



Australian Government
Australian Industrial Registry

10 March 2009

Ms Ingrid Stitt
Branch Secretary
Australian Services Union Victorian Private Sector Branch
P.O. Box 324
North Melbourne 3051
Email: istitt@asupsvic.org

Dear Ms Stitt

Re: Financial Report year ended 30 June 2008 - FR2008/336

I acknowledge receipt of the financial report of the Australian Services Union, Victorian Private Sector Branch for the year ended 30 June 2008. The documents were lodged in the Industrial Registry on 18 February 2009.

The financial report has now been filed.

Donations, Grants or Loans

I have noted that donations totalling \$4654 were made in 2008. Under subsection 237(1) of the RAO Schedule there are certain steps that need to be taken if an individual donation exceeds \$1000.

As no subsection 237(1) statement has been lodged we assume that no single donation exceeded \$1000. Should this not be the case, please immediately advise the Registry of the details and ensure that there is compliance with the reporting requirements of section 237, other than with respect to the required timeframe.

Documents not lodged in Registry within 14 days of meeting

The documents were presented to a Committee of Management Meeting on 16 December 2008 but were not lodged in the Registry until 18 February 2009. The documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - see s268 of the RAO Schedule.

In future financial years please ensure the documents are lodged in the Industrial Registry within 14 days of the meeting at which they were presented.

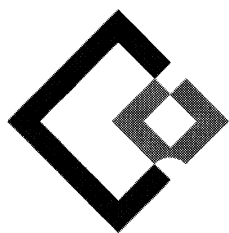
Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7882 or by email at sam.christensen@airc.gov.au.

Yours sincerely,

A handwritten signature in black ink that reads "Sam Christensen".

Sam Christensen

Statutory Services Branch



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@asupvic.org Website www.asuvic.org

Branch Secretary Ingrid Stitt
Assistant Secretary Helga Svendsen

18 December 2008

Mr Larry Powell
Australian Industrial Registry
Level 35,
80 Collins Street
MELBOURNE VIC 3000

Dear Sir

Re: Financial Reports for the Year Ending 30 June 2008

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. Statement of Financial performance (GPFR)
2. Operating Report
3. Auditor's Report
4. Committee of Management Statement
5. Certificate of Secretary

The above reports have been emailed today for your convenience.

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 *27th* day of *October* 2008; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on *16th* day of *December* 2008 in accordance with section 266 of the RAO schedule.

Signature:



Date:

16.12.08

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 16th September 2008 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 2008:

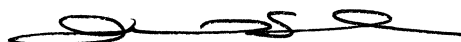
The Committee of Management declares in relation to the GPFR that in its opinion:

- (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.
- (f) in relation to recovery of wages activity:
 - (i) there has been no such activity undertaken by the reporting unit.

For Committee of management: Ingrid Stitt

Title of Office held: Branch Secretary

Signature:



Date:

16 . 9 . 2008

**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 2008 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

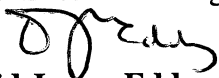
In our opinion –

- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30th June 2008 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 *16th* day of *September*, 2008.

Eddy Partners
Level 8,
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 PRIVATE SECTOR BRANCH**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH JUNE 2008**

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 2008**

	Year Ended 30/6/08 \$	Year Ended 30/6/07 \$
<u>INCOME</u>		
Membership Contributions	\$1,750,829	\$1,705,295
Interest Received	\$77,000	\$56,053
Grant Monies Received	\$85,000	\$30,000
Deakin Campaign Income	-	\$100,000
Sundry Income	\$14,068	\$6,486
<i>Total Income</i>	<u>\$1,926,897</u>	<u>\$1,897,834</u>
<u>LESS EXPENDITURE</u>		
Accountancy & Audit Fees	\$15,300	\$15,000
Advertising	-	\$695
Affiliation Fees - Australian Labor Party	\$27,279	\$28,214
Affiliation Fees - Victorian Trades Hall Council & Others	\$19,262	\$19,097
Bank Charges	\$11,343	\$11,169
Capitation Fees	\$129,181	\$132,037
Cleaning	\$180	\$766
Commission	\$5,132	\$5,230
Computer Expenses	\$18,800	\$18,741
Conference Expenses - Branch & National	\$1,351	\$3,624
Consultancy Fees	-	\$4,000
Delegate Conference Expenses	-	\$6,790
Delegate & Executive Expenses	\$5,810	\$4,594
Depreciation	\$24,180	\$27,226
Donations	\$4,654	\$698
Fringe Benefits Tax - Officers	\$3,009	\$2,946
Fringe Benefits Tax - Staff	\$7,002	\$6,024
General Expenses	\$16,841	\$5,529
ACTU Industrial Campaign Expenses	\$17,211	\$68,247
Industrial Campaign Expenses	\$9,077	\$16,578
Industry Division Levy	\$19,112	\$18,182
Insurance	\$4,697	\$4,449
Journal Expenses	\$9,356	\$18,517
Legal Costs	\$14,714	\$23,897
Loss on Disposal of Non-Current Assets	-	\$981
Member Training	\$6,293	\$10,272
Motor Vehicle Expenses	\$104,370	\$102,038
OHS Education & Promotion Expenses	\$17,993	-
Organiser Expenses	\$10,956	\$9,464
Parking Fees	\$3,626	\$2,957
Payroll Tax	\$53,007	\$51,909
Photocopier Charges	\$3,278	\$4,003
Postage	\$10,070	\$15,768
Printing & Stationery	\$19,571	\$22,689

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2008**

	Year Ended 30/6/08 \$	Year Ended 30/6/07 \$
Provision for Accrued Annual Leave Expense - Officers	(\$12,612)	\$8,044
Provision for Accrued Annual Leave Expense - Staff	\$21,302	\$9,760
Provision for Long Service Leave Expense - Officers	\$4,984	\$4,742
Provision for Long Service Leave Expense - Staff	(\$972)	\$12,655
Redundancy Payment to Former Employee	-	\$17,918
Rent & Outgoings	\$54,545	\$46,287
Repairs & Maintenance	\$1,709	\$965
Salaries & Allowances - Officers	\$156,846	\$150,197
Salaries & Allowances - Staff	\$769,177	\$757,156
Salary Sacrifice Expense	\$1,773	\$4,901
Staff Amenities	\$5,495	\$2,049
Staff Training	\$10,432	\$1,066
Subscriptions	\$5,466	\$5,951
Superannuation - Officers	\$17,944	\$17,424
Superannuation - Staff	\$98,581	\$97,658
Telephone	\$44,276	\$34,046
Workcover	\$16,753	\$17,982
Total Expenditure	\$1,788,354	\$1,851,132
SURPLUS/(DEFICIT) FOR YEAR	\$138,543	\$46,702
Retained Profits - Beginning of Year	\$626,551	\$579,849
<u>ACCUMULATED FUNDS AT 30TH JUNE 2008</u>	<u>\$765,094</u>	<u>\$626,551</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2008**

	2008	2007
	\$	\$
<u>MEMBERS' FUNDS</u>		
Accumulated Funds	765,094	626,551
<i>represented by:</i>		
<u>CURRENT ASSETS</u>		
Cash on Hand	500	500
Cash at Bank - Private Sector Account	40,297	79,076
Cash at Bank - Members Equity Savings Account	320,341	193,952
Cash Deposit Account	11,313	9,169
Bank Bills & Deposits	181,727	132,305
CBA Securities - Shield Series 18	507,398	507,398
Sundry Debtors	12,472	7,648
Interest Receivable	4,836	3,660
Prepayments	1,576	1,354
Total Current Assets	1,080,460	935,062
<u>FIXED ASSETS</u>		
Computer Equipment	88,567	80,178
Less: Accumulated Depreciation	67,568	55,745
	20,999	24,433
Motor Vehicles	47,204	22,273
Less: Accumulated Depreciation	12,859	9,064
	34,345	13,209
Office Furniture & Equipment	73,660	70,885
Less: Accumulated Depreciation	44,574	36,012
	29,086	34,873
Total Fixed Assets	84,430	72,515
TOTAL ASSETS	1,164,890	1,007,577

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2008**

	2008	2007
	\$	\$
<u>CURRENT LIABILITIES</u>		
Sundry Creditors & Accruals	84,244	74,601
Other Creditor - ASU National Office	8,573	6,682
Legal Fees Payable	-	3,476
GST Payable	25,913	27,902
Provision for Accrued Annual Leave - Officers	20,977	33,589
Provision for Accrued Annual Leave - Staff	102,286	80,984
Provision for Long Service Leave - Officers	46,742	41,758
Provision for Long Service Leave - Staff	85,953	96,540
<i>Total Current Liabilities</i>	374,688	365,532
<u>NON-CURRENT LIABILITIES</u>		
Provision for Long Service Leave - Staff	25,108	15,494
<i>Total Non-Current Liabilities</i>	25,108	15,494
TOTAL LIABILITIES	399,796	381,026
<u>NET ASSETS</u>	765,094	626,551

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 2008**

	NOTE	Year Ended 30/6/08 \$	Year Ended 30/6/07 \$
CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	5		
Receipts:			
Membership Fees		1,750,899	1,705,295
Interest Received		75,824	56,588
Receipts from Other Branches		4,099	3,469
Other Receipts		99,594	136,445
GST Collected		1,353	1,593
		<u>1,931,769</u>	<u>1,903,390</u>
Payments:			
Affiliation Fees		(41,947)	(52,026)
Salaries & Related Payments		(1,057,948)	(1,021,360)
Capitation Payments		(129,181)	(132,037)
Payments to Other Branches		(96,466)	(166,251)
Other Payments		(428,908)	(443,791)
GST Paid		(2,048)	(684)
		<u> </u>	<u> </u>
Net Cash Provided By/(Used In) Operating Activities		<u>175,271</u>	<u>87,241</u>
 CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES			
Proceeds:		-	-
Payments:			
Purchase of Fixed Assets		(36,095)	(12,621)
Purchase of Bank Bills		(51,566)	(43,859)
		<u> </u>	<u> </u>
Net Cash Provided By/(Used In) Non-Operating Activities		<u>(87,661)</u>	<u>(56,480)</u>
Net Increase/(Decrease) In Cash Held		87,610	30,761
Add: Cash Held 1 st July 2007		273,528	242,767
		<u> </u>	<u> </u>
CASH HELD 30TH JUNE 2008		<u><u>361,138</u></u>	<u><u>273,528</u></u>

The accompanying notes form part of these financial statements.