



FAIR WORK  
COMMISSION

30 December 2013

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

sent to: [Jeff.Lapidos@asutax.asn.au](mailto:Jeff.Lapidos@asutax.asn.au)

Dear Mr Lapidos,

**Re: Lodgement of Financial Statements and Accounts - Australian Municipal, Administrative, Clerical and Services Union, Taxation Officers' Branch - for years ended 30 June 2011 (FR2011/2737), 30 June 2012 (FR2012/415)**

I refer to the above financial statements and accounts. The documents in relation to the year ended 30 June 2011 were first lodged with the Fair Work Commission on 10 January 2012. An amended set of documents was lodged on 29 May 2012. The documents in relation to the year ended 30 June 2012 were lodged on 2 January 2013. I acknowledge an unusual delay in corresponding in relation to these reports.

The amended set of documents lodged in respect of the 2010-2011 year addressed issues raised in FWC correspondence dated 28 March 2012. The documents lodged in respect of the 2011-2012 year were consistent with the previous year's. Accordingly I have filed the documents. However I draw your attention to the following which I must clarify for your future reference.

#### **Statement of Changes in Equity**

Both reports set out information relating to Members' Funds within the Statement of Financial Position. I note this is consistent with all previous reports of the Branch since 2004, and that no comment has previously been made by the Commission (or the former Registry) in relation to this, which appears to have been an oversight on our part.

Paragraph 10 of Australian Accounting Standard (AASB) 101 identifies a statement of changes in equity as one of the documents comprising a complete set of financial statements, and paragraph 11 of that Standard requires all the financial statements to be presented "with equal prominence". The Commission expects therefore that, all things being equal, as a matter of form, equity disclosures shall be set out in a separate suitably-titled statement.

#### **Cash Flow information**

Whilst both reports identified the ASU National Executive as a specific recipient or source of cash flows, for the year 2011 a balance was disclosed for what was itemised as "Transfers to Other ASU Branches". The requirement of paragraph 15 of the former Reporting Guidelines (RGs) that the name of any reporting unit that is the recipient or source of cash flows must be disclosed means that the specific "other" ASU Branch or branches should be identified.

## **Capitation**

Note 9 of the report for the 2011-2012 year explained that capitation was disclosed in the expenditure item "Affiliation and Sustentation" and included in the relevant Cash flow transfers to National Executive balance. Paragraph 11(b) of the former RGs and paragraph 17(b) of the new RGs require specific separate disclosure of capitation. Paragraph 11(d) of the former RGs and paragraph 17(c) of the new RGs require specific separate disclosure of external affiliation fees.

A combining of Affiliation and sustentation expenditures does not represent a clear disclosure of either category, especially where the relevant capitation receipt balances in the National Office's reports do not correspond with the capitation reported at Note 9.<sup>1</sup> The Commission expects that balances for each transaction category prescribed by the RGs will be separately disclosed, and that to the extent practicable, the balances of inter-reporting unit transaction categories, such as capitation, should be materially consistent in the respective reports.

## **Related Party disclosures - key management compensation**

Paragraph 17 of Australian Accounting Standard (AASB) 124 requires disclosure in total and for each of various categories of compensation for key management personnel, and paragraph 18 requires that the related party relationship of such personnel be described. The relevant categories are (a) short-term benefits; (b) post-employment benefits; (c) other long term benefits; (d) termination benefits.

## **Employment benefits (officers and employees)**


These disclosures will be separate from, though they may to some extent overlap with, the disclosures of employment benefits expenses and provisions balances for officers and employees by prescribed categories set out in the new RGs that apply for the financial report for the year ended 30 June 2013.

These matters should be kept in mind in the preparation of the next report. An officer of the Commission will correspond with you separately over any issues of compliance arising in the 2013 report when it is lodged. If, however, you have any query regarding the financial reporting requirements referred to above, please do not hesitate to contact me on (02) 6723 7237.

For your convenient reference the new guidelines applying to the 2013 report and model financial statements are available on the website here:

<http://www.fwc.gov.au/index.cfm?pagename=regorgsfrguidelines#finance>

Yours sincerely



Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

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<sup>1</sup> The National Office disclosed the Branch's capitation (2011) as \$26,418 and (2012) as \$27347. Note 9 of the 2012 Branch report discloses capitation (2011) as \$26,386 and (2012) as \$20,354.



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u  
Ph. 0419 335 675

The General Manager  
Fair Work Australia  
Melbourne

29 May 2012

Dear Sir/Madam

This is a certificate in accordance with section 268 of the Fair Work  
(Registered Organisations) Act 2009.

The documents I have lodged with this certificate are a copy of the  
documents provided to our members on 20 April 2012 by email. This was  
done in the usual way our union provides regular reports on our work to our  
members.

The documents were presented to the ASU Tax Executive, our Committee of  
Management, on 21 May 2012.

Please let me know if you have any queries.

Yours sincerely

Jeff Lapidos



**nm**

**nickless miller meehans**  
certified practising accountants

**Directors**  
Gerrit A. Miller FCA  
Dane T. Black FCA  
Paul A. Ferguson FCA

**Consultants**  
Keith E. Nickless FCA  
Cornelius G. Meehan FCA

# **AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH**

**ABN 99 019 144 646**

**FINANCIAL STATEMENTS**

**For the year ended 30 June 2011**

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

**Contents**

Operating Report

Income and Expenditure Statement

Statement of Financial Position

Statement of Cash Flows

Notes to the Financial Statements

Committee of Management Statement

Independent Auditor's Report to the Members

Compilation Report

# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

## Operating Report For the year ended 30 June 2011

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

### Principal Activities

The principal activity of the AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH (ASU) during the year was that of a registered trade union, which covers all 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:

- ASU continued pressing the Commonwealth Government to maintain agency bargaining in its consideration of a new Bargaining Framework for the Australian Public Service. This was in response to the CPSU campaign for a single enterprise agreement to cover the whole Australian Public Service. The Government announced its Bargaining Framework for the APS at the end of January 2011. It provided for a continuation of agency bargaining.
- ASU consulted with our members in determining our claims for the ATO Enterprise Agreement 2011. We held a poll of members which confirmed the ASU wanted EL2s covered by the Agreement. We commenced negotiations for the Agreement in March 2011. ASU campaigned against the ATO offer of an Agreement in June 2011. The all ATO employee vote was 59% against the offer. Since the end of the financial year, the ASU negotiated an improved offer from the ATO. ASU members voted 58.4% in favour of the ASU supporting the proposed ATO Agreement. The all ATO employee vote of 57% in favour of the ATO Enterprise Agreement 2011 led to Fair Work Australia approving the Agreement and noting that the ASU is covered by it.
- ASU Tax Litigation Fund. We established this Fund to assist with the cost of appropriate litigation before Fair Work Australia or a Court. The Fund was created by a levy on members of 10% of their membership fees during the 2010-11 year.

Payments into Fund from the membership levy for 2010-11 were:	\$30,494.35
Interest earned by the Fund during 2010-11 was:	\$289.35
<b>Total accrued by the Fund:</b>	<b>\$30,783.70</b>
Payment from the Fund:	\$4,200.00
<b>Accrued Balance at 30 June 2011:</b>	<b>\$26,583.70</b>

NB. This accounting for the Litigation Fund is done on an accrual, not a cash basis.

The payment from the Fund was for the cost of a barrister to represent an ASU member in a hearing before Fair Work Australia in an arbitration to resolve a dispute where the ATO would not agree to the part time hours needed by a member. The ATO conceded the requested hours part way through the hearing.

- The arrangement with the USU, a branch of the ASU in NSW, for access to one of their organisers at Newcastle, Robert Potter, ended at the end of November 2010. Unfortunately the USU could no longer afford to release him as a result of increases in their own workloads. We then reached a similar arrangement with the ASU NSW & ACT (Services) Branch for access to an organiser. Unfortunately, this arrangement did not work well, so following consultation with our Newcastle membership we terminated the arrangement from the end of June 2011. We may be able to engage an organiser/industrial officer for Sydney/Newcastle/Wollongong in 2012-13 to help support our members in these ATO offices.

The accompanying notes form part of these financial statements.

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

**Operating Report  
For the year ended 30 June 2011**

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- 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 honorary work of our Industrial Officer, Tony Cianciosi.
- Our members agreed to maintain the level of our membership fees from 1 July 2011.

### **Operating Result**

The operating result of the organisation for the year ended 30th June 2011 was a surplus of \$84,922. This included the Litigation Fund levy and \$289.35 in interest earned by the Fund.

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.

### **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 Branch Secretary, Australian Services Union Taxation Officers' Branch, 116 Queensberry Street, Carlton South, Victoria, 3053. Fax: (03) 9347 8781. Email: Jeff.Lapidos@asutax.asn.au

### **Other Prescribed Information**

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

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The accompanying notes form part of these financial statements.

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

**Operating Report  
For the year ended 30 June 2011**

- (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 RAO Schedules and who are taken to be members of the registered organisation under Section 244 of the RAO Schedule was 1,117.
- (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 2010 to 30 June 2011
Tony Coburn, Deputy Branch President:	18 May 2011 to 30 June 2011
Jeffrey Lapidos, Branch Secretary:	1 July 2010 to 30 June 2011
Gaetano Greco, Assistant Branch Secretary:	1 July 2010 to 30 June 2011
Keith Meynell, Branch Treasurer:	1 July 2010 to 17 May 2011
Ancel Greenwood, Branch Treasurer:	18 May 2011 to 30 June 2011
Geoffrey Southern, Senior Officers Councilor:	1 July 2010 to 30 June 2011
Helen Geraghty, Northern Councilor:	1 July 2010 to 17 May 2011
Robert Green, Northern Councilor:	18 May 2011 to 30 June 2011
Christine Goodwin, Southern Councilor:	1 July 2010 to 17 May 2011
Evangelia Efandis, Southern Councilor:	18 May 2011 to 30 June 2011
Jill Clough, Southern Councilor:	1 July 2010 to 17 May 2011
Scott Taylor, Southern Councilor:	18 May 2011 to 30 June 2011

**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:



Jeffrey Lapidos  
Branch Secretary

Dated this 8th day of December 2011



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

**Income and Expenditure Statement**

**For the year ended 30 June 2011**

	2011	2010
	\$	\$
<b>Income</b>		
Membership Fees	301,522	278,644
Litigation Levy	30,494	-
Interest Received	9,768	3,296
Other Income	78	299
Surplus on Sale of Assets	(370)	-
Reimbursements from ASU	787	1,213
Special Fees Collected	4,890	2,783
<b>Total Income</b>	<b>347,169</b>	<b>286,236</b>
<b>Expenses</b>		
Affiliation & Sustenation	29,622	24,443
Audit Fees	700	3,500
Bank Fees and Charges	52	-
Bookkeeping Services	1,529	1,218
Computer Costs	695	1,048
Depreciation	1,420	3,334
Donations	132	53
Home Office Expenses	1,101	1,429
Insurance	7,914	7,512
Interest Paid	311	-
Internet	1,080	1,042
Legal Fees	3,818	3,636
Merchant Fees	1,387	1,278
Payroll Tax	6,164	7,358
Parking & Tolls	1,197	1,426
Postage, Printing & Stationery	1,381	876
Provision for LSL & AL	(2,625)	7,041
Rent on Land & Buildings	3,600	3,708
Replacements (tools, etc)	1,316	-
Salaries	107,359	85,074
Salaries - Allowances	4,046	6,797
Staff Training	174	-
Subscriptions	148	154

The accompanying notes form part of these financial statements.

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

**Income and Expenditure Statement  
For the year ended 30 June 2011**

	2011	2010
	\$	\$
Sundry Expenses	441	408
Superannuation	75,136	66,418
Telephone	1,374	1,330
Travel, Accom & Conference	10,322	7,254
Workcover	1,485	1,572
Union Fees	970	5,301
Total Expenses	<u>262,247</u>	<u>243,210</u>
<b>Surplus from Ordinary Activities</b>	<u><b>84,922</b></u>	<u><b>43,026</b></u>
Opening Retained Surplus	50,707	7,681
Net surplus attributable to the association	<u>58,338</u>	<u>43,026</u>
<b>Closing Retained Surplus</b>	<u><b>109,045</b></u>	<u><b>50,707</b></u>
Opening Litigation Fund	-	-
Net surplus attributable to the fund	<u>26,584</u>	<u>-</u>
<b>Closing Litigation Fund</b>	<u><b>26,584</b></u>	<u><b>-</b></u>

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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 Financial Position As At 30 June 2011**

	Note	2011 \$	2010 \$
<b>Current Assets</b>			
Cash Assets	2	97,544	167,170
Receivables	3	-	70
Term Deposits	2	150,000	-
<b>Total Current Assets</b>		<b>247,544</b>	<b>167,240</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	4	1,209	2,999
<b>Total Non-Current Assets</b>		<b>1,209</b>	<b>2,999</b>
<b>Total Assets</b>		<b>248,752</b>	<b>170,238</b>
<b>Current Liabilities</b>			
Payables	5	28,360	26,383
Current Tax Liabilities	7	10,952	11,484
Provision for Leave Entitlement	6	49,040	51,665
Subscriptions in Advance		24,771	29,999
<b>Total Current Liabilities</b>		<b>113,123</b>	<b>119,532</b>
<b>Total Liabilities</b>		<b>113,123</b>	<b>119,532</b>
<b>Net Assets</b>		<b>135,629</b>	<b>50,707</b>
<b>Members' Funds</b>			
Retained Surplus		109,045	50,707
Litigation Fund		26,584	-
<b>Total Members' Funds</b>		<b>135,629</b>	<b>50,707</b>

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 June 2011**

	2011 \$	2010 \$
<b>Cash Flow From Operating Activities</b>		
Receipts from Customers	337,055	297,110
Transfers from ASU National Executive	787	1,213
Payments to Suppliers and Employees	(230,713)	(201,418)
Transfers to ASU National Executive	(32,049)	(24,395)
Transfers to Other ASU Branches	(4,474)	(3,826)
Interest Received	9,768	3,296
Net cash provided by (used in) operating activities (note 2)	<u>80,374</u>	<u>71,980</u>
Net increase (decrease) in cash held	80,374	71,980
Cash at the beginning of the year	<u>167,170</u>	<u>95,190</u>
<b>Cash at the end of the year (note 1)</b>	<u><b>247,544</b></u>	<u><b>167,170</b></u>

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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 June 2011**

2011

2010

**Note 1. Reconciliation Of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at Bank	39,060	15,196
ME Bank Account 849	13,721	-
ME Bank Account 332	44,763	-
CBA Investment Account	-	151,974
ME Bank Term Deposit	150,000	-
	<u>247,544</u>	<u>167,170</u>

**Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit**

Operating Surplus (Deficit)	84,922	43,026
Depreciation	1,420	3,334
(Surplus) / Deficit on Sale of Property, Plant and Equipment	370	-
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in Trade Debtors	70	(70)
Increase (decrease) in Trade Payables	1,977	3,196
Increase (decrease) in Subscriptions in Advance	(5,228)	15,453
Increase (decrease) in Employee Entitlements	(2,625)	7,041
Increase (decrease) in Tax Liability	(532)	-
<b>Net cash provided by operating activities</b>	<u><b>80,374</b></u>	<u><b>71,980</b></u>

# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

## Notes to the Financial Statements

For the year ended 30 June 2011

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### Note 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), Associations Incorporation Act 1981 and Fair Work (Registered Organisations) Act 2009.

The financial report has been prepared on an accruals basis and is based on historical costs and does 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 following is a summary of the material accounting policies adopted by the AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### Income tax

No provision has been made in the financial report for income tax on the basis that the AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

#### Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

##### a) Plant and equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any impairment losses. The carrying amount is reviewed annually 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 that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amounts.

##### c) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated by diminishing method over their useful lives to AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of Asset	Depreciation Rate %
Plant and equipment	20 - 66.67 %

# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

## Notes to the Financial Statements

For the year ended 30 June 2011

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

In accordance with the requirements of Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-section (1), (2) and (3) of Section 272, 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 sub-section (1)

### **Employee Entitlements**

Provision is made for the 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 and annual 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 the present value of the estimated future cash out flows to be made for those entitlements.

### **Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand and in all call deposits with banks or financial institutions, investments in money market instruments maturing within less than three months, net of bank overdrafts.

### **Investments**

Investments held to maturity are recorded at their face value. They are confined to a term deposit with the Me Bank.

### **Comparative Figures**

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

### **Revenue**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision for finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue.

Interest revenue is recognised when it is received.

All revenue is stated net of the amount of goods and services tax (GST).

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

**Notes to the Financial Statements**

**For the year ended 30 June 2011**

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**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 Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of the cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in the receipts from customers or payments to suppliers.

**Trade and Other Payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for the goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of the recognition of the liability.

**Recovery of Wages**

In reference to items 16 - 23 and 25(f) and 27(b) of the Reporting Guidelines for the purposes of section 253 of Fair Work (Registered Organisations) Act 2009, AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH has not undertaken any recovery of wages activity in the financial year.



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

**Notes to the Financial Statements**

**For the year ended 30 June 2011**

	2011	2010
<b>Note 2: Cash and Cash Equivalents</b>		
Cash at Bank	39,060	15,196
ME Bank Account 849	13,721	-
ME Bank Account 332	44,763	-
CBA Investment Account	-	151,974
ME Term Deposit	150,000	-
	<b>247,544</b>	<b>167,170</b>
 <b>Note 3: Receivables</b>		
Trade Debtors	-	70
	-	70
 <b>Note 4: Property, Plant and Equipment</b>		
Plant and Equipment:		
At cost	13,265	35,004
Less: Accumulated depreciation	(12,056)	(32,005)
	1,209	2,999
 <b>Note 5: Payables</b>		
Trade Creditors	28,050	26,383
Sundry Creditors	311	-
	28,360	26,383
 <b>Note 6: Employee Entitlements</b>		
Provision for Annual Leave	24,163	28,413
Provision for Long Service Leave	24,877	23,252
	49,040	51,665

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 June 2011**

	<b>2011</b>	<b>2010</b>
<b>Note 7: Tax Liabilities</b>		
GST Payable	9,399	9,597
Input Tax Credit	(2,695)	(1,915)
GST Clearing	1,030	992
Amounts Withheld from Salary and Wages	3,218	2,810
	<b>10,952</b>	<b>11,484</b>

**Note 8: Salaries, Salary Sacrifice and Allowances**

Office Holders:		
Salary, Salary Sacrifice and Allowances	92,939	72,467
Employer Superannuation	19,146	15,450
Provision for LSL and AL	(3,735)	6,036
Employees:		
Salary, Salary Sacrifice and Allowances	68,365	61,704
Employer Superannuation	6,091	5,679
Provision for LSL and AL	1,110	1,005
Employees:		
Payroll Tax	6,164	7,358
Work Cover	1,485	1,572
	<b>191,565</b>	<b>171,271</b>

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

**Notes to the Financial Statements**

**For the year ended 30 June 2011**

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**Note 9: Contingent Liabilities and Contingent Assets**

The committee of the management is not aware of any contingent liabilities and contingent assets at the balance date the effect of which may be material in relation to this financial report.

**Note 10: Events after the Reporting Period**

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

**Note 11: Segment Reporting**

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.

**Note 12: Association Details**

The registered office of the association is:

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION  
TAXATION OFFICERS BRANCH  
116 Queensberry Street  
CARLTON VIC 3053

The principal place of business is:

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION  
TAXATION OFFICERS BRANCH  
116 Queensberry Street  
CARLTON VIC 3053

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

**Committee of Management Statement**

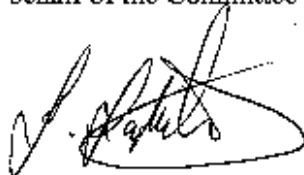
**For the year ended 30 June 2011**

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On 16 April 2012 the Committee of Management of the Australian Municipal Administrative Clerical and Services Union Taxation Officers Branch passed the following resolution in relation to the General Purpose Financial Report of the reporting unit for the year ended 30 June 2011.

- (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 General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH for the financial year ended;
- (d) there are reasonable grounds to believe that AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended and since the end of the year:
  - (i) meetings of the committee of the management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH 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 information sought in any request of a member of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH or a Registrar made in under section 272 of the of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager of Fair Work Australia; and
  - (v) there has been compliance with any order for inspection of the financial records made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.

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



Jeffrey Lapidos  
Branch Secretary

Dated this 16 day of April 2012

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## Independent Auditor's Report to the Members

### Report on the Financial Report

We have audited the accompanying general purpose financial report of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH (the union), which comprises the Statement of Financial Position, Income and Expenditure Statement, Statement of Cash Flows, a summary of significant accounting policies and other explanatory notes and Committee of Management Statement for the financial year ended 30 June 2011.

### Committee of Management's Responsibility for the Financial Report

The Committee of Management of the union is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), Associations Incorporation Act 1981 and the Fair Work (Registered Organisations) Act 2009, and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### 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. Those 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, 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 requirements of Australian professional ethical pronouncements.

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## Auditor's Opinion

In our opinion the general purpose financial report is presented fairly in accordance with:

- (i) Australian Accounting Standards; and
- (ii) requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009

Signed on: 18th April 2012



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Glenn A Miller, FCPA

NMM Audit & Assurance Pty Ltd

110 Drummond Street, Oakleigh VIC

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

**Compilation Report to AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND  
SERVICES UNION TAXATION OFFICERS BRANCH**

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We have compiled the accompanying general purpose financial statements of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH, which comprise the Income and Expenditure Statement and Balance Sheet as at 30 June 2011, a summary of significant accounting policies and other explanatory notes and Committee of Management Statement. The general purpose for which the general purpose financial statements have been prepared is set out in Note 1 to the financial statements.

***The Responsibility of the Committee of Management of AUSTRALIAN MUNICIPAL  
ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH***

The Committee of Management of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH, is solely responsible for the information contained in the general purpose financial statements and has determined that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet the director's needs and for the purpose that the financial statements were prepared.

***Our Responsibility***

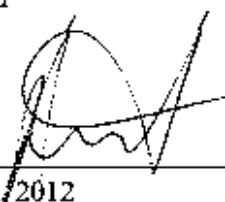
On the basis of the information provided by the Committee of Management of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH, we have compiled the accompanying general purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Committee of Management provided, in compiling the financial statements. Our procedures do not include verification or validation procedures.

The general purpose financial statements were compiled exclusively for the benefit of the Committee of Management of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH. We do not accept responsibility to any other person for the contents of the general purpose financial statements.


110 Drummond Street  
Oakleigh

Nickless Miller Meehans



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13 April 2012





FAIR WORK  
AUSTRALIA

28 March 2012

Mr Jeff Lavidos  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union - Taxation Officers' Branch

Email: [jeff.lavidos@asutax.asn.au](mailto:jeff.lavidos@asutax.asn.au)

Dear Mr Lavidos

### **Financial Report for the year ending 30 June 2010 - FR2011/2737**

On 22 December 2011 FWA received correspondence from two Officers of the Taxation Officers' Branch. I have attached a copy of the correspondence and ask that you provide a response to its contents by 18 April 2012.

I acknowledge receipt of the financial report of the Taxation Officers' Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2011. The documents were lodged with Fair Work Australia on 10 January 2012.

The financial report has not been filed

My examination of the financial reports has identified elements of non-compliance with the financial reporting obligations under *Fair Work (Registered Organisations) Act 2009* [the RO Act]. I have set out the details of the matters that I require you to attend to before the report can be filed.

### **Cash Flows**

Item 15 of the [Reporting Guidelines](#) requires that where another reporting unit of the organisation is the source of a cash inflow or the application of cash outflow, such cash flow should be separately disclosed and that the name of the other reporting unit be shown in the notes. I note that this requirement was brought to your attention in a letter from Fair Work Australia on 1 February 2011.

### **Committee of Management Statement**

Item 26 of the [Reporting Guidelines](#) requires that the Committee of Management Statement be made in accordance with such resolution as is passed by the Committee of Management. Such statement must also specify the date of passage of the resolution. Please provide a Committee of Management Statement that specifies the date of passage of the resolution.

Please note that all financial documents should refer to the relevant provisions of the current legislation:

- *Fair Work (Registered Organisations) Act 2009*
- *Fair Work (Registered Organisations) Regulations 2009*.

In addition I note that references to the Industrial Registrar should refer to the General Manager of Fair Work Australia.



## Compilation Report

The Compilation Report provided by your auditor refers to special purpose financial statements, but the accompanying reports appear to be general purpose financial statements. If the compilation report does relate to special purpose financial statements, the specific purpose for which they have been prepared must be described. Such description has not been made, despite the compilation report stating that the specific purpose is set out in Note 1. Please refer to general purpose financial statements, or provide an explanation of the specific purpose for which the special purpose financial statements were prepared.

## Auditor's Report

The scope of the auditor's report on the full financial report should include the committee of management statement (RO Act [section 253\(2\)\(c\)](#) and item 24 of the [reporting guidelines](#)). The Taxation Officers' Branch is therefore required to seek a fresh auditor's report which includes the Committee of Management Statement in its scope.

## Summary

The Taxation Officers' Branch is required to do the following:

- by 18 April 2012, provide a response to the contents of the attached letter dated 22 December 2012;
- convene a meeting of the Committee of Management and prepare a fresh Committee of Management Statement in accordance with the requirements discussed above;
- have the financial statements, including the fresh Committee of Management statement, audited;
- ensure the compilation report meets the requirements discussed above;
- distribute the audited financial statements to members;
- present the financial statements to a meeting of Committee of Management or a General Meeting of members;
- lodge all relevant documentation with Fair Work Australia.

If you wish to discuss this matter, please contact me by email at [scott.shepherd@fwa.gov.au](mailto:scott.shepherd@fwa.gov.au) or by telephone on (03) 8661 7787.

Yours sincerely



Scott Shepherd  
Tribunal Services and Organisations  
Fair Work Australia

Cc: Gaetano Greco  
Email: [gaetano-greco@cr.darebin.org](mailto:gaetano-greco@cr.darebin.org)

Tony Coburn  
Email: [tony.coburn@ato.gov.au](mailto:tony.coburn@ato.gov.au)

NMM Audit & Assurance Pty Ltd  
Email: [office@nmmaccountants.com.au](mailto:office@nmmaccountants.com.au)



**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](mailto:Jeff.Lapidos@asutax.asn.au)  
Ph. 0419 335 675**

The General Manager  
Fair Work Australia  
GPO Box 1994  
Melbourne 3001

6 January 2012

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 2010-11 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 Executive on Thursday, 8 December 2011. The Executive made the Committee of Management statement at this conference.

I provided a copy of the general purpose financial report, including the committee of management statement and the audit report for the 2010-11 financial year to each of our financial members to their work e-mail address through our Branch President on Wednesday, 14 December 2011. This is the way we normally keep our financial members informed of the work of our union. This email advised that the ASU National 2010-2011 financial statements were available on their website, [www.asu.asn.au](http://www.asu.asn.au)

A copy of the general purpose financial report, including the committee of management statement and the audit report for the 2010-11 financial year was presented to the ASU Tax Executive conference on Thursday, 22 December 2011.

Yours sincerely

Jeff Lapidos



FAIR WORK  
AUSTRALIA

5 December 2011

Mr Jeff Lavidos  
Secretary  
Australian Municipal, Administrative, Clerical and Services Union, Taxation Officers Branch  
email: [Jeff.Lavidos@asutax.asn.au](mailto:Jeff.Lavidos@asutax.asn.au)

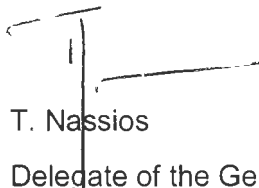
Dear Mr Lavidos

**Re: Extension of time to lodge financial Report for the Australian Municipal, Administrative, Clerical and Services Union, Taxation Officers Branch for year ended 30 June 2011 – FR2011/2737**

I refer to your letter dated 28 November 2011, in relation to a request for an extension of time to supply a copy of the financial report of the Taxation Officers Branch of the Australian Municipal, Administrative, Clerical and Services Union to its members.

I hereby grant to the reporting unit under subsection 265(5) of the Fair Work (Registered Organisations) Act 2009 an extension of time until 31 December 2011 to supply to members of the reporting unit a copy of the financial report prepared for the year ended 30 June 2011.

Yours sincerely,



T. Nassios  
Delegate of the General Manager  
Fair Work Australia



**Australian Services Union  
Taxation Officers Branch  
116 Queensberry Street  
Carlton South 3053  
Ph. 03) 9347 6080  
Fax: 03) 9347 8781**

**Branch Secretary: Jeff Lavidos  
[Jeff.Lavidos@asutax.asn.au](mailto:Jeff.Lavidos@asutax.asn.au)  
Ph. 0419 335 675**

General Manager  
Fair Work Australia

Melbourne

28 November 2011

Dear Sir/Madam

This is an application in accordance with section 265(5) (b) of the Fair Work (Registered Organisations) Act 2009 for an extension of time of one full month until 31 December 2011 to provide our members with a full copy or a concise report of our financial statements for the year to 30 June 2011.

The reason for this request is that our accountant has not yet completed our financial statements. We will need this additional time to be able to comply with our obligations under the Act.

Please advise me of your decision as soon as possible

Yours sincerely

Jeff Lavidos