



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
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Ms. Ingrid Stitt
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Victorian Private Sector Branch
PO Box 324
North Melbourne VIC 3051

Dear Ms. Stitt,

**Re: Financial documents for year ended 30 June 2005
FR2005/319**

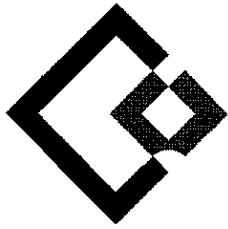
I have received the financial documents of the Victorian Private Sector Branch of the abovenamed organisation for the year ended 30 June 2005 lodged in the Industry Registry on 21 December 2005.

The documents have been filed.

Yours sincerely,

Marylyn Beare
Statutory Services Branch

25 January 2005



A•S•U

**Australian Services Union
Victorian Private Sector Branch**

ABN 15 279 369 860

1st Floor, 117 Capel Street, North Melbourne 3051

P.O. Box 324, North Melbourne 3051

Telephone 03 9320 6700 Facsimile 03 9320 6799

Email info@asupsvic.org Website www.asuvc.org

Branch Secretary Ingrid Stitt
Assistant Secretary Helga Svendsen

16 December, 2005

Mr Iain Stewart
Australian Industrial Registry
Level 35,
80 Collins Street
MELBOURNE VIC 3000

Dear Sir

Re: Financial Reports for the Year Ending 30 June 2005

In accordance with our obligations under Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations attached please find the following reports for the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch:

1. Financial Statements (GPFR)
2. Operating Report
3. Auditor's Report
4. Certificate of Secretary

Yours sincerely

Ingrid Stitt
BRANCH SECRETARY

AUSTRALIAN SERVICES UNION

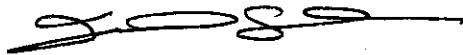
VICTORIAN PRIVATE SECTOR BRANCH

CERTIFICATE OF SECRETARY

I, **Ingrid Stitt** being the Secretary of the Australian Services Union – Victorian Private Sector 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 26 day of October 2005; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 15 day of December, 2005; in accordance with section 266 of the RAO schedule.

Signature:



Date:

15/12/05

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the Australian Services Union – Victorian Private Sector 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 Committee of Management 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 2005 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*, 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.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**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 \$90,992. 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 of the Union have the right to resign from the Union in accordance with Rule 32 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, including via email.

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>
Vicki Rogers	L.I.S. Pty Limited	Legal Industry Superannuation Scheme	Director
Linda White	L.I.S. Pty Limited	Legal Industry Superannuation Scheme	Director
Michael O'Sullivan	CARE Super Pty Ltd	CARE Super	Director

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

Other Prescribed Information (continued)

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 6,645;
- (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 14;
- (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 period for which he or she held office were –

Name:	Period:
Claire Weller	1/7/04 to 30/6/05
Vicki Rogers	1/7/04 to 30/6/05
Ingrid Stitt	1/7/04 to 30/6/05
Helga Svendsen	1/7/04 to 30/6/05
Julie Burgess	1/7/04 to 30/6/05
Jo Craddock	1/7/04 to 30/6/05
Kevin Incigneri	1/7/04 to 30/6/05
Gaynor Lowery	1/7/04 to 30/6/05
Alan Hall	1/7/04 to 30/6/05

Other relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date: 15 September 2005


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Branch Secretary

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 15th September 2005 the Committee of Management of the Australian Services Union – Victorian Private Sector 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 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 including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, 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: Ingrid Stitt

Title of Office held: Branch Secretary

Signature: 

Date: 15 September 2005

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

Registered Address:

LEVEL 1, 117-131 CAPEL STREET
NORTH MELBOURNE, VICTORIA, 3051

Tel: (03) 9320-6700

Fax: (03) 9320-6799

Contents:

Statement of Financial Performance
Statement of Financial Position
Statement of Cash Flows
Notes to the Financial Statements

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

	Year Ended 30/6/05 \$	Year Ended 30/6/04 \$
Provision for Accrued Annual Leave Expense - Officers	\$10,523	\$5,976
Provision for Accrued Annual Leave Expense - Staff	\$4,610	(\$457)
Provision for Long Service Leave Expense - Officers	\$5,351	\$10,264
Provision for Long Service Leave Expense - Staff	\$16,319	(\$3,174)
Rent & Outgoings	\$37,318	\$33,392
Repairs & Maintenance	\$2,774	\$2,989
Salaries & Allowances - Officers	\$134,933	\$130,288
Salaries & Allowances - Staff	\$630,274	\$605,745
Salary Sacrifice Expense	\$1,647	\$5,126
Staff Amenities	\$2,334	\$1,033
Staff Training	\$3,882	\$6,423
Subscriptions	\$4,019	\$4,377
Superannuation - Officers	\$15,903	\$15,233
Superannuation - Staff	\$83,481	\$78,244
Telephone	\$34,250	\$40,138
TEA Expenditure	\$1,043	\$2,227
Workcover	\$23,040	\$24,782
Total Expenditure	\$1,685,242	\$1,561,769
SURPLUS/(DEFICIT) FOR YEAR	\$90,992	\$248,019
Retained Profits - Beginning of Year	\$452,117	\$204,098
ACCUMULATED FUNDS AT 30TH JUNE 2005	\$543,109	\$452,117

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

	2005	2004
	\$	\$
<u>CURRENT LIABILITIES</u>		
Sundry Creditors & Accruals	74,711	81,361
Other Creditor - ASU National Office	117	50
Other Creditor - ASU NSW & ACT Branch	-	100
Legal Fees Payable	1,775	792
GST Payable	12,554	24,729
Provision for Accrued Annual Leave - Officers	32,414	21,891
Provision for Accrued Annual Leave - Staff	81,226	76,615
Provision for Long Service Leave - Officers	31,336	25,984
Provision for Long Service Leave - Staff	78,077	56,810
<i>Total Current Liabilities</i>	312,210	288,332
<u>NON-CURRENT LIABILITIES</u>		
Provision for Long Service Leave - Staff	13,047	17,994
<i>Total Non-Current Liabilities</i>	13,047	17,994
TOTAL LIABILITIES	325,257	306,326
<u>NET ASSETS</u>	543,109	452,117

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

	NOTE	Year Ended 30/6/05 \$	Year Ended 30/6/04 \$
	6		
Net Increase/(Decrease) In Cash Held		(66,151)	91,190
Add: Cash Held 1 st July 2004		108,029	16,839
CASH HELD 30TH JUNE 2005		41,878	108,029

REPRESENTED BY:

Cash on Hand	500	500
Cash at Bank:		
- General Account	41,378	104,929
- TEA Account	-	2,600
	41,878	108,029

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005 (Continued)**

(d) Fixed Assets

Fixed assets are stated in the financial report at historical cost less, where applicable, any accumulated depreciation.

The carrying amount of all non-current assets is reviewed to ensure that the amount at which each asset is recorded does not exceed its recoverable amount. Fixed assets are depreciated on a diminishing value basis over the period of their estimated effective lives.

2. 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 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).

**3. FUNDS, PROPERTY & ASSETS OF AUSTRALIAN SERVICES UNION,
VICTORIAN CLERICAL DIVISION – TOTALISATOR EMPLOYEES' SECTION**

The Funds, Property and Assets of the Totalisator Employees' Section of the Union have been included in the attached Statement of Financial Position.

4. CONTINGENT LIABILITIES

The members of the Committee of Management are unaware of any contingent liability, the effect of which may be material in relation to the financial report.

5. EVENTS SUBSEQUENT TO BALANCE DATE

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

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005 (Continued)**

7. RELATED PARTY DISCLOSURES

- (i) The following persons have held office in the Union during the year ended 30th June 2005:

Claire Weller	-	Branch President
Vicki Rogers	-	Branch Vice President
Ingrid Stitt	-	Branch Secretary
Helga Svendsen	-	Assistant Branch Secretary
Julie Burgess	-	Committee Member
Jo Craddock	-	“
Kevin Incigneri	-	“
Gaynor Lowery	-	“
Alan Hall	-	“

- (ii) The aggregate amount of remuneration paid to elected persons during the financial year is disclosed in the Statement of Financial Performance under Salaries & Allowances – Officers.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected persons is disclosed in the Statement of Financial Performance under Superannuation – Officers.

- (iii) There were no other transactions between the officers of the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.