



10 August 2015

Mr Jeffrey Lapidos  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Taxation Officers Branch  
116 Queensbury Street  
Carlton VIC 3053

via e-mail: [jeff.lapidos@asutax.asn.au](mailto:jeff.lapidos@asutax.asn.au)

Dear Mr Lapidos

**Australian Municipal, Administrative, Clerical and Services Union,  
Taxation Officers Branch  
Financial Report for the year ended 30 June 2014 - FR2014/250**

I acknowledge receipt of the amended financial report for the year ended 30 June 2014 for the Australian Municipal, Administrative, Clerical and Services Union Taxation Officers Branch. The financial report was lodged with the Fair Work Commission (FWC) on 29 July 2015.

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

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7675 or by email at [ken.morgan@fwc.gov.au](mailto:ken.morgan@fwc.gov.au)

Yours sincerely

Ken Morgan  
Financial Reporting Advisor  
Regulatory Compliance Branch

**From:** MORGAN, Ken  
**To:** ["Mohamed Jinan"](#)  
**Cc:** [Jeff Lavidos](#); [Glenn Miller](#); [Dane Black](#)  
**Subject:** RE: ASU Victoria Branch Financials 2014  
**Date:** Wednesday, 4 February 2015 12:24:00 PM

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Hi Mohamed,

I have not addressed the items where you are already making a correction.

#### Financial Instruments

The ASU-Tax has 'cash assets' and 'term deposits' which are financial instruments for the purpose of AASB 7 and should be accounted for accordingly.

#### Assets and liabilities at fair value

I accept that ASU-Tax does not have any assets or liabilities at 'fair value' and therefore there is no requirement to make a disclosure under AASB 13.

#### Activities under Reporting Guidelines not disclosed

I accept that these items are reported in the financial statements except for Legal costs of \$11,849 which must be broken down into 'litigation' and 'other legal matters'.

From a presentation point of view it can be difficult to identify items disclosed in narrative form. Where disclosure is required by the Reporting Guidelines it is preferred that this be in the P&L, Balance sheet, CFS or a Note directly referenced to these statements (even if nil value). The 'Model Financial Statements' may provide some guidance in this regard.

Please call me if you wish to discuss.

Regards  
Ken

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**From:** Mohamed Jinan [<mailto:MJinan@nmmaccountants.com.au>]  
**Sent:** Friday, 23 January 2015 5:05 PM  
**To:** MORGAN, Ken  
**Cc:** Jeff Lavidos; Glenn Miller; Dane Black  
**Subject:** ASU Victoria Branch Financials 2014

Hi Ken,

I did the financials for ASU Victoria Branch. I am writing in reference to the attached letter by you dated 23 January 2015.

You have identified some information as not been provided. I will make corrections for the points you have noted under the sub-headings; For-profit or not-for profit entity, Accounting judgements and estimates, New and Future Australian Accounting Standards and Revenue recognition.

You have also identified another two points under the sub-headings; Financial instruments disclosures and Accounting Policy – fair value. ASU Victoria Branch has no financial instruments and has no assets or liabilities recorded at fair value. Therefore I do not believe any disclosure is needed here. I can make a statement as to it does not apply, but then again it is not a requirement of the accounting standard to make such a statement.

At last, you have noted some activities under Reporting guidelines as not been disclosed. I believe all that information is actually disclosed in the financials. Please see the attached letter on which I have noted where on the financials I have disclosed those information.

Please let me know what you think.

Should you have any queries feel free to contact me.

Mohamed Jinan CA

**Accountant**

## **Nickless Miller Meehans**

Certified Practising Accountants

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Oakleigh, Vic, 3166

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23 January 2015

Mr Jeffrey Lapidos  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Taxation Officers Branch  
116 Queensbury Street  
Carlton VIC 3053

via e-mail: [jeff.lapidos@asutax.asn.au](mailto:jeff.lapidos@asutax.asn.au)

Dear Mr Lapidos

**Australian Municipal, Administrative, Clerical and Services Union,  
Taxation Officers Branch  
Financial Report for the year ended 30 June 2014 - FR2014/250**

I acknowledge receipt of the financial report for the year ended 30 June 2014 for the Australian Municipal, Administrative, Clerical and Services Union, Taxation Officers Branch (ASU-TAX). The financial report was lodged with the Fair Work Commission (FWC) on 5 January 2015.

The financial report has not been filed. I have examined the report and identified a number of matters, the details of which are set out below, that you are required to address before the report can be filed.

The General Purpose Financial Report (GPFR) will require amendments. The amended report will need to be presented to a Committee of Management meeting, republished on the ASU-TAX website and lodged with FWC.

The matters identified should be read in conjunction with the *Fair Work (Registered Organisations) Act 2009* (the RO Act), *Fair Work (Registered Organisations) Regulations 2009* (the RO Regs), the 4th edition of the Reporting Guidelines (RG) made under section 255 of the RO Act and Australian Accounting Standards.

To assist with the preparation of financial reports organisations should consult the template '2013-14 Model Financial Statements' which is available from the FWC website.

## **1. General Purpose Financial Report**

### For-profit or not-for profit entity

Australian Accounting Standard *AASB 1054 Australian Additional Disclosures* paragraph 8(b) requires that the entity disclose whether, for the purposes of preparing the financial statements, it is a for-profit or not-for-profit entity.

This information has not been provided.

### Accounting judgments and estimates

Australian Accounting Standard *AASB 101 Presentation of Financial Statements* paragraph 122 requires that the notes to the financial statements include a discussion on the significant accounting judgments and estimates applied.

No such discussion has been included in the Notes. Please amend accordingly.

### New and Future Australian Accounting Standards

Australian Accounting Standard *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors* paragraphs 14 and 28 require that the entity disclose:

- Australian Accounting Standards adopted during the period; and
- Australian Accounting Standards issued but not yet effective with an assessment of the future impact of the standard on the entity.

This information has not been provided.

### Revenue recognition

Australian Accounting Standard *AASB 101 Presentation of Financial Statements* paragraph 117 and *AASB 118: Revenue* paragraph 35(a) requires that the entity must disclose the measurement basis or bases used in recognising revenue.

Although Note 1 addresses revenue recognition in general terms the specific accounting policy for ASU-TAX member subscriptions has not been disclosed. Please amend Note 1 to include all relevant Revenue policies including membership subscriptions.

### Financial instruments disclosures

Australian Accounting Standard *AASB 7 Financial Instruments: Disclosures* details the reporting disclosures required by an entity in relation to financial instruments.

This information has not been provided.

### Accounting Policy - fair value

Australian Accounting Standard *AASB 13 Fair Value Measurement* paragraph 91 requires the reporting unit to disclose the accounting policy for assets and liabilities that are measured at fair value on a recurring or non-recurring basis.

This information has not been provided.

Activities under Reporting Guidelines not disclosed

Items 15, 17 and 19 of the RG state that if the activities identified in items 14, 16 and 18 respectively have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR. I note that for the following items no such disclosure has been made:

- 14(d) - donations or grants received
- 16(h) - fees or allowances paid to persons to attend a conferences or other meeting as a representative of the reporting unit
- 16(i) - expenses incurred with holding meeting of members or any conferences or meeting of councils, committees, panels or other bodies
- 16(j) - legal costs or other litigation expenses incurred by:
  - 16(j)(i) - litigation
  - 16(j)(ii) - other legal matters
- 18(a) - receivable with another reporting unit
- 18(b) - payable with another reporting unit

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7675 or by email at [ken.morgan@fwc.gov.au](mailto:ken.morgan@fwc.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Morgan', with a stylized flourish at the end.

Ken Morgan  
Financial Reporting Advisor  
Regulatory Compliance Branch



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

***Australian Municipal Administrative Clerical and Services Union***

***Taxation Officers Branch***

s.268 *Fair Work (Registered Organisations) Act 2009*

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER<sup>1</sup>**

Certificate for the period ended 30 June 2014

I, Jeffrey Lapidos, being the Branch Secretary of the *Australian Municipal Administrative Clerical and Services Union Taxation Officers Branch* certify:

that the documents lodged herewith are copies of the full report<sup>2</sup> for the *Australian Municipal Administrative Clerical and Services Union Taxation Officers Branch* for the period ended 30 June 2014 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and

that the *full report*<sup>3</sup> was provided to members of the reporting unit on 9 December 2014; and

- that the full report was presented to a *meeting of the committee of management*<sup>4</sup> of the reporting unit on 24 December 2014 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:

<sup>1</sup> Regulation 162 of the *Fair Work (Registered Organisations) Regulations 2009* defines a 'prescribed designated officer' of a reporting unit for the purposes of s.268(c) as:

- (a) the secretary; or  
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup> Only applicable where a concise report is provided to members.

<sup>3</sup> Adjust certificate as appropriate to reflect the facts.

<sup>4</sup> Adjust certificate as appropriate to reflect the facts.

Name of prescribed designated officer: Jeffrey Lapidos

Title of prescribed designated officer: Branch Secretary

Dated:4 January 2015



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

Financial Statements  
For the year ended 30 June 2014

# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

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**Taxation Officers Branch**  
**Operating Report for the year ended 30 June 2014**

**Review of principal activities and any significant changes**

The principal activity of the Australian Services Union Taxation Officers Branch during the 2013-14 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**

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

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, public interest disclosures, assists them prepare responses 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 ran an unsuccessful appeal to a Full Bench of the Fair Work Commission against a decision of Vice President Lawler about the operation of clause 118 of the ATO Enterprise Agreement 2011. We received advice from senior Counsel that we did not have grounds to appeal to the Federal Court. These appeals are limited to jurisdictional error, not errors of law. We believe the original decision was wrong and we will continue to press our view on the correct operation of the clause.

The ASU assisted a member obtain leave without pay so she could return to her country of origin for personal reasons. We had to refer a dispute to the Fair Work Commission where we obtained the leave through conciliation.

**Re-structure of Public Groups & International (PG&I):** The ASU has been concerned that the ATO has replaced officers at the EL1 and EL2 classifications with junior officers at the APS 4, 5 & 6 classification levels, in circumstances where the work has not changed. The ATO refused to undertake an assessment of the work value of the duties being assigned to these lower level officers. The ASU sought to engage external consultants to undertake such an assessment to provide evidence of a breach of the ATO Enterprise Agreement. Unfortunately, the three consultants we approached refused to accept our brief, we think because of concern it might affect their chances of getting work from the ATO. So we could not proceed with the dispute for lack of evidence.

**Bargaining for a new ATO Enterprise Agreement:** The ASU had discussions with the Australian Public Service Commission (APSC) prior to the election of the Abbott Coalition Government about a new APS Bargaining policy. The ASU then had discussions with Senator Eric Abetz early in 2014 about the new Government's approach. The ASU then had a briefing from the APSC about the Government's

new policy. We developed a log of claims for a new ATO Enterprise Agreement in consultation with our members. We commenced bargaining with the ATO in June 2014. The ATO refused the ASU's proposal that it seek an exemption from the Government's Bargaining Policy. This means there is no prospect of achieving a new Agreement within the foreseeable future.

**Health & Safety Representatives:** The ATO accepted the ASU's submissions that the ATO cannot direct how HSRs exercise their statutory powers. This arose first from the ATO telling HSRs who they should consult with about work place change or other risks to employees' health. Then from the ATO insisting that a manager should accompany each HSR when they undertake an inspection of the workplace.

**Closure of AVO and offices:** The Abbott Government decided to close the Australian Valuation Office after 100 years of operation. The AVO's business has been 'outsourced' to the private sector instead of selling it. This would have raised revenue and saved redundancy costs. The ASU assisted our members in the AVO to ensure they understood their rights, assisted some to get redeployment and others with obtaining additional benefits from compulsory rather than voluntary redundancies.

The ATO separately decided to close its Hurstville and Southport offices. We complained to Commissioner Jordan personally about these decisions, but without any success in changing his decision. So we then focused on assisting our members at Hurstville with hardship cases so they could be redeployed to ATO offices that were better suited to their circumstances. We have continued helping members at the Southport office, which is scheduled for closure in early 2015.

Commissioner Jordan also decided to close all of the ATO's small regional offices. The ASU did not have any members in these offices, so we only did a small amount of work by highlighting issues of general concern.

**Relocation of Service Delivery employees from Sydney to Parramatta:** The ATO decided to relocate employees in its 'Debt' and 'Client Account Services' business lines from Sydney to Parramatta, principally to make space available to employees from Hurstville, when that office closes. The ASU assisted members make representations to demonstrate they would suffer hardship if moved to Parramatta. This is a continuing issue that has been to the Fair Work Commission and is likely to return. There are issues about the process that the ATO has followed, whether its hardship guidelines are consistent with the ATO Enterprise Agreement, how the Guidelines have been applied and whether the ATO is actually doing everything that is reasonably practicable to find work for employees at Sydney who would suffer hardship if transferred to Parramatta.

**Dress standards:** The ATO has dress standards for its employees. We represented a member when concerns were raised about her mode of dress. We were able to ensure she was not victimised because the issue was clearly one of personal preference.

**Unreasonable Workloads:** The ASU was able to persuade the Debt business line to reconsider new increased benchmarks when our members complained they were

not achievable. The ATO accepted this was the case after it found its best employees in the area could not achieve these benchmarks.

**ATO settles instead of arbitration of failure to provide reasonable adjustment:**

An ASU member needed alternative work to her normal telephony duties because of what proved to be a temporary disability. The team leader initially provided administrative duties for our member until an Assistant Director intervened and sent her home, without having regard to the ATO's own policy on reasonable adjustment. The ATO did not provide alternative duties until our member provided additional medical certificates that specified what duties she could undertake. The ATO then told our member to take sick leave for the period she was sent home. This would have been without pay. This dispute went to the Fair Work Commission. We were not able to settle at conciliation and so took our case to arbitration. We briefed counsel to represent us. We provided the ATO with our outline of submissions and evidence in accordance with the Commission's directions. The ATO subsequently failed to provide their outline of submissions and evidence despite a Commission direction they do so. The ATO then settled with us on the basis of no disadvantage to our member and paid the ASU's legal costs.

**Refusing overtime because of taking sick leave:** The ATO refused to allow an ASU member to work overtime on a Saturday because he had taken sick leave with a doctor's certificate on the previous Monday. The ASU took our concern that the ATO had breached the general protection provisions of the Fair Work Act to the Fair Work Commission. We first tried to settle our concerns informally but the ATO's industrial relations team would not correct the ATO's position. The ATO then settled our case by paying our member the overtime he would have received if he had been allowed to work the overtime.

**Use of Verint to monitor ATO employees:** The ATO uses Verint software to take images of employees' monitors while they are responding to taxpayers' telephone calls. The ATO attempted to counsel an ASU member for trawling through an external website during a call with a taxpayer. The ASU was able to show the ATO could not use VERINT for this purpose because it had not warned employees that it would use this software in this way. The ATO withdrew the counselling and subsequently warned employees that it may use Verint in this way.

**Facebook can get tax officers in trouble:** The ATO will receive reports about how tax officers use Facebook. We represented a member where there had been a questionable posting. We were able to ensure settlement without formal action by the ATO, with our member taking down the posting of concern to the ATO.

As reported last year, the ATO this year reimbursed the ASU for the cost of its legal expenses in responding to the ATO 'banning' our Tax Secretary from representing our members in discussions with ATO managers.

The ASU negotiated agreement with the ATO that it would no longer require its employees to take hearing tests prior to undertaking telephony duties. The ATO accepted the ASU's argument that it had no such power. This does not prevent employees voluntarily agreeing to submit to such hearing tests.

The ATO accepted the ASU's argument that it should not require its employees to subject themselves to independent health assessments by video conference. This resulted in a direction to an ASU member being withdrawn. Comcare advised the ASU and the ATO that the use of health assessments by video conference should only occur in exceptional circumstances. This followed an ASU submission to Comcare on the issue.

The ASU has monitored the ATO's engagement of Mr Matt Hayes, formerly a partner of KPMG. Commissioner Chris Jordan sought Mr Hayes' appointment. The ASU is particularly concerned about possible conflicts of interest arising from the engagement of Mr Hayes.

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

The ASU Tax Branch Council decided we would not increase our membership fees in the 2014-15 financial year. The principal reason was the uncertainty about our members winning a pay next year.

The ASU held elections for the casual vacancies in the position of Deputy Branch President and for one Southern Sub-Branch Councillor. Veronika Filypcyk from the Penrith Tax Office was elected unopposed to the position of Deputy Branch President. Keith Meynell from the Box Hill Tax office was elected unopposed to the Southern Sub-Branch Councillor position.

#### **ASU Tax Litigation Fund**

There were no payments of principal into the Fund in 2013-14, other than a \$100 donation from a member and 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 2013	\$29,000.14
Donation	100.00
Interest earned by the Fund during 2013-14 was:	<u>928.46</u>
Accrued balance at 30 June 2014	\$30,028.60

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 30<sup>th</sup> June 2013 was a surplus of \$51,794. This included interest from the Litigation Fund account.

The result includes a contested account for Victorian Payroll Tax. We expect the Tax to be reduced by approximately \$3,401.

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 1299 persons that were, at the end of the 2013-14 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 2013-14 financial year.

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

Peter Chaplin, Branch President:	1 July 2013 to 28 April 2014
Ancel Greenwood, Branch President	29 April 2014 to 30 June 2014
Veronika Filipcyk, Deputy Branch President	24 December 2013 to 30 June 2014
Jeffrey Lapidos, Branch Secretary:	1 July 2013 to 30 June 2014
Gaetano Greco, Assistant Branch Secretary	1 July 2013 to 30 June 2014
Ancel Greenwood, Branch Treasurer	1 July 2012 to 28 April 2014
Gisele Wood, Branch Treasurer	29 April 2014 to 30 June 2014
Geoffrey Southern, Senior Officers Councillor:	1 July 2013 to 30 June 2014
Robert Green, Northern Councillor	1 July 2013 to 30 June 2014
Cynthia Gray, Central Councillor	1 July 2013 to 30 June 2014
Neil Colebrook, Central Councillor	1 July 2013 to 30 June 2014
Evangelia Efandis, Southern Councillor	1 July 2013 to 30 June 2014
Keith Meynell, Southern Councillor	24 December 2013 to 30 June 2014

### **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; or

### **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 the annual salary of \$89,400 which is the equivalent of the APS 6.5 salary in the ATO Enterprise Agreement 2011 throughout the financial year. Superannuation was paid quarterly in arrears at 22.5% of salary. A home office allowance of \$1,000 per annum, paid in arrears was paid during the year. 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 provided a fully maintained Ford Falcon LPG powered sedan through the financial year. The ASU reimburses the Branch Secretary the cost of reasonable accommodation when he travels away from home for union work. This is a cost saving measure for the union. The union also paid travel allowance at the rate payable under the ATO Enterprise Agreement 2011 for general employees, excluding accommodation.

**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](mailto:Jeff.Lapidos@asutax.asn.au)

Prepared, signed for and on behalf of the Committee of Management



Jeff Lapidos  
Branch Secretary  
04 December 2014



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

**Income and Expenditure Statement  
For the year ended 30 June 2014**

	2014	2013
	\$	\$
<b>Income</b>		
Membership Fees	338,708	328,835
Interest Received	12,679	16,523
Reimbursements from ASU	4,762	1,829
Special Fees Collected	3,989	5,688
Legal Fees Reimbursed	5,020	-
Total income	365,159	352,875
<b>Expenses</b>		
Advertising and Promotion	397	475
Capitation Fees	25,600	27,241
Audit Fees	4,600	3,900
Bank Fees and Charges	297	241
Accounting Fees	3,637	3,850
Depreciation	952	1,621
Donations	50	-
Fringe Benefits Tax	1,076	-
Home Office Expenses	2,186	775
Insurance	5,517	3,578
Internet	1,417	951
Legal Fees	11,849	16,197
Meeting Expenses	-	322
Merchant Fees	565	901
M/V Car - Depreciation	5,495	4,358
M/V Car - Fuel & Oil	2,027	1,391
M/V Car - Rego/Insurance	2,237	685
M/V Car - Repairs	862	-
M/V Car - Other Expenses	170	693
Payroll Tax	6,275	6,264
Parking and Tolls	2,404	1,376
Postage, Printing & Stationery	741	698
Provision for LSL and AL	4,530	19,381
Rent on Land & Buildings	5,947	7,243
Relocation Expenses	-	2,000

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 2014**

	2014 \$	2013 \$
Replacements (tools, etc)	785	1,069
Salaries	161,058	153,963
Salaries - Allowances	7,143	6,064
Subscriptions	33	703
Sundry Expenses	87	809
Superannuation	25,405	22,965
Telephone	2,774	2,928
Travel, Accom & Conference	24,038	16,579
Workcover	1,377	1,081
Union Fees	1,834	1,841
Total expenses	<u>313,364</u>	<u>312,144</u>
<b>Surplus from Ordinary Activities</b>	<u><u>51,794</u></u>	<u><u>40,731</u></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 2014

	Note	2014 \$	2013 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash Assets		119,799	149,549
Term Deposits		280,097	210,303
<b>Total Current Assets</b>	4	<u>399,896</u>	<u>359,852</u>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	31,307	31,063
<b>Total Non-Current Assets</b>		<u>31,307</u>	<u>31,063</u>
<b>Total Assets</b>		<u>431,203</u>	<u>390,914</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	6	19,675	37,177
Provision for Leave Entitlements	7	89,456	84,926
Current Tax Liabilities	8	14,603	15,917
Subscriptions in Advance		26,722	23,942
<b>Total Current Liabilities</b>		<u>150,456</u>	<u>161,962</u>
<b>Total Liabilities</b>		<u>150,456</u>	<u>161,962</u>
<b>Net Assets</b>		<u>280,747</u>	<u>228,952</u>
<b>Members' Funds</b>			
Retained Surplus		250,718	199,952
Litigation Fund	11	30,029	29,000
<b>Total Members' Funds</b>		<u>280,747</u>	<u>228,952</u>

The accompanying notes form part of these financial statements.

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

**Statement of Changes in Equity**

	Notes	Retained Profits	Litigation Fund	Total
<b>Balance at 01/07/2012</b>		160,342	27,879	188,221
Net surplus attributable to the association/fund		39,610	1,121	40,731
<b>Balance at 30/06/2013</b>		199,952	29,000	228,952
Net surplus attributable to the association/fund		50,765	1,029	51,794
<b>Balance at 30/06/2014</b>		250,718	30,029	280,747

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 2014**

	2014	2013
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from Customers	349,815	352,935
Transfers from ASU National Executive	5,445	1,436
Payments to Suppliers and Employees	(267,769)	(222,408)
Transfers to ASU National Executive	(53,435)	(47,770)
Interest Received	12,679	16,523
Net cash provided by (used in) operating activities (NOTE 16)	<u>46,735</u>	<u>100,716</u>
<b>Cash Flow From Investing Activities</b>		
Purchase of Fixed Assets	<u>(6,691)</u>	<u>(33,663)</u>
Net cash provided by (used in) investing activities	<u>(6,691)</u>	<u>33,663</u>
Net increase (decrease) in cash held	40,044	67,053
Cash at the beginning of the year	<u>359,852</u>	<u>292,799</u>
Cash at the end of the year (NOTE 4)	<u><u>399,896</u></u>	<u><u>359,852</u></u>

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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 2014

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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 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 %

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# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

## Notes to the Financial Statements

For the year ended 30 June 2014

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### **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).

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# AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION TAXATION OFFICERS BRANCH

## Notes to the Financial Statements

For the year ended 30 June 2014

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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 26 - 30 and 35(f) & (g) and 37(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.

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

**Notes to the Financial Statements**

**For the year ended 30 June 2014**

2014

2013

**Note 2: Revenue**

The union did not receive a capitation fee from another entity, or a compulsory levy from members, or any other financial support from another entity in the year ended. The union collected special fees of \$8,909 (2013: \$5,688) from new members for dealing with pre-existing industrial issues in the year ended. The union received a donation of \$100 (2013: NIL) from a member to the litigation fund in the year ended.

**Note 3: Expenses**

Remuneration for auditing and reviewing the financial report

4,600	3,900
<u>4,600</u>	<u>3,900</u>

The union did not incur any expenses as consideration for employers making payroll deductions of membership subscriptions. It paid no fees or subscriptions in respect of its affiliation 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. It paid a donation of \$50 (2013: NIL) to Aboriginal Rights via ASU National Executive. 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	52,932	55,198
ME Bank Account 849	30,029	29,000
ME Bank Account 332	36,838	65,351
ME Term Deposit	280,097	210,303
	<u>399,896</u>	<u>359,852</u>

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

**Notes to the Financial Statements**

**For the year ended 30 June 2014**

	2014	2013
<b>Note 5: Property, Plant and Equipment</b>		
Plant and Equipment (at cost)	23,380	16,689
Less: Accumulated Depreciation	(15,883)	(14,931)
	7,497	1,758
Motor Vehicles (at cost)	33,664	33,664
Less: Accumulated Depreciation	(9,853)	(4,358)
	23,811	29,306
	<b>31,307</b>	<b>31,063</b>

**Reconciliation of the opening and closing balances of Property, Plant and Equipment**

	Plant & Equipment	Motor Vehicles
<b>Balance as at 1 July 2012</b>	3,378	-
Additions	-	33,663
Depreciation	(1,621)	(4,358)
<b>Balance as at 30 June 2013</b>	<b>1,758</b>	<b>29,306</b>
Additions	6,691	-
Depreciation	(952)	(5,495)
<b>Balance as at 30 June 2014</b>	<b>7,497</b>	<b>23,811</b>

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	11,173	35,777
Superannuation Payable	8,503	1,400
	<b>19,675</b>	<b>37,177</b>

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 \$NIL (2013: \$10,110). That is part of the trade creditors of \$11,173 (2013: \$35,777) as stated above.

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 2014**

	2014	2013
<b>Note 7: Provision for Leave Entitlements</b>		
Provision for Annual Leave - Office Holders	38,274	34,916
- Employees	9,881	6,825
Provision for LSL - Office Holders	26,563	25,631
- Employees	14,738	17,554
Provision for Redundancy - Office Holders	-	-
- Employees	-	-
	<b>89,456</b>	<b>84,926</b>
 <b>Note 8: Current Tax Liabilities</b>		
GST Payable	10,011	9,054
Input Tax Credit	(3,766)	(3,810)
GST Clearing	1,030	1,030
Amounts Withheld from Salary and Wages	7,328	9,643
	<b>14,603</b>	<b>15,917</b>
 <b>Note 9: Employee Expenses</b>		
Office Holders:		
Wages and Salaries	107,422	95,373
Employer Superannuation	20,298	18,134
Provision for LSL and AL	4,290	15,006
Separation and redundancies	-	-
Employees:		
Wages and Salaries	71,569	71,782
Employer Superannuation	5,107	4,831
Provision for LSL and AL	240	4,375
Separation and redundancies	-	-
Employees:		
Payroll Tax	6,275	6,264
Work Cover	1,377	1,081
	<b>216,578</b>	<b>216,846</b>

The accompanying notes form part of these financial statements.

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

**Notes to the Financial Statements**

**For the year ended 30 June 2014**

**2014**

**2013**

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.

**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 Capitation Fees.

Expense reimbursements totaling \$9,229 (2013: \$3,771) 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 \$6,610 (2013: \$14,226) to ASU National Executive at the year end. This is part of the trade creditors of \$11,173 (2013: \$35,777) under Note 6. There is no payable to any other ASU branches.

**Key management personnel remuneration for the reporting period**

Short-term benefits:

Wages and Salaries	107,422	95,373
Annual Leave Accrued	3,358	9,096

Post-employment benefits:

Superannuation Payable	4,627	-
Long Service Leave	26,563	25,631

<u>141,970</u>	<u>130,100</u>
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**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 and a donation received of \$100 (2013: \$NIL). There has been no other transfer into or withdrawal from the fund in the year ended.

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

**Notes to the Financial Statements**

**For the year ended 30 June 2014**

2014

2013

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**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.

**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)	51,794	40,731
Depreciation	6,447	5,979
Increase (decrease) in Trade Payables	(17,502)	9,427
Increase (decrease) in Subscriptions in Advance	2,780	18,019
Increase (decrease) in Employee Entitlements	4,530	19,381
Increase (decrease) in Tax Liability	(1,314)	7,179
	<u>46,735</u>	<u>100,716</u>

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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 2014**

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2014

2013

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**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 2014**

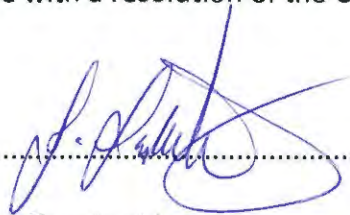
On the 4<sup>th</sup> day of December 2014 the Taxation Officers Branch Executive of the Australian Services Union passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2014:

The Australian Services Union Taxation Officers Branch declares in relation to the GPFR 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 General Manager;
- (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; and
- (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 including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
  - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) There has been no recovery of wages activity undertaken.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer: .....



Name and title of designated officer: Jeffrey Lavidos

Dated: 04 December 2014



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

### Independent Auditor's Report to the Members

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#### 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 2014, Income and Expenditure Statement, Statement of Changes in Equity, 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 about 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.



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

**Independent Auditor's Report to the Members**

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**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:

- i. giving true and fair view of the union's financial position as at 30 June 2014 and of its performance for the year ended on that date,
- ii. complying with Australian Accounting Standards as disclosed in Note 1; and
- iii. 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.

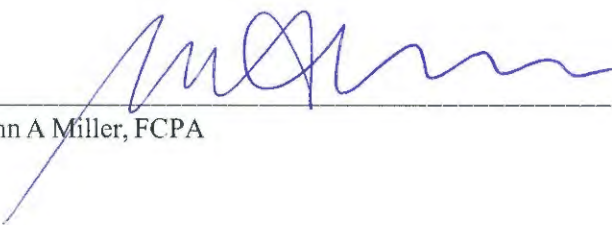
In our opinion, the committee of management's use of going concern basis of accounting in the preparation of the financial statements is appropriate.

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

Signed on: *4th December, 2014*

*NMM Audit & Assurance Pt Ltd*

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

  
\_\_\_\_\_  
Glenn A Miller, FCPA