



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. R. Atwood
Branch Executive President
Australian Municipal, Administrative, Clerical and Services Union
Victorian Authorities and Services Branch
PO Box 37
CARLTON SOUTH VIC 3053

Dear Mr Atwood,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2005 - FR 2005/318**

Thank you for your letter of 22 March 2006 providing information in relation to donations made by the reporting unit for the year ended 30 June 2005.

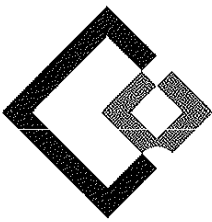
Your comments have been noted.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

27 March 2006

**A•S•U****Australian Services Union**

Victorian Authorities and Services Branch

Please quote Reference: RA:fj

22 March 2006

Mr Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994
MELBOURNE 3001
By facsimile: 9654 6672

Dear Mr Powell,

**Re: Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)
Financial reports for year ended 30 June 2005 – FR 2005/318**

I refer to your letter addressed to ASU Branch Secretary, Mr Darrell Cochrane, received on 21 February 2006.

The ASU has noted your comments and in regard to item 3 can advise that there was no donation in the total for donations of \$4,666 that exceeded \$1000.00.

Thank you for your letter.

Yours faithfully,

**RUSSELL ATWOOD
BRANCH EXECUTIVE PRESIDENT**

powell.22march.2006

Branch Secretary
Darrell Cochrane

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Web: www.asuvic.asn.au
Toll Free: 1800 133 096
ABN: 76 569 632 753

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Branch Executive President
Russell Atwood



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Mr. D. Cochrane
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Victorian Authorities and Services Branch
PO Box 37
CARLTON SOUTH VIC 3053

Dear Mr Cochrane,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2005 - FR 2005/318**

Reference is made to the financial reports of the Victorian Authorities and Services Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 29 December 2005.

The financial documents have been filed.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports, With the exception of the comments concerning item 3, no further action is required in respect of the subject documents.

1. Operating Report

(a) Principal activity and results of principal activities

I refer to the Operating Report, in particular to the "Principal Activities" and the "Operating Result". I note that s254(2)(a) of Schedule 1B requires the operating report to include a review of the reporting entities' principal activities, the results of those activities and any significant changes in the nature of those activities.

The "principal activity" as listed in the operating report may not fully meet the requirements of s254(2)(a). Such requirement may be satisfied by indicating the objects of the reporting unit, for example, "provide industrial, professional and managerial services to members consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members".

Also, in relation to the "Operating Result", I suggest that this requirement contemplates reference in the operating report to results directly related to the principal activities as opposed to the reporting entities financial result, particularly as measured in dollar 'surplus' or 'loss' terms. Although this may not be stated explicitly in the text of the subsection, I think it is reasonable to infer this is what the legislators had in mind given that the subsection is referring primarily to the principal activities and secondly, the actual financial outcome is elaborated elsewhere in the financial documents, such as the Balance Sheet and/or the Profit and Loss statement.

(b) Membership of Committee of Management:

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

The operating report should have provided the positions which members of the committee of management held during the reporting unit.

2. Auditor's Report

It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the RAO Regulations. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.

3. Statement of Financial Performance

Section 237(1) of Schedule 1B requires an organisation to lodge in the Industrial Registry within 90 days after the end of each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the statement of financial performance indicates a disclosure "Donations" of \$4,666.

If appropriate, would you please arrange lodgment in the Industrial Registry of a section 237(1) statement covering any donation exceeding \$1,000, setting out particulars of any donation in accordance with subsection 237(6).

4. Lodgement of financial documents

Please note that unless an extension is granted, financial documents must be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer section 268.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1B and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au

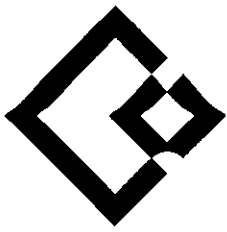
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Powell', written in a cursive style.

Larry Powell
Statutory Services Branch

21 February 2006



FR 2005/318

A•S•U

Australian Services Union

Victorian Authorities and Services Branch

23rd December 2005

Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE 3001

Dear Sir,

Re: Branch Financial Report for the period 1ST July 2004 – 30th June 2005

In accordance with Section 268 of the Workplace Relations Act 1996, hereinafter referred to as "the Act", I hereby enclose the following information in relation to the Financial Report for my branch.

The attached information includes:

1. A copy of the Financial Report for the ASU Victorian Authorities and Services Branch for the period from 1st July 2004 to 30th June 2005. The Report includes:
 - Statement of financial performance;
 - Statement of financial position;
 - Statement of cash flows; and
 - Notes to the financial statements.

The Financial Report was received by resolution of my Branch Executive at its meeting held on 30th August 2005.

2. At the above meeting the Branch Executive Committee of Management resolved to provide a copy of the full report on the Branch website.

The Full Report was advertised as being on our Branch website through our branch publication "U Magazine" mailed to each member in September and has been available on the website since then. A copy of how it was presented in the magazine is attached.

3. The Independent Auditors Report signed by D.J.Eddy a Registered Company Auditor.

Branch Secretary
Darrell Cochrane

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Branch Executive President
Russell Atwood

4. The Statement adopted by our Branch Executive at the meeting held on 25th October 2005, signed by Branch Executive President, Russell Atwood for and on behalf of the Committee of Management.
5. The Operating Report signed by myself as Branch Secretary for and on behalf of the Committee of Management.
6. Certificate of the Secretary signed by myself as Branch Secretary on the 25th October 2005.

If clarification of any matter or further information is required, I can be contacted on 03 9342 3405 or 0428 566 409 or by email dcochrane@asuvic.com.

Yours truly,



Darrell Cochrane
BRANCH SECRETARY

ASU - VICTORIAN AUTHORITIES & SERVICES BRANCH

A.B.N. 76 569 632 753

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Statement of Financial Performance

Statement of Financial Position

Statement of Cash Flows

Notes to the Financial Statements

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2005**

	Note	2005 \$	2004 \$
INCOME			
Subscriptions & Levies	2	5,761,036	5,378,445
Interest	3	100,142	81,213
Rental Surplus	4	6,817	5,632
Training Income		14,071	37,771
Other Income		80,253	54,146
Total Income		5,962,319	5,557,207
LESS EXPENDITURE			
Auditor's Remuneration		23,600	22,850
Affiliation Fees		139,711	132,667
Ballarat Office Expenses		-	22
Bank & Finance Charges		24,843	23,550
Delegates Expenses		3,184	3,277
Depreciation	5	90,836	85,951
Donations		4,666	730
Membership Education, Training & Development		11,447	19,834
Employee/Member Assistance		4,154	4,585
Insurance		41,888	40,090
Interest on Loan		48,760	62,837
Legal & Professional		10,890	10,560
Light, Heat & Power		36,421	35,620
Loss on Disposal of Furniture & Equipment		16,569	10,022
Meeting and Conference Expenses		79,619	52,966
Morwell Office Expenses		9,301	9,799
Motor Vehicle Expenses	6	336,943	363,095
National Office Capitation		446,319	436,926
Office Expenses		12,042	12,575
Photocopying		28,033	33,780
Postage & Courier		78,548	75,739
Printing & Stationery		136,101	112,515
Promotions & Issues		71,689	19,190
Publications & Subscriptions		1,674	3,954
Rent & Rates		58,901	54,371
Repairs & Maintenance		97,454	130,380
Salaries, Wages & On-Costs	7	3,601,559	3,293,885
Staff Training & Development		8,729	19,849
Telephone & Facsimile		147,644	164,999
Travelling Expenses		46,358	58,532
Union Shopper		5,120	4,889
Total Expenditure		5,623,003	5,300,039
SURPLUS/(DEFICIT) FOR YEAR		339,316	257,168

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2005**

	Note	2005 \$	2004 \$
Accumulated Funds - Beginning of Year		3,624,774	3,367,606
ACCUMULATED FUNDS/(DEFICIENCY) AS AT 30TH JUNE 2005		<u>3,964,090</u>	<u>3,624,774</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2005**

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets	9	1,931,333	2,011,769
Receivables	10	82,550	81,165
TOTAL CURRENT ASSETS		2,013,883	2,092,934
NON-CURRENT ASSETS			
Property, plant and equipment	11	3,762,916	3,886,617
TOTAL NON-CURRENT ASSETS		3,762,916	3,886,617
TOTAL ASSETS		5,776,799	5,979,551
CURRENT LIABILITIES			
Payables	12	334,021	341,329
Provisions	13	920,775	849,886
Other	14	109,496	71,696
TOTAL CURRENT LIABILITIES		1,364,292	1,262,911
NON-CURRENT LIABILITIES			
Interest bearing liabilities	15	320,234	970,234
Provisions	13	128,183	121,632
TOTAL NON-CURRENT LIABILITIES		448,417	1,091,866
TOTAL LIABILITIES		1,812,709	2,354,777
NET ASSETS		3,964,090	3,624,774
MEMBERS FUNDS			
Accumulated Funds	8	3,964,090	3,624,774

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
Cash Flows From Operating Activities		
Receipts from Members	5,761,036	5,378,339
Interest Received	102,988	78,480
Grant Monies Received	37,800	-
Receipts from Other Branches	52,317	23,773
Other Receipts	60,386	90,332
Salaries & Related Payments	(3,523,371)	(3,361,388)
Payments to Other Branches	(287,732)	(245,822)
National Office Capitation	(446,319)	(436,926)
Net GST Paid	(3,177)	22,327
Other Operating Payments	(1,105,624)	(1,109,017)
	<hr/>	<hr/>
Net cash provided by (used in) operating activities	648,304	440,098
	<hr/>	<hr/>
Cash Flows from Investing Activities		
Proceeds from Sale of Plant & Equipment	-	72,636
Payment for Plant & Equipment	(78,740)	(276,805)
	<hr/>	<hr/>
Net cash provided by (used in) investing activities	(78,740)	(204,169)
	<hr/>	<hr/>
Cash Flows From Financing Activities		
Repayment of Loan from National Office	(650,000)	-
	<hr/>	<hr/>
Net cash provided by (used in) financing activities	(650,000)	-
	<hr/>	<hr/>
Net increase (decrease) in cash held	(80,436)	235,929
Cash Held 1st July 2004	2,011,769	1,775,840
	<hr/>	<hr/>
Cash Held 30th June 2005	1,931,333	2,011,769
	<hr/>	<hr/>

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2005**

	Note	2005 \$	2004 \$
Notes to the Statement of Cash Flows			
Reconciliation of Cash			
Cash at the end of financial period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:			
Cash on Hand (Cash Floats)		1,461	1,269
Cash at Bank (No. 1 A/C)		314,163	294,631
Cash at Bank (No. 2 A/C)		4,048	4,033
Cash at Bank (Reserves)		817,730	774,215
Cash at Bank (Strike Fund)		205,662	194,599
Cash at Bank (Term Deposits)		588,269	743,022
		1,931,333	2,011,769
Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year			
Operating Surplus/(Deficit) for Year		339,316	257,168
Add Non-Cash Items:			
Loss on Disposal of Non-Current Assets		16,569	30,134
Depreciation		181,610	191,581
Accrued Leave		77,441	(5,018)
Changes in Assets and Liabilities:			
Decrease (Increase) in Debtor - ASU National Office		17,864	(12,999)
Decrease (Increase) in Other Debtors		(28,412)	4,418
Decrease (Increase) in Debtor - ASU Vic Private Sector		-	10,150
Decrease (Increase) in Interest Receivable		2,846	(2,733)
Decrease (Increase) in Prepayments		6,317	5,569
Increase (Decrease) in Other Creditors & Accruals		(27,062)	(42,214)
Increase (Decrease) in Legal Fees Payable		5,444	3,611
Increase (Decrease) in Creditor - ASU National Office		18,571	506
Increase (Decrease) in Creditor - ASU Vic Private Sector		-	(75)
Increase (Decrease) in Other Liabilities		37,800	-
		648,304	440,098
Cash flows from operations		648,304	440,098

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

1 Statement of Significant Accounting Policies

This financial report is a general purpose financial report of the Victorian Authorities and Services Branch ("the Branch") of the Australian Municipal Administrative Clerical and Services Union ("Australian Services Union"), an organisation registered under the Workplace Relations Act 1996.

The accounts of the Branch have been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and the reporting requirements of the Workplace Relations Act 1996.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of Accounting

The accounts have been prepared on the basis of historical cost and do 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.

Revenue Recognition

Membership income from subscriptions is received evenly throughout the period and is accounted for on a cash basis as and when received in accordance with Section 252 of the RAO Schedule.

Bank interest and rent is brought to account on an accruals basis as and when the Branch becomes entitled to such income.

Other revenue from the rendering of services or the provision of goods is recognised upon the delivery of those services or goods.

Income Tax

The Branch is exempt from tax on all income under Sec 50-15 of the Income Tax Assessment Act 1997 and, accordingly, does not have a liability for income tax.

Property, Plant and Equipment

Each class of property, plant and equipment is carried at historical cost or fair value less, where applicable, any accumulated depreciation.

The carrying amount of property, plant and equipment is reviewed annually by the Branch to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of expected net cash flows which will be received from the employment and subsequent disposal or sale of those assets.

Depreciation

Property plant and equipment (other than freehold land and property held for investment purposes) are depreciated over their estimated effective lives at the following average rates -

Buildings	2.5% PC
Motor Vehicles	purchased pre 1st July 2002 22.5% DV, post this date 18.75% DV
Furniture & Equipment	various

Property held for investment purposes is not subject to a depreciation charge.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

Provisions

Provision is made in the accounts for the liability of the Branch 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 annual leave, long service leave and sick 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 based upon their estimated future cash outflows. Contributions are made by the Branch to an employee superannuation fund and are brought to account as and when incurred.

Cash

For the purposes of the statement of cash flows, cash includes cash on hand, cash at bank and cash on deposit with a bank or other financial institution and readily convertible to cash.

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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the assets or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

Workplace Relations Act 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which reads -

- (1) A member of a reporting unit, or a Registrar, 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).

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005 \$	2004 \$
2 Subscriptions & Levies		
Subscriptions & Levies	5,789,821	5,405,599
Subscription Refunds	(28,785)	(27,154)
Net Subscriptions	<u>5,761,036</u>	<u>5,378,445</u>
3 Interest Income		
Cheque Accounts	3,163	3,076
Reserve Accounts	42,778	32,672
Strike Fund	11,155	9,306
Term Deposits	43,046	36,159
Total Interest	<u>100,142</u>	<u>81,213</u>
4 Net Rental Income		
Holiday Units	19,075	17,500
Less Expenses	(12,258)	(11,868)
Net Rental Income	<u>6,817</u>	<u>5,632</u>
5 Depreciation Expense		
Furniture & Equipment	49,169	44,284
Buildings	41,667	41,667
Total Depreciation	<u>90,836</u>	<u>85,951</u>
6 Motor Vehicle Expenses		
Running Costs	205,391	192,500
Operating Lease Rentals	40,778	44,853
Depreciation Expense	90,774	105,630
(Profit)/Loss on Disposals	-	20,112
Total Motor Vehicle Expenses	<u>336,943</u>	<u>363,095</u>
7 Salaries, Wages & On-Costs		
Holders of Office:		
Salaries, Allowances & Salary-Sacrifice Benefits	374,638	393,050
Employer Superannuation	51,101	50,862
Employees:		
Salaries, Allowances & Salary-Sacrifice Benefits	2,431,546	2,216,278
Employer Superannuation	327,640	291,946
Other Costs:		
Trainees & Agency Staff	20,034	37,638
FBT - Holders of Office	18,514	19,891
FBT - Employees	57,977	56,261
Payroll Tax	175,067	162,409
Workcover Insurance	67,601	70,568
Change in Annual Leave Provision	370	29,006
Change in LSL Provision	71,530	(20,202)
Change in Sick Leave Provision	5,541	(13,822)
Total Salaries, Wages & On-Costs	<u>3,601,559</u>	<u>3,293,885</u>

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
8 Accumulated Funds		
Accumulated Funds 1st July 2004	3,624,774	3,367,606
Surplus/(Deficit) for Year	339,316	257,168
	3,964,090	3,624,774
9 Cash Assets		
Cash on Hand (Cash Floats)	1,461	1,269
Cash at Bank (No. 1 A/C)	314,163	294,631
Cash at Bank (No. 2 A/C)	4,048	4,033
Cash at Bank (Reserves)	817,730	774,215
Cash at Bank (Strike Fund)	205,662	194,599
Cash at Bank (Term Deposits)	588,269	743,022
	1,931,333	2,011,769
10 Receivables		
CURRENT		
Prepayments	22,413	28,730
Debtor - ASU National Office	2,787	20,651
Interest Receivable	3,321	6,167
Other debtors	54,029	25,617
	82,550	81,165

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
11 Property, Plant and Equipment		
Land and Buildings		
Land & Building Queensberry St at Fair Value as at 8/1/2003	3,033,333	3,033,333
Less: Accumulated Depreciation	(103,197)	(61,530)
	2,930,136	2,971,803
Queensland Holiday Units at Fair Value as at 08/01/2003	320,000	320,000
	320,000	320,000
	320,000	320,000
Total Land and Buildings	3,250,136	3,291,803
Motor Vehicles	575,653	575,653
Less: Accumulated Depreciation	213,818	123,043
	361,835	452,610
Furniture & Equipment	234,307	201,717
Less: Accumulated Depreciation	83,362	59,513
	150,945	142,204
	150,945	142,204
Total Plant and Equipment	512,780	594,814
Total Property, Plant and Equipment	3,762,916	3,886,617

Land & Buildings - 116-124 Queensberry Street, Carlton South

The Branch has a two-thirds interest together with the National Office in the property 116-124 Queensberry Street Carlton South, which is stated in the financial accounts at fair value on 8th January 2003, being the date of registration of the Branch. The property was independently valued at \$4,550,000 including \$2,050,000 for the land on 20th June 2003 by Colliers International Consultancy and Valuation Pty Limited, and the current market value was based both on a capitalisation approach and a direct comparison approach. The Branch's two-third's share is therefore \$1,666,667 for the building and \$1,366,666 for the land.

Land & Buildings - Queensland Holiday Units

Queensland holiday units (two) located at 27-31 Tarcoola Crescent, Chevron Island, is stated in the financial accounts at fair value on 8th January 2003, being the date of registration of the Branch. An independent appraisal of the market value of the units was conducted in August 2003 and was assessed between \$330,000 and \$350,000 for the two units. The property is held for investment purposes for which the Branch receives rental income and the benefit of capital growth, accordingly, it is not required to be depreciated.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
12 Payables		
CURRENT		
Legal Fees Payable	9,055	3,611
Creditor - ASU National Office	69,048	48,808
Other Creditors & Accruals	255,918	288,910
	334,021	341,329
13 Provisions		
CURRENT		
Provision for Annual Leave - Holders of Office	55,815	59,951
Provision for Annual Leave - Employees	211,131	206,625
Provision For Long Service Leave - Holders of Office	106,148	109,448
Provision for Long Service Leave - Employees	320,496	252,218
Provision for Sick Leave - Holders of Office	80,067	78,114
Provision For Sick Leave - Employees	147,118	143,530
	920,775	849,886
NON-CURRENT		
Provision for Long Service Leave - Employees	128,183	121,632
	1,048,958	971,518
Aggregate employee entitlement liability		
	53	53
14 Other Liabilities		
CURRENT		
Training Grant Funds	71,696	71,696
Better Work and Family Balance Grant Funds	37,800	-
	109,496	71,696
15 Interest-Bearing Liabilities		
NON-CURRENT		
Loan - National Office	320,234	970,234
	320,234	970,234
16 Contingent Liabilities		

The Branch Executive is not aware of any contingent liability at balance date, the effect of which would be material in relation to the financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$

17 Events Subsequent to Reporting Date

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial statements.

18 Related Party Transactions

(a) Office-Holders

The following persons held office in the Union for all or part of the financial year:-
Russell Atwood, Dean Barnett, Sam Biondo, Jane Boyd, Darrell Cochrane, Robyn Glascott, Gary Harper, Mary Hollindale, Darrell Jolly, Julie Kun, Christine Male, Wendy McManus, Jennifer Nuttall, John O'Neill, Brian Parkinson, Alan Payne, Wendy Phillips, Michael Rizzo, Bernard Robertson, Alex Serrurier, Rhonda Young, Mark Brady, Darren Creswell, Kerrie Homan, Jennifer Rose and Melissa Wainwright.

b) Remuneration

The aggregate amount of remuneration paid by the Branch to office-holders during the financial year was the amount as set out in Note 7 of these accounts. In addition, allowances of \$900 were paid to office-holders for attending National Conference and this appears under Delegates Expenses in the Statement of Financial Performance.

There were no other transactions between the Branch and officers during the year other than those related to their membership of or employment with the Branch and on terms no more favourable than those for which it would be reasonable to expect would have been adopted by the parties dealing at arms-length.

(c) Other Transactions

The Victorian Authorities and Services Branch is a branch of the Australian Municipal Administrative Clerical and Services Union and paid capitation fees and interest on borrowings (including repayment of \$650,000 on the loan principal) to the ASU National Office as shown in the accounts together with its respective share of building outgoings and other re-charges incurred by the Union, all on terms for which it would be reasonable to expect would have been adopted by the parties dealing at arms-length.

**ASU - VICTORIAN AUTHORITIES & SERVICES BRANCH
A.B.N. 76 569 632 753**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2005**

SAMPLE

Individual Contract

Name & Address of Employer

Howard Enterprises
Costello Road, Saint Andrews

Name of Employee Phil Luckless

Terms of Employment

1. Weekly Wage

Your wage will be \$484.40 per week (\$12.75 per hour)

2. Hours of Duty

You are employed as a full time employee, your normal hours of duty will be 38 hours per week to be worked 6 hours per day, Monday to Friday (inclusive) and 4 hours per day on each Saturday and Sunday.

3. Overtime

The first 10 hours overtime worked per week will be paid at ordinary rate (\$12.75 per hour). All overtime in excess of 10 hours per week and work performed on public holidays will be paid at 1.5 times the normal rate of pay (\$19.10 per hour).

4. Personal Leave

You will be entitled to receive 8 days sick leave per annum, (non accumulative). In your first year of service you will be credited with 2 days after each completed 3 months of service. A medical certificate will be required for all time lost.

5. Family Leave

You will be entitled to take up to 12 months unpaid maternity leave. We will endeavour to provide you with suitable employment upon your return to work.

6. Annual Leave

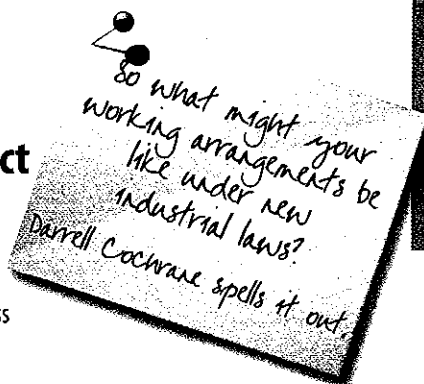
You will be provided with 4 weeks annual leave (exclusive of loading). You may elect to buy out 2 weeks of your annual leave each year. Annual leave must be taken each year or forfeited.

Please note: Since we are a small employer, your services may be terminated at anytime without notice and if my organisation decides to downsize at any time in the future and as a consequence you are retrenched, you will not be entitled to receive any notice of termination or redundancy payments.

If you do not agree to this individual contract, we reserve the right to lock you out of your employment indefinitely until you do 'agree' to its terms in accordance with the provisions of the Workplace Relations Act. Please sign below and return within 14 days.

Signature of employee:

Date:



Branch Audited Financial Report 2004/05

Members should refer to our website at www.asuvic.asn.au to view this year's branch audited report. If you require a hard-copy please write to Branch Secretary Darrell Cochrane, PO Box 37, Carlton South VIC 3053

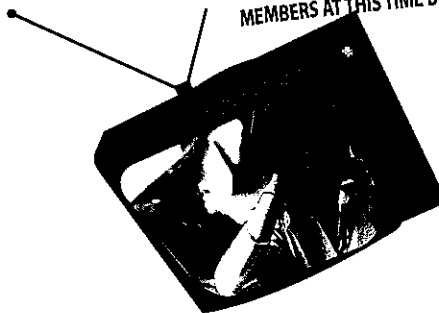
\$\$ THIS IS YOUR FIGHT

JUST HOW IS THE ACTU PAYING FOR THE 'YOUR RIGHTS AT WORK' CAMPAIGN

INCLUDING THE MEDIA CAMPAIGN ON TV, RADIO AND IN NEWSPAPERS?

WELL A GREAT PORTION OF FUNDING IS COMING FROM UNIONS. YOUR UNION,

THE ASU, IS PAYING \$5.50 PER MEMBER TO THE ACTU TO CONTRIBUTE TO THE \$8 MILLION CAMPAIGN. THIS MONEY WILL NOT BE LEVIED FROM MEMBERS AT THIS TIME BUT WILL COME FROM GENERAL REVENUE.



The Victorian Government response

This advert was placed in all daily and regional press. It speaks for itself.

ASU Branch Executive President Russell Atwood welcomed the State Government's views, "I represent the ASU on the joint union/Victorian Government Public Sector Committee. We have been pressing the Victorian Government to make a stand.

"We hope that the State Government will do whatever is in its power to ensure public sector worker conditions and rates of pay are protected from the Howard Government extreme changes to Federal Workplace Laws".

Want to work longer hours for less pay?

The Federal Government's proposed changes to the industrial relations system will have a devastating impact on the future security of Victorian working families.

The changes will mean:

- > Wages can be cut, with no fair minimum wage;
- > Nearly one million Victorian workers will no longer have access to unfair dismissal protections;
- > Overtime rates, annual leave loading, redundancy pay and penalty rates for weekends, night shifts and public holidays will all be up for grabs; and
- > Breaks during our between shifts will not be guaranteed.

New workers could be offered a contract inferior to the relevant award and told to take it or leave it.

If you don't know what your current employment arrangements are, you should contact your union, Federal WageLine (1300 363 264) or Job Watch (03 9662 1933 or regional 1800 331 617) for advice.

If you're concerned about Canberra's workplace changes, contact your local Federal Member of Parliament.



Authorised by the Victorian Government, Collins Street, Melbourne

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the ASU – Victorian Authorities & Services Branch, for the year ended 30th June 2005 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Branch Executive is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with statutory requirements so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion –

- (a) the accounts are properly drawn up so as to present fairly the financial position of the Union as at 30th June 2005 and its performance for the year ended on that date; and
- (b) the accounts are in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne, this 30th day of August, 2005.

Eddy Partners
6th Floor, Coates Building
20 Collins Street
MELBOURNE, VIC., 3000
Tel: (03) 9654 5944
Fax: (03) 9654 6908

EDDY PARTNERS,
Certified Practising Accountants.


David James Eddy, CPA.
Registered Company Auditor

COMMITTEE OF MANAGEMENT STATEMENT

On 30th August 2005 the Committee of Management of the ASU – Victorian Authorities & Services Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2005:

The Committee of Management 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 Industrial Registrar;
- (c) the financial statements and notes give true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: Russell Atwood

Title of Office Held: Branch Executive President

Signature:



Date:

30 - 8 - 05

**ASU – VICTORIAN AUTHORITIES & SERVICES BRANCH
A.B.N. 76 569 632 753**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2005**

In accordance with sec. 254 of the Workplace Relations Act 1996 ("the Act"), your Committee of Management report as follows:

Principal Activities

The principal activity of the Branch during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the Branch for the year ended 30th June 2005 was a surplus of \$339,316. No provision for tax was necessary as the Branch is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the Branch during the year.

Rights of Members

All members have the right to resign from the Union in accordance with National Rule 32 – Resignation of the Union Rules (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch.

Superannuation Office-holders

The following officers and/or members of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
D. Cochrane	Vision Super Pty Ltd	Vision Super	Director
W. Phillips	Vision Super Pty Ltd	Vision Super	Director
W. Watton	Vision Super Pty Ltd	Vision Super	Director
T. Tuohey	Vision Super Pty Ltd	Vision Super	Director
J. O'Neill	Equip Super Pty Ltd	Equip Super	Director
A. Fairman	Equip Super Pty Ltd	Equip Super	Director
B. McAllister	Equip Super Pty Ltd	Equip Super	Director
W. Watton	Vic Super Pty Ltd	Vic Super	Director

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2005 (CONTINUED)**

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the Branch under sec. 244 of the RAO Schedule was 21,079;
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 51;
- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were –

Name:	Period:
Russell Atwood	01/07/04 – 30/06/05
Dean Barnett	01/07/04 – 30/06/05
Sam Biondo	01/07/04 – 30/06/05
Jane Boyd	01/07/04 – 30/06/05
Mark Brady	28/06/05 – 30/06/05
Darrell Cochrane	01/07/04 – 30/06/05
Darren Creswell	28/09/04 – 30/06/05
Robyn Glascott	01/07/04 – 30/06/05
Gary Harper	01/07/04 – 30/06/05
Mary Hollindale	01/07/04 – 30/06/05
Kerrie Homan	27/07/04 – 30/06/05
Darrell Jolly	01/07/04 – 30/06/05
Julie Kun	01/07/04 – 30/06/05
Christine Male	01/07/04 – 07/12/04
Wendy McManus	01/07/04 – 30/06/05
Jennifer Nuttall	01/07/04 – 30/06/05
John O'Neill	01/07/04 – 30/06/05
Brian Parkinson	01/07/04 – 30/06/05
Alan Payne	01/07/04 – 30/06/05
Wendy Phillips	01/07/04 – 30/06/05
Michael Rizzo	01/07/04 – 30/06/05
Bernard Robertson	01/07/04 – 31/05/05
Jennifer Rose	07/12/04 – 30/06/05
Alex Serrurier	01/07/04 – 30/06/05
Melissa Wainwright	27/07/04 – 30/06/05
Rhonda Young	01/07/04 – 30/06/05

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date:

30-8-05



.....
Branch Executive President

AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH

CERTIFICATE OF SECRETARY

I, Darrell Cochrane being the Secretary of the Australia Services Union – Victorian Authorities & Services Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO Schedule; and
- that the full report was provided to members on 5th day of October 2005; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 25th day of October 2005; in accordance with section 266 of the RAO schedule.

Signature:

D. Cochrane

Date:

25-10-2005