



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

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 9.¹ 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

¹ 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.

From: KELLETT, Stephen
To: ["Jeff.Lapidos@asutax.asn.au"](mailto:Jeff.Lapidos@asutax.asn.au)
Subject: Financial report for years ended 30 June 2011, 2012 - filing
Date: Monday, 30 December 2013 2:38:00 PM
Attachments: [ASU_TAX_FR2011_2737_FR2012_415 \(final\).pdf](#)

Dear Mr Lapidos,

Please see attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

-----Original Message-----

From: efiling@fwa.gov.au [mailto:efiling@fwa.gov.au]
]

Sent: Wednesday, 2 January 2013 10:16 AM

To: Melbourne@fwa.gov.au

Subject: Dispatch advice of electronic filing - Registered Organisations - Matter Number FR2013/3

This message, with the electronic document(s) attached has been dispatched to the email address(es) specified above. For the purposes of subrules 20.5 & 20.6, this is NOT an acknowledgement that your document is taken to have been filed with Fair Work Australia. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the office by email at the address specified below if they are incorrect and/or incomplete.

The documents will be manually checked against the Rules of Fair Work Australia as soon as possible and you will be advised by email of any anomaly.

Please note that each FWA office is open on ordinary working days between the hours of 9.00 am and 5.00 pm, local time.

VIC

Email: melbourne@fwa.gov.au

02/01/2013 10:11

Type of Application: financial returns

Matter Number (IF your eFiling is accepted): FR2013/3 Registry in which to be filed: VIC

Contact Details

Title: Mr

Given name(s): Jeffrey

Surname: Lapidos

Position: Branch Secretary

Organisation: Australian Services Union Taxation Officers Branch

Address: Ground Floor

116 Queensberry Street

Carlton South Vic

Postcode: 3053

Phone No: 0393476080

Mobile Phone No: 0419335675

Fax No: 0393478781

Email Address: Jeff.Lapidos@asutax.asn.au

Comments:

Attachments:

Lodgement of full financial report: s 268 certificate 020113.doc Supporting document: ASU Financials 2012.pdf



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

The General Manager
Fair Work Australia
Melbourne

2 January 2013

Dear Sir/Madam

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

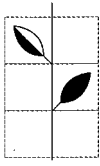
The documents I have lodged with this certificate are a copy of the
documents provided to our members on 18 December 2012 by email. This
was done in the usual way our union provides regular reports on our work to
our members.

The documents were presented to the ASU Tax Executive, our Committee of
Management, on 20 December 2012.

Please let me know if you have any queries.

Yours sincerely

Jeff Lapidos



nm

nickless miller meehans
certified practising accountants

Directors

Glenn A. Miller FCPA
Dane T. Black CPA
Paul A. Ferguson CPA

Consultants

Keith E. Nickless FCPA
Cornelius G. Meehan FCPA

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

ABN 99 019 144 646

FINANCIAL STATEMENTS

For the year ended 30 June 2012

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

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TAXATION OFFICERS' BRANCH

OPERATING REPORT

FOR THE YEAR ENDED 30TH JUNE 2012

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 (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:

- As reported last year, the ASU finalised negotiation of the ATO Enterprise Agreement 2011 (the Agreement) with the ATO. The Agreement was supported by majority votes of ASU members and then of ATO staff. Since then we have focused on ensuring compliance with the Agreement by the ATO for our members.
- There was disagreement within our Committees of Management about the wisdom of our union supporting the making of the Agreement. The Deputy President and a Southern Sub-Branch Councillor subsequently resigned from our union.
- ASU Tax Litigation Fund. There were no payments of principal into the Fund from activities in the current year, other than interest earned by the bank account. We did not draw on the Fund during the year.

Accrued balance at 30 June 2011	\$26,583
Interest earned by the Fund during 2011-12 was:	<u>1,295</u>
Accrued balance at 30 June 2012	\$27,829

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

- We consulted with ATO management about its intended operations through its system of union consultative forums, on Health Safety and Wellbeing Committees and direct on particular issues.
- We represented and resolved the employment concerns of individual members with ATO management through conferences and written submissions. This included misconduct, health, workers compensation and career/private issues, such as access to needed working hours, performance and learning and development issues.
- We continued to assist members with misconduct cases initiated by the ATO.
- We maintained guides on our website, www.asutax.asn.au 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 was a minimum threshold of two weeks off work to qualify for assistance. There was no requirement to exhaust sick leave to be

eligible. A member made a claim on the Policy due to an accident on his way home. The policy paid in excess of \$8,000 to assist him.

- The ASU e-Shop continued to provide discount movie tickets and other ASU and union merchandise for ASU members to purchase.
- Industrial Officer, Tony Cianciosi health suffered during the year and he has been unable to continue his honorary work.
- Our members supported an increase in our membership fees of approximately 6% from the start of the financial year,

Operating Result

The operating result of the organisation for the year ended 30th June 2012 was a surplus of \$52,592. This included interest from the Litigation Fund account.

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 –

- (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 1175.
- (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 2011 to 30 June 2012
Tony Coburn, Deputy Branch President	1 July 2011 to 21 May 2012
Jeffrey Lapidos, Branch Secretary:	1 July 2010 to 30 June 2012
Gaetano Greco, Assistant Branch Secretary	1 July 2010 to 30 June 2012
Ancel Greenwood, Branch Treasurer	1 July 2011 to 30 June 2012
Geoffrey Southern, Senior Officers Councillor:	1 July 2011 to 30 June 2012
Robert Green, Northern Councillor	1 July 2011 to 30 June 2012
Cynthia Gray, Central Councillor	1 July 2011 to 30 June 2012
Neil Colebrook, Central Councillor	1 July 2011 to 30 June 2012
Evangelia Efindis, Southern Councillor	1 July 2011 to 30 June 2012
Scott Taylor, Southern Councillor	1 July 2011 to 9 May 2012

Trustees of superannuation entities

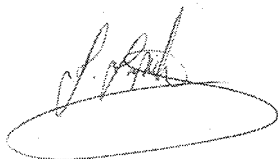
- (i) No member of the Committee of Management or of the Branch is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (ii) No member of the Committee of Management or of the Branch is a director of a company that is a trustee of a superannuation entity or an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

A handwritten signature in black ink, appearing to read 'Jeff Lapidos', is written over a large, hand-drawn oval scribble.

Jeff Lapidos
Branch Secretary

Date: 17 December 2012

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

Income and Expenditure Statement

For the year ended 30 June 2012

	2012	2011
	\$	\$
Income		
Membership Fees	326,105	301,522
Litigation Levy	-	30,494
Interest Received	15,212	9,768
Other Income	-	78
Surplus on Sale of Assets	-	(370)
Reimbursements from ASU	1,273	787
Special Fees Collected	2,276	4,890
Total Income	344,866	347,169
Expenses		
Affiliation & Sustenation	27,263	29,622
Audit Fees	3,800	700
Bank Fees and Charges	212	52
Accounting Fees	4,200	1,529
Computer Costs	189	695
Depreciation	1,254	1,420
Donations	-	132
Fines	110	-
Home Office Expenses	1,442	1,101
Insurance	9,995	7,914
Interest Paid	-	311
Internet	1,154	1,080
Legal Fees	9,125	3,818
Meeting Expenses	2,359	-
Merchant Fees	1,226	1,387
Payroll Tax	7,825	6,164
Parking & Tolls	1,012	1,197
Postage, Printing & Stationery	1,321	1,381
Provision for LSL & AL	16,505	(2,625)
Rent on Land & Buildings	5,600	3,600
Replacements (tools, etc)	1,061	1,316
Salaries	93,975	107,359
Salaries - Allowances	8,072	4,046

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 2012**

	2012	2011
	\$	\$
Staff Training	-	174
Subscriptions	-	148
Sundry Expenses	83	441
Superannuation	73,477	75,136
Telephone	2,308	1,374
Travel, Accom & Conference	17,299	10,322
Workcover	1,406	1,485
Union Fees	-	970
Total Expenses	292,274	262,247
 Surplus from Ordinary Activities	52,592	84,922
 Opening Retained Surplus	109,045	50,707
Net surplus attributable to the association	51,297	58,338
Closing Retained Surplus	160,342	109,045
 Opening Litigation Fund	26,584	-
Net surplus attributable to the fund	1,295	26,584
Closing Litigation Fund	27,879	26,584

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

Statement of Financial Position As At 30 June 2012

	Note	2012 \$	2011 \$
Current Assets			
Cash Assets	3	133,628	97,544
Term Deposits	3	159,171	150,000
Total Current Assets		292,799	247,544
Non-Current Assets			
Property, Plant and Equipment	4	3,378	1,209
Total Non-Current Assets		3,378	1,209
Total Assets		296,177	248,752
Current Liabilities			
Payables	5	27,749	28,360
Current Tax Liabilities	7	8,738	10,952
Provision for Leave Entitlements	6	65,545	49,040
Subscriptions in Advance		5,924	24,771
Total Current Liabilities		107,956	113,123
Total Liabilities		107,956	113,123
Net Assets		188,221	135,629
Members' Funds			
Retained Surplus		160,342	109,045
Litigation Fund		27,879	26,584
Total Members' Funds		188,221	135,629

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 2012**

	2012	2011
	\$	\$
Cash Flow From Operating Activities		
Receipts from Customers	309,534	337,055
Transfers from ASU National Executive	1,273	787
Payments to Suppliers and Employees	(249,608)	(230,713)
Transfers to ASU National Executive	(27,733)	(32,049)
Transfers to Other ASU Branches	-	(4,474)
Interest Received	15,212	9,768
Net cash provided by (used in) operating activities (note 2)	<u>48,678</u>	<u>80,374</u>
Cash Flow From Investing Activities		
Purchase of fixed assets	<u>(3,423)</u>	-
Net cash provided by (used in) investing activities	<u>(3,423)</u>	-
Net increase (decrease) in cash held	45,255	80,374
Cash at the beginning of the year	<u>247,544</u>	<u>167,170</u>
Cash at the end of the year (note 1)	<u><u>292,799</u></u>	<u><u>247,544</u></u>

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 2012**

2012

2011

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	24,176	39,060
ME Bank Account 849	27,879	13,721
ME Bank Account 332	81,573	44,763
ME Bank Term Deposit	159,171	150,000
	292,799	247,544

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

Operating Surplus (Deficit)	52,592	84,922
Depreciation	1,254	1,420
(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
Increase (decrease) in Trade Payables	(612)	1,977
Increase (decrease) in Subscriptions in Advance	(18,847)	(5,228)
Increase (decrease) in Employee Entitlements	16,505	(2,625)
Increase (decrease) in Tax Liability	(2,214)	(532)
Net cash provided by operating activities	48,678	80,374

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

Notes to the Financial Statements

For the year ended 30 June 2012

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 2012

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 2012

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 2012

	2012	2011
Note 2: Auditor's Remuneration		
Remuneration for auditing and reviewing the financial report	3,800	700
	<u>3,800</u>	<u>700</u>
 Note 3: Cash and Cash Equivalents		
Cash at Bank	24,176	39,060
ME Bank Account 849	27,879	13,721
ME Bank Account 332	81,573	44,763
ME Term Deposit	159,171	150,000
	<u>292,799</u>	<u>247,544</u>
 Note 4: Property, Plant and Equipment		
Plant and Equipment:		
At cost	16,689	13,265
Less: Accumulated depreciation	(13,311)	(12,056)
	<u>3,378</u>	<u>1,209</u>
 Note 5: Payables		
Trade Creditors	27,749	28,050
Sundry Creditors	-	311
	<u>27,749</u>	<u>28,360</u>
 Note 6: Employee Entitlements		
Provision for Annual Leave - Office Holders	25,820	18,571
- Employees	9,592	5,592
Provision for LSL - Office Holders	19,720	16,674
- Employees	10,413	8,203
	<u>65,545</u>	<u>49,040</u>

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 2012

	2012	2011
Note 7: Tax Liabilities		
GST Payable	6,980	9,399
Input Tax Credit	(3,013)	(2,695)
GST Clearing	1,030	1,030
Amounts Withheld from Salary and Wages	3,741	3,218
	8,738	10,952

Note 8: Salaries, Salary Sacrifice and Allowances

Office Holders:

Salary, Salary Sacrifice and Allowances	86,407	92,939
Employer Superannuation	17,180	19,146
Provision for LSL and AL	10,295	(3,735)

Employees:

Salary, Salary Sacrifice and Allowances	65,484	68,365
Employer Superannuation	6,453	6,091
Provision for LSL and AL	6,210	1,110

Employees:

Payroll Tax	7,825	6,164
Work Cover	1,406	1,485
	201,260	191,565

Note 9: Related Party Transactions

Transactions with related parties are on normal terms and conditions no more favourable than those available to other parties, unless otherwise stated.

Capitation fees are paid quarterly to ASU National Executive. Capitation fees incurred in the year is disclosed in the Income and Expenditure Statement as Affiliation & Sustenance. Capitation fees paid in the year amounts to \$20,354 (2011: \$26,386), which is included in the line item Transfers to ASU National Executive in the Statement of Cash Flows.

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

**Notes to the Financial Statements
For the year ended 30 June 2012**

Note 10: 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 11: 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 12: 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 13: 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:

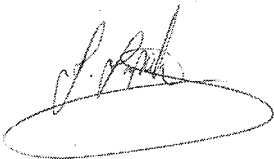
AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION
TAXATION OFFICERS BRANCH
116 Queensberry Street
CARLTON VIC 3053

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION
TAXATION OFFICERS' BRANCH
Committee of Management Statement
for the year ended 30 June 2012**

On 17 December 2012 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 2012:

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:
Date:

Jeffrey Lapidos
Branch Secretary
17 December 2012

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 2012.

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.

Auditor's Opinion

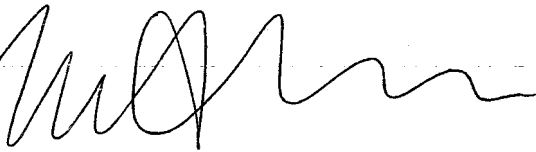
In our opinion the general purpose financial report is presented fairly in accordance with:

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

Signed on : 17th December, 2012

NMM Audit & Assurance Plc

NMM Audit & Assurance Pty Ltd
110 Drummond Street, Oakleigh VIC



Glenn A Miller, FCPA



FAIR WORK
AUSTRALIA

28 December 2012

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

Dear Mr Lavidos

Application by the Taxation Officers Branch of the Australian Municipal, Administrative, Clerical and Services Union for an extension of time to provide the full report to members (FR2012/415) under subsection 265(5)(b) of the *Fair Work (Registered Organisations) Act 2009*

I acknowledge receipt on 28 November 2012 of a request for an extension of time until 31 December 2012 in which to provide members of the Taxation Officers Branch (the Branch) with a copy of the full report or concise report for the year ended 30 June 2012. Your request states that it is made "in accordance with section 265(5)(b)" of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), indicating that the Branch intends to present the full report to a meeting of the committee of management of the Branch.

You have advised that, although draft financial statements have been prepared, the operational report, as at 28 November 2012, was not yet prepared.

Where the full report is to be presented to a meeting of the Committee of Management, paragraph 265(5)(b) requires that the copies of the full or concise report be provided to members within 5 months starting at the end of the financial year (that is, by 30 November 2012). Subsection 265(5) enables the General Manager of Fair Work Australia, upon application by a reporting unit, to extend the period for provision of documents to members by no more than one month.

Having considered your reasons, I allow an extension of time, for a period of one month until 31 December 2012, in which to provide copies of the full or concise report to members.

I apologise for the delay in responding to your letter of 28 November 2012 as your application was inadvertently overlooked.

Yours sincerely

Ailsa Carruthers
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 Lapidos
Jeff.Lapidos@asutax.asn.au
Ph. 0419 335 675**

The General Manager
Fair Work Australia
Melbourne

28 November 2012

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 2012.

The reason for this request is that we have not yet completed our operational report. We have draft financial statements prepared though. 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 Lapidos



FAIR WORK
AUSTRALIA

6 August 2012

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

jeff.lavidos@asutax.asn.au

Dear Mr Lavidos,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/415]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union-Taxation Officers Branch (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

Failure to comply with these obligations is subject to a civil penalty provision - see s305 of the RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Andrea O'Halloran
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	

(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,
or
(b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of meeting

* *the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.*

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ *The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.*