



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
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Mr. Paul Burlinson  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Western Australian Branch  
PO Box 8208  
Perth Business Centre  
PERTH WA 6849

Dear Mr. Burlinson,

**Re: Financial documents for year ended 30 June 2003  
FR2004/213**

I have received the financial documents of the Western Australian Branch of the abovenamed organisation for the year ended 30 June 2003 lodged in the Industry Registry on 18 March 2004.

**Matters requiring attention when preparing future financial returns**

The following matters concerning the financial reporting requirements of the Act is advised for your assistance when preparing financial returns:

No further action is required in respect of the subject documents. However, it would be appreciated if the same matter is not repeated for the next financial year.

**Auditor's Report**

***Provisions of S.276(4)***

Subsection 276(4) of the Act requires an auditor to state, whether in the auditor's opinion:

- "(a)(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:
  - (A) records of the sources and nature of the income of the organisation (including income from members); and
  - (B) records of the nature and purposes of the expenditure of the organisation; and

The auditor's report omitted the words mentioned above.

## **Committee of Management Certificate**

### ***Provisions of reg. 109(1)(B)(iii)***

Regulation 109(1)(b)(iv) requires the committee of management to certify whether or not the branch had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period, that is the year ended 30 June 2002.

Paragraph (iv) of the committee of management certificate referred to the year ended 30 June 2003.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

Should you have any queries, please contact me on (03) 8661 7764.

The documents have been filed.

Yours sincerely,



Marylyn Beare  
Statutory Services Branch

24 March 2004

HEWITT  
TURNER &  
GELEVITIS

IN ASSOCIATION



2004/2003

**AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**BUSINESS DEVELOPMENT  
CONSULTANTS**

*Equity Raising  
Venture Capital  
Taxation Advisors  
Business Valuations  
Finance Structuring  
Offshore Structuring  
Due Diligence Reporting  
Audit Assurance Services  
Corporate Secretarial Services  
Corporate & Trust Consultants*

*Suite 4, 1st Floor  
63 Shepperton Road  
Victoria Park  
Western Australia 6100  
Telephone: (08) 9362 5855  
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P.O. Box 199  
Victoria Park  
Western Australia 6101*

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

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## INDEPENDENT AUDIT REPORT TO THE MEMBERS

### Scope

We have audited the financial statements of the Australian Services Union, Western Australian Branch, for the year ended **30 June 2003** as set out on pages 8 to 24, together with the Statements and Declaration on pages 5 to 7. The Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of those financial statements in order to express an opinion on them 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 statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting *selected* amounts and other disclosures in the financial statements, and the 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 statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), so as to present a view of the Australian Services Union, Western Australian Branch, which is consistent with our understanding of its financial position and performance as represented by the results of its operations and its cashflows.

Our audit opinion expressed in this report has been formed on the above basis.

### Audit Opinion

As with similar organisations due to the nature of certain income such as membership contributions, donations, subsidies, and similar, we are only able to audit that income when it is first recorded in the books and records of the Union.

In our opinion, except for the effect on the financial statements of the matter referred to in the preceding paragraph.

- (a) proper accounting records have been kept by the Union so far as appears from our examination of those books including:
- (i) *records of the sources of the receipts of the Union, (including income from members); and*
  - (ii) *records of the nature and purposes of the payments of the Union.*

**HEWITT**  
**TURNER &**  
**GELEVITIS**

IN ASSOCIATION



**BUSINESS DEVELOPMENT  
CONSULTANTS**

Equity Raising  
Venture Capital  
Taxation Advisors  
Business Valuations  
Finance Structuring  
Offshore Structuring  
Due Diligence Reporting  
Audit Assurance Services  
Corporate Secretarial Services  
Corporate & Trust Consultants

#### PRINCIPALS

**Timothy Turner**  
B.BUS (ACC), FCPA,  
FAIM, FTIA  
Registered Company Auditor

**Vick Gelevitis**  
B.BUS (ACC), FCPA,  
NTAA, FTIA

#### ASSOCIATE

**Darryl Rodrigues**  
B.Sc, B.BUS (ACC), CPA

#### CONSULTANT

**Antony Sage**  
B.BUS (ACC), ACA,  
MCT, FTIA

INDEPENDENT AUDIT REPORT TO THE MEMBERS  
(Continued)

- (b) the financial statements including the Certificate of the Committee of Management and the Accounting Officer have been properly drawn up so as to give a true and fair view of:
- (i) *the financial affairs of the Union as at 30 June 2003; and*
  - (ii) *the income and expenditure and any surplus or deficit of the Union for the year then ended.*
- (c) we have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit; and
- (d) the accounts have been prepared in accordance with Statements of Accounting Standards and other mandatory professional reporting requirements.

HEWITT  
TURNER &  
GELEVITIS

IN ASSOCIATION



Signed at *Perth* this *22<sup>nd</sup>* day of *October* 2003.

  
HEWITT TURNER & GELEVITIS IN ASSOCIATION

  
TIMOTHY TURNER  
REGISTERED COMPANY AUDITOR

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

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**STATEMENT BY THE COMMITTEE OF MANAGEMENT**

We, Ralph Bailey and David Taylor, being two members of the Branch Executive Council of the Australian Services Union, do state on behalf of the Council and in accordance with a resolution of the Council, that:

- (i) in the opinion of the Branch Executive Council, the attached accounts show a true and fair view of the financial affairs of the Union, West Australian Branch, as at 30 June 2003;
- (ii) in the opinion of the Branch Executive Council, meetings of the Council were held during the year ended 30 June 2003, in accordance with the rules of the Union;
- (iii) to the knowledge of any member of the Council, there have been no instances where records of the Union or other documents, (not being documents containing information made available to a member of the Union under sub-section 274 (2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, and Regulations thereto, or the rules of the Union; and
- (iv) the Branch has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts and Auditor's Report thereon, in respect of the year ended 30 June 2003.

Signed at *Perth.*

this *27<sup>th</sup>* day of *October* 2003.

  
RALPH BAILEY

  
DAVID TAYLOR

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

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**STATEMENT BY THE ACCOUNTING OFFICER**

I, PAUL BURLINSON, being the officer responsible for keeping the accounting records of the Australian Services Union, Western Australian Branch, certify that as at 30 June 2003 the number of members of the Union was: 6,171.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Union, as at 30 June 2003;
- (ii) a record has been kept of all monies paid by or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union;
- (iii) expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect to their full-time employment with the Union, were made to persons holding office in the Union; and
- (vi) the Register of Members of the Union, is maintained in accordance with the Workplace Relations Act 1996.

Signed at *South Fremantle* this *18<sup>th</sup>* day of *October* 2003.



**PAUL BURLINSON**  
Branch Secretary



AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

THE EVIDENCE ACT, 1906

STATUTORY DECLARATION

I, PAUL BURLINSON, being the Branch Secretary of Australian Services Union, Western Australian Branch, do solemnly declare as follows:

That the number of financial members in the Union as at 30 June 2003 was 5,894 (2002: 5,852).

That the following documents made up of the:

- *Independent Audit Report to the Members;*
- *Statement by the Committee of Management;*
- *Statement by the Accounting Officer;*
- *Statement of Financial Position;*
- *Statement of Financial Performance;*
- *Statement of Cashflows; and*
- *Notes to the Financial Statements.*

were presented to a meeting in accordance with the rules of the Union and that these documents are filed with the Registrar are true copies of the documents that were so presented to that meeting; and

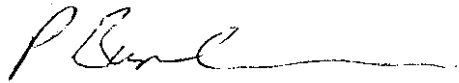
That all relevant books and documents in relation to the financial affairs of the Union were made fully available to the auditor as prescribed by Regulation 107 (2) of the Industrial Relations Commission Regulations.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of Section 106 of the "The Evidence Act 1906".

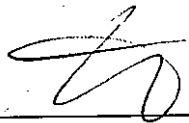
DECLARED AT

*South Fremantle*

In the State of Western Australia this 18<sup>th</sup> day of October 2003.



Before me



Nightingales Pharmacy - South Fremantle  
Shop 6, South Fremantle Marketplace,  
219 Hampton Road, South Fremantle 6162  
Ph: (08) 9335 4344 Fax: (08) 9335 4355

**AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003**

<b>INCOME</b>	<b>NOTE</b>	<b>2003</b>	<b>2002</b>
		<b>\$</b>	<b>\$</b>
Interest Received		33,949	17,082
Members Contribution		1,876,051	1,715,544
Sundry Income		58,617	64,106
Staff Contributions to Motor Vehicles		4,725	4,554
Insurance Recoveries		14,301	-
<b>TOTAL INCOME</b>		<u><b>1,987,643</b></u>	<u><b>1,801,286</b></u>
 <b>ADMINISTRATION EXPENDITURE</b>			
Capitation to National Office		115,420	85,546
Affiliation Fees – Unions WA		25,347	19,258
Bcom Honoraria		8,152	7,740
Legal Fees		56,549	32,591
		<u>205,468</u>	<u>145,135</u>
 <b>STAFFING COSTS</b>			
Recruitment		18,197	13,188
Annual Leave and RDO Provision		9,994	(13,872)
Fringe Benefits Tax		5,824	4,801
Payroll Tax		21,134	31,596
Superannuation Retirement Benefits		133,941	117,755
Temporary Work		7,072	6,290
Long Service Leave Provision		(2,013)	14,839
Salaries and Allowances		873,469	783,265
Salaries and Allowances – Officials		132,985	134,930
ASU Payroll - Secondments		1,272	3,691
		<u>1,201,875</u>	<u>1,096,483</u>

**The accompanying notes form part of these financial statements.**

**AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

	NOTE	2003 \$	2002 \$
<b>ORGANISING EXPENSES</b>			
Airline Levy		3,542	3,418
Function Costs		3,527	1,752
Meeting Expenses BCOM and Sub-branches		15,627	19,783
Motor Vehicle Expenses		23,871	30,016
Motor Vehicle Depreciation		23,647	19,664
Travel Expenses		45,347	41,228
		115,561	115,861
<b>OPERATING EXPENSES</b>			
Accounting Fees		8,167	10,099
Audit		5,700	6,100
Bank Charges		22,913	17,395
Campaign Donations and Industrial Advertising / Industrial Campaign Expense		4,636	12,808
Insurance		28,111	24,678
Communications Publicity Journal		45,180	54,998
Computer System		21,079	28,016
Depreciation – Building Improvements		11,505	10,722
Land & Buildings		8,459	8,459
Office Furniture & Equipment		16,267	15,605
Doubtful Debts Expense		25,347	-
Education and Training (Incl. Travel)		13,824	19,468
Electricity		9,236	9,236
Journey Cover Insurance		55,444	49,866
Members Shop Rite Services		6,080	5,700
Office Expenses		4,385	3,566
Property Costs – Rates and Maintenance		24,589	31,217
Provision for workers compensation fund		5,000	-
Staff Training and Amenities		7,979	5,319
Stationary and Paper		14,406	13,637
Uniforms		265	311
Postage and Courier		15,856	12,161
-Publication and Library		7,287	4,457
Photocopying		7,897	8,082
Records Management		1,149	2,129
Telephone		47,652	60,821
Westclub Benefits Package		38,638	-
		457,051	414,850

**The accompanying notes form part of these financial statements.**

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

RAIL DIVISION	NOTE	2003 \$	2002 \$
Scholarships		800	500
Affiliation Fees – Unions WA		828	604
ALP Affiliation Fees		1,178	431
Audit		500	500
		3,306	2,035
<b>TOTAL EXPENDITURE</b>		<b>1,983,261</b>	<b>1,774,364</b>
<b>Surplus/(Deficit) for the Year before Abnormal Items</b>		<b>4,382</b>	<b>26,922</b>
<u>Less:</u> Provision for Contingency	4	(14,484)	(13,734)
<b>SURPLUS/(DEFICIT) FOR THE YEAR AFTER ABNORMAL ITEMS</b>		<b>\$(10,102)</b>	<b>\$13,188</b>

**The accompanying notes form part of these financial statements.**

**AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2003**

	NOTE	2003 \$	2002 \$
<b>MEMBERS' FUNDS</b>			
Accumulation Account	6	556,535	566,637
Capital Profit Revenue		61,293	61,293
Asset Revaluation Reserve		300,313	300,313
<b>TOTAL MEMBERS' FUNDS</b>		<b>918,141</b>	<b>928,243</b>
<b>CURRENT ASSETS</b>			
Cash at Bank	5	3,121	8,818
Cash on Deposit	5	618,846	433,198
Subscriptions in arrears		65,546	51,038
Provision for Doubtful Debts		(19,664)	(16,411)
Airline Bond		-	2,500
Airline Funds Receivable		18,388	-
GST Credits		33,779	22,024
Other Debtors		1,525	12,281
Prepayments		847	-
<b>TOTAL CURRENT ASSETS</b>		<b>722,388</b>	<b>513,448</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	3	715,179	852,629
<b>TOTAL NON-CURRENT ASSETS</b>		<b>715,179</b>	<b>852,629</b>
<b>TOTAL ASSETS</b>		<b>1,437,567</b>	<b>1,366,077</b>

**The accompanying notes form part of these financial statements.**

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**AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)**

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**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2003 (Continued)**

	NOTE	2003 \$	2002 \$
<b>CURRENT LIABILITIES</b>			
Sundry Creditors and Accruals		195,298	148,151
Energy Fighting Fund		-	5,048
Provision for Long Service Leave		62,173	64,185
Provision for Annual Leave & Rostered Days Off		79,339	69,344
Provision for Sick Leave		10,000	10,000
GST Payable		56,398	44,372
Workers Compensation Assistance Fund		5,000	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>408,208</u>	<u>341,100</u>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Contingency	4	111,218	96,734
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>111,218</u>	<u>96,734</u>
<b>TOTAL LIABILITIES</b>		<u>519,426</u>	<u>437,834</u>
<b>NET ASSETS</b>		<u>918,141</u>	<u>928,243</u>

**The accompanying notes form part of these financial statements.**

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AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 30 JUNE 2003**

	NOTE	2003 \$	2002 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>			
Subscription and Other Income (Inc GST)		2,093,366	1,964,518
Interest received		33,949	17,082
Payments to suppliers & employees (Inc GST)		<u>(2,045,225)</u>	<u>(1,903,115)</u>
<b>NET CASH INFLOWS FROM OPERATING ACTIVITIES</b>	<b>5(b)</b>	<u>82,090</u>	<u>78,485</u>
 <b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Sale of Property, Plant & Equipment		211,774	30,209
Payments for Property, Plant & Equipment		<u>(113,914)</u>	<u>(143,507)</u>
<b>NET CASH OUTFLOWS FROM INVESTING ACTIVITIES</b>		<u>97,860</u>	<u>(113,298)</u>
 NET INCREASE/DECREASE IN CASH HELD		179,950	(34,813)
 CASH AT BEGINNING OF THE FINANCIAL YEAR		<u>442,016</u>	<u>476,829</u>
 CASH AT THE END OF THE FINANCIAL YEAR	<b>5(a)</b>	<u>621,966</u>	<u>442,016</u>

The accompanying notes form part of these financial statements.

## NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with the Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996. The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report:

### a) Fixed Assets

Freehold land and buildings are brought to account at cost or at independent valuation.

The depreciable amount of buildings and building improvements are calculated on a straight line basis over the useful lives of the assets to the Union. The depreciation rates vary between 2.5% and 11.25%pa.

Office Equipment and Furniture are depreciated on a diminishing value method at a rate of 20%pa. Motor vehicles are depreciated on a diminishing value method at a rate of 15%pa.

The gain or loss on disposal of all fixed assets, including revalued assets, is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal and is included in operating profit before income tax of the company in the year of disposal. Any realised revaluation increment relating to the disposed asset which is included in the asset revaluation reserve is transferred to the asset realisation reserve.

### b) Employee Entitlements

#### Annual Leave

The liability for annual leave is recognised and is measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

#### Long Service Leave

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES cont....

b) **Employee Entitlements cont...**

*Sick Leave*

Sick leave entitlements are accumulated in a similar manner to annual leave entitlements but do not vest and are paid only upon a valid claim for sick leave by an employee. The liability for non-vesting accumulated sick leave is the component of the entitlements accumulated as at the reporting date that is expected to result in payments to the employees.

c) **Income Tax**

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act (1997).

d) **Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

e) **Revenue**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

f) **Receivables**

All sundry debtors are recognised at the amounts receivables as they are due for settlement no more than 30 days. Collectibility of debtors is reviewed on an ongoing basis and a provision is made for debts where recoverability is doubtful.

g) **Creditors and Accruals**

These amounts represent liabilities for goods and services provided to the entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

**NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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 274, which read as follows:

- "274 (1) *{Application for information} A member of an organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.*
- 274 (2) *{Provision of information} An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.*
- 274 (3) *{Function of Registrar} A registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member, information received because of an application made at the request of the member."*

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

<b>NOTE 3. PROPERTY, PLANT, EQUIPMENT &amp; MOTOR VEHICLES</b>	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>LAND AND BUILDINGS:</b>		
Land – 102 East Pde, East Perth – at independent valuation	228,163	228,163
Buildings at cost	203,346	203,346
Less: Accumulated depreciation	<u>(15,814)</u>	<u>(10,168)</u>
	187,532	193,178
Building Improvements – 102 East Pde, East Perth – at cost	129,738	129,738
Less: Accumulated depreciation	<u>(32,422)</u>	<u>(20,917)</u>
	97,316	108,821
Unit 5/20 Twickenham Rd – at independent valuation	-	135,000
Less: Accumulated depreciation	<u>-</u>	<u>(4,250)</u>
	-	130,750
<b>TOTAL LAND AND BUILDINGS</b>	<b><u>513,011</u></b>	<b><u>660,912</u></b>
Motor Vehicles – at cost	169,447	182,047
Less: Accumulated depreciation	<u>(35,099)</u>	<u>(67,008)</u>
	134,348	115,039
Office Furniture – at cost	55,643	80,061
Less: Accumulated depreciation	<u>(53,476)</u>	<u>(77,151)</u>
	2,167	2,910
Office Equipment – at cost	192,498	367,113
Less: Accumulated depreciation	<u>(126,845)</u>	<u>(293,345)</u>
	65,653	73,768
<b>TOTAL PROPERTY, PLANT, EQUIPMENT, MOTOR VEHICLES, LAND &amp; BUILDINGS</b>	<b><u>715,179</u></b>	<b><u>852,629</u></b>

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

**NOTE 3. PROPERTY, PLANT, EQUIPMENT & MOTOR VEHICLES  
(Continued)**

**RECONCILIATIONS**

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are out below:

	Carrying Amount at 1/07/02	Additions	Disposals	Depreciation	Carrying Amount at 30/06/03
Land & Buildings	660,912	-	(127,936)	(19,965)	513,011
Furniture & Fittings	2,910	-	(6)	(737)	2,167
Office Equipment	73,768	7,415	-	(15,530)	65,653
Motor Vehicles	115,039	107,937	(64,981)	(23,647)	134,348
<b><u>TOTAL</u></b>	<b><u>852,629</u></b>	<b><u>115,352</u></b>	<b><u>(192,923)</u></b>	<b><u>(59,879)</u></b>	<b><u>715,179</u></b>

<b>NOTE 4. PROVISION FOR CONTINGENCY</b>	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>

The employment contracts of certain officers of the organization provide for the payment of compensation upon the loss of office in certain circumstances.

Opening Balance	96,734	83,000
Provision for Year	14,484	13,734
<b>CLOSING BALANCE</b>	<b><u>111,218</u></b>	<b><u>96,734</u></b>

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AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

NOTE 5. CASH FLOW INFORMATION	2003	2002
	\$	\$
<b>(a) RECONCILIATION OF CASH</b>		
Cash at Bank	2,530	8,568
Cash on Deposit	618,846	433,198
Cash on Hand		
Petty Cash Float	590	200
Membership Float	-	50
	621,966	442,016
<b>(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS</b>		
Operating Surplus/(Deficit) for the year	(10,102)	13,188
<u>Net cash flows in Operating Loss</u>		
Depreciation	59,879	54,450
(Profit)/Loss from sale of fixed assets	(20,289)	(6,111)
Increase/(decrease) in provision for annual leave & RDOs	9,995	(10,821)
Increase/(decrease) in provision for contingencies	14,484	13,734
Increase/(decrease) in provision for long service leave	(2,012)	11,788
Increase/(decrease) in provision for Doubtful debts	3,253	3,862
Increase/(decrease) in Workers Compensation Assistance Fund	5,000	-
Increase/(decrease) in Energy Fighting Fund	(5,048)	-
<u>Changes in Assets and Liabilities</u>		
Increase/(decrease) in sundry creditors and accruals	47,147	(13,148)
(Increase)/decrease in other debtors	10,756	(9,218)
(Increase)/decrease in Subscriptions in Arrears	(14,508)	11,707
(Increase)/decrease in GST credit	(11,755)	1,264
Increase/(decrease) in GST payable	12,025	5,357
(Increase)/decrease in Prepayments	(847)	2,433
(Increase)/decrease in Airline Bond	2,500	-
(Increase)/decrease in Airline Funds Refundable	(18,388)	-
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>82,090</b>	<b>78,485</b>

AUSTRALIAN SERVICES UNION  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

**NOTE 6. MEMBERS' FUNDS - ACCUMULATION ACCOUNT**

	NOTE	2003 \$	2002 \$
Accumulation Account – 1 July 2002		566,637	553,449
Add Surplus/(Deficit) for the year		(10,102)	13,188
<b>TOTAL OF ACCUMULATION ACCOUNT AS AT 30 JUNE 2003</b>		<b>556,535</b>	<b>566,637</b>

**NOTE 7. FINANCIAL INSTRUMENTS**

a) **Interest Rate Risk**

The union's exposure to interest rate risk, which is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates, and the effective interest rates on those financial assets and financial liabilities is as follows:

30 June 2003	Floating Interest Rate	Fixed Interest	Non-Interest Bearing	Total
<b>Financial Assets</b>				
Cash and deposits	621,377	-	590	621,967
Debtors	-	-	1,525	1,525
	621,377	-	2,115	623,492
Weighted average interest rate	4.88%	-		
<b>Financial Liabilities</b>				
Trade and other creditors	-	-	191,074	191,074
<b>NET FINANCIAL ASSETS / (LIABILITIES)</b>	<b>621,377</b>	<b>-</b>	<b>(188,959)</b>	<b>432,418</b>

AUSTRALIAN SERVICES UNION  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

**NOTE 7. FINANCIAL INSTRUMENTS Continued**

30 June 2002	Floating Interest Rate	Fixed Interest	Non-Interest Bearing	Total
<b>Financial Assets</b>				
Cash and deposits	441,766	-	250	442,016
Debtors	-	-	12,281	12,281
	441,766	-	12,531	454,297
Weighted average interest rate	4.85%	-		
<b>Financial Liabilities</b>				
Trade and other creditors	-	-	131,278	131,278
<b>NET FINANCIAL ASSETS / (LIABILITIES)</b>	<b>441,766</b>	<b>-</b>	<b>(118,747)</b>	<b>323,019</b>

**b) Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, is the carrying amount of the financial assets as disclosed in the balance sheet and notes to the financial statements. The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the union.

**c) Net Fair Values**

The assets and liabilities as disclosed in the balance sheet and notes to the financial statements approximate their carrying values.

No financial assets and liabilities are readily traded on organised markets in standardised form.

The aggregate net fair values and carrying amounts of the financial assets and liabilities are disclosed in the balance sheet and in the notes to and forming part of the accounts.

**d) Financing Arrangements**

Unrestricted access was available at balance date to the following:

Bank Overdraft Facility	30 June 2003	30 June 2002
	\$	\$
<b>Lines of Credit</b>		
Bank Overdraft - facility	- NIL -	- NIL -

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)

NOTE 8. RELATED PARTY TRANSACTIONS

a) Names of officers

The following persons have held office in the Union during the year:

**Office Held**

David Taylor	Branch President
Barbara Inglis	Deputy Branch President
Paul Burlinson	Secretary
Meredith Hammat	Assistant Secretary
Ralph Bailey	Treasurer
Bronwyn Bent	Vice President (Women) (Resigned)
Carolyn Wall	Vice President (Women)
Carlo Geneovese	Executive Member
Warren Allen	Executive Member (Resigned)
Stan Barclay	Executive Member
Fiona Bennett	Executive Member (Resigned)
Bob Fallon	Executive Member
Debra Heindl	Executive Member
Mudji Nielsen	Executive Member
Michael Whitbread	Executive Member
Jeff Williams	Executive Member (Resigned)
Gerald Upham	Executive Member
Margaret Wyeth	Executive Member
Wayne Wood	Executive Member
Rosalind Murray	Executive Member
Hsien Harper	Executive Member
Judith Durnin	Executive Member
Geoff Angwin	Executive Member



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)**

**NOTE 8. RELATED PARTY TRANSACTIONS Continued**

**b) Remuneration of officers**

The aggregate amount of remuneration paid to officers during the year is disclosed in the Income and Expenditure Statement under Salaries of the Office Holders.

The numbers of officers whose total income was within the specified bands are as follows:

\$	30 June 2003 Numbers	30 June 2002 Numbers
0 – 9,999	17	19
20,000 – 29,999	0	1
60,000 – 69,999	1	1
70,000 – 79,999	1	1

**c) Other transactions**

There were no other transactions between the officers and the Union other than those relating to their membership in 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.

**NOTE 9. CAPITAL COMMITMENTS**

At the date of signing this report there are no known outstanding capital commitments.

**NOTE 10. CONTINGENT LIABILITIES**

A defamation claim has been lodged against the Union. The Union is defending its action. Should the Union be unsuccessful it shall be liable to pay damages and costs. This amount, if any, cannot be reliably measured.

**NOTE 11. GEOGRAPHICAL LOCATIONS**

The Union operates from 102 East Parade, East Perth in the State of Western Australia.

AUSTRALIAN SERVICES UNION  
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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003 (Continued)

NOTE 12. EMPLOYEE NUMBERS

\$	30/06/03 Number	30/06/02 Number
Number of employees at the end of financial year	<u>19</u>	<u>19</u>

NOTE 13. POST BALANCE DATE EVENTS

At the date of signing this report there are no known post balance date events.

\*\*\* END OF NOTES TO FINANCIAL STATEMENTS \*\*\*