



9 December 2016

Mr Jeff Lapidos
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union – Taxation Officers Branch
Ground Floor, 116-124 Queensberry Street
CARLTON SOUTH VIC 3053

via email: 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 2016 - [FR2016/154]

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union Taxation Officers Branch (the **reporting unit**). The documents were lodged with the Fair Work Commission (**FWC**) on 29 November 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 2017 may be subject to an advanced compliance review.

I make the following comments 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 these concerns have been addressed prior to filing next year's report.

Committee of Management statement

Date of resolution

Item 36 of the Reporting Guidelines requires that the Committee of Management statement be made in accordance with such resolution as is passed by the Committee of Management. Such statement must also specify the date of passage of the resolution. I note that the date of the resolution was not provided.

Please ensure in future years that the Committee of Management statement includes this date.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on 03) 8656 4681 or by email at joanne.fenwick@fwc.gov.au.

Yours sincerely

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a horizontal line that tapers to the right.

Joanne Fenwick
Financial Reporting Specialist
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
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 OFFICER¹

Certificate for the period ended 30 June 2016

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 2016 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 23 November 2016;

and

- that the full report was presented to *a meeting of the committee of management* of the reporting unit on 29 November 2016 in accordance with s.266(3) 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: 29 November 2016

¹ 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 & SERVICES
UNION TAXATION OFFICERS BRANCH**

Financial Statements
For the year ended 30 June 2016

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

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Taxation Officers Branch
Operating Report for the year ended 30 June 2016

Review of principal activities and any significant changes

The principal activity of the Australian Services Union Taxation Officers Branch during the 2015-16 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. We utilise its dispute avoidance and settlement procedures to secure the ATO's compliance when necessary. The ASU regularly represents members in discussions and with preparation of submissions in relation to their performance agreements, performance appraisals, performance counselling, fitness for duty, reasonable adjustment and workplace rehabilitation. We assist members with workers compensation claims, invalidity retirement and partial invalidity pensions. We assist with their preparation of public interest disclosures; assist with preparation of 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 submissions and we have a strong record in getting a good result for our members. Our experience and skill is an important asset.

Bargaining for a new ATO Enterprise Agreement:

The ASU continued bargaining for a new ATO Enterprise Agreement. We were forced to campaign for the ATO's employees to vote NO to two proposals put by Commissioner Jordan. The first vote was in December 2015. ATO Employees rejected the proposal with a NO vote of 85.2%. Another proposal was rejected in May 2016 with a NO vote of 71.5%. We have continued bargaining since the close of the financial year.

Staffing

Amelia Tucker is our full time Industrial Officer and Organiser based at our Carlton office in Melbourne. Amelia has been working with the Branch Secretary and our members developing her expertise in the range of legislation that applies to employment in the ATO. The most important of these are: *Public Service Act 1999*, *Safety Rehabilitation and Compensation Act 1988*, *Public Interest Disclosure Act 2013*, *Disability Discrimination Act 1992*, *Fair Work Act 2009*, *Work Health and Safety Act 2011* and *the Administrative Appeals Tribunal Act 1975*. Amelia works with our members resolving complex issues that can take days, weeks and even months to resolve. Of course, Amelia also assists with matters that can be resolved quickly.

Operating Result

The operating result of the organisation for the year ended 30th June 2016 was a deficit of \$2,107. 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.

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 still need to consider how to bolster the Fund. A donation to the Fund was received prior to 30 June 2016 but not transferred to the Fund until after balance date. See note 12.

Accrued balance at 30 June 2015	\$30,979
Interest earned by the Fund during 2015-16 was:	<u>774</u>
Accrued balance at 30 June 2016	\$31,753

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 1209 persons that were, at the end of the 2015-16 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 2015-16 financial year.

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

Ancel Greenwood, Branch President	1 July 2015 to 30 June 2016
Veronika Bonora, Branch Vice President	1 July 2015 to 30 June 2016
Jeffrey Lapidus, Branch Secretary:	1 July 2015 to 30 June 2016
Neil Colebrook, Branch Assistant Secretary	1 July 2015 to 30 June 2016
Gisele Wood, Branch Treasurer	1 July 2015 to 30 June 2016
George Northend, Branch Executive Member	1 July 2015 to 30 June 2016
Geoffrey Southern, Branch Executive Member	1 July 2015 to 30 June 2016

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 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 Secretary has been authorised to retain for private use any frequent flyer points he receives as a result of his business travel.

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

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



Jeff Lapidos
Branch Secretary
21 November 2016

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

Income and Expenditure Statement

For the year ended 30 June 2016

	2016	2015
	\$	\$
Income		
Membership Fees	311,736	320,982
Interest Received	9,093	12,257
Other Income	1,030	0
Reimbursements from ASU	1,686	0
Special Fees Collected	13,860	1,966
Legal Fees Reimbursed	0	1,000
Total income	337,405	336,206
Expenses		
Advertising and Promotion	1,779	32
Capitation Fees	21,924	26,684
Audit Fees	4,600	4,600
Bank Fees and Charges	284	266
Accounting Fees	3,950	4,033
Depreciation	2,652	4,233
Fringe Benefits Tax	946	915
Home Office Expenses	909	862
Insurance	5,349	7,759
Internet	998	579
Litigation	25,518	5,450
Other Legal Costs	0	2,062
Merchant Fees	751	848
M/V Car - Depreciation	3,627	4,465
M/V Car - Fuel & Oil	1,563	1,703
M/V Car - Rego/Insurance	2,108	2,034
M/V Car - Repairs	1,176	448
M/V Car - Other Expenses	273	0
Payroll Tax	4,399	(100)
Parking and Tolls	2,012	970
Postage, Printing & Stationery	1,423	1,194
Provision for LSL and AL	11,072	(15,149)
Rent on Land & Buildings	8,136	4,499
Repairs & Maintenance	466	0

The accompanying notes form part of these financial statements.

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

Income and Expenditure Statement

For the year ended 30 June 2016

	2016	2015
	\$	\$
Replacements (tools, etc)	2,336	852
Salaries	169,121	186,043
Salaries - Allowances	6,335	7,771
Staff Training	1,091	0
Subscriptions	401	369
Sundry Expenses	352	297
Superannuation	28,097	26,846
Telephone	5,803	4,812
Travel, Accom & Conference	16,704	10,508
Workcover	1,592	1,642
ACTU Levy	1,764	892
Total expenses	<u>339,511</u>	<u>298,421</u>
Surplus (Deficit) from Ordinary Activities	<u>(2,107)</u>	<u>37,785</u>

The accompanying notes form part of these financial statements.

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

Statement of Financial Position as at 30 June 2016

	Note	2016 \$	2015 \$
Assets			
Current Assets			
Cash Assets	<u>4</u>	141,213	116,382
Term Deposits	<u>4</u>	296,970	289,818
Sundry Debtors	<u>5</u>	608	11,608
Total Current Assets		<u>438,791</u>	<u>417,808</u>
Non-Current Assets			
Property, Plant and Equipment	<u>6</u>	24,607	26,402
Total Non-Current Assets		<u>24,607</u>	<u>26,402</u>
Total Assets		<u>463,398</u>	<u>444,210</u>
Liabilities			
Current Liabilities			
Payables	<u>7</u>	29,781	9,825
Current Tax Liabilities	<u>8</u>	9,258	14,765
Provision for Leave Entitlements	<u>9</u>	85,379	74,307
Subscriptions in Advance		22,556	26,782
Total Current Liabilities		<u>146,973</u>	<u>125,678</u>
Total Liabilities		<u>146,973</u>	<u>125,678</u>
Net Assets		<u>316,425</u>	<u>318,532</u>
Members' Funds			
Litigation Fund		31,753	30,979
Retained Surplus		284,671	287,552
Total Members' Funds		<u>316,425</u>	<u>318,532</u>

The accompanying notes form part of these financial statements.

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

Statement of Changes in Equity

	Notes	Retained Profits	Litigation Fund	Total
Balance at 01/07/2014		250,718	30,029	280,747
Net surplus attributable to the association/fund		36,835	950	37,785
Balance at 30/06/2015		287,552	30,979	318,532
Net surplus attributable to the association/fund		(2,881)	774	(2,107)
Balance at 30/06/2016		284,671	31,753	316,425

The accompanying notes form part of these financial statements.

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

**Statement of Cash Flows
For the year ended 30 June 2016**

	2016	2015
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	337,457	312,350
Transfers from ASU National Executive	1,854	50
Payments to suppliers and employees	(273,871)	(275,316)
Transfers to ASU National Executive	(38,066)	(39,244)
Interest received	9,093	12,257
Net cash provided by (used in) operating activities (NOTE 17)	<u>36,467</u>	<u>10,097</u>
Cash Flow From Investing Activities		
Purchase of fixed assets	<u>(4,484)</u>	<u>(3,793)</u>
Net cash provided by (used in) investing activities	<u>(4,484)</u>	<u>(3,793)</u>
Net increase (decrease) in cash held	31,983	6,304
Cash at the beginning of the year	<u>406,200</u>	<u>399,896</u>
Cash at the end of the year (NOTE 4)	<u><u>438,183</u></u>	<u><u>406,200</u></u>

The accompanying notes form part of these financial statements.

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION TAXATION OFFICERS BRANCH

Notes to the Financial Statements

For the year ended 30 June 2016

Note 1: Summary of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards (including Australia Accounting Interpretations), Associates Incorporation Reform Act 2012 (VIC) and Fair Work (Registered Organisations) Act 2009. The union is a not-for-profit entity for financial reporting requirements under the Australia 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 specifically 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 & SERVICES UNION TAXATION OFFICERS BRANCH in the preparation of this 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 & 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.

b) 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 & SERVICES UNION TAXATION OFFICERS BRANCH commencing from the time the asset is held ready for use.

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

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

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION TAXATION OFFICERS BRANCH

Notes to the Financial Statements

For the year ended 30 June 2016

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).

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION TAXATION OFFICERS BRANCH

Notes to the Financial Statements

For the year ended 30 June 2016

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 & 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.

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

- AASB 9: Financial Instruments and associated Amending Standards. Expected to be initially applied in the financial year 30 June 2019.
 - AASB 15: Revenue from Contracts with Customers. Expected to be initially applied in the financial year 30 June 2019.
 - AASB 16: Leases. Expected to be initially applied in the financial year 30 June 2020.
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**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
TAXATION OFFICERS BRANCH**

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
Note 2: Revenue and Other Income		
Capitation fee from another entity	0	0
Compulsory levies from members	0	0
Other financial support from another entity	0	0
Special fees from new members including legal fees reimbursed	13,860	2,966
Donations or grants received	381	0

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

Affiliation fees	0	0
Capitalisation fees from ASU National Executive	21,924	26,684
Compulsory levies paid	0	0
Conferences and meeting expenses	0	0
Consideration to employers for payroll	0	0
Donations or grants paid	0	0
Fees / allowances paid for meeting and conferences	0	0
Fees / subscriptions paid to a political party, federation, congress, council or group of organisations, or an international body having an interest in industrial matters.	0	0
Penalty paid under the Fair Work (Registered Organisations) Act 2009	0	0
Remuneration for auditing and review of the financial report	4,600	4,600

Salaries have decreased as previous year salaries included paying out an employee their unused annual leave.

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

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

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
Note 4: Cash and Cash Equivalents		
Cash at Bank	70,506	47,398
Me Bank Account 849	31,753	30,979
Me Bank Account 332	38,954	38,005
Term Deposits	296,970	289,818
	<u>438,183</u>	<u>406,200</u>
Note 5: Sundry Debtor		
Sundry Debtor	608	11,608
Less: Provision for Doubtful Debt	0	0
	<u>608</u>	<u>11,608</u>
Note 6: Property, Plant and Equipment		
Plant and Equipment:		
- At cost	31,657	27,173
- Less: Accumulated depreciation	(22,768)	(20,116)
	<u>8,889</u>	<u>7,057</u>
Motor Vehicles:		
- At cost	33,663	33,664
- Less: Accumulated depreciation	(17,945)	(14,318)
	<u>15,718</u>	<u>19,346</u>
	<u>24,607</u>	<u>26,402</u>

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

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
Reconciliation of the opening and closing balances of Property, Plant & Equipment		
	Plant & Equipment	Motor Vehicles
Balance as at 1 July 2014	7,497	23,811
Additions	3,793	0
Depreciation	(4,233)	(4,465)
Balance as at 30 June 2015	<u>7,057</u>	<u>19,346</u>
Additions	4,484	0
Depreciation	(2,652)	(3,627)
Balance as at 30 June 2016	<u>8,889</u>	<u>15,718</u>

The union did not acquire any asset or liability during the financial year as a result of an amalgamation under Part 2 of Chapter 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	22,843	4,470
Superannuation Payable	6,937	5,355
Consideration to employers for payroll	0	0
Legal Costs	0	0
	<u>29,781</u>	<u>9,825</u>

Note 8: Current Tax Liabilities

GST Payable	9,353	9,048
Input Tax Credit	(4,618)	(3,461)
GST Clearing	0	1,030
Amounts Withheld from Salary and Wages	4,523	8,148
	<u>9,258</u>	<u>14,765</u>

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

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
Note 9: Provision for Leave Entitlements		
Provision for Annual Leave - Office Holders	43,586	39,644
- Employees	7,586	4,328
Provision for Long Service Leave - Office Holders	30,847	29,134
- Employees	3,359	1,201
Provision for Redundancy - Office Holders	0	0
- Employees	0	0
	85,379	74,307

Note 10: Employee Expenses

Office Holders

Wages and Salaries	107,561	105,536
Employer Superannuation	20,822	20,051
Provision for AL & LSL	5,655	3,942
Separation and redundancies	0	0

Employees

Wages and Salaries	76,642	96,928
Employer Superannuation	7,275	6,795
Provision for AL & LSL	5,416	(19,091)
Separation and redundancies	0	0
Payroll Tax	4,399	(100)
Workcover	1,592	1,642
	229,362	215,703

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

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

Notes to the Financial Statements

For the year ended 30 June 2016

2016

2015

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	14,628	3,345
Receivable from ASU National Executive	0	0
Receivable from ASU other branches	0	0
Payable to ASU National Executive	7,663	731
Payable to ASU other branches	0	0

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

Key management personnel remuneration for the reporting period

Short-term benefits:

- Wages and Salaries	107,374	105,536
- Annual Leave Accrued	3,942	1,371

Post-employment benefits:

- Superannuation Payable	5,398	4,627
- Long Service Leave	30,847	29,134

<u>147,561</u>	<u>140,668</u>
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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. A litigation donation of \$381 was received to general cheque account on 20 June 2016. This was transferred to the litigation account after the year-end on 18 July 2016. There was no litigation donation received in the previous year. There has been no other transfer into or withdrawal from the fund in the year end.

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.

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

Notes to the Financial Statements

For the year ended 30 June 2016

2016

2015

Note 14: Events Subsequent to Reporting Date

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.

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 (Deficit)

Operating surplus (deficit)	(2,107)	37,785
Depreciation	6,279	8,698
Changes in assets and liabilities:		
(Increase) decrease in receivables	11,000	(11,608)
Increase (decrease) in trade creditors	19,956	(9,850)
Increase (decrease) in subscriptions in advance	(4,226)	59
Increase (decrease) in employee entitlements	11,072	(15,149)
Increase (decrease) in tax liabilities	(5,507)	162
Net cash provided (used) by operating activities	<u>36,467</u>	<u>10,097</u>

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

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
Note 18: Financial Instruments		
Financial assets:		
Cash Assets	141,213	116,382
Term Deposits	296,970	289,818
	<u>438,183</u>	<u>406,200</u>
Financial liabilities:		
Payables	29,781	9,825
Current Tax Liabilities	9,258	14,765
	<u>39,039</u>	<u>24,590</u>
Income from financial assets:		
Interest Received	9,093	12,257

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 financial 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 & SERVICES UNION
TAXATION OFFICERS BRANCH
116 Queensberry Street
CARLTON VIC 3053

The principal place of the union is:

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & 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 2016

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.



Jeffrey Lavidos, Branch Secretary, 21 November 2016

AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION TAXATION OFFICERS BRANCH

Independent Auditor's Report to the Members

Report on the Financial Report

We have audited the accompanying general purpose financial report of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION TAXATION OFFICERS BRANCH (the union), which comprises the Statement of Financial Position as at 30 June 2016, 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 & SERVICES UNION
TAXATION OFFICERS BRANCH**

Independent Auditor's Report to the Members

Auditor's Opinion

In our opinion, the general purpose financial report of AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & 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 2016 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.

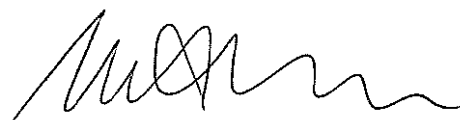
In our opinion, the committee of management's use of going concern basis of accounting in the preparation of the financial statements is appropriate.

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

Signed on: *21st November 2016*

NMM Audit & Assurance Pty Ltd

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



Glenn A Miller, FCPA



15 July 2016

Mr Jeff Lavidos
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union-Taxation Officers Branch
By email: jeff.lavidos@asutax.asn.au

Dear Mr Lavidos,

**Re: Lodgement of Financial Report - [FR2016/154]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Municipal, Administrative, Clerical and Services Union-Taxation Officers Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

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

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

Loans, grants and donations: our focus this year

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

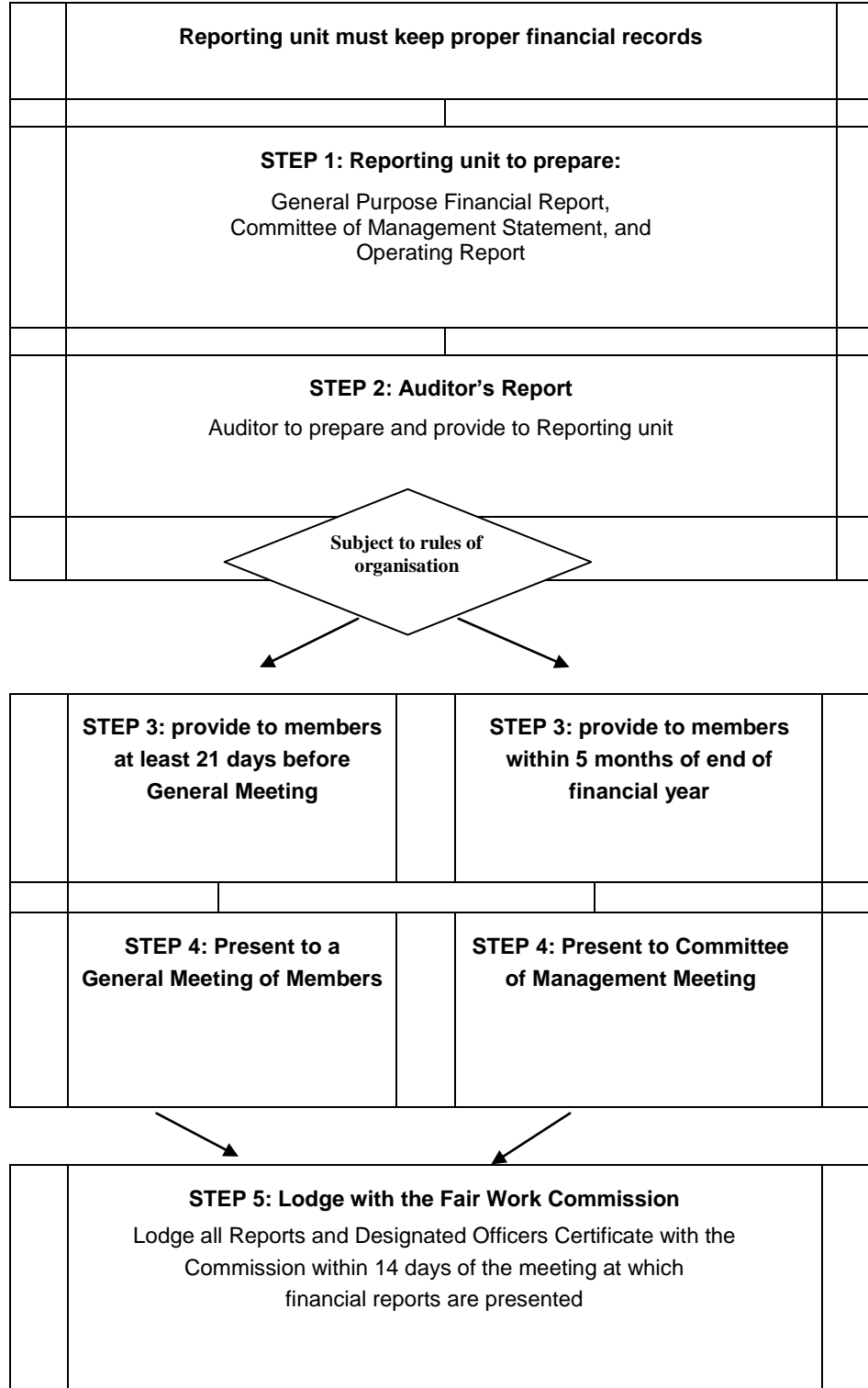


Annastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:







- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au