



9 February 2016

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

CC: Glenn Miller, NMM Audit and Assurance, by email: [gmliller@nmmaccountants.com.au](mailto:gmliller@nmmaccountants.com.au)

Dear Mr Lavidos,

**Australian Municipal, Administrative, Clerical and Services Union - Taxation Officers Branch  
Financial Report for the year ended 30 June 2015 - [FR2015/222]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union - Taxation Officers Branch. The documents were lodged with the Fair Work Commission on 4 January 2016.

The financial report has now been filed.

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 2016 may be subject to an advanced compliance review.

I make the following comment to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm this concern has been addressed prior to filing next year's report.

**Timescale requirements**

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the FWC website. In particular, I draw your attention to Financial reporting process and timelines which explains the timeline requirements, and Diagrammatic summary of financial reporting timelines which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirement was not met:

Reports must be provided to Members within 5 months of end of financial year where report is presented before committee of management meeting

The Designated Officer's Certificate states that the financial report was provided to members on 8 December 2015, and presented to a Committee of Management meeting. Under section 265(5)(b) of the RO Act, where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of the end of the financial year.

I note that the organisation contacted the Commission seeking an extension of time on 3 December 2015. This was after the deadline for the providing of documents to the members had already lapsed. As the request for an extension was received after the legislated timeframe the extension of time was not considered by the delegate.

Please note that in future financial years if an extension of time is required, a written request, signed by a relevant officer, including any reason for the delay, must be made prior to required date for the provision of the reports to members.

If you have any queries regarding this letter, please contact me on (03) 8656 4698 or via email at [catherine.bebbington@fwc.gov.au](mailto:catherine.bebbington@fwc.gov.au).

Kind regards



**CATHERINE BEBBINGTON**  
Regulatory Compliance Branch

**FAIR WORK COMMISSION**

Tel: 03 8656 4698

Fax: 03 9655 0410

[catherine.bebbington@fwc.gov.au](mailto:catherine.bebbington@fwc.gov.au)

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GPO Box 1994, Melbourne Victoria 3001

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***Please note my phone number has changed to 03 8656 4698***



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Taxation Officers Branch  
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Ph. (03) 9347 6080  
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Branch Secretary: Jeff Lapidos  
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**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 2015

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 for the *Australian Municipal Administrative Clerical and Services Union Taxation Officers Branch* for the period ended 30 June 2015 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and

that the *full report* was provided to members of the reporting unit on 8 December 2015; and

- that the full report was presented to *a meeting of the committee of management* of the reporting unit on 18 December 2015 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:

Name of prescribed designated officer: Jeffrey Lapidos

Title of prescribed designated officer: Branch Secretary

Dated: 4 January 2016

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<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.

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

Financial Statements  
For the year ended 30 June 2015

**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 2015**

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

The principal activity of the Australian Services Union Taxation Officers Branch during the 2014-15 financial year was that of a registered trade union that 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, invalidity retirement, public interest disclosures, assists them to 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.

**Staffing**

Our long standing Industrial Officer, Richard McPhee decided to resign. He gave us plenty of notice so we were able to recruit a replacement for him, Amelia Tucker and Richard was able to provide her with a handover in August 2014. We appreciate Richard's many contributions to our Union. We look forward to Amelia working with us for many years.

**Bargaining for a new ATO Enterprise Agreement:**

The ASU continued bargaining for a new ATO Enterprise Agreement over 2014-15. We found the ATO was not prepared to negotiate on anything. This was and remains because of Commissioner Jordan's extreme agenda of cutting conditions and rights at work across the board. We are not prepared to agree to that approach and the gulf between us has been and remains impossible to cross.

**Closure of ATO offices and relocations of employees**

The ATO closed the Hurstville and Southport offices during the year. We assisted members there with advice and representation on relocation and redundancy. The ATO also closed small regional offices across the country, but we did not seem to have affected members. We continued assisting ASU members in Service Delivery at Sydney in relation to the ATO relocating the function to Parramatta. We were able to obtain extra time for some members before they had to relocate. We were able to get the ATO to agree to alternatives to relocation for several members.

**Long Service Leave no longer payable on involuntary redundancies**

The ATO amended the draft ATO Enterprise Agreement 2011 to cease payment equivalent to the accrual of long service leave that would have been payable if the employee had worked through their retention period, rather than it being truncated.

The ATO did not highlight this change to any of the bargaining parties or employees. The ASU became aware of the change when the ATO ran a major voluntary redundancy campaign in calendar 2014. The ATO refused to request an amendment to the Agreement on the basis that it intended to make this change. We briefed Counsel and ran an arbitration against the ATO before Vice President Lawler. Unfortunately, the Vice President found against us in an ex tempore decision made at the conclusion of evidence and argument.

#### **ATO should not censor ASU posters without guidance from Fair Work Commission**

The ASU prepared recruitment posters and placed them on ATO noticeboards. They used the word 'Dud', a word that had become controversial in the ATO because of its mention at enterprise bargaining in the context of the ATO wanting to make it easier for managers to deal with employees they allege are underperforming. The ATO removed the notices without prior notice to us. The ASU referred a dispute on this direct to the Fair Work Commission because the decision was made at senior levels of the Tax Office and we believed we could not obtain a timely resolution of our concerns otherwise. The dispute was dealt with by Vice President Catanzariti. The ATO conceded that the poster was not in breach of any anti-discrimination laws and would not put it at risk of defamation. The ATO agreed to allow the ASU display these posters and agreed to refer any further issue they may have with our posters to the Vice President.

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

We have a litigation fund to assist us in any litigation we may have to undertake to further the interests of our members. We have not called on the Fund, and the only addition to the Fund during the year has been interest received. We will need to consider how to bolster the Fund.

Accrued balance at 30 June 2014	\$29,000
Interest earned by the Fund during 2014-15 was:	<u>1,029</u>
Accrued balance at 30 June 2015	\$30,029

#### **Operating Result**

The operating result of the organisation for the year ended 30<sup>th</sup> June 2015 was a surplus of \$37,785. 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 1230 persons that were, at the end of the 2014-15 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 were two full time employees at the end of the 2014-15 financial year.

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

Ancel Greenwood, Branch President	1 July 2014 to 30 June 2015
Veronika Filipcyyk, Deputy Branch President	1 July 2014 to 31 March 2015
Veronika Filipcyyk, Branch Vice President	1 April 2015 to 30 June 2015
Jeffrey Lapidos, Branch Secretary:	1 July 2014 to 30 June 2015
Neil Colebrook, Branch Assistant Secretary	1 April 2015 to 30 June 2015
Gaetano Greco, Assistant Branch Secretary	1 July 2014 to 31 March 2015
Gisele Wood, Branch Treasurer	1 July 2014 to 30 June 2015
George Northend, Branch Executive Member	1 April 2015 to 30 June 2015
Geoffrey Southern, Branch Executive Member	1 April 2015 to 30 June 2015
Geoffrey Southern, Senior Officers Councillor:	1 July 2014 to 31 March 2015
Robert Green, Northern Councillor	1 July 2014 to 31 March 2015
Cynthia Gray, Central Councillor	1 July 2014 to 31 March 2015
Neil Colebrook, Central Councillor	1 July 2014 to 31 March 2015
Evangelia Efandis, Southern Councillor	1 July 2014 to 31 March 2015
Keith Meynell, Southern Councillor	1 July 2014 to 31 March 2015

### **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.

### **Material personal interest disclosures**

No member of the Committee of Management has any material personal interests of theirs or a relative of theirs that relates to the affairs of our Branch of the Union.

### **Payments to related parties**

There were no payments made to related parties to the Branch, including its officers, their spouses and their relatives, except as detailed in the remuneration statement below.

### **Remuneration statement**

The ASU now declares the remuneration it provides for its officials. 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's annual remuneration package consists of salary of \$89,400, superannuation of \$20,115 and a home office allowance of \$1,000. The Branch Secretary is also provided with a fully maintained 2012 Ford Falcon LPG powered sedan, a smart phone, a lap top computer, a 3 in 1 printer and office consumables for his home office.



The ASU reimburses the Branch Secretary for his reasonable travel costs, including accommodation when he travels away from home for union work. He is also paid travel allowance for meals and incidentals at the rate payable under the ATO Enterprise Agreement 2011 for general employees. The Branch also reimburses expenses reasonably incurred by Officers for the purposes of the Union. This is necessary because the Branch does not use credit or debit cards for any expenditure. All claims for re-imbusement are fully detailed and supported by relevant documentation.

**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

A handwritten signature in black ink, appearing to read 'J. Lapidos', is written over a large, light-colored oval scribble.

Jeff Lapidos  
Branch Secretary  
4 December 2015

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

**Income and Expenditure Statement**

**For the year ended 30 June 2015**

	2015	2014
	\$	\$
<b>Income</b>		
Membership Fees	320,982	338,708
Interest Received	12,257	12,679
Reimbursements from ASU	-	4,762
Special Fees Collected	1,966	3,989
Legal Fees Reimbursed	1,000	5,020
Total income	336,206	365,159
<b>Expenses</b>		
Advertising and Promotion	32	397
Capitation Fees	26,684	25,600
Audit Fees	4,600	4,600
Bank Fees and Charges	266	297
Accounting Fees	4,033	3,637
Depreciation	4,233	952
Donations	-	50
Fringe Benefits Tax	915	1,076
Home Office Expenses	862	2,186
Insurance	7,759	5,517
Internet	579	1,417
Litigation	5,450	7,409
Other Legal Costs	2,062	4,440
Merchant Fees	848	565
M/V Car - Depreciation	4,465	5,495
M/V Car - Fuel & Oil	1,703	2,027
M/V Car - Rego/Insurance	2,034	2,237
M/V Car - Repairs	448	862
M/V Car - Other Expenses	-	170
Payroll Tax	(100)	6,275
Parking and Tolls	970	2,404
Postage, Printing & Stationery	1,194	741
Provision for LSL and AL	(15,149)	4,530
Rent on Land & Buildings	4,499	5,947
Replacements (tools, etc)	852	785

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 2015**

	2015	2014
	\$	\$
Salaries	186,043	161,058
Salaries - Allowances	7,771	7,143
Subscriptions	369	33
Sundry Expenses	297	87
Superannuation	26,846	25,405
Telephone	4,812	2,774
Travel, Accom & Conference	10,508	24,038
Workcover	1,642	1,377
ACTU Levy	892	1,834
Total expenses	<u>298,421</u>	<u>313,364</u>
<b>Surplus from Ordinary Activities</b>	<u><u>37,785</u></u>	<u><u>51,794</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 2015

	Note	2015 \$	2014 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash Assets	4	116,382	119,799
Term Deposits	4	289,818	280,097
Sundry Debtor	5	11,608	-
<b>Total Current Assets</b>		<u>417,808</u>	<u>399,896</u>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	26,402	31,307
<b>Total Non-Current Assets</b>		<u>26,402</u>	<u>31,307</u>
<b>Total Assets</b>		<u>444,210</u>	<u>431,203</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	7	9,825	19,675
Provision for Leave Entitlements	8	74,307	89,456
Current Tax Liabilities	9	14,765	14,603
Subscriptions in Advance		26,782	26,722
<b>Total Current Liabilities</b>		<u>125,678</u>	<u>150,456</u>
<b>Total Liabilities</b>		<u>125,678</u>	<u>150,456</u>
<b>Net Assets</b>		<u>318,532</u>	<u>280,747</u>
<b>Members' Funds</b>			
Retained Surplus		287,552	250,718
Litigation Fund	12	30,979	30,029
<b>Total Members' Funds</b>		<u>318,532</u>	<u>280,747</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 01/07/2013</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>		<b>250,718</b>	<b>30,029</b>	<b>280,747</b>
Net surplus attributable to the association/fund		36,835	950	37,785
<b>Balance at 30/06/2015</b>		<b>287,552</b>	<b>30,979</b>	<b>318,532</b>

The accompanying notes form part of these financial statements.

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

**Statement of Cash Flows  
For the year ended 30 June 2015**

	2015	2014
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from Customers	312,350	349,815
Transfers from ASU National Executive	50	5,445
Payments to Suppliers and Employees	(275,316)	(267,769)
Transfers to ASU National Executive	(39,244)	(53,435)
Interest Received	12,257	12,679
Net cash provided by (used in) operating activities (NOTE 16)	<u>10,097</u>	<u>46,735</u>
<b>Cash Flow From Investing Activities</b>		
Purchase of Fixed Assets	<u>(3,793)</u>	<u>(6,691)</u>
Net cash provided by (used in) investing activities	<u>(3,793)</u>	<u>(6,691)</u>
Net increase (decrease) in cash held	6,304	40,044
Cash at the beginning of the year	<u>399,896</u>	<u>359,852</u>
<b>Cash at the end of the year (NOTE 4)</b>	<u><u>406,200</u></u>	<u><u>399,896</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 2015

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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 union is a not-for-profit entity for financial reporting purposes under the Australian Accounting Standards.

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 2015

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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 after taking into account any trade discounts and volume rebates allowed. Member subscriptions are accounted for on an accrual basis and is recorded as revenue in the year to which it relates. Any subscriptions received for a future period is recognised in the Statement of Financial Position as Subscriptions in Advance.

Interest revenue and other income are 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 2015**

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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.

### **Critical Accounting Estimates and Judgements**

The committee of management evaluates estimates and judgements incorporated into financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the union.

### **New Australian Accounting Standards and Future Australian Accounting Standards Requirements**

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year except as follows:

- AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities.
  - AASB 2013-3: Amendments to AASB 136 – Recoverable Amount Disclosure for Non-Financial Assets.
  - AASB 2013-4: Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting.
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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 2015**

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- AASB 2013-5: Amendments to Australian Accounting Standards – Investment Entities.

- Interpretation 21: Levies.

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the union include:

- AASB 9: Financial Instruments (December 2010) and associated Amending Standards. Expected to be initially applied in the financial year 30 June 2018.

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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 2015**

2015

2014

**Note 2: Revenue**

Capitation fee from another entity	-	-
Compulsory levies from members	-	-
Other financial support from another entity	-	-
Special fees from new members (incl. legal fees reimbursed)	2,966	8,909
Donations or grants received	-	100

The special fees collected from new members were for dealing with pre-existing industrial issues. The donation received was from a member to the litigation fund.

**Note 3: Expenses**

Remuneration for auditing and reviewing the financial report	4,600	4,600
Affiliation fees	-	-
Capitation Fees from ASU National Executive	26,684	25,600
Consideration to employers for payroll	-	-
Fees / subscriptions paid to a political party, federation, congress, council or group of organisations, or an international body having an interest in industrial matters	-	-
Compulsory levies paid	-	-
Donations or grants paid	-	50
Penalty paid under the Fair Work (Registered Organisations) Act 2009	-	-
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	-	-

Payroll tax for the current year is in negative because of receiving a refund of \$3,402 for overpayment of payroll tax in the previous year.

Provision for LSL and AL for the current year is in negative because of paying an employee \$10,656 for unused annual leave and \$14,738 for long service leave accrued. Exactly for the same reason, Salaries has increased.

Salaries – allowance include home office and travel allowances (for breakfast, lunch and dinner) paid to the office holder whereas Travel, Accom & Conference include accommodation and airfares reimbursed to office holder and employees.

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

Notes to the Financial Statements  
For the year ended 30 June 2015

	2015	2014
<b>Note 4: Cash and Cash Equivalents</b>		
Cash at Bank	47,398	52,932
ME Bank Account 849	30,979	30,029
ME Bank Account 332	38,005	36,838
ME Term Deposit	289,818	280,097
	<b>406,200</b>	<b>399,896</b>

**Note 5: Sundry Debtor**

Sundry Debtor	11,608	-
Less: Provision for doubtful debt	-	-
	<b>11,608</b>	<b>-</b>

**Note 6: Property, Plant and Equipment**

Plant and Equipment (at cost)	27,173	23,380
Less: Accumulated Depreciation	(20,116)	(15,883)
	7,056	7,497
Motor Vehicles (at cost)	33,664	33,664
Less: Accumulated Depreciation	(14,318)	(9,853)
	19,346	23,811
	<b>26,402</b>	<b>31,307</b>

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

	Plant & Equipment	Motor Vehicles
<b>Balance as at 1 July 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>
Additions	3,793	-
Depreciation	(4,233)	(4,465)
<b>Balance as at 30 June 2015</b>	<b>7,056</b>	<b>19,346</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 2015**

2015

2014

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 7: Payables**

Trade Creditors	4,470	11,173
Superannuation Payable	5,355	8,503
Consideration to employers for payroll	-	-
Legal costs	-	-
	<u>9,825</u>	<u>19,675</u>

**Note 8: Provision for Leave Entitlements**

Provision for Annual Leave - Office Holders	39,644	38,274
- Employees	4,328	9,881
Provision for LSL - Office Holders	29,134	25,563
- Employees	1,201	14,738
Provision for Redundancy - Office Holders	-	-
- Employees	-	-
	<u>74,307</u>	<u>89,456</u>

**Note 9: Current Tax Liabilities**

GST Payable	9,048	10,011
Input Tax Credit	(3,461)	(3,766)
GST Clearing	1,030	1,030
Amounts Withheld from Salary and Wages	8,148	7,328
	<u>14,765</u>	<u>14,603</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 2015**

2015

2014

**Note 10: Employee Expenses**

Office Holders:

Wages and Salaries	105,536	107,422
Employer Superannuation	20,051	20,298
Provision for LSL and AL	3,942	4,290
Separation and redundancies	-	-

Employees:

Wages and Salaries	96,928	71,569
Employer Superannuation	6,795	5,107
Provision for LSL and AL	(19,091)	240
Separation and redundancies	-	-

Employees:

Payroll Tax	(100)	6,275
Work Cover	1,642	1,377
	<u>215,703</u>	<u>216,578</u>

Wages and salaries stated in the above include salary, salary sacrifice and allowances paid.

**Note 11: 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 paid to ASU National Executive	4,499	9,229
Receivable from ASU National Executive	-	-
Receivable from ASU other branches	-	-
Payable to ASU National Executive	-	6,610
Payable to ASU other branches	-	-

Payable to ASU National Executive is included under Trade Creditors in the Note 7.

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

**Notes to the Financial Statements**

**For the year ended 30 June 2015**

	2015	2014
<b><u>Key management personnel remuneration for the reporting period</u></b>		
Short-term benefits:		
Wages and Salaries	105,536	107,422
Annual Leave Accrued	1,371	3,358
Post-employment benefits:		
Superannuation Payable	4,627	4,627
Long Service Leave	29,134	26,563
	<b>140,668</b>	<b>141,970</b>

**Note 12: 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 \$NIL (2014: \$100). There has been no other transfer into or withdrawal from the fund in the year ended.

**Note 13: 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 14: 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 15: 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 2015**

**2015**

**2014**

**Note 16: 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 17: Reconciliation of Net Cash Provided By/Used In Operating Activities To Operating Surplus**

Operating Surplus (Deficit)	37,785	51,794
Depreciation	8,698	6,447
(Increase) decrease in Trade Receivables	(11,608)	-
Increase (decrease) in Trade Payables	(9,850)	(17,502)
Increase (decrease) in Subscriptions in Advance	59	2,780
Increase (decrease) in Employee Entitlements	(15,149)	4,530
Increase (decrease) in Tax Liability	162	(1,314)
	<u>10,097</u>	<u>46,735</u>

**Note 18: Financial instruments**

Financial assets:

Cash Assets	116,382	119,799
Term Deposits	289,818	280,097
	<u>406,200</u>	<u>399,896</u>

Financial liabilities:

Payables	9,825	19,675
Current Tax Liabilities	14,765	14,603
	<u>24,590</u>	<u>34,278</u>

Income from financial assets:

Interest Received	12,257	12,679
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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 2015**

**2015**

**2014**

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Financial Risk Management Policies

Credit Risk:

The union is not exposed to any credit risk. The only financial assets it has is cash and term deposits, which are held with creditworthy financial institutions.

Liquidity risk:

Liquidity risk arises from the possibility that the union might encounter difficulty in settling its debts. The union manages this risk by preparing forward-looking cash flow analysis in relation to its operational, investing and financing activities; and only investing surplus cash with major financial institutions.

**Note 19: Association Details**

The registered office of the union is:

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL AND SERVICES UNION  
TAXATION OFFICERS BRANCH

116 Queensberry Street

CARLTON VIC 3053

The principal place of the union 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**

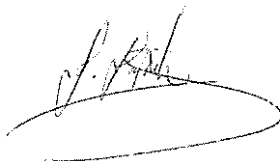
**Committee of Management Statement for the year ended 30 June 2015**

On the 4<sup>th</sup> of December 2015 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 2015:

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 Lapidos, Branch Secretary. 4 December 2015.

## 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 2015, 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 2015 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 : *7th December, 2015*

*NMM Audit & Assurance Pk*

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



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Glenn A Miller, FCPA