



13 May 2014

Mr Brian Parkinson
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union - Victorian and Tasmanian
Authorities and Services Branch
ibu@asuvictas.com.au

Dear Mr Parkinson,

**Australian Municipal, Administrative, Clerical and Services Union - Victorian and Tasmanian
Authorities and Services Branch
Financial Report for the year ended 30 June 2013 - [FR2013/382]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union - Victorian and Tasmanian Authorities and Services Branch. The documents were lodged with the Fair Work Commission on 12 December 2013.

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 2014 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 Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

Disclosure of employee expenses/provisions to office holders and other employees

The employee expense note to the financial statements has disclosed wages and salaries and superannuation separately for officer holders and employees, but does not separately disclose leave and other entitlements, separation and redundancies and other employee expenses provided for officers and employees.

The employee provisions note to the financial statements has disclosed annual leave, long service and sick leave separately for office holders and employees, but does not separately disclose separation and redundancies and other employee provisions provided for officers and employees.

The Reporting Guidelines require that all employee and office holder benefits be detailed separately (refer to items 17(f), 17(g), 21(c) and 21(d)).

Disclosure of financial support from another reporting unit

Reporting Guideline 15(e) requires that where financial support from another reporting unit is derived, the amount and the name of each reporting unit are to be disclosed in either the Statement of Comprehensive Income or the notes. I note that the cash flow statement provides the disclosure 'Receipts from ASU National Office'. Neither the Statement of Comprehensive Income or the notes provide a disclosure in relation to monies received from the ASU National Office.

If you have any queries regarding this letter, please contact me on (03) 8661 7893 or via email at larry.powell@fwc.gov.au.

Yours sincerely,

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

Larry Powell
Senior Adviser
Regulatory Compliance Branch

**AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
A.B.N. 76 569 632 753**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2013**

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

A.B.N. 76 569 632 753

Melbourne Office:

116-124 Queensberry Street
Carlton South, Vic. 3053
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Branch Secretary: Brian Parkinson

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

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2013**

	Note	2013 \$	2012 \$
INCOME			
Membership Subscription Fees	2	10,491,886	10,252,829
Interest	3	216,789	264,331
Training Income		69,436	51,484
Dividends Received		2,975	-
Distributions from Investments		18,334	36,882
Appreciation in Value of Investments		148,975	-
Other Income		221,640	178,744
Total Income		11,170,035	10,784,270
LESS EXPENDITURE			
Accounting & Audit	4	30,050	35,994
Affiliation Fees - Australian Labor Party		111,141	102,346
Affiliation Fees - VTHC & Others	5	107,242	103,847
Ballarat Office Expenses		3,120	3,120
Bank & Finance Charges		57,167	52,771
Computer Expenses		103,024	114,120
Delegates Expenses		2,299	895
Depreciation	6	190,624	175,372
Diminution in Value of Investments		-	79,700
Donations		57,644	10,657
Education & Training of Members		47,013	29,910
Employee Assistance		9,163	18,761
Geelong Office Expenses		3,577	7,640
Industry Division Levy		1,301	1,304
Insurance		49,329	40,377
Launceston Office Expenses		10,665	5,441
Legal & Professional		277,512	184,512
Light, Heat & Power		41,556	34,622
Loss on Disposal of Furniture & Equipment		-	18,786
Meeting and Conference Expenses		397,880	305,691
Morwell Office Expenses		10,482	10,010
Members Fighting Fund Expenses		63,291	99,338
Membership Recruitment - WorkPartners		-	168,736
Merchandising		33,599	5,444
Motor Vehicle Expenses	7	635,990	588,330
National Office Capitation		651,337	605,034
Office Expenses		28,321	36,501
Photocopying		54,805	47,258
Postage & Courier		86,721	35,847
Printing & Stationery		260,899	163,319
Publications & Subscriptions		12,683	4,857
Rent & Rates		110,829	110,172
Repairs & Maintenance		187,491	195,393
Salaries, Wages & On-Costs	8	7,276,311	6,408,634
Staff Training, Development & Strategic Planning		28,753	34,429
Telephone & Mobile Devices		215,517	174,826
Travelling Expenses		268,341	284,762

The accompanying notes form part of these financial statements.

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

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2013**

	Note	2013 \$	2012 \$
Uniforms for Staff		12,035	11,656
Union Shopper		4,778	7,898
<i>Total Expenditure</i>		<u>11,442,490</u>	<u>10,318,310</u>
SURPLUS/(DEFICIT) FOR YEAR		<u>(272,455)</u>	<u>465,960</u>
OTHER COMPREHENSIVE INCOME			
Other Comprehensive Income		-	-
<u>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</u>		<u>(272,455)</u>	<u>465,960</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2013**

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Cash assets	9	4,917,063	4,878,372
Receivables	10	359,733	414,518
TOTAL CURRENT ASSETS		<u>5,276,796</u>	<u>5,292,890</u>
NON-CURRENT ASSETS			
Other financial assets	11	893,654	1,545,323
Property, plant and equipment	12	4,512,007	3,742,497
TOTAL NON-CURRENT ASSETS		<u>5,405,661</u>	<u>5,287,820</u>
TOTAL ASSETS		<u>10,682,457</u>	<u>10,580,710</u>
CURRENT LIABILITIES			
Payables	13	835,817	581,006
Provisions	14	1,425,048	1,296,390
Other	15	-	51,966
TOTAL CURRENT LIABILITIES		<u>2,260,865</u>	<u>1,929,362</u>
NON-CURRENT LIABILITIES			
Provisions	14	172,775	130,076
Other	15	100,000	100,000
TOTAL NON-CURRENT LIABILITIES		<u>272,775</u>	<u>230,076</u>
TOTAL LIABILITIES		<u>2,533,640</u>	<u>2,159,438</u>
NET ASSETS		<u>8,148,817</u>	<u>8,421,272</u>
MEMBERS FUNDS			
Accumulated Funds	-	<u>8,148,817</u>	<u>8,421,272</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2013**

	Retained Profits \$	Total \$
Balance at 1 July 2011	7,955,312	7,955,312
Surplus/(Deficit) for year	465,960	465,960
	<hr/>	<hr/>
Balance at 30 June 2012	8,421,272	8,421,272
	<hr/>	<hr/>
Balance at 1 July 2012	8,421,272	8,421,272
Surplus/(Deficit) for year	(272,455)	(272,455)
	<hr/>	<hr/>
Balance at 30 June 2013	8,148,817	8,148,817
	<hr/>	<hr/>

The accompanying notes form part of these financial statements.

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$
Cash Flows From Operating Activities		
Receipts from Members	10,505,674	10,105,228
Interest Received	225,880	259,635
Receipts from ASU National Office	234,631	137,311
Net GST Collected	31,064	33,027
Other Receipts	86,031	259,676
Salaries & Related Payments	(6,801,732)	(5,968,994)
Payments to ASU National Office	(455,525)	(399,402)
National Office Capitation	(495,096)	(780,341)
Other Operating Payments	(2,821,477)	(2,912,548)
	509,450	733,592
Cash Flows from Investing Activities		
Proceeds from Disposal of Vehicles, Furniture & Equipment	112,045	89,818
Proceeds from Sale of Investments	1,145,714	-
Payment for Vehicles, Furniture & Equipment	(828,477)	(556,400)
Payment for Investments	(900,041)	-
	(470,759)	(466,582)
Cash Flows From Financing Activities		
Repayment of Loan from National Office	-	(18,817)
	-	(18,817)
Net cash provided by (used in) operating activities	509,450	733,592
Net cash provided by (used in) investing activities	(470,759)	(466,582)
Net cash provided by (used in) financing activities	-	(18,817)
Net increase (decrease) in cash held	38,691	248,193
Cash Held 1st July 2012	4,878,372	4,630,179
Cash Held 30th June 2013	4,917,063	4,878,372

The accompanying notes form part of these financial statements.

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2013**

	Note	2013 \$	2012 \$
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)		2,887	2,546
Cash at Bank (No. 1 A/C)		323,581	397,232
Cash at Bank (Business Investment Account)		319,199	330,806
Cash at Bank (Tasmanian Cheque A/C)		-	9,894
Cash at Bank (Adelaide Bank)		129,558	-
Cash at Bank (Strike Fund)		180,323	209,803
Cash at Bank (Term Deposits)		3,961,515	3,928,091
		4,917,063	4,878,372
Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year			
Operating Surplus/(Deficit) for Year		(272,455)	465,960
Add Non-Cash Items:			
Loss/(Profit) on Disposal of Assets		41,559	49,783
Diminution/(Appreciation) in Value of Investments		(148,975)	79,700
Distribution from Investments		(15,030)	(21,350)
Depreciation		448,209	372,082
Accrued Leave		171,357	96,761
Changes in Assets and Liabilities:			
Decrease (Increase) in Receivables		47,058	(129,872)
Increase (Decrease) in Payables		289,693	(231,438)
Increase (Decrease) in Other Liabilities		(51,966)	51,966
		509,450	733,592
Cash flows from operations		509,450	733,592

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

1 Statement of Significant Accounting Policies

This financial report is a general purpose financial report of the Victorian and Tasmanian Authorities and Services Branch ("the Branch") of the Australian Municipal Administrative Clerical and Services Union ("Australian Services Union"), an organisation registered under the Fair Work (Registered Organisations) Act 2009.

The accounts of the Branch have been prepared in accordance with Australian Accounting Standards including Australian Accounting Interpretations and the reporting and disclosure requirements of the Fair Work (Registered Organisations) Act 2009. The financial statements are presented in Australian dollars.

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 financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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.

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.

Investments

Non-current investments are measured at market value at balance date.

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 AND TASMANIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

Leave 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.

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.

Other Disclosure Requirements under Sec 253

There were no penalties imposed on the reporting unit under the Act or Regulations during the reporting period.

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 sub-sections (1), (2) and (3) of Section 272, which reads -

- (1) A member of a reporting unit, or the General Manager of FWA, 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 AND TASMANIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013 \$	2012 \$
2 Membership Subscription Fees		
Membership Subscription Fees	10,545,419	10,316,191
Subscription Refunds	(53,533)	(63,362)
Net Subscriptions	<u>10,491,886</u>	<u>10,252,829</u>
3 Interest Income		
Cheque Accounts	6,222	13,583
Business Investment Account	11,603	15,359
Business Direct Savings Account	-	476
Cash Management Account	3,321	-
Strike Fund	7,558	11,056
Term Deposits	188,085	223,857
Total Interest	<u>216,789</u>	<u>264,331</u>
4 Auditors' Remuneration		
Auditing Services	24,650	30,650
Accountancy Services	5,400	5,344
Total Auditors' Remuneration	<u>30,050</u>	<u>35,994</u>
5 Affiliation Fees - VTHC & Others		
Victorian Trades Hall Council	75,753	72,240
Australia Asia Workers Links	909	-
Ballarat Trades & Labour Council	3,136	3,136
Bendigo Trades & Labour Council	1,291	1,320
Geelong Trades & Labour Council	8,112	8,016
Gippsland Trades & Labour Council	1,273	1,182
Goulburn Valley Trades & Labour Council	873	873
North East Trades & Labour Council	1,533	2,300
South West Trades & Labour Council	750	1,463
Sunraysia Trades & Labour Council	909	909
Unions Tasmania	12,703	12,408
Total Affiliation Fees	<u>107,242</u>	<u>103,847</u>
6 Depreciation Expense		
Furniture & Equipment	148,601	133,705
Buildings	42,023	41,667
Total Depreciation	<u>190,624</u>	<u>175,372</u>
7 Motor Vehicle Expenses		
Running Costs	322,008	323,507
Operating Lease Rentals	14,838	37,116
Depreciation Expense	257,585	196,710
(Profit)/Loss on Disposals	41,559	30,997
Total Motor Vehicle Expenses	<u>635,990</u>	<u>588,330</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$
8 Salaries, Wages & On-Costs		
Holders of Office:		
Salaries, Allowances & Salary-Sacrifice Benefits	610,859	584,454
Employer Superannuation	82,989	78,558
Employees:		
Salaries, Allowances & Salary-Sacrifice Benefits	5,182,414	4,577,625
Employer Superannuation	644,375	574,482
Other Costs:		
Trainees, Agency Staff & Secondment Costs	19,310	96,070
FBT - Holders of Office	14,383	8,820
FBT - Employees	156,464	89,827
Payroll Tax	342,404	257,740
Workcover Insurance	51,755	59,446
Change in Annual Leave Provision	95,077	77,934
Change in LSL Provision	73,258	46,029
Change in Sick Leave Provision	3,023	(42,351)
Total Salaries, Wages & On-Costs	7,276,311	6,408,634

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$
9 Cash Assets		
Cash on Hand (Cash Floats)	2,887	2,546
Cash at Bank (No. 1 A/C)	323,581	397,232
Cash at Bank (Business Investment Account)	319,199	330,806
Cash at Bank (Tasmanian Cheque A/C)	-	9,894
Cash at Bank (Adelaide Bank)	129,558	-
Cash at Bank (Strike Fund)	180,323	209,803
Cash at Bank (Term Deposits)	3,961,515	3,928,091
	4,917,063	4,878,372
10 Receivables		
CURRENT		
Prepayments	103,270	126,862
Debtor - ASU National Office	80,844	50,387
Interest Receivable	22,436	31,527
Other debtors	153,183	205,742
	359,733	414,518
11 Other Financial Assets		
NON-CURRENT		
Industry Fund Services Portfolio	892,013	-
MyState Limited	1,641	-
	893,654	-
Shares in Unlisted Companies	-	570,000
Units in Unlisted Unit Trusts at Market Value	-	975,323
	893,654	1,545,323

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$
12 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	(436,533)	(394,866)
Land & Building Macquarie Street at Fair Value as at 10/5/13	570,000	-
Less: Accumulated Depreciation	(356)	-
	3,166,444	2,638,467
Motor Vehicles	1,373,675	1,125,299
Less: Accumulated Depreciation	478,292	422,065
	895,383	703,234
Furniture & Equipment	1,133,336	935,350
Less: Accumulated Depreciation	683,156	534,554
	450,180	400,796
Total Plant and Equipment	1,345,563	1,104,030
Total Property, Plant and Equipment	4,512,007	3,742,497

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 \$7,830,000 on the 24th June 2011 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 \$5,220,000.

Land & Buildings - 265 Macquarie Street, Hobart

The property was transferred into the Union's name on 10th May 2013. The valuation used was the Capital Value of \$570,000 as shown on the Hobart City Council rates notice.

13 Payables

CURRENT

Legal Fees Payable	73,399	19,335
Creditor - ASU National Office	217,882	23,821
Other Creditors & Accruals	544,536	537,850
	835,817	581,006
	835,817	581,006

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$
14 Provisions		
CURRENT		
Provision for Annual Leave - Holders of Office	143,108	120,557
Provision for Annual Leave - Employees	487,722	415,196
Provision For Long Service Leave - Holders of Office	178,939	180,558
Provision for Long Service Leave - Employees	486,317	454,139
Provision for Sick Leave - Holders of Office	41,580	40,606
Provision For Sick Leave - Employees	87,382	85,334
	<u>1,425,048</u>	<u>1,296,390</u>
NON-CURRENT		
Provision for Long Service Leave - Holders of Office	12,895	9,477
Provision for Long Service Leave - Employees	159,880	120,599
	<u>172,775</u>	<u>130,076</u>
Aggregate employee entitlement liability	<u>1,597,823</u>	<u>1,426,466</u>
Number of employees at year end	<u>72</u>	<u>69</u>
15 Other Liabilities		
CURRENT		
Project Grants In Advance	-	51,966
NON-CURRENT		
Loan - National Office	<u>100,000</u>	<u>100,000</u>
16 Contingent Liabilities		

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 AND TASMANIAN AUTHORITIES & SERVICES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2013**

	2013	2012
	\$	\$

17 Events Subsequent to Reporting Date

By way of Memorandum of Agreement signed after the end of the financial year, the Branch and the National Office, agreed to an internal transfer or notional purchase of part of the National Office's interest in the Carlton property to the Branch for a lump sum amount of \$803,770 based on independent valuation of the property, such amount payable to the National Office in two equal instalments of \$401,885 due on 5th July 2013 and 6th December 2013.

The interest of the Branch in the property for accounting and financial reporting purposes, and for the purpose of sharing of building outgoings, will notionally increase from 67.0% to 76.7% so as to properly reflect the actual floor space occupied by each of the parties to the Agreement and, for the Branch, will impact upon future rental income and associated cash flows. As the Agreement was accepted by the Branch on 3rd July 2013, the notional purchase has not been brought to account in the preparation of these financial statements.

Except for the above, 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 as a full-time officer, honorary officer, and/or committee member:-
Russell Atwood, Brian Parkinson, Lisa Darmanin, Igor Grattan, Richard Duffy, Michelle Jackson, Robyn Glascott, Wendy Phillips, Josephine Ackerman, Maree Renden, Donna Mantello, Barry Gough, Darren Cresswell, David Keep, Piergiorgio Moro, Dale Borthwick, John O'Neill, Gregory Day, Fiona Chisholm, Linda Seaborn, Marilyn Turnbull, Sally Lanting, Troy Parkinson, Georgina Freeman, Aiden Hume and Ann Beck.

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 8 of these accounts.

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 and Tasmanian 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.

**AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2013**

In accordance with sec. 254 of the Fair Work (Registered Organisations) Act 2009, 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 2013 was a deficit of (\$272,455). No provision for tax was necessary as the Branch is specifically considered exempt.

The main reasons for the operating result are –

- Increase in staffing
- Increase in legal expenditure
- Decrease in interest rates

Significant Changes

There were no significant changes 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 Fair Work (Registered Organisations) Act 2009); namely, by providing written notice addressed and delivered to the Secretary of the Branch.

Superannuation Office-holders

The following officers and/or employees 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 / Employee:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
Brian Parkinson	Vision Super Pty Ltd	Vision Super	Director
Russell Atwood	Vision Super Pty Ltd	Vision Super	Director
Wendy Phillips	Vision Super Pty Ltd	Vision Super	Director
Harriet Shing	Vision Super Pty Ltd	Vision Super	Director
John O'Neill	Equisuper Pty Ltd	Equisuper	Director
Lisa Darmanin	H.E.S.T. Australia Ltd	HESTA	Director

AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753

OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2013 (CONTINUED)

Company Directors and Members of Boards

The following officers and/or employees of the Branch are directors of companies or members of boards -

<u>Officer/Employee:</u>	<u>Company/Board:</u>	<u>Principal Activity:</u>	<u>Criteria:</u>
Lisa Darmanin	Community Services & Health Industry Training Board	Overseeing the training needs of SACS industry	Nominated by Branch
Igor Grattan	Primary Skills Victoria	Training Advisory Board	Nominated by Branch
Richard Duffy	Brite Services Ltd	Disability Services	Public Company Limited by Guarantee
Russell Atwood	Enterprising Results Pty Ltd	Organisational Change Projects	Private company

Other Prescribed Information

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009 –

- (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 Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the Branch under sec. 244 of the Fair Work (Registered Organisations) Act 2009 was 24,224;
- (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 72;
- (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:

Full-time Officers

Brian Parkinson	Branch Secretary	1/7/12 – 30/6/13
Russell Atwood	Branch Executive President	1/7/12 – 30/6/13
Lisa Darmanin	Assistant Branch Secretary	1/7/12 – 30/6/13
Igor Grattan	Assistant Branch Secretary	1/7/12 – 30/6/13
Richard Duffy	Assistant Branch Secretary	1/7/12 – 30/6/13
Michelle Jackson	Acting Assistant Branch Secretary	25/6/13 – 30/6/13

AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753

OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2013 (CONTINUED)

Other Prescribed Information (continued)

Name:		Period:
<u>Honorary Officers</u>		
Wendy Phillips	Branch President	1/7/12 – 30/6/13
John O'Neill	Branch Senior Vice-President	1/7/12 – 30/6/13
Linda Seaborn	Branch Junior Vice-President	1/7/12 – 30/6/13
Josephine Ackerman	Branch Vice-President Women	1/7/12 – 30/6/13
Fiona Chisholm	Branch Executive - Youth	1/7/12 – 30/6/13
<u>Committee Members</u>		
Ann Beck		1/7/12 – 30/6/13
Dale Borthwick		1/7/12 – 30/6/13
Darren Cresswell		1/7/12 – 30/6/13
Gregory Day		1/7/12 – 25/6/13
Georgina Freeman		1/7/12 – 31/5/13
Robyn Glascott		1/7/12 – 30/6/13
Barry Gough		1/7/12 – 30/6/13
Aiden Hume		1/7/12 – 30/6/13
David Keep		1/7/12 – 30/6/13
Sally Lanting		1/7/12 – 30/6/13
Donna Mantello		1/7/12 – 30/6/13
Piergiorgio Moro		1/7/12 – 30/6/13
Troy Parkinson		1/7/12 – 30/6/13
Maree Renden		1/7/12 – 30/6/13
Marilyn Turnbull		1/7/12 – 30/6/13

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date: 29th October 2013


.....
Branch Secretary

COMMITTEE OF MANAGEMENT STATEMENT

On 29th October 2013 the Committee of Management of the Australian Services Union – Victorian and Tasmanian 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 2013:


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 General Manager of Fair Work Australia;
- (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 Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; 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 the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWA; and
 - (vi) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) in relation to recovery of wages activity there has been no such activity undertaken by the reporting unit.

For Committee of Management:

Title of Office Held:

Signature:



Date:

Brian Parkinson

Branch Secretary

29th October 2013

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

We have audited the accompanying general purpose financial report of the Australian Services Union – Victorian and Tasmanian Authorities & Services Branch for the year ended 30th June 2013 comprising Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement, Notes to and Forming Part of the Financial Statements and Committee of Management Statement.

Committee of Management’s Responsibility for the Financial Report

The Union’s Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the Committee determine 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 the Australian professional accounting bodies.

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF AUSTRALIAN SERVICES UNION
VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH
ABN 76 569 632 753**

Audit Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position as at 30 June 2013 and of its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Signed at Melbourne, this 29th day of October, 2013.

**Eddy Partners
8th Floor,
501 Latrobe Street
MELBOURNE, VIC., 3000
Tel: (03) 9602 5177
Fax: (03) 9602 5766**

**EDDY PARTNERS,
Certified Practising Accountants.**



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

AUSTRALIAN SERVICES UNION

VICTORIAN AND TASMANIAN AUTHORITIES & SERVICES BRANCH

DESIGNATED OFFICER'S CERTIFICATE

I, **Brian Parkinson** being the Secretary of the Australian Services Union – Victorian and Tasmanian Authorities & Services Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on *14th* day of *November* 2013; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on *10th* day of *December* 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature: *Brian Parkinson*

Date: *10/12/2013*