



FAIR WORK
AUSTRALIA

22 December 2009

Mr. Brian Parkinson
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Victorian Authorities and Services Branch
PO Box 37
CARLTON SOUTH VIC 3053
By email:services@asuvic.com

Dear Mr Parkinson

**Financial report of the Australian Municipal, Administrative, Clerical and Services Union
– Victorian Authorities and Services Branch for financial year ended 30 June 2009
(FR2009/10151)**

I acknowledge receipt of the financial report of the Victorian Authorities and Services Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009. The documents were lodged in this office on 14 December 2009.

The financial report is filed.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 [now the Fair Work (Registered Organisations) Act 2009]. Please note that these matters are generally advised for assistance in the preparation of future financial reports. With the exception of the comment concerning item 1, no further action is required in respect of the subject documents.

1. Loans, Grants and Donations

Section 237(1) of Schedule 1 requires an organisation to lodge in Fair Work Australia 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 \$57,208.

If appropriate, would you please arrange lodgement in Fair Work Australia of a section 237(1) statement covering any donation exceeding \$1,000, setting out particulars of any donation in accordance with subsection 237(6).

2. Statement of Financial Performance

The Reporting Guidelines require reporting units to disclose in the Profit and Loss Statement or in the notes to the accounts membership subscriptions fees (item 10(a)) and levies raised from members (item 10(d)).

I note that the statement of financial performance provides a disclosure “subscriptions and levies”. Disclosures for membership subscriptions and levies as required by items 10(a) and (d) should be separately disclosed.

3. Operating Report

Results of Principal Activities

I refer to the operating report, in particular to the “Operating Result”. I note that section 254(2)(a) of Schedule 1 requires the operating report to include a review of the principal activities of the reporting entity, the results of those activities and any significant changes in the nature of those activities.

The “results of operation” 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.

4. Recovery of Wages Activity

I note that the accounts do not provide any information in relation to any recovery of wages activity.

Where the reporting unit has not undertaken any recovery of wages activity for the financial year a statement by the auditor to the effect that there was no recovery of wages activity for the financial year would be sufficient.

5. References to RAO Schedule

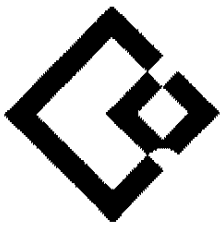
The Designated Officer’s Certificate contains references to the RAO Schedule of the *Workplace Relations Act 1996*. Designated Officer’s Certificates prepared after 1 July 2009 should refer to the *Fair Work (Registered Organisations) Act 2009*.

If you wish to discuss any matters further, I can be contacted on (03) 8661 7993 or by email at larry.powell@fwa.gov.au

Yours sincerely



Larry Powell
Tribunal Services and Organisations
Fair Work Australia

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

Victorian Authorities and Services Branch

In reply quote ref: BP/cc 91.1

14th December 2009

Mr. Iain Stewart
Tribunal Services and Organisations
Fair Work Australia
By Fax: 9655 0410.

Dear Sir,

RE: ASU AUDIT FOR YEAR ENDED 30th JUNE 2009

I refer to correspondence received from Mr. Kevin Donnellan of your office dated 7th September 2009 regarding the above matter.

Please find attached the full finance report of the Australian Services Union – Victorian Authorities & Services Branch together with the “Certificate of Secretary.”

Yours faithfully,

Brian Parkinson,
BRANCH SECRETARY.

Branch Secretary
Brian Parkinson

Branch Executive President
Russell Atwood

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

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AUSTRALIAN SERVICES UNION
VICTORIAN AUTHORITIES & SERVICES BRANCH

CERTIFICATE OF SECRETARY

I, Brian Parkinson being the Secretary of the Australian 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 ^{9th} day of ~~November~~ ²⁰⁰⁹; and
BP
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on ^{8th} day of ~~December~~ ²⁰⁰⁹; in accordance with section 266 of the RAO schedule.

Signature:

Brian Parkinson

Date:

10/12/2009.



Eddy Partners Accountants

Eddy Partners
Accountants and Auditors
ABN 87 382 183 920

Level 8,
501 LaTrobe Street,
Melbourne, Victoria 3000.

PO Box 13105,
Law Courts,
Melbourne, Victoria 8010.

Telephone: (03) 9602 5177

Facsimile: (03) 9602 5766

e-mail: info@eddypartners.com.au

9th September 2009

The Secretary
Australian Services Union
Victorian Authorities & Services Branch
116 Queensberry Street
CARLTON SOUTH VIC 3053

Dear Brian,

AUDIT FOR YEAR ENDED 30TH JUNE 2009

Please find enclosed the following documents in respect to the Audit for the Year Ended 30th June 2009.

1. Audited Accounts for the Year Ended 30th June 2009.
2. Committee of Management Statement and Operating Report.
3. Certificate of Secretary.

We now set out below the procedures to be carried out to ensure compliance with The Workplace Relation Act 1996:-

- A. The Branch Secretary should sign and date the Operating Report on behalf of the Committee of Management.
- B. The Branch Secretary should present the General Purpose Financial Report for the Year Ended 30th June 2009 including Committee of Management Statement to a meeting of the Branch Committee of Management. The Branch Committee of Management should pass a Resolution to express its opinion in relation to the general purpose financial report. The Committee of Management Statement should then be signed and dated.
- C. The Audit Report will be signed on receipt of copies of the **signed and dated** "Operating Report" and "Committee of Management Statement".

Partners:

David J. Eddy CPA

John J. Eedy CPA

Zanne J. Eddy CPA



Liability limited by a scheme approved
under Professional Standards Legislation.

9th September 2009
Mr Brian Parkinson

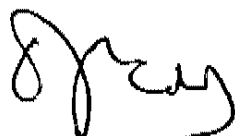


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- D. It is then necessary to provide the Full Report which includes the General Purpose Financial Report including Committee of Management Statement, the Operating Report and the Auditor's Report free of charge to members. You may meet this obligation by publication of the report in a journal published on a website on the Internet. This is dependent on the members being notified by the Union in the usual manner in which the Union communicates with its members. The members must be advised that the report has been published at a specified Internet address. The provision of the Full Report to members must be completed within 5 months of the end of the financial year.
- E. Not less than twenty one days after providing the Full Report to the members, the Full Report shall be presented to a General Meeting or a Meeting of the Branch Committee of Management. This Meeting must be held within six months of the end of the financial year.
- F. Within fourteen days of this meeting, the Branch should lodge with the Industrial Registrar the Full Report together with the "Certificate of Secretary".

If you have any queries in relation to this matter, please do not hesitate to contact our office.

Yours faithfully,
EDDY PARTNERS
ACCOUNTANTS & AUDITORS

A handwritten signature in black ink, appearing to read 'David J. Eddy', written in a cursive style.

DAVID J. EDDY

ASU – VICTORIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the Australian Services Union – Victorian Authorities & Services Branch for the year ended 30th June 2009 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements ("the financial report"). The Branch Executive of the Union 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 financial report is properly drawn up so as to present fairly the financial position of the Union as at 30th June 2009 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne this 15th day of September 2009

Eddy Partners
Accountants & Auditors



David James Eddy, CPA
Registered Company Auditor
Holder of a Current Public Practice Certificate

Eddy Partners
Accountants & Auditors
Level 8, 501 Latrobe Street
Melbourne, Victoria 3000
Tel. 9602-5177 Fax. 9602-5766

**ASU - VICTORIAN AUTHORITIES & SERVICES BRANCH
A.B.N. 76 589 832 753**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2009**

ASU - VICTORIAN AUTHORITIES & SERVICES BRANCH

A.B.N. 76 569 632 753

CONTENTS

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 2009**

	Note	2009 \$	2008 \$
INCOME			
Subscriptions & Levies	2	7,605,382	7,239,316
Interest	3	268,183	211,987
Rental Surplus	4	-	3,280
Training Income		57,103	23,840
Grant Funds Received		137,675	105,446
Profit on Sale of Queensland Units		-	239,122
Other Income		76,857	90,810
Total Income		8,145,200	7,913,801
LESS EXPENDITURE			
Accounting & Audit		27,450	27,200
Affiliation Fees - Australian Labor Party		76,769	74,900
Affiliation Fees - VTHC & Others		78,448	69,826
Ballarat Office Expenses		3,120	780
Bank & Finance Charges		42,482	33,231
Computer Expenses		30,609	29,592
Delegates Expenses		2,132	1,441
Depreciation	5	114,783	114,426
Donations		57,208	17,312
Education & Training of Members		9,176	7,381
Employee/Member Assistance		2,105	2,494
Geelong Office Expenses		4,936	4,015
Insurance		41,916	37,967
Legal & Professional		103,655	132,414
Light, Heat & Power		29,386	36,058
Loss on Disposal of Assets		98	-
Meeting and Conference Expenses		121,778	117,209
Morwell Office Expenses		9,745	15,487
Members Fighting Fund Expenses		20,293	66,116
Motor Vehicle Expenses	6	439,875	363,927
National Office Capitation		447,951	447,309
Office Expenses		32,151	22,934
Photocopying		61,533	71,356
Postage & Courier		69,973	69,366
Printing & Stationery		117,077	120,565
Promotions & Issues		16,173	52,573
Project Expenses		24,750	-
Publications & Subscriptions		6,071	7,484
Rent & Rates		67,862	65,028
Repairs & Maintenance		119,676	119,563
Salaries, Wages & On-Costs	7	5,000,076	4,444,443
Staff Training, Development & Strategic Planning		30,579	33,716
Telephone & Facsimile		137,998	139,187
Travelling Expenses		90,037	86,584
Uniforms for Staff		499	16,117
Union Shopper		5,920	5,460

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 2009

	Note	2009 \$	2008 \$
<i>Total Expenditure</i>		7,444,290	6,853,461
SURPLUS/(DEFICIT) FOR YEAR		700,910	1,060,340
Accumulated Funds - Beginning of Year		6,236,015	5,175,675
ACCUMULATED FUNDS AS AT 30TH JUNE 2009		<u>6,936,925</u>	<u>6,236,015</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 2009**

	Note	2009 \$	2008 \$
CURRENT ASSETS			
Cash assets	9	4,863,332	4,057,459
Receivables	10	215,252	118,558
TOTAL CURRENT ASSETS		<u>5,078,584</u>	<u>4,176,017</u>
NON-CURRENT ASSETS			
Property, plant and equipment	11	3,664,348	3,658,841
TOTAL NON-CURRENT ASSETS		<u>3,664,348</u>	<u>3,658,841</u>
TOTAL ASSETS		<u>8,742,932</u>	<u>7,834,858</u>
CURRENT LIABILITIES			
Payables	12	475,967	395,558
Provisions	13	1,217,715	1,144,572
Other	14	47,325	-
TOTAL CURRENT LIABILITIES		<u>1,741,007</u>	<u>1,540,130</u>
NON-CURRENT LIABILITIES			
Provisions	13	65,000	58,713
TOTAL NON-CURRENT LIABILITIES		<u>65,000</u>	<u>58,713</u>
TOTAL LIABILITIES		<u>1,806,007</u>	<u>1,598,843</u>
NET ASSETS		<u>6,936,925</u>	<u>6,236,015</u>
MEMBERS FUNDS			
Accumulated Funds	8	6,936,925	6,236,015

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 2009**

	2009	2008
	\$	\$
Cash Flows From Operating Activities		
Receipts from Members	7,605,382	7,239,316
Interest Received	275,328	207,729
Receipts from Other Branches	82,494	20,815
Net GST Collected	27,346	(17,659)
Other Receipts	214,697	179,743
Salaries & Related Payments	(4,743,570)	(4,489,386)
Payments to Other Branches	(507,731)	(519,813)
National Office Capitation	(447,951)	(447,309)
Other Operating Payments	(1,319,084)	(1,198,331)
Net cash provided by (used in) operating activities	<u>1,186,911</u>	<u>975,105</u>
Cash Flows from Investing Activities		
Proceeds from Disposal of Vehicles & Equipment	80,000	72,727
Net Proceeds from Sale of Queensland Units	-	559,122
Payment for Vehicles & Equipment	(461,038)	(419,597)
Net cash provided by (used in) investing activities	<u>(381,038)</u>	<u>212,252</u>
Net increase (decrease) in cash held	805,873	1,187,357
Cash Held 1st July 2008	4,057,459	2,870,102
Cash Held 30th June 2009	<u>4,863,332</u>	<u>4,057,459</u>

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 2009**

Note	2009	2008
	\$	\$
Notes to the Statement of Cash Flows		
Reconciliation of Cash		
Cash at the end of financial year 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)	2,350	1,650
Cash at Bank (No. 1 A/C)	71,738	185,724
Cash at Bank (No. 2 A/C)	.	4,103
Cash at Bank (Business Investment Account)	548,183	228,228
Cash at Bank (Strike Fund)	194,757	184,752
Cash at Bank (Term Deposits)	4,046,304	3,453,002
	<u>4,863,332</u>	<u>4,057,459</u>
Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year		
Operating Surplus/(Deficit) for Year	700,910	1,060,340
Add Non-Cash Items:		
Loss/(Profit) on Disposal of Assets	72,018	(208,688)
Depreciation	273,387	244,548
Accrued Leave	79,430	(63,001)
Changes in Assets and Liabilities:		
Decrease (Increase) in Receivables	(88,175)	24,593
Increase (Decrease) in Payables	102,016	(10,991)
Increase (Decrease) in Other Liabilities	47,325	(71,696)
Cash flows from operations	<u>1,186,911</u>	<u>975,105</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

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.

With the exception of membership subscriptions, all income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

Membership subscriptions are brought to account on the cash basis of accounting as and when received as permitted by Section 252 of the RAO Schedule.

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 1 July 2008 18.75% DV, post this date 25% 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 2009**

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 2009.**

	2009	2008
	\$	\$
2 Subscriptions & Levies		
Subscriptions & Levies	7,640,544	7,266,646
Subscription Refunds	(35,162)	(27,330)
Net Subscriptions	<u>7,605,382</u>	<u>7,239,316</u>
3 Interest Income		
Cheque Accounts	2,015	3,146
Reserve Accounts	-	61,155
Business Investment Account	19,415	30,621
Strike Fund	9,680	12,345
Term Deposits	237,073	104,704
Other	-	16
Total Interest	<u>268,183</u>	<u>211,987</u>
4 Net Rental Income		
Holiday Units	-	17,428
Less Expenses	-	(14,148)
Net Rental Income	<u>-</u>	<u>3,280</u>
5 Depreciation Expense		
Furniture & Equipment	73,116	72,759
Buildings	41,667	41,667
Total Depreciation	<u>114,783</u>	<u>114,426</u>
6 Motor Vehicle Expenses		
Running Costs	209,351	198,810
Operating Lease Rentals	-	6,561
Depreciation Expense	158,604	130,122
(Profit)/Loss on Disposals	71,920	30,434
Total Motor Vehicle Expenses	<u>439,875</u>	<u>365,927</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

	2009	2008
	\$	\$
7 Salaries, Wages & On-Costs		
Holders of Office:		
Salaries, Allowances & Salary-Sacrifice Benefits	541,269	616,913
Employer Superannuation	73,172	66,291
Employees:		
Salaries, Allowances & Salary-Sacrifice Benefits	3,425,789	3,021,889
Employer Superannuation	440,930	401,065
Other Costs:		
Trainees, Agency Staff & Secondment Costs	86,911	53,229
FBT - Holders of Office	11,687	11,792
FBT - Employees	61,963	65,685
Payroll Tax	229,076	212,520
Workcover Insurance	49,850	58,060
Change In Annual Leave Provision	51,500	39,207
Change in LSL Provision	29,647	(49,807)
Change in Sick Leave Provision	(1,718)	(52,401)
Total Salaries, Wages & On-Costs	5,000,076	4,444,443

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

	2009	2008
	\$	\$
8 Accumulated Funds		
Accumulated Funds 1st July 2008	6,236,015	5,175,675
Surplus/(Deficit) for Year	700,910	1,060,340
	<u>6,936,925</u>	<u>6,236,015</u>
9 Cash Assets		
Cash on Hand (Cash Floats)	2,350	1,650
Cash at Bank (No. 1 A/C)	71,738	185,724
Cash at Bank (No. 2 A/C)	-	4,103
Cash at Bank (Business Investment Account)	548,183	228,228
Cash at Bank (Strike Fund)	194,757	184,752
Cash at Bank (Term Deposits)	4,046,304	3,453,002
	<u>4,863,332</u>	<u>4,057,459</u>
10 Receivables		
CURRENT		
Prepayments	116,754	48,563
Debtor - ASU National Office	27,254	34,422
Interest Receivable	12,607	19,752
Other debtors	58,637	15,821
	<u>215,252</u>	<u>118,558</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

	2009	2008
	\$	\$
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	(269,865)	(228,198)
	<u>2,763,468</u>	<u>2,805,135</u>
 Motor Vehicles	 924,378	 877,978
Less: Accumulated Depreciation	295,467	280,277
	<u>628,911</u>	<u>597,701</u>
 Furniture & Equipment	 603,448	 514,673
Less: Accumulated Depreciation	331,479	258,668
	<u>271,969</u>	<u>256,005</u>
 Total Plant and Equipment	 <u>900,880</u>	 <u>853,706</u>
 Total Property, Plant and Equipment	 <u>3,664,348</u>	 <u>3,658,841</u>

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 \$6,725,000 on the 21st May 2009 by WBP Property Group, and the current market value was based upon the Direct Comparison Approach and Income Approach. The Branch's two-third's share is therefore \$4,483,333.

12 Payables

CURRENT

Legal Fees Payable	16,158	-
Creditor - ASU National Office	47,613	64,965
Other Creditors & Accruals	412,196	330,593
	<u>475,967</u>	<u>395,558</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

	2009	2008
	\$	\$
13 Provisions		
CURRENT		
Provision for Annual Leave - Holders of Office	87,484	86,881
Provision for Annual Leave - Employees	319,992	269,095
Provision For Long Service Leave - Holders of Office	165,549	148,129
Provision for Long Service Leave - Employees	459,968	454,025
Provision for Sick Leave - Holders of Office	37,566	37,010
Provision For Sick Leave - Employees	147,158	149,432
	<u>1,217,715</u>	<u>1,144,572</u>
NON-CURRENT		
Provision for Long Service Leave - Employees	<u>65,000</u>	<u>58,713</u>
Aggregate employee entitlement liability	<u>1,282,715</u>	<u>1,203,285</u>
Number of employees at year end	<u>63</u>	<u>57</u>
14 Other Liabilities		
CURRENT		
Project Grants In Advance	<u>47,325</u>	<u>-</u>
15 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.

16 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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009**

	2009	2008
	\$	\$

17 Related Party Transactions

(a) Office-Holders

The following persons held office in the Union for all or part of the financial year as a full-time officer, honorary officer, and/or committee member:-

Russell Atwood, Brian Parkinson, Michael Rizzo, Lisa Darmanin, Igor Grattan, Robyn Glascott, Wendy Phillips, Mary Hollindale, Dean Barnett, Salvatore Biondo, Mark Brady, Darren Cresswell, Gary Harper, John O'Neill, Jennifer Beach, Alex Surrurier, Gregory Day, Johanna Lytton, Maree Renden, Anne Syer, Jennie Thompson, David Keep, Pia Cervari, Josephine Ackerman, and Piergiorgio Moro.

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, \$28,532.95 was paid in relation to the secondment of an officer to the Branch for salary and various oncosts. This is also disclosed under Note 7 to the accounts under "Trainees, Agency Staff & Secondment Costs.

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 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
ABN 78 569 632 753

COMMITTEE OF MANAGEMENT STATEMENT

On 15th September 2009 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 2009:

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 a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation and 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.
- (f) in relation to recovery of wages activity there has been no such activity undertaken by the reporting unit.

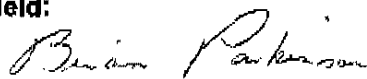
For Committee of Management:

Brian Parkinson

Title of Office Held:

Branch Secretary

Signature:



Date:

15th September 2009

**ASU - VICTORIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2009**

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

Principal Activities

The principal activities of the Branch during the year was to 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. 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 2009 was a surplus of \$700,910. No provision for tax was necessary as the Branch is specifically 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. Tuohy	Vision Super Pty Ltd	Vision Super	Director
J. O'Neill	Equip Super Pty Ltd	Equip Super	Director
W. Watton	Vic Super Pty Ltd	Vic Super	Director

**ASU – VICTORIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2009 (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 21070;
- (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 57;
- (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:
<u>Full-time Officers</u>	
Brian Parkinson Branch Secretary	1/7/08 – 30/6/09
Russell Atwood Branch Executive President	1/7/08 – 30/6/09
Michael Rizzo Assistant Branch Secretary	1/7/08 – 30/6/09
Lisa Darmanin Assistant Branch Secretary	1/7/08 – 30/6/09
Igor Grattan Assistant Branch Secretary	1/7/08 – 30/6/09

<u>Honorary Officers</u>	
Wendy Phillips Branch President	1/7/08 – 30/6/09
Robyn Glascott Branch Vice-President	1/7/08 – 30/6/09
Johanna Lytton Branch Executive – Youth	1/7/08 – 30/6/09
Mary Hollindale Branch Vice-President Women	1/7/08 – 30/6/09

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

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2009 (CONTINUED)**

Committee Members

Mary Hollindale	1/7/08 – 30/6/09
Maree Renden	1/7/08 – 30/6/09
Anne Syer	1/7/08 – 30/6/09
Jennie Thompson	1/7/08 – 30/6/09
Mark Brady	1/7/08 – 30/6/09
Darren Cresswell	1/7/08 – 30/6/09
David Keep	1/7/08 – 30/6/09
Alex Surrurier	1/7/08 – 30/6/09
Pia Cerveri	1/7/08 – 30/6/09
Salvatore Biondo	1/7/08 – 30/6/09
Piergiorgio Moro	1/7/08 – 30/6/09
Jennifer Beach	1/7/08 – 30/6/09
Gary Harper	1/7/08 – 30/6/09
John O'Neill	1/7/08 – 30/6/09
Josephine Ackerman	1/7/08 – 30/6/09
Dean Barnett	1/7/08 – 30/6/09
Gregory Day	1/7/08 – 30/6/09

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date:

15/9/2009

Brian Parkman

Branch Secretary

**ASU – VICTORIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the Australian Services Union – Victorian Authorities & Services Branch for the year ended 30th June 2009 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements ("the financial report"). The Branch Executive of the Union 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 financial report is properly drawn up so as to present fairly the financial position of the Union as at 30th June 2009 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne this 15th day of September 2009

**Eddy Partners
Accountants & Auditors**



David James Eddy, CPA
Registered Company Auditor
Holder of a Current Public Practice Certificate

**Eddy Partners
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