



FAIR WORK
AUSTRALIA

6 January 2010

Ms Ingrid Stitt
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union–Victorian Private Sector
Branch
By email: info@asupsvic.org

Cc: Mr David Eddy
Eddy Partners Certified Practicing Accountants
By fax: (03) 9602 5766

Dear Ms Stitt,

Re: Financial report for year ended 30 June 2009 - FR2009/10152 - Australian Municipal, Administrative, Clerical and Services Union–Victorian Private Sector Branch

I acknowledge receipt of the financial report of the Victorian Private Sector Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 16 December 2009.

The financial report has now been filed.

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.

General Purpose Financial Report to be Prepared on Accrual Basis

Note 1(a) to the financial statements states that 'With the exception of membership contributions, all income and expenditure of the Union has been brought to account on an accruals basis of accounting... Membership subscriptions are brought to account on the cash basis of accounting as and when received as permitted by Section 252(4) of the RAO Schedule'.

Section 252 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) places obligations upon the Branch to keep financial records. Under section 252(4), 'If an organisation keeps the financial records referred to in subsection (1) on an accrual basis, it may keep the financial records for its membership subscriptions separately on a cash basis' (my emphasis).

This is distinct from the obligation under section 253 to prepare a general purpose financial report (GPFR). Section 253 requires that '...a reporting unit must cause a general purpose financial report to be prepared, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...' Please note that Australian Accounting Standard 101(25) states that 'an entity shall prepare its financial report, except for cash flow information, using the accrual basis of accounting'.

Thus sections 252 and 253 of the RO Act impose quite separate and distinct obligations upon reporting units. When read together they require that, while some financial records may be kept on a cash basis, a GPFR must be prepared on an accrual basis whether or not records were kept on a cash or accrual basis.

In future the Branch must prepare a GPFR on an accrual basis as required by section 253 of the RO Act and the relevant Australian Accounting Standard (AASB 101(25)). It is noted that this will result in a change of accounting policy that will need to be disclosed as set out in AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors. You may need to discuss this with your auditor.

Statement of Changes in Equity

[Section 253\(2\)\(a\)](#) of the RO Act requires that a general purpose financial report consist of a profit and loss statement, balance sheet, statement of cash flows and any other statements required by the Australian Accounting Standards. AASB 101(8) requires that a financial report include a statement of changes in equity.

There is no statement of changes in equity included in the report provided to Fair Work Australia. Please ensure that future financial reports contain a statement of changes in equity. Otherwise, the documents can not be filed.

Audit Report

The scope of the Auditor's report on the full financial report should include the committee of management statement (RO Act section 253(2)(c) and item 24 of the [Reporting Guidelines](#)). Further, the Auditor's Report should be addressed to the members of the Branch (ASA 700).

In future years please ensure that the scope of the auditor's report includes the committee of management statement, and that the report is addressed to members.

Disclosures in GPFR

Expenses incurred as consideration for payroll deductions

Reporting Guideline 11(a) requires separate disclosure of "expenses incurred as consideration for employers making payroll deductions of membership subscriptions". The income statement accounts for \$4,671 expenditure on Commission. If any of this expenditure is for payroll deductions, this should be separately disclosed.

Audit fees

AASB 101(126.1(a)) requires that an entity disclose in the financial report the amounts paid or payable to entity's auditor for an audit or review of their financial reports. The income statement discloses Accountancy and Audit Fees as a single item. In future financial reports, audit fees should be separately disclosed.

Donations, Grants or Loans

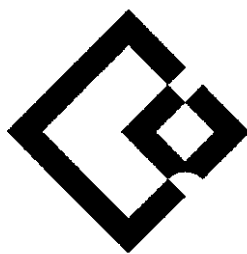
I have noted that donations totalling \$3,076 were made in 2009. Under [section 237](#) of the RO Act there are certain steps that need to be taken if an individual donation exceeds \$1000. As no section 237 statement has been lodged we assume that no single donation exceeded \$1000. Should this not be the case, please immediately advise Fair Work Australia of the details and ensure that there is compliance with the reporting requirements of section 237, other than with respect to the required timeframe.

Please call on 03 8661 7882 if you have any queries or wish to discuss any of these matters further. I have also provided your auditor with a copy of this letter.

Yours sincerely,



Rebecca Lee
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 8661 7882
Email: rebecca.lee@fwa.gov.au



A•S•U

**Australian Services Union
Victorian Private Sector Branch**

ABN 15 278 369 860

1st Floor, 117 Capel Street, North Melbourne, 3051
PO 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 David Leydon

16th December 2009

Mr Larry Powell
Tribunal Services and Organisations
Fair Work Australia
11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir

Re: Financial Reports for the Year Ending 30 June 2009

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**

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

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 2009**

	Year Ended 30/6/09 \$	Year Ended 30/6/08 \$
INCOME		
Membership Contributions	\$1,701,370	\$1,750,829
Interest Received	\$60,562	\$77,000
Grant Monies Received	\$225,000	\$85,000
Sundry Income	\$19,168	\$14,068
Total Income	\$2,006,100	\$1,926,897
LESS EXPENDITURE		
Accountancy & Audit Fees	\$15,650	\$15,300
Advertising	\$180	-
Affiliation Fees - Australian Labor Party	\$27,260	\$27,279
Affiliation Fees - Victorian Trades Hall Council & Others	\$21,367	\$19,262
Bank Charges	\$12,888	\$11,343
Capitation Fees	\$129,091	\$129,181
Cleaning	-	\$180
Commission	\$4,671	\$5,132
Computer Expenses	\$19,412	\$18,800
Conference Expenses - Branch & National	\$1,582	\$1,351
Delegate Conference Expenses	\$6,265	-
Delegate & Executive Expenses	\$3,803	\$5,810
Depreciation	\$24,837	\$24,180
Donations	\$3,076	\$4,654
Fringe Benefits Tax - Officers	\$3,301	\$3,009
Fringe Benefits Tax - Staff	\$8,773	\$7,002
General Expenses	\$13,298	\$16,841
ACTU Industrial Campaign Expenses	-	\$17,211
Industrial Campaign Expenses	\$9,578	\$9,077
Industry Division Levy	\$19,064	\$19,112
Insurance	\$4,516	\$4,697
Journal & Newsletter Expenses	\$25,351	\$9,356
Legal Costs	\$3,751	\$14,714
Member Training	\$6,742	\$6,293
Motor Vehicle Expenses	\$112,656	\$104,370
OHS Education & Promotion Expenses	\$24,790	\$17,993
Organiser Expenses	\$6,223	\$10,956
Parking Fees	\$4,800	\$3,626
Payroll Tax	\$59,854	\$53,007
Photocopier Charges	\$6,259	\$3,278
Postage	\$12,241	\$10,070
Printing & Stationery	\$15,276	\$19,571
Provision for Accrued Annual Leave Expense - Officers	\$5,071	(\$12,612)
Provision for Accrued Annual Leave Expense - Staff	(\$34,060)	\$21,302

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 2009**

	Year Ended 30/6/09 \$	Year Ended 30/6/08 \$
Provision for Long Service Leave Expense - Officers	\$1,677	\$4,984
Provision for Long Service Leave Expense - Staff	(\$13,044)	(\$972)
Rent & Outgoings	\$56,964	\$54,545
Repairs & Maintenance	\$3,748	\$1,709
Salaries & Allowances - Officers	\$246,022	\$156,846
Salaries & Allowances - Staff	\$841,073	\$769,177
Salary Sacrifice Expense	\$4,388	\$1,773
Staff Amenities	\$7,176	\$5,495
Staff Training	\$9,794	\$10,432
Subscriptions	\$6,741	\$5,466
Superannuation - Officers	\$25,320	\$17,944
Superannuation - Staff	\$96,113	\$98,581
Telephone	\$41,441	\$44,276
Workcover	\$17,326	\$16,753
Total Expenditure	\$1,922,305	\$1,788,354
SURPLUS/(DEFICIT) FOR YEAR	\$83,795	\$138,543
Retained Profits - Beginning of Year	\$765,095	\$626,552
ACCUMULATED FUNDS AT 30TH JUNE 2009	\$848,890	\$765,095

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2009**

	2009	2008
	\$	\$
<u>MEMBERS' FUNDS</u>		
Accumulated Funds	848,890	765,095
 <i>represented by:</i>		
<u>CURRENT ASSETS</u>		
Cash on Hand	2	500
Cash at Bank - Private Sector Account	18,428	40,297
Cash at Bank - Members Equity Savings Account	272,302	320,341
Cash Deposit Account	-	11,313
Bank Bills & Deposits	750,000	181,727
CBA Securities - Shield Series 18	-	507,398
Sundry Debtors	11,610	12,472
Other Debtor - ASU National Office	404	-
Interest Receivable	21,586	4,836
Prepayments	31,826	1,576
Total Current Assets	1,106,158	1,080,460
<u>FIXED ASSETS</u>		
Computer Equipment	98,185	88,567
Less: Accumulated Depreciation	79,013	67,568
	19,172	20,999
Motor Vehicles	47,204	47,204
Less: Accumulated Depreciation	19,299	12,859
	27,905	34,345
Office Furniture & Equipment	76,357	73,660
Less: Accumulated Depreciation	51,526	44,574
	24,831	29,086
Total Fixed Assets	71,908	84,430
TOTAL ASSETS	1,178,066	1,164,890

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2009**

	2009	2008
	\$	\$
<u>CURRENT LIABILITIES</u>		
Sundry Creditors & Accruals	62,759	84,243
Other Creditor - ASU National Office	-	8,573
GST Payable	25,707	25,913
Provision for Accrued Annual Leave - Officers	26,048	20,977
Provision for Accrued Annual Leave - Staff	68,226	102,286
Provision for Long Service Leave - Officers	48,419	46,742
Provision for Long Service Leave - Staff	82,357	85,953
	<hr/>	<hr/>
<i>Total Current Liabilities</i>	313,516	374,687
<u>NON-CURRENT LIABILITIES</u>		
Provision for Long Service Leave - Staff	15,660	25,108
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<i>Total Non-Current Liabilities</i>	15,660	25,108
	<hr/>	<hr/>
TOTAL LIABILITIES	329,176	399,795
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<u>NET ASSETS</u>	848,890	765,095
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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 2009**

	NOTE	Year Ended 30/6/09 \$	Year Ended 30/6/08 \$
CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	5		
Receipts:			
Membership Fees		1,701,300	1,750,899
Interest Received		43,812	75,824
Receipts from Other Branches		3,938	4,099
Other Receipts		242,585	99,594
GST Collected		703	1,353
		<u>1,992,338</u>	<u>1,931,769</u>
Payments:			
Affiliation Fees		(48,235)	(41,947)
Salaries & Related Payments		(1,271,375)	(1,057,948)
Capitation Payments		(129,091)	(129,181)
Payments to Other Branches		(84,639)	(96,466)
Other Payments		(467,033)	(428,908)
GST Paid		(494)	(2,048)
		<u>(8,529)</u>	<u>175,271</u>
Net Cash Provided By/(Used In) Operating Activities		<u>(8,529)</u>	<u>175,271</u>
CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES			
Proceeds:		-	-
Payments:			
Purchase of Fixed Assets		(12,315)	(36,095)
Purchase of Bank Bills		(49,562)	(51,566)
		<u>(61,877)</u>	<u>(87,661)</u>
Net Cash Provided By/(Used In) Non-Operating Activities		<u>(61,877)</u>	<u>(87,661)</u>
Net Increase/(Decrease) In Cash Held		(70,406)	87,610
Add: Cash Held 1 st July 2008		361,138	273,528
CASH HELD 30TH JUNE 2009		<u>290,732</u>	<u>361,138</u>

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 2009**

	NOTE	Year Ended 30/6/09 \$	Year Ended 30/6/08 \$
REPRESENTED BY:			
Cash on Hand	5	2	500
Cash at Bank:			
- General Account		18,428	40,297
- Members Equity Savings Account		272,302	320,341
		<u>290,732</u>	<u>361,138</u>
		<u><u>290,732</u></u>	<u><u>361,138</u></u>

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 2009**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards including the disclosure requirements of the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in the preparation of the financial report which, unless otherwise stated, have been consistently applied:-

(a) 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 otherwise stated, current valuations of fixed assets.

With the exception of membership contributions, 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 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(4) of the RAO Schedule.

(b) Provision for Employee Entitlements

Provision has been made in the financial report for the Union's liability for accrued annual leave and long service leave arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual and long service 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 at their expected present value of the estimated future cash outflows to be made for those entitlements.

(c) Income Tax

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009 (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 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).

3. 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.

4. 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 2009 (Continued)**

**5. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM
OPERATING ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT)
FOR YEAR**

	Year Ended 30/6/09 \$	Year Ended 30/6/08 \$
Operating Surplus/(Deficit) for Year	83,795	138,543
ADD: Back Non Cash Flow Items:		
Depreciation	24,837	24,180
Accrued Annual Leave and Long Service Leave	(40,356)	12,702
	<u>68,276</u>	<u>175,425</u>
Change in Assets & Liabilities:		
(Increase)/Decrease in Sundry Debtors	862	(4,824)
(Increase)/Decrease in Other Debtors – ASU National Office	(404)	-
(Increase)/Decrease in Interest Receivable	(16,750)	(1,176)
(Increase)/Decrease in Prepayments	(30,250)	(222)
Increase/(Decrease) in Sundry Creditors & Accruals	(21,484)	9,642
Increase/(Decrease) in Other Creditor – ASU National Office	(8,573)	1,891
Increase/(Decrease) in Legal Fees Payable	(-)	(3,476)
Increase/(Decrease) in GST Payable	(206)	(1,989)
	<u> </u>	<u> </u>
Net Cash Provided By/(used In) Operating Activities	<u><u>(8,529)</u></u>	<u><u>175,271</u></u>

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2009 (Continued)**

6. RELATED PARTY DISCLOSURES

- (i) The following persons have held office in the Union during the year ended 30th June 2009:

Vicki Rogers	-	Branch President	
Gaynor Lowery	-	Branch Vice President	
Ingrid Stitt	-	Branch Secretary	
Helga Svendsen	-	Assistant Branch Secretary	(Resigned 10/3/2009)
David Leydon	-	Assistant Branch Secretary	(Elected 11/3/2009)
Jo Craddock	-	Committee Member	
Kevin Incigneri	-	"	
Alan Hall	-	"	
Claire Weller	-	"	
Julie Fanning	-	"	
Lindsay Hesketh	-	"	

- (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.

**AUSTRALIAN SERVICES UNION
VICTORIAN PRIVATE SECTOR BRANCH**

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

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

Principal Activities

The principal activities of the Branch during the financial year ended 30 June 2009 were:

- to uphold the rights of organised labour, to improve, protect and foster the best interests of members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of members;
- to watch over, improve, foster and protect the interests of members; and to obtain and maintain for members reasonable hours of work and fair wages and industrial conditions.

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 \$83,795. 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 2009 (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 6,239;
- (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 12.47;
- (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:
Vicki Rogers	Branch President	1/7/08 to 30/6/09
Gaynor Lowery	Branch Vice President	1/7/08 to 30/6/09
Ingrid Stitt	Branch Secretary	1/7/08 to 30/6/09
Helga Svendsen	Assistant Branch Secretary	1/7/08 to 10/3/09
David Leydon	Assistant Branch Secretary	11/3/09 to 30/6/09
Jo Craddock	Committee Member	1/7/08 to 30/6/09
Kevin Incigneri	Committee Member	1/7/08 to 30/6/09
Alan Hall	Committee Member	1/7/08 to 30/6/09
Claire Weller	Committee Member	1/7/08 to 30/6/09
Julie Fanning	Committee Member	1/7/08 to 30/6/09
Lindsay Hesketh	Committee Member	1/7/08 to 30/6/09

Other relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date: 16th September 2009


Branch Secretary

**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 2009 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

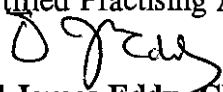
In our opinion –

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

COMMITTEE OF MANAGEMENT STATEMENT


On 15th September 2009 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 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 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: 15th Sept 2009

AUSTRALIAN SERVICES UNION

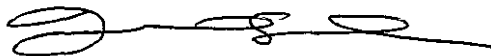
VICTORIAN PRIVATE SECTOR BRANCH

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 16th day of September 2009; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 15th day of December 2009 in accordance with section 266 of the RAO schedule.

Signature:



Date:

15 December 2009