & Administrative Division
Maree Steinbauer	-	Branch Conference Delegates – Clerical & Administrative Division
Susan Vallis	-	Branch Conference Delegates – Clerical & Administrative Division
David Button	-	Branch Conference Delegates – MEU Division
Tony McKenzie	-	Branch Conference Delegates – MEU Division
Stephen Parramore	-	Branch Conference Delegates – MEU Division

- (ii) The aggregate amount of remuneration paid to elected officers during the financial year is disclosed in Note 3.
- (iii) There were no other transactions between the Officers of the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

**11. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM OPERATING
ACTIVITIES WITH OPERATING SURPLUS FOR THE YEAR**

	2003	2002
	\$	\$
Surplus/(Deficit) as per Statement of Financial Performance	9,532	24,220
Add: Non Cashflow Items:		
Depreciation	10,794	6,849
Amortisation	9,191	2,706
Changes in Assets and Liabilities		
(Increase)/Decrease in Sundry Debtors	8,297	(5,441)
(Increase)/Decrease in Prepayments	(536)	-
Increase/(Decrease) in Creditors	(44,226)	61,102
Increase/(Decrease) in GST Payable	(2,646)	2,476
Increase/(Decrease) in Provisions	<u>14,568</u>	<u>(31,029)</u>
Net Cash Provided by/(Used In) Operating Activities	<u>4,974</u>	<u>60,883</u>

12. CONTINGENT LIABILITIES

The members of the Branch Executive are unaware of any contingent liabilities, the effect of which may be material in relation to the financial statements.

13. EVENTS SUBSEQUENT TO BALANCE DATE

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial statements.

14. GOING CONCERN

Notwithstanding the deficiency in net assets, the financial statements have been prepared on the basis of the Branch as a going concern which, in turn, is dependent upon the continued financial support of its members and both secured and unsecured creditors.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003
(CONTINUED)**

15. FINANCIAL INSTRUMENTS

a. Interest Rate Risk

The Union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
	Rate		Rate		Within 1 Year		1 to 5 Years	
	2003	2002	2003	2002	2003	2002	2003	2002
FINANCIAL ASSETS	%	%	\$	\$	\$	\$	\$	\$
Cash	1	1	19,207	41,716	-	-	-	-
Term Deposit	5	-	-	-	5,000	-	-	-
Sundry Debtors	-	-	-	-	-	-	-	-
TOTAL FINANCIAL ASSETS			19,207	41,716	5,000	-	-	-
FINANCIAL LIABILITIES								
Bank Overdraft	9	9	20,080	7,935	-	-	-	-
Loan - ASU National Office	5	6	279,308	304,285	-	-	-	-
Sundry/Other Creditors	-	-	-	-	-	-	-	-
Lease Liabilities	9	11	-	-	12,073	9,611	25,865	-
Other Loans	-	-	-	-	-	-	-	-
TOTAL FINANCIAL LIABILITIES			299,388	312,220	12,073	9,611	25,865	-
	Fixed Interest Rate Maturing over 5 years		Non-Interest Bearing		TOTAL			
	2003	2002	2003	2002	2003	2002		
FINANCIAL ASSETS	\$	\$	\$	\$	\$	\$		
Cash	-	-	-	-	19,207	41,716		
Term Deposit	-	-	-	-	5,000	-		
Sundry Debtors	-	-	-	8,297	-	8,297		
TOTAL FINANCIAL ASSETS	-	-	-	8,297	24,207	50,013		
FINANCIAL LIABILITIES								
Bank Overdraft	-	-	-	-	20,080	7,935		
Loan - ASU National Office	-	-	-	-	279,308	304,285		
Sundry/Other Creditors	-	-	149,860	196,732	149,860	196,732		
Lease Liabilities	-	-	-	-	37,938	9,611		
Other Loans	-	-	100,000	100,000	100,000	100,000		
TOTAL FINANCIAL LIABILITIES	-	-	249,860	296,732	587,186	618,563		

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

BRANCH EXECUTIVE CERTIFICATE

In accordance with Section 273(2) of the Workplace Relations Act 1996, the executive of the Australian Municipal, Administrative, Clerical and Services Union – Tasmanian Branch state that -

1. In the opinion of the Executive Committee -
 - (a) the accompanying Statement of Financial Position is drawn up so as to show a true and fair view of the state of affairs of the Branch as at 30th June 2003;
 - (b) the accompanying Statement of Financial Performance is drawn up so as to show a true and fair view of the results of the Branch for the financial year ended 30th June 2003;
 - (c) meetings of the Executive were held in accordance with the Rules of the Branch;
2. To the knowledge of any member of the Executive, there have been no instances during the financial year ended 30th June 2003 where records of the Branch or other documents (not being documents containing information made available to a member of the Union 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 of the Branch in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto or the Rules of the Branch, as the case may be.
3. The Branch has complied with Section 279 of the Workplace Relations Act 1996 in relation to the accounts, statements and auditors report, of the Australian Municipal, Administrative, Clerical and Services Union – Tasmanian Branch prepared in accordance with Section 273(1) and 276 of the Act, in respect of the proceeding financial year.

Signed by two members of the Executive Committee in accordance with a resolution of the Branch Executive of the Australian Municipal, Administrative, Clerical and Services Union – Tasmanian Branch.

Date: *X 25 May 2004*

Signature

Full Name

Signature

Full Name

X .....

X *FRANK AINSWORTH HENDERSON*.....

X .....

X *JOHN CHARLES PHILLIPS*.....

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL & SERVICES UNION
TASMANIAN BRANCH**

STATEMENT BY PRINCIPAL ACCOUNTING OFFICER

In accordance with Section 273(2) of the Workplace Relations Act 1996, I, Sean Kelly, being the principal accounting officer of the Australian Municipal, Administrative, Clerical and Services Union – Tasmanian Branch and responsible for keeping the accounting records of the Branch -

1. certify that as at 30th June 2003 the number of members of the Branch was 2617.

2. state that, in my opinion, -
 - (i) the accounts show a true and fair view of the financial affairs of the Branch as at the end of the financial year;
 - (ii) a record has been kept of all monies paid by, or collected from, members of the Branch, and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited in accordance with the Rules of the Branch;
 - (iii) before any expenditure was incurred by the Branch, approval for the incurring of the expenditure was obtained in accordance with the Rules of the Branch;
 - (iv) no payment out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the Regulations was made for a purpose other than the purpose for which the fund was operated;
 - (v) any loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the rules of the Branch; and
 - (vi) the Register of Members of the Branch was maintained in accordance with the Act.

Signed at *Hobart*, this the *25th* day of *May* 2004.

S. J. Kelly
.....
Sean Kelly (Branch Secretary)

**Australian Municipal, Administrative, Clerical and Services Union
Tasmanian Branch
Independent Auditor's Report
For the Year Ended 30th June 2003**

Scope

We have audited the financial statements of the Tasmanian Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30th June 2003 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes thereto and for which the Branch Executive is responsible for the content. We have conducted an independent audit of the financial statements in order to express an opinion on them in accordance with the requirements of the Workplace Relations Act 1996 and the Rules of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examinations on a test basis of evidence supporting the amounts and other disclosures in the financial statements 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 financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and the Workplace Relations Act 1996 so as to present a view which is consistent with our understanding of the Branch and its financial position and performance. The audit opinion expressed in this report has been formed on the above basis.

Qualifications

As stated in Note 14, and notwithstanding the deficiency in net assets, the financial statements have been prepared on the basis of the Branch as a going concern which, in turn, is dependent upon the continued financial support of its members and both secured and unsecured creditors. Although no indication has been given that such financial support will be withheld, no guarantee has been given and, accordingly, the ability of the Branch to pay its debts as and when required is not certain. In this regard, there is a risk that the going concern basis may be invalid in which case a provision would be required for any loss on realisation of the assets of the Branch.

Qualified Audit Opinion

Except for, and subject to, the matter referred to in the qualification section, in our opinion –

- (i) satisfactory accounting records were kept by the Branch including records of the sources and nature of the income of the Branch (including income from members) and records of the nature and purposes of the expenditure of the Branch;

**Australian Municipal, Administrative, Clerical and Services Union
Tasmanian Branch
Independent Auditor's Report
For the Year Ended 30th June 2003
(CONTINUED)**

- (ii) the accounts and statements prepared under section 273 of the Workplace Relations Act are properly drawn up –
 - (a) in accordance with Australian Accounting Standards, and
 - (b) so as to give a true and fair view of the financial affairs of the Branch as at 30th June 2003 and the income, expenditure and any surplus or deficit of the Branch for the year ended on that date;
- (iii) for the purpose of our audit, all information and explanations required to be provided to us by officers and employees of the Branch under section 276(2) were so provided.

Melbourne, 7th June 2004

**Eddy Partners, CPA's
Accountants & Auditors**

S. J. Eedy
Partner

6th Floor, 20 Collins Street
Melbourne, Victoria 3000
Tel: (03) 9654-5944
Fax: (03) 9654-6908
info@eddypartners.com.au

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**FINANCIAL STATEMENTS SUMMARY
FOR THE YEAR ENDED 30TH JUNE 2003**

Registered Office:

**265 Macquarie Street
HOBART, TAS. 7000**

Branch Secretary:

Sean Kelly

Contents:

Summary of Financial Performance

Summary of Financial Position

Summary of Cash Flows

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Independent Auditor's Report

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**SUMMARY OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
INCOME		
Subscriptions	727,406	748,683
Interest	289	67
Other Income	6,387	15,107
	<hr/>	<hr/>
Total Income	734,082	763,857
	<hr/>	<hr/>
LESS EXPENDITURE		
Audit & Accountancy Fees	7,376	-
Advertising Publicity & Promotion	4,999	4,156
Affiliation Fees & Donations	15,040	22,100
Capitation	58,092	55,864
Interest, Bank Charges & Fees	27,932	29,197
IT – Computer & Internet Expenses	6,153	7,337
Legal Fees	68	1,610
Motor Vehicle, Travel, Meetings, Conferences & Functions	97,494	113,326
Office Equipment Amortisation & Depreciation	19,985	9,555
Printing, Stationery, Postage & Photocopying	31,827	19,099
Telephone & Facsimile	30,056	42,112
Staff Salaries & Associated Costs	405,362	389,856
Office Occupancy, Administration Expenses & Sundry	20,166	45,425
	<hr/>	<hr/>
Total Expenditure	724,550	739,637
	<hr/>	<hr/>
OPERATING RESULT FOR YEAR	9,532	24,220
PRIOR PERIOD ADJUSTMENT	5,000	-
ACCUMULATED FUNDS 1/7/02	(694,080)	(718,300)
	<hr/>	<hr/>
ACCUMULATED FUNDS 30/6/03	(679,548)	(694,080)
	<hr/>	<hr/>

The accompanying notes form part of this financial statement.

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**SUMMARY OF FINANCIAL POSITION
AS AT 30TH JUNE 2003**

	2003 \$	2002 \$
MEMBERS FUNDS		
Accumulated Funds	(679,548)	(694,080)
Reserves	187,495	136,951
Total Members Funds	(492,053)	(557,129)
<i>represented by:</i>		
CURRENT ASSETS		
Cash Assets	24,207	41,716
Receivables	536	8,297
Total Current Assets	24,743	50,013
NON-CURRENT ASSETS		
Shares in Trade Union Properties Pty Limited	187,495	136,951
Plant & equipment	51,658	28,665
Total Non-Current Assets	239,153	165,616
TOTAL ASSETS	263,896	215,629
CURRENT LIABILITIES		
Bank Overdraft	20,080	7,935
Sundry & Other Creditors	133,509	186,535
Loan – ASU National Office	42,900	42,900
Lease Liabilities	12,073	9,611
GST Payable	7,551	10,197
Provisions	164,165	151,127
Total Current Liabilities	380,278	408,305
NON-CURRENT LIABILITIES		
Other Creditors	8,800	-
Loan – ASU National Office	236,408	261,385
Lease Liabilities	25,865	-
Provisions	4,598	3,068
Other Loan – ASU National Office	100,000	100,000
Total Non-Current Liabilities	375,671	364,453
TOTAL LIABILITIES	755,949	772,758
NET ASSETS	(492,053)	(557,129)

The accompanying notes form part of this financial statement.

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**SUMMARY OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
OPERATING CASH FLOWS -		
Operating Receipts	807,817	763,856
Operating Payments	(802,843)	(702,973)
Cash Inflow/(Outflow) from Operating	4,974	60,883
INVESTING CASH FLOWS -		
Purchase of Office Equipment	(3,945)	-
Cash Inflow/(Outflow) from Investing	(3,945)	-
FINANCING CASH FLOWS -		
Repayment of Lease Finance	(10,706)	(12,621)
Proceeds from Borrowings	16,263	16,611
Repayment of Borrowings	(41,240)	(41,200)
Cash Inflow/(Outflow) from Financing	(35,683)	(37,210)
TOTAL CASH INFLOW/(OUTFLOW)	(34,654)	23,673
Opening Balance	33,781	10,108
Prior Period Adjustment	5,000	-
CASH AS AT 30TH JUNE 2003	4,127	33,781

The accompanying notes form part of this financial statement.

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003**

STATEMENT OF ACCOUNTING POLICIES

The accompanying financial statements represents a summary of the general purpose financial report of the Australian Municipal Administrative Clerical and Services Union, Tasmanian Branch, for the year ended 30th June 2003.

The accounts of the Branch comply with the reporting requirements of the Workplace Relations Act 1996, Australian Accounting Standards, and Urgent Issues Consensus Views.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

Basis of Accounting

The financial statements have been prepared on the basis of historical cost and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounts are prepared using the accrual basis of accounting with the exception of Membership subscriptions which are brought to account on a cash basis as and when received.

Assets and Liabilities

Assets and liabilities are classified in the accounts as current or non-current. Current assets are cash or other assets that would in the ordinary course of operations be converted into cash within twelve months. Current liabilities are those that would in the ordinary course of operations be expected to be due and payable within twelve months.

Non-Current Assets

All non-current assets are brought to account at cost or at valuation less, where applicable, any accumulated depreciation. The depreciable amount of all non-current assets, including buildings, but excluding freehold land, are depreciated over their estimated effective lives.

Employee Entitlements

Provision is made in the accounts for the liability of the Branch for annual leave and long service leave arising from services rendered by all employees.

Goods & Services Tax

With the exception of gross receipts and payments shown in the Statement of Cash Flows, all items of income and expenditure brought to account in the Financial statements is after deduction of any applicable GST paid to or claimed back from the Taxation Office.

Prior Period Adjustment

A prior period adjustment has been made for Cash At Bank – Term Deposit which had a balance of \$5,000 as at 30th June 2002 however, due to an accounting oversight was not included in the 2002 audited financial statements.

Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**STATEMENT BY BRANCH EXECUTIVE
FOR THE YEAR ENDED 30TH JUNE 2003**

The financial statements of the Tasmanian Branch of the Australian Municipal Administrative Clerical and Services Union for the period 1st July 2002 to 30th June 2003 have been audited in accordance with the provisions of the Workplace Relations Act 1996, and the attached summary is provided for members in accordance with Section 279(2) of the Act.

A full copy of the accounts, statements and auditor's report for the Branch will be supplied free of charge to any member who request same.

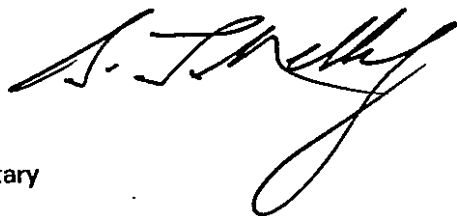
Certificates required to be given under the Act by the principal accounting officer and the Branch Executive been completed and contain no qualifications.

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:-

- (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.

Signed in accordance with a resolution of the Branch Executive of the Australian Services Union, Tasmanian Branch.

X



**Sean Kelly
Branch Secretary**



**AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH**

**INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED 30TH JUNE 2003**

Scope

We have examined the attached summary of financial performance, financial position and cash flows of the Tasmanian Branch of the Australian Municipal Administrative Clerical and Services Union, together with the accompanying Statement by the Branch Executive in order to express an opinion on them to the members of the Branch. The Branch Executive is responsible for the financial statements summary. We have conducted an independent audit of the summary to express an opinion on it to the members.

Our examination has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the summary is free from material misstatement. Our procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the summary and an 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 summary is presented in accordance with statutory requirements so as to present a true and fair view of the branch which is consistent with our understanding of their financial position, results of operations and cash flows. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the attached summary of financial performance, financial position and cash flows, and the Statement by Branch Executive, presents a fair and accurate summary of the financial statements of the Tasmanian Branch for the financial year ended 30th June 2003.

Our auditors report on the financial statements of the Tasmanian Branch, and did not contain particulars of any deficiency, failure or shortcoming in relation to a matter referred to in Section 276(4) of the Workplace Relations Act 1996 except for the following qualifications:-

As stated in Note 14, and notwithstanding the deficiency in net assets, the financial statements have been prepared on the basis of the Branch as a going concern which, in turn, is dependent upon the continued financial support of its members and both secured and unsecured creditors. Although no indication has been given that such financial support will be withheld, no guarantee has been given and, accordingly, the ability of the Branch to pay its debts as and when required is not certain. In this regard, there is a risk that the going concern basis may be invalid in which case a provision would be required for any loss on realisation of the assets of the Branch.

**EDDY PARTNERS
ACCOUNTANTS & AUDITORS**

**STEPHEN J. EEDY, B.COM ACA
Registered Company Auditor.**

6th Floor
Coates Building
20 Collins Street
MELBOURNE, VIC. 3000
e-mail: info@eddypartners.com.au

AUSTRALIAN SERVICES UNION
TASMANIAN BRANCH
BRANCH EXECUTIVE MEETING

Minutes of a meeting held at the ASU Meeting Room, 265 Macquarie Street, Hobart, on Tuesday 31st August, at 12.30pm.

Mr B Ralph was nominated to Chair the meeting.

IN ATTENDANCE:

Michael LYND	Joint Branch President	MEU Division
Robert RALPH	Joint Branch President	C&A Division
Frank HENDERSON	Joint Branch President	SERVICES Division
John PHILLIPS	Vice President	Services Division
Sean KELLY	Branch Secretary	
Paul Slape	National Secretary	
Leanne HILL	Office Manager	

APOLOGIES:

Elaine HORGAN	Vice President	C&A Division
Steve MANSER	Vice President	MEU Division

NOTIFICATION OF PROXIES:

No proxies had been received.

ADOPTION OF THE AGENDA:

The Agenda for the meeting was adopted as presented.

MOVED: Frank HENDERSON SECONDED: John PHILLIPS

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING:

The minutes of the meeting of the 25th May 2004 were confirmed.

MOVED: John PHILLIPS SECONDED: Frank HENDERSON

“That the Minutes of the meetings be CONFIRMED”

CARRIED.

MATTERS ARISING FROM THE PREVIOUS MINUTES:

Mr Kelly reported that since the last meeting the credit card payment facility had been installed, and is now being used. The question was asked about portability for members who pay this way and transfer interstate, can dues still be paid to Tasmanian Branch.

Michael Lynd questioned Paul Slape on Machinery Standards, and suggested that Mr Kelly write to Mr Slape on this issue.

SELECTION OF AUDITORS

“That the Branch accept the written quote from Deloittes to conduct the 2003-04 Audit”.

MOVED: Micheal LYND

SECONDED: Frank HENDERSON

CARRIED.

2002-03 Audit:

RESOLUTION:

- 1. It was resolved to adopt the accounts and financial statements of the Australian Municipal Administrative Clerical and Services Union Tasmanian Branch in respect of the year ended 30th June 2003.**
- 2. It was resolved that the Branch Executive Certificate required to be attached to the accounts and financial statements be adopted and signed by two officers on behalf of the Branch Executive.**
- 3. It was noted that the auditor’s report required to be attached to the accounts and financial statements in accordance with Section 276 of the Workplace Relations Act 1996 would be signed by Eddy Partners Accountants and Auditors following the signing of the Branch Executive Certificate and the Statement by Principal Accounting Officer.**
- 4. It was resolved to provide to the members of the Branch, a summary of the report, accounts, and statement pursuant to Section 279 of the Workplace Relations Act 1996.”**

MOVED: Michael LYND

SECONDED: John PHILLIPS

CARRIED.

NATIONAL SECRETARY'S REPORT:

Mr Slape reported on the forthcoming National Conference, to be held in October 2004.

He reported that the Federal Election will complicate the invitations to various speakers, e.g. Mark Latham had been invited to open the Conference, but this may now change.

The National Executive, in July 2004, resolved to defer a capitation increase and set up a Financial Review Committee for National Office. If there is an increase in Capitation Fees, it will be dated from January 2005.

Mr Slape also reported that National Office will continue to offer various forms of assistance to support Tasmanian Branch in it's strategy to increase membership and as a consequence to improve the financial situation of the Branch.

Mr Kelly outlined the various areas in which the National Office already assists the Tasmanian Branch Appreciation was expressed for the support and assistance received from the Officers in the Melbourne and Sydney national Offices.

FINANCE REPORT:

MOTION:

"That the Finance Reports be received and accepted."

MOVED: John PHILLIPS

SECONDED: Frank HENDERSON

CARRIED.

MEMBERSHIP REPORT

"That the Membership Report be accepted and variations noted".

MOVED: Frank HENDERSON

SECONDED: Michael LYND

CARRIED.

STAFF MATTERS:

Mr Kelly provided a verbal report covering a range of staff matters.

GENERAL BUSINESS

There was no General Business for the meeting.

FUTURE BRANCH EXECUTIVE MEETINGS:

The next Branch Executive meeting will be held on Tuesday 30th November 2004.

Further meetings will be scheduled for

- Tues 22nd February 2005 in Launceston,
- 31st May 2005 in Devonport,
- Friday 26th August 2005, with Conference to follow on Saturday 27th August 2005, and
- Tuesday 29th November 2005.

The Meeting closed at 2.30 pm.

MINUTES CONFIRMED:

CHAIRMAN: _____
[Signature]

DATE: _____