



FAIR WORK
COMMISSION

28 May 2014

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 year ended 30 June 2013 (FR2013/324)

I refer to the financial report of the Australian Municipal, Administrative, Clerical and Services Union, Taxation Officers' Branch for the year ended 30 June 2013. The documents were lodged with the Fair Work Commission on 14 January 2014.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Firstly, in my letter dated 30 December 2013 (see copy attached) I drew the Branch's attention to particular areas where future reports must comply. My advice in relation to the requirement for a separate Statement of Changes in Equity reflecting AASB 101, and for disclosure of key management personnel compensation in accordance with AASB 124, applied to the 2013 report. As my letter was sent after the 2013 report had been completed, the Branch should take this into account, as appropriate, when preparing next year's report.

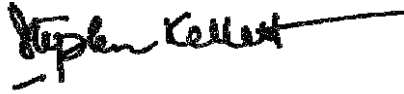
Secondly, the financial statements disclosed balances for all the employee benefits categories (activities) prescribed by paragraphs 17(f) and (g) and 21(c) and (d) of the Reporting Guidelines except in respect of 'other employee expenses' for office-holders¹ and in respect of 'other

¹ See item (v) of paragraph 17(f)

employee provisions' for both office-holders and other employees.² Where these activities/categories did not occur during a reporting period, a statement to that effect (or a nil balance) should be included in accordance with Reporting Guideline paragraphs 18 and 22.

If you have any queries regarding this letter, please contact me on (02) 6746 3283 or via email at stephen.kellett@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal line extending to the right.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

² See items (iv) of paragraphs 21(c) and 21(d)

From: KELLETT, Stephen
To: ["Jeff.Lapidos@asutax.asn.au"](mailto:Jeff.Lapidos@asutax.asn.au)
Subject: Financial report - y/e 30 June 2013 - filing
Date: Wednesday, 28 May 2014 5:45:00 PM
Attachments: [ASU TAX FR2013 324 \(primary final\).pdf](#)
[ASU TAX FR2011 2737 FR2012 415 \(final\).pdf](#)

Dear Mr Lapidos,

Please see attached my letter in relation to the above. For reference I also attach a copy of my letter sent in relation to the previous year's report.

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



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

14 January 2014

Dear Sir/Madam

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

I certify I have lodged with this certificate a copy of the full report that was
provided by email to our members on 29 November 2013. This was done in
the usual way our union provides regular reports on our work to our members.

The full report was presented to a meeting of the ASU Tax Executive, our
Committee of Management, on 20 December 2013.

Please let me know if you have any queries.

Yours sincerely

Jeff Lapidos

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

Financial Statements
For the year ended 30 June 2013

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

**Australian Municipal, Administrative, Clerical and Services Union Taxation
Officers Branch
Operating Report
For the year ended 30 June 2013**

Review of principal activities and any significant changes

The principal activity of the Australian Services Union Taxation Officers Branch during the 2012-13 financial 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

a. The ASU continue to monitor the ATO's compliance with the ATO Enterprise Agreement 2011.

The ASU referred our concern about the ATO's implementation of a 'Positive Attendance Culture' to the Fair Work Commission. Deputy President Smith was able to assist us resolve our concerns through conciliation and a number of conferences with the ATO. The ATO agreed to make several changes to its Operations Sub-Plan Guide to a Positive Attendance Guide, so our concerns were resolved. This became the model for the other ATO Sub-Plans. We offered to represent any ASU member in discussions with their Attendance Manager, but no-one took up the offer, so it seems the provision has been implemented reasonably well.

The ASU referred our concern about the ATO's restructure of its Large Business & International business line to the Fair Work Commission, particularly in relation to whether the work being assigned in the area was consistent with the classification of the officer doing the work. We believed that higher duties should have been payable. Conciliation was unsuccessful. We subsequently withdrew the dispute from the Commission principally because of inadequate support amongst members and staff, the cost of proceeding and the difficulty finding an independent expert on work values who we could engage, given the ATO's opposition.

The ASU also had issues with LB&I offering voluntary redundancies to many of its EL1 and EL2 employees before attempting to redeploy potentially excess staff. We took this to the Fair Work Commission as well. We settled this dispute on the basis of an undertaking by the ATO that all the redundancies would be voluntary and that the settlement would be without prejudice to our position that redeployment had to be attempted before voluntary redundancies could be offered.

The ATO paid the salary increases and productivity payments which were due to be paid in 2012-13, subject to meeting corporate outcomes and the productivity. The ASU wrote to the then Commissioner Michael D'Ascenzo when we thought his decisions on these were a little tardy.

The ASU referred another dispute to the Fair Work Commission when the ATO banned the ASU Tax Secretary from representing our members in the ATO in their discussions with management. The dispute was conciliated by Commissioner Riordan. The ATO withdrew the ban following a recommendation by the Commissioner. We agreed that the ATO and the ASU would have regular discussions

at a senior level in an attempt to prevent such problems from recurring. The ATO agreed to reimburse the ASU's legal expenses in relation to the ban.

The ASU took another dispute over the ATO Enterprise Agreements redeployment and redundancy provisions to the Commission. The ATO asserted it could conduct a reverse order of merit to determine who would become potentially excess when it decided to reduce the size of a team at its Melbourne office. We took the dispute to arbitration and then appealed the decision to a Full Bench. We decided against an appeal to the Federal Court when Senior Counsel advised us that we were unlikely to succeed. The saving grace for us was that Senior Counsel advised the case was decided on its own facts and that we could consider running another dispute before the Commission if similar circumstances should arise. It is likely that these provisions will be the subject of negotiation for the next ATO Enterprise Agreement.

The ASU regularly represents members in their discussions with their managers about their performance agreements, performance appraisals, performance counselling, fitness for duty, reasonable adjustment, rehabilitation, workers compensation, whistleblower reports, defend against allegations of misconduct and in response to notices of suspected breaches of the APS Code of Conduct and in preparing submissions on sanction. We invest a lot of time and effort into these discussions and we have a strong record in getting a good result for our members. Our experience and skill in these matters is a great asset to our members.

The ASU maintained our subscription to the Union Shopper buying service and our journey insurance coverage for our financial members.

The ASU consulted with members about increasing our membership fees by approximately 3.02% from the beginning of the 2013-14 year. Approximately 26% of our members voted. 79.57% voted YES; 20.42% voted NO.

The ASU expects the Australian Electoral Commission to hold elections for the casual vacancies in the position of Deputy Branch President and for one Southern Sub-Branch Councillor in the near future.

ASU Tax Litigation Fund

There were no payments of principal into the Fund in 2012-13, other than interest earned by the bank account. We did not draw on the Fund during the year. We drew on our general account for legal expenses during the year.

Accrued balance at 30 June 2012	\$27,878.81
Interest earned by the Fund during 2012-13 was:	<u>1,121.33</u>
Accrued balance at 30 June 2013	\$29,000.14

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

Operating Result

The operating result of the organisation for the year ended 30th June 2013 was a surplus of \$40,371. 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.

Any significant changes in financial affairs during the year

There were no significant changes in our Branch's financial affairs during the year, other than the operating surplus that is reported in the financial statements.

Number of members

There were 1135 persons that were, at the end of the 2012-13 financial year recorded in the register of members for section 230 of the Act and who are taken to be members of the reporting unit under section 244 of the Act.

Number of employees

There was one full time and one part time (0.8 full time equivalent) person who were employees at the end of the 2012-13 financial year.

Names of Committee of Management members and the period the position was held

Peter Chaplin, Branch President:	1 July 2012 to 30 June 2013
Jeffrey Lapidos, Branch Secretary:	1 July 2012 to 30 June 2013
Gaetano Greco, Assistant Branch Secretary	1 July 2012 to 30 June 2013
Ancel Greenwood, Branch Treasurer	1 July 2012 to 30 June 2013
Geoffrey Southern, Senior Officers Councillor:	1 July 2012 to 30 June 2013
Robert Green, Northern Councillor	1 July 2012 to 30 June 2013
Cynthia Gray, Central Councillor	1 July 2012 to 30 June 2013
Neil Colebrook, Central Councillor	1 July 2012 to 30 June 2013
Evangelia Efandis, Southern Councillor	1 July 2012 to 30 June 2013

Officers & employees who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee

No officer or employee of the Australian Services Union Taxation Officers Branch is,

- i. a trustee of a superannuation scheme or an exempt public sector superannuation scheme; or
- ii. a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

Officers & employees who are directors of a company or a member of a board

No officer or employee of the Australian Services Union Taxation Officers Branch is a director of a company or a member of a board.

Remuneration statement

The ASU now declares the remuneration it provides for its officials and its employees. All members of the ASU Tax Executive and Council are honorary, except for the Branch Secretary.

The ASU provides the Branch President with a mobile phone and mobile mini-computer so he can keep in touch with the Branch Secretary and our membership.

The Branch Secretary was paid at the equivalent of the APS 6.3 salary in the ATO Enterprise Agreement 2011 throughout the financial year. Branch Council decided to increase this to the equivalent of the top APS 6 pay point from July 2013.

A bonus was paid equivalent to the bonus paid to a full time APS 6 when this was payable under the ATO Enterprise Agreement. Superannuation is paid quarterly in arrears at 22.5% of salary and any bonus payment. A home office allowance of \$250 per annum, paid in arrears was paid during the year. Council increased this to \$1,000 per annum from July 2013. The Branch Secretary is provided with a smart phone, a lap top computer, 3 in 1 printer and office consumables for his home office and for travel. The Branch Secretary was paid a car allowance equivalent to 5,000 kms at the tax office's cents per kilometre rate for a large vehicle until October 2012. The union provided a fully maintained Ford Falcon LPG powered sedan from then. The ASU reimburses the Branch Secretary the reasonable cost of accommodation when he travels away from home. The union also pays travel allowance at the rate payable under the ATO Enterprise Agreement for general employees, but not for accommodation.

The Branch Industrial Officer is 80% part time. He is paid an annual salary that is the equivalent of 80% of the top pay point of an APS 6 plus any bonuses equivalent to those payable under the ATO Enterprise Agreement plus superannuation guarantee payments. He is reimbursed any business expense reasonably incurred.

Right of members to resign

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

Prepared, 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
19 November 2013

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

Income and Expenditure Statement

For the year ended 30 June 2013

	2013	2012
	\$	\$
Income		
Membership Fees	328,835	326,105
Interest Received	16,523	15,212
Reimbursements from ASU	1,829	1,273
Special Fees Collected	5,688	2,276
Total Income	352,875	344,866
Expenses		
Advertising and Promotion	475	-
Affiliation & Sustenation	27,241	27,263
Audit Fees	3,900	3,800
Bank Fees and Charges	241	212
Accounting Fees	3,850	4,200
Computer Costs	-	189
Depreciation	1,621	1,254
Fines	-	110
Home Office Expenses	775	1,442
Insurance	3,578	9,995
Internet	951	1,154
Legal Fees	16,197	9,125
Meeting Expenses	322	2,359
Merchant Fees	901	1,226
M/V Car - Depreciation	4,358	-
M/V Car - Fuel & Oil	1,391	-
M/V Car - Rego/Insurance	685	-
M/V Car - Other Expenses	693	-
Payroll Tax	6,264	7,825
Parking & Tolls	1,376	1,012
Postage, Printing & Stationery	698	1,321
Provision for LSL & AL	19,381	16,505
Rent on Land & Buildings	7,243	5,600
Relocation Expenses	2,000	-
Replacements (tools, etc)	1,069	1,061
Salaries	141,563	93,975

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 2013

	2013	2012
	\$	\$
Salaries - Allowances	6,064	8,072
Subscriptions	703	-
Sundry Expenses	809	83
Superannuation	35,365	73,477
Telephone	2,928	2,308
Travel, Accom & Conference	16,579	17,299
Workcover	1,081	1,406
Union Fees	1,841	-
Total Expenses	<u>312,144</u>	<u>292,274</u>
Surplus from Ordinary Activities	<u><u>40,731</u></u>	<u><u>52,592</u></u>
Opening Retained Surplus	160,342	109,045
Net surplus attributable to the association	<u>39,610</u>	<u>51,297</u>
Closing Retained Surplus	<u><u>199,952</u></u>	<u><u>160,342</u></u>
Opening Litigation Fund	27,879	26,584
Net surplus attributable to the fund	<u>1,121</u>	<u>1,295</u>
Closing Litigation Fund	<u><u>29,000</u></u>	<u><u>27,879</u></u>

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 2013

	Note	2013 \$	2012 \$
Current Assets			
Cash Assets	4	149,549	133,628
Term Deposits	4	210,303	159,171
Total Current Assets		359,852	292,799
Non-Current Assets			
Property, Plant and Equipment	5	31,063	3,378
Total Non-Current Assets		31,063	3,378
Total Assets		390,914	296,177
Current Liabilities			
Payables	6	37,177	27,749
Current Tax Liabilities	8	15,917	8,738
Provision for Leave Entitlements	7	84,926	65,545
Subscriptions in Advance		23,942	5,924
Total Current Liabilities		161,962	107,956
Total Liabilities		161,962	107,956
Net Assets		228,952	188,221
Members' Funds			
Retained Surplus		199,952	160,342
Litigation Fund	11	29,000	27,879
Total Members' Funds		228,952	188,221

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 2013**

	2013	2012
	\$	\$
Cash Flow From Operating Activities		
Receipts from Customers	352,542	309,534
Transfers from ASU National Executive	1,829	1,273
Payments to Suppliers and Employees	(239,038)	(249,608)
Transfers to ASU National Executive	(31,140)	(27,733)
Interest Received	16,523	15,212
Net cash provided by (used in) operating activities (NOTE 16)	<u>100,716</u>	<u>48,678</u>
Cash Flow From Investing Activities		
Purchase of Fixed Assets	<u>(33,663)</u>	<u>(3,423)</u>
Net cash provided by (used in) investing activities	<u>(33,663)</u>	<u>(3,423)</u>
Net increase (decrease) in cash held	67,053	45,255
Cash at the beginning of the year	<u>292,799</u>	<u>247,544</u>
Cash at the end of the year (NOTE 4)	<u>359,852</u>	<u>292,799</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 2013

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 Reform Act 2012 (Vic) 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 2013

Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the General Manager of Fair Work Australia:

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

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 2013**

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 27 - 33 and 41(f) and 43(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 2013

2013

2012

Note 2: Revenue

The union did not receive a capitation fee from another entity, or a compulsory levy from members, or a donation/ grant in the year ended. The union collected special fees of \$5,688.00 (2012: \$2,276) from new members for dealing with pre-existing industrial issues in the year ended.

Note 3: Expenses

Remuneration for auditing and reviewing the financial report

3,900	3,800
<u>3,900</u>	<u>3,800</u>

The union did not incur any expenses as consideration for employers making payroll deductions of membership subscriptions. It paid no fees or subscriptions to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters. It also paid no compulsory levy and grants or donations. There was no penalty imposed on the union under the Fair Work (Registered Organisations) Act 2009 with respect to the conduct of the union in the year ended.

Note 4: Cash and Cash Equivalents

Cash at Bank	55,198	24,176
ME Bank Account 849	29,000	27,879
ME Bank Account 332	65,351	81,573
ME Term Deposit	210,303	159,171
	<u>359,852</u>	<u>292,799</u>

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

Notes to the Financial Statements

For the year ended 30 June 2013

	2013	2012
<hr/>		
Note 5: Property, Plant and Equipment		
Plant and Equipment (at cost)	16,689	16,689
Less: Accumulated Depreciation	(14,931)	(13,311)
Motor Vehicles (at cost)	33,664	-
Less: Accumulated Depreciation	(4,358)	-
	31,063	3,378
	31,063	3,378

The union did not acquire any asset or liability during the financial year as a result of an amalgamation under Part 2 of Chapter 3 of Fair Work (Registered Organisations) Act 2009, or a restructure of the union, or a determination by the General Manager under subsection 245(1) of Fair Work (Registered Organisations) Act 2009 of an alternative reporting structure for the organisation, or a revocation by the General Manager under subsection 249(1) of the Fair Work (Registered Organisations) Act 2009 of a certificate issued to an organisation under subsection 245(1). Moreover, the union did not acquire any asset or liability as a result of a business combination.

Note 6: Payables

Trade Creditors	35,777	27,749
Superannuation Payable	1,400	-
	37,177	27,749
	37,177	27,749

There is no payable to employers as considerations for the employers making payroll deductions of membership subscriptions. Legal costs payable at the year end was \$10,110 (2012: \$254). That is part of the trade creditors of \$35,777 (2012: \$27,749) as stated above.

Note 7: Employee Entitlements

Provision for Annual Leave - Office Holders	34,916	25,820
- Employees	6,825	9,592
Provision for LSL - Office Holders	25,631	19,720
- Employees	17,554	10,413
Provision for Redundancy - Office Holders	-	-
- Employees	-	-
	84,926	65,545
	84,926	65,545

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 2013

	2013	2012
Note 8: Tax Liabilities		
GST Payable	9,054	6,980
Input Tax Credit	(3,810)	(3,013)
GST Clearing	1,030	1,030
Amounts Withheld from Salary and Wages	9,643	3,741
	15,917	8,738

Note 9: Employee Expenses

Office Holders:

Wages and Salaries	95,373	86,407
Employer Superannuation	18,134	17,180
Provision for LSL and AL	15,006	10,295
Separation and redundancies	-	-

Employees:

Wages and Salaries	71,782	65,484
Employer Superannuation	4,831	6,453
Provision for LSL and AL	4,375	6,210
Separation and redundancies	-	-

Employees:

Payroll Tax	6,264	7,825
Work Cover	1,081	1,406
	216,846	201,260

Wages and salaries stated in the above include salary, salary sacrifice and allowances paid. There was no fee or allowance paid to any employees (other than allowances included in wages and salaries) in respect of their attendances as representatives of the union at conferences and other meetings. Also no other persons were paid an allowance to represent the union at conferences or other meetings. Total of expenses incurred in connection with holding meetings and conferences is shown as 'Meeting Expenses' in the Income and Expenditure Statement.

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

Notes to the Financial Statements

For the year ended 30 June 2013

2013

2012

Note 10: 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 \$27,369 (2012: \$20,354), and is included in the line item Transfers to ASU National Executive in the Statement of Cash Flows.

Expense reimbursements totaling \$3,771 (2012: \$7,379) were paid to ASU National Executive for the expenses incurred on behalf of the union.

There is no receivable from ASU National Executive or any of its other branches. There is a payable of \$15,444 (2012: \$15,802) to ASU National Executive at the year end. This is part of the trade creditors of \$35,777 (2012: \$27,749) under Note 6. There is no payable to any other ASU branches.

Note 11: Litigation Fund

Litigation fund is the only fund operated by the union. It is not invested in any assets. It is kept in a separate bank account. The only movement in the fund is the interest received on that bank account. There has been no other transfer into or withdrawal from the fund in the year ended.

Note 12: 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 13: 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 14: Segment Reporting

The union is an independent segment of the Australian Services Union National Executive. The union does not have separate reporting segments.

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

**Notes to the Financial Statements
For the year ended 30 June 2013**

2013

2012

Note 15: Economic Dependence

The union's ability to continue as a going concern is not reliant on any financial support from another entity. The union did not receive any financial support from any entity in the year ended. Also the union has not agreed to provide any financial support to ensure another entity has the ability to continue as a going concern. The union did not provide any financial support to another entity in the year ended.

Note 16: Reconciliation of Net Cash Provided By/Used In Operating Activities To Operating Surplus

Operating Surplus (Deficit)	40,731	52,592
Depreciation	5,979	1,254
Increase (decrease) in Trade Payables	9,427	(612)
Increase (decrease) in Subscriptions in Advance	18,019	(18,847)
Increase (decrease) in Employee Entitlements	19,381	16,505
Increase (decrease) in Tax Liability	7,179	(2,214)
	<u>100,716</u>	<u>48,678</u>

Note 17: 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 registered office of the association 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 2013

On 19 November 2013 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
19 November 2013

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 as at 30 June 2013, 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 then ended.

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 Reform Act 2012 (Vic) 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 of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH is in accordance with the requirements of the Associations Incorporation Reform Act 2012 (Vic), including:

1. giving true and fair view of the union's financial position as at 30 June 2013 and of its performance for the year ended on that date,
2. complying with Australian Accounting Standards as disclosed in Note 1; and
3. complying with requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

The union has not undertaken any recovery of wages activity in the financial year.

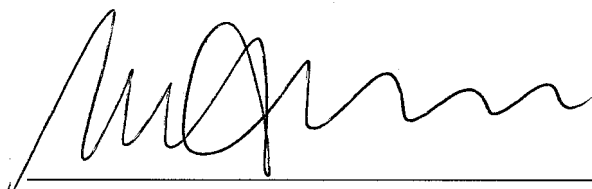
In our opinion, the committee of management's use of going concern basis of accounting in the preparation of the financial statements is appropriate.

The lead auditor is an approved auditor and a member of CPA Australia holding a current public practice certificate.

Signed on : *21st November 2013*

NMM Audit & Assurance Pt

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



Glenn A Miller, FCPA



18 July 2013

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

Sent by email: jeff.lapidos@asutax.asn.au

Dear Mr Lapidos,

Re: Lodgement of Financial Report - [FR2013/324]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Taxation Officers Branch of the Australian Municipal, Administrative, Clerical and Services Union (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au .

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(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.	/ /	As soon as practicable after end of financial year
(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).	/ /	
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	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	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	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.