



FAIR WORK  
AUSTRALIA

17 February 2010

Mr J Lapidos  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Taxation Officers' Branch  
116 Queensberry Street  
CARLTON SOUTH VIC 3053

email: Jeff.Lapidos@asutax.asn.au

Dear Mr Lapidos

**Re: Financial report of the Australian Municipal, Administrative, Clerical and Services Union - Taxation Officers' Branch - FR2009/10104**

Thank you for lodging the financial report of the Taxation Officers' Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009. The documents were lodged in this office on 15 January 2010.

The financial report is filed.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 [now the Fair Work (Registered Organisations) Act 2009]. Please note that these matters are generally advised for assistance in the preparation of future financial reports. With the exception of the comment concerning item 1, no further action is required in respect of the subject documents.

**1. Required disclosures**

The profit and loss statement contains an item of disclosure entitled "Affiliation and Sustentation Fees and ACTU Levy". Item 11 of the Reporting Guidelines requires separate disclosures for, among other things, affiliation fees paid to political parties and industrial bodies (item 11(d)), contributions paid to another reporting unit of the organisation (item 11(b)) and fees and compulsory levies imposed on the reporting unit (item 11(e)). Where appropriate, separate disclosures in accordance with item 11 need to be made.

**2. Recovery of Wages**

I note that the accounts do not provide any information in relation to any recovery of wages activity. Items 16 – 23, 25(f) and 27(b) of the Reporting Guidelines govern the financial reporting of recovery of wages activity.

In circumstances where the reporting unit has not undertaken any recovery of wages activity for the financial year, a statement by the auditor or a declaration in the Committee of Management Statement to the effect that there was no recovery of wages activity for the financial year would be sufficient.

**3. Auditor's Report**

The scope of the auditor's report on the full financial report should be addressed to the members of the branch (ASA 700). In future years please ensure that the scope of the auditor's report is addressed to members of the branch.

11 Exhibition Street Telephone: (03) 8661 7777  
Melbourne VIC 3000 International: (613) 8661 7777  
GPO Box 1994 Facsimile: (03) 9655 0401  
Melbourne VIC 3001 Email: melbourne@fwa.gov.au

**4. Notice to members**

I note that the notice to members refers to section 274 of the Fair Work (Registered Organisations) Act 2009. The reference should be to section 272.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at [larry.powell@fwa.gov.au](mailto:larry.powell@fwa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Powell', with a large, stylized initial 'L' on the left side.

Larry Powell  
Tribunal Services and Organisations



**Australian Services Union  
Taxation Officers Branch  
116 Queensberry Street  
Carlton South 3053  
Ph. 03) 9347 6080  
Fax: 03) 9347 8781  
Branch Secretary: Jeff Lapidos  
Jeff.Lapidos@asutax.asn.au  
Ph. 0419 335 675**

The General Manager  
Fair Work Australia  
GPO Box 1994  
Melbourne 3001

14 January 2010

Dear Sir/Madam

I have lodged with this letter a copy of the general purpose financial report, the committee of management statement and the audit report for the 2008-09 financial year for the Australian Services Union Taxation Officers' Branch.

I certify that a copy of the general purpose financial report was presented to our committee of management, the ASU Tax Council on Thursday, 10 December 2009. The Council made the Committee of Management statement at this Council meeting.

A copy of the general purpose financial report, including the committee of management statement and the audit report for the 2008-09 financial year was presented to the ASU Tax Council meeting on Friday, 11 December 2009.

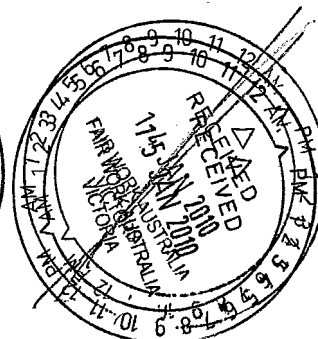
I provided a copy of the general purpose financial report, including the committee of management statement and the audit report for the 2008-09 financial year to each of our financial members to their work e-mail address through our Branch President on Monday, 14 December 2009. This is the way we normally keep our financial members informed of the work of our union. I advised our members in this email that the ASU National 2008-2009 financial statements were available on its website, [www.asu.asn.au](http://www.asu.asn.au)

I note that ASU Tax did not make any loan, grant or donation exceeding \$1,000 during the 2008-09 year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeff Lapidos', written over a horizontal line.

Jeff Lapidos



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION**  
**TAXATION OFFICERS' BRANCH**  
**AUDITED FINANCIAL REPORT**

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

**TAXATION OFFICERS' BRANCH**

**AUDITED FINANCIAL REPORT**

**FOR THE YEAR ENDED**

**30<sup>TH</sup> JUNE 2009**

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION  
TAXATION OFFICERS' BRANCH**

**Committee of Management Statement for the year ended 30 June 2009**

On 10 December 2009 the Committee of Management of the Australian Municipal, Administrative, Clerical and Services Union – Taxation Officers Branch Council passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2009:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under Section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or Registrar; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under Section 273 of the Fair Work (Registered Organisations) Act 2009.



**For Committee of Management:  
Title of Office Held:**

**Jeffrey Lapidos  
Branch Secretary**

**Date:**

**10 December 2009**

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION**  
**TAXATION OFFICERS' BRANCH**  
**OPERATING REPORT**  
**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

In accordance with Section 254 of the Fair Work (Registered Organisations) Act 2009 ("the Act"), your Committee of Management report, is as follows:

**Principal Activities**

The principal activity of the organisation during the year was that of a registered trade union, which covers employees of the Australian Taxation Office. No significant change occurred in the nature of those activities during the year.

The results of our activities over the year were:

- We negotiated the ATO (General Employees) Agreement 2009 (the Agreement) with the Tax Office. We developed our log of claims in consultation with our members; we consulted with our members during the course of negotiations and about whether to make the final agreement. The CPSU and MEAA refused to make the Agreement with us. The Agreement was endorsed by a majority vote of all ATO employees covered by the Agreement. The Agreement improved salaries, many conditions, maintained most conditions, although we had to negotiate some small reductions in conditions to meet the business needs of the Tax Office. The consultative arrangements for our union improved. The CPSU did not co-operate with the ASU during the course of the negotiations; their attitude to us was most disappointing.
- We made an agreement with the United Service Union, a Branch of the Australian Services Union to access their Newcastle Organiser, Robert Potter, to service the Newcastle Tax Office. We recruited almost 50 members over subsequent months as a result. However, this initiative was used by the CPSU to justify a refusal to continue discussions with us about how we might co-operate in the making of the 2009 ATO (General Employees) Agreement.
- In February 2009, the Tax Office denied it intended reducing the number of ongoing full time employees in its Operations Sub-Plan by 3,000 as part of its Operations Business Model despite it releasing a document to the unions which strongly suggested otherwise.
- We identified a serious deficiency in the Tax Office's Whistleblower Policy in that it maintained the Policy did not apply to employees if they were personally affected or linked to the bad conduct. The Tax Office refused to correct this error, so we took it up with the Public Service Commissioner (PSC), along with proposals for other improvements in the Policy. The PSC required the Tax Office make the correction we identified, but not the improvements we proposed. The Tax Office amended its Policy in January 2009.
- The Tax Office Union Access Protocol for the ASU remained an ongoing issue during the year. The Tax Office sought the assistance of the Industrial Relations Commission in resolving the dispute. We decided to accept a Protocol, despite it being inferior in two respects to the Protocol the Tax Office had with the CPSU. However we decided we would prosecute the Tax Office because of this difference if our legal advice recommended we had reasonable grounds for success. The Tax Office then withdrew its offered Protocol.
- We consulted with ATO management about its intended operations.
- We represented members on ATO Health Safety and Wellbeing Committees.

- We represented and resolved the employment concerns of individual members in conferences with ATO management
- We continued to assist members with misconduct cases initiated by the ATO.
- We advised members about their rights and options to further their career interests, particularly with regard to health and workers compensation issues, disciplinary issues, their working environment and other employment concerns.
- We maintained guides on working in the ATO for ASU Tax members on subjects such as: Misconduct, Health, Workers Compensation, Decision Making, Leave, Resolving Disputes and the Public Service Act.
- We kept the Union Shopper discount buying service available to members.
- We maintained journey insurance to provide safety net insurance for our financial members against accidents when traveling to and from work and home and when outside ATO premises during morning and afternoon tea and lunch breaks. There is a minimum threshold of two weeks off work to qualify for assistance. There is no requirement to exhaust sick leave to be eligible.
- The ASU e-Shop continues to provide discount movie tickets and other ASU and union merchandise for ASU members to purchase.
- We continued our support for members with workers compensation and/or rehabilitation members through the work of our Honorary Industrial Officer, Tony Cianciosi.
- Our members agreed to a proposal to increase our membership fees from 1 July 2009 by 3.25% for full timers, with pro-rata increases for part timers.

### **Operating Result**

The operating result of the organisation for the year ended 30<sup>th</sup> June 2009 was a surplus of \$10,403. The final result was positively affected by the fact that we no longer employed the Assistant Branch Secretary; a 5% increase in membership fees over the previous financial year; the fact that the employer of our members did not require those who paid their membership subscriptions to continue to confirm annually that they wished to continue to do so; and a continued small increase in net membership numbers. The surplus was despite recognising a provision for long service leave for the Branch Secretary and bringing into the profit and loss account the estimated audit fee and payroll tax for the 2009 year. We were able to reverse our small negative equity situation into a positive equity situation as a result of the surplus.

We are able to pay our debts as they fall due. No provision for tax was necessary as the organisation is considered exempt.

### **Significant Changes**

There was no significant change in the financial affairs of the organisation during the year, other than those referred to in the note on the Operating Result above. They are also referred to in Note 10 to the Notes to the Financial Statements.

### **Right of Members**

All members have the right to resign from the Union in accordance with Rule 32 of the Australian Services Union National Rules (and Section 174 of the Fair Work (Registered Organisations) Act 2009; namely, by providing 14 days notice in writing addressed and delivered to the Secretary of the Taxation Officers' Branch, 116 Queensberry Street, Carlton South, Victoria, 3053.

Fax: 03) 9347 8781. Email: [Jeff.Lapidos@asutax.asn.au](mailto:Jeff.Lapidos@asutax.asn.au)



## Other Prescribed Information

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

- (a) the number of persons that were at the end of the financial year recorded in the register of members for Section 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the registered organisation under Section 244 of the Fair Work (Registered Organisations) Act 2009 was 1,006.
- (b) the number of persons who were at the end of the financial year employees of the organisation including both full-time and part-time employees measured on a full-time equivalent basis was 1.8.
- (c) the names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which he or she held office were:

Peter Chaplin, Branch President:	1 July 2008 to 30 June 2009
Lindsay Keating, Deputy Branch President	1 July 2008 to 19 May 2009
Jeffrey Lapidos, Branch Secretary:	1 July 2008 to 30 June 2009
Nicholas Korovin, Assistant Branch Secretary	1 July 2008 to 25 July 2008
Gaetano Greco, Assistant Branch Secretary	31 October 2008 to 30 June 2009
Keith Meynell, Branch Treasurer	1 July 2008 to 30 June 2009
Geoffrey Southern, Senior Officers Councillor:	1 July 2008 to 30 June 2009
Helen Geraghty, Northern Councillor:	1 July 2008 to 30 June 2009
Max Simpson, Central Councillor	1 July 2008 to 22 April 2009
Lara Bradley, Central Councillor	1 July 2008 to 13 May 2009
Christine Goodwin, Southern Councillor	1 July 2008 to 30 June 2009
Jill Clough, Southern Councillor	1 July 2008 to 30 June 2009

### Trustees of superannuation entities

- (i) No member of the Committee of Management or of the Branch is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (ii) No member of the Committee of Management or of the Branch is a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme;

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of the Australian Services Union Taxation Officers' Branch.

### Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management:



Jeff Lapidos  
Branch Secretary

Date: 10 December 2009

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

**TAXATION OFFICERS' BRANCH**

**INDEPENDENT AUDITOR'S REPORT**

**Report on the Financial Report**

We have audited the accompanying financial report of Australian Municipal, Administrative, Clerical and Services Union Taxation Officers' Branch (the Union) which comprises the balance sheet as at 30<sup>th</sup> June 2009 and the profit and loss statement and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee of management.

**Committee's Responsibility for the Financial Report**

The Committee of the Union is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessment, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee as well as evaluating the overall presentation of the financial report.

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

**Independence**

In conducting our audit, we have complied with the independence requirement of Australian professional ethical pronouncements.

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

**TAXATION OFFICERS' BRANCH**

**INDEPENDENT AUDITOR'S REPORT (Continued)**

**Auditor's Opinion**

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

Signed at Oakleigh – 11<sup>th</sup> day of December 2009



**OKEY STOPP & TAYLOR  
CHARTERED ACCOUNTANTS  
1<sup>ST</sup> FLOOR  
22 EATON MALL  
OAKLEIGH VIC 3166  
Tel: (03) 9569 7516  
Fax: (03) 9568 0695**

**GRAEME J TAYLOR C.A.  
REGISTERED COMPANY  
AUDITOR NO. 7299  
APPROVED AUDITOR PURSUANT TO  
SECTION 6 OF THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

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

**TAXATION OFFICERS' BRANCH**

**BALANCE SHEET AS AT 30<sup>TH</sup> JUNE 2009**

		2009	2008
		\$	\$
<b>ASSETS</b>	<b>Note</b>		
<b>CURRENT ASSETS</b>			
Cash	2	1,511	16,468
Investments	3	93,679	60,000
Sundry Debtors	4	NIL	888
		-----	-----
<b>TOTAL CURRENT ASSETS</b>		<b>95,190</b>	<b>77,356</b>
<b>NON-CURRENT ASSETS</b>			
Plant and Equipment	5	6,333	4,252
		-----	-----
<b>TOTAL ASSETS</b>		<b>101,523</b>	<b>81,608</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Subscriptions in Advance	6	14,546	26,273
Creditors	6	34,672	29,022
Provision for Leave	6	44,624	29,035
		-----	-----
<b>TOTAL CURRENT LIABILITIES</b>		<b>93,842</b>	<b>84,330</b>
<b>NON-CURRENT LIABILITIES</b>		NIL	NIL
		-----	-----
<b>TOTAL LIABILITIES</b>		<b>93,842</b>	<b>84,330</b>
<b>NET ASSETS</b>		7,681	(2,722)
		=====	=====
<b>MEMBERS FUNDS</b>			
Accumulated Reserves		7,681	(2,722)
		=====	=====

The accompanying notes form part of these financial statements

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION  
TAXATION OFFICERS' BRANCH  
PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

	2009 \$	2008 \$
<b>INCOME</b>		
Membership	260,553	217,054
Interest Received	3,693	3,529
Reimbursement Income	-	753
Miscellaneous Income	772	32
	-----	-----
<b>Total Income</b>	<b>265,018</b>	<b>221,368</b>
<b>EXPENDITURE</b>		
Donations	247	-
Professional Development Costs	4,502	-
Internet	763	777
Insurances	6,969	5,226
Allowances – Car, Travel and Home Office	3,700	4,204
Affiliation and Sustentation Fees and ACTU Levy	22,043	24,798
Auditing and Accounting Services	6,450	3,000
Book-keeping Services	709	1,135
Depreciation	2,273	2,208
Bank and Merchant Card Charges	956	994
Information Systems	744	108
Payroll Tax	13,357	6,170
Postage, Printing and Stationery	1,312	4,057
Rent	2,739	3,408
Salaries	102,357	92,345
Sundry Expenses	2,750	4,570
Superannuation and Salary Sacrifice	45,161	59,007
Telephone Expenses	2,736	3,773
Training	-	2,242
Travel Expenses	16,073	5,278
WorkCover Insurance	2,025	2,080
Legal Fees	1,159	3,091
Provision for Annual Leave	2,122	(275)
Provision for Long Service Leave	13,468	(5,694)
	-----	-----
<b>Total Expenditure</b>	<b>254,615</b>	<b>222,502</b>
<b>Surplus (Deficit) for the year</b>	<b>10,403</b>	<b>(1,134)</b>
<b>Accumulated Funds at 1<sup>st</sup> July 2008</b>	<b>(2,722)</b>	<b>(1,588)</b>
	-----	-----
<b>Accumulated Funds (Deficiency) at 30<sup>th</sup> June 2009</b>	<b>7,681</b>	<b>(2,722)</b>
	=====	=====

The accompanying notes form part of these financial statements

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION  
TAXATION OFFICERS' BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

**1. Statement of Significant Accounting Policies**

The financial report is a general purpose financial report and has been prepared in accordance with applicable Australian Accounting Standards Other Mandatory Professional reporting requirements in Australia and the Fair Work (Registered Organisations) Act 2009. The following is a summary of significant accounting policies adopted by the Union in the preparation of the Financial Report which, unless otherwise stated, have been consistently applied:

**(a) Basis of Accounting**

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

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.

**(b) Income Tax**

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

**(c) Property, Plant and Equipment**

Each class of property, plant and equipment is carried at historical cost less, where applicable any accumulated depreciation. Assets have been depreciated over their estimated effective lives.

**(d) Goods and Services Tax**

Goods and Services Tax ("GST") collected by the Branch is brought to account as a liability with refundable input credits in respect to GST paid reducing that liability. Accordingly, all items of income and expenditure brought to account in the financial report is after the deduction of any applicable GST.

**(e) Investments**

Current investments are recorded at their face value. They are confined to term deposits with the Commonwealth Bank of Australia.

**(f) Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which reads, as follows:

1. A member of an organisation, or the General Manager may apply to the organisation for specified prescribed information in relation to the organisation.
2. The application must be in writing and must specify the period within which and the manner in which the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
3. A reporting unit must comply with an application made under subsection (1).

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

**TAXATION OFFICERS' BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

**1. Statement of Significant Accounting Policies (Continued)**

**(g) Employees Leave Provisions**

Provision has been made in this financial report for Annual Leave entitlements, unpaid at 30<sup>th</sup> June 2009 of \$25,112 (2008 \$22,991). Provision for Long Service Leave is accrued in the financial report for employees after they have completed seven years service. Provision has been made in this financial report for Long Service Leave entitlements accrued at 30<sup>th</sup> June 2009 of \$19,512 (2008 \$6,044).

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION**  
**TAXATION OFFICERS' BRANCH**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

	2009	2008
	\$	\$
<b>2. Cash</b>		
Cash at Bank – Commonwealth Bank	1,511	16,468
	-----	-----
<b>3. Investments</b>		
Term Deposit – Commonwealth Bank	93,679	60,000
	-----	-----
<b>4. Sundry Debtors</b>		
Prepaid Expense	NIL	NIL
Employee Over Paid Allowance	NIL	888
	-----	-----
	NIL	888
	-----	-----
<b>5. Plant and Equipment</b>		
Office Furniture and Equipment at Cost	35,004	30,650
<u>Less Accumulated Depreciation</u>	(28,671)	26,398
	-----	-----
	6,333	4,252
	-----	-----
<b>6. Current Liabilities</b>		
Australian Taxation Office – BAS	10,114	11,642
Subscriptions in Advance	14,546	26,273
Trade Creditors	24,558	17,380
Provision for Annual Leave	25,112	22,991
Provision for Long Service Leave	19,512	6,044
	-----	-----
	93,842	84,330
	-----	-----
<b>7. Salaries, Wages and On-Costs</b>		
<b>Holders Of Office</b>		
Salary, Salary Sacrifice and Allowances	83,081	64,287
Employer Superannuation	14,861	12,729
Provision for Annual and Long Service Leave	14,739	187
<b>Employees</b>		
Salary, Salary Sacrifice and Allowances	61,109	75,854
Employer Superannuation	5,500	6,778
Provision for Annual and Long Service Leave	851	(6,156)
<b>Other Costs</b>		
Payroll Tax	13,357	6,170
Work Cover	2,025	2,080
	-----	-----
Total Salaries, Wages and On-Costs	195,523	161,929
	-----	-----



AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

TAXATION OFFICERS' BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009

	2009	2008
	\$	\$
<b>8. Capital and Leasing Commitments</b>		
Finance Lease and Hire-Purchase	NIL	NIL
Operating Lease Commitments	NIL	NIL
<b>9. Contingent Liabilities</b>		
The Committee of Management is not aware of any Contingent Liabilities at balance date the effect of which would be immaterial in relation to this financial report.		
<b>10. Events Subsequent to Reporting Date</b>		
No event has arisen subsequent to balance date the effect of which may be material in relation to the financial report, other than the following:		
The fee for audit of the 2009 financial report is likely to be in the order of \$3,630 (2008 \$3,465).		
The expense for 2009 payroll tax is \$6,891 (2008 \$6,465).		
These expenses have been accrued in the 2009 Financial Statements. In previous years these amounts were included, as a note only to the Financial Statements.		
<b>11. Economic Dependence</b>		
The principal source of income is fees from its members and accordingly the Union is economically dependent on the fees from members.		
<b>12. Segment Reporting</b>		
The principal activity of the Union is to service and support the needs of its Australia-wide Members on a range of industrial and workplace matters.		

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

**TAXATION OFFICERS' BRANCH**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

		2009	2008
		\$	\$
<b>Cash flows from operating activities</b>			
	Note		
Payments – Salaries / Operating Expenses		(230,215)	(221,624)
Receipts – Fees / Other Income		249,598	223,320
Interest Received		3,693	3,529
		-----	-----
Net cash used in operating activities	2	23,076	5,225
		-----	-----
<b>Cash flows from investing activities</b>			
Payments for purchase of plant and equipment		(4,354)	(1,182)
		-----	-----
Net cash used in investing activities		(4,354)	(1,182)
		-----	-----
Net increase (decrease) in cash held		18,722	4,043
Cash at 1 <sup>st</sup> July 2008		76,468	72,425
		-----	-----
<b>Cash at 30<sup>th</sup> June 2009</b>	1	95,190	76,468
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The accompanying notes form part of these financial statements

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

**TAXATION OFFICERS' BRANCH**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2009**

**Notes to the statement of cash flows**

**1. Reconciliation of cash**

For the purpose of the Statement of Cash Flows, cash includes cash on hand, cash at banks and investments in money market instruments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position, as follows:

	<b>2009</b>	<b>2008</b>
	\$	\$
Cash at Bank	1,511	16,468
Term Deposit	93,679	60,000
	-----	-----
	95,190	76,468
	-----	-----

**2. Reconciliation of net cash used in operating activities to operating surplus (Deficit) for the year**

	<b>2009</b>	<b>2008</b>
	\$	\$
Operating Surplus (Deficit)	10,403	(1,134)
Add Non-Cash Items		
Depreciation	2,273	2,208
Add Changes in Assets and Liabilities		
(Decrease) Increase Creditors	5,650	5,004
(Decrease) Increase in Provision For Leave	15,589	(5,969)
(Decrease) Increase in Subscriptions in Advance	(11,727)	5,481
(Increase) Decrease in Prepaid Expenses	-	523
(Increase) Decrease in Sundry Debtors	888	(888)
	-----	-----
Net cash used in operating activities	23,076	5,225
	-----	-----

The accompanying notes form part of these financial statements