



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Paul Burlinson  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Western Australian Branch  
P O Box 8208  
Perth Business Centre  
PERTH WA 6849

Dear Mr Burlinson,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2004 - FR2004/428**

I acknowledge receipt of the financial reports of the Australian Municipal, Administrative, Clerical and Services Union - Western Australian Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 1 February 2005.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the report. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

**1. Audit Report**

**(a) Auditors Opinion**

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of the RAO Schedule now sets the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:

*"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule."*

**2. Operating Report**

**(a) Details of right of members to resign**

It is our view that this requirement necessitates, as a minimum, the inclusion of a reference to the specific rule in the rules of the reporting unit which makes provision for the resignation of members. Of course, if you choose to reproduce the whole of the relevant rule that would clearly satisfy the requirements of that provision.

**3. Committee of Management Statement**

Please note that under reporting Guideline 18(d) for the purposes of s253 this Statement need only be signed by only one designated officer.

**4. General Purpose Financial Report**

**(a) Information to be provided to members or Registrar**

Please note the references to ss274(1), (2) and (3) of the Workplace Relations Act 1996 to provide information to members have now been superseded by ss272(5). The new legislation now requires the report to include a notice drawing attention to ss272(1), (2) and (3) and the requirements under those subsections.

Would you ensure those subsections are copied into the GPFR in the next financial report.

Our records also show that you have not lodged in the Industrial Registry the financial documents of the abovementioned body for the year ended 30 June 2003. Therefore, I request lodgement of all outstanding financial documents as soon as practicable.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7764 or by email: [dimitra.doukas@air.gov.au](mailto:dimitra.doukas@air.gov.au).

Yours sincerely,



Dimitra Doukas  
Statutory Services Branch

8 February 2005

Australian Services Union  
Western Australian Branch

102 East Parade,  
East Perth 6004.  
P.O. Box 8208  
Perth Business Centre,  
Perth WA 6849.

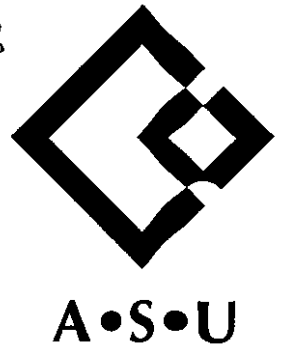
Tel: (08) 9427 7777  
Fax: (08) 9427 7700  
Country  
Callers: 1800 064 657  
Email:  
branch.secretary@asuwa.asn.au  
ABN: 65 118 845 644

Branch Secretary  
Paul Burlinson

Assistant Branch Secretary  
Meredith Hammat

19<sup>th</sup> January 2005

FR2004/428



The Registrar  
Australian Industrial Relations Commission  
GPO Box X2206  
PERTH WA 6001

Dear Registrar

Please find attached the General Purpose Financial Report for the Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch, for the financial year ended 30<sup>th</sup> June 2004.

The purpose of this letter is to confirm that:

1. The attached Independent Auditor's Report, Operating Report, Committee of Management Statement, Certificate of Secretary, Statement of Financial Performance, Statement of Financial Position and Notes to the Financial Statements in respect of the financial year commencing 1<sup>st</sup> July 2003 and ending 30<sup>th</sup> June 2004 were presented and accepted by a meeting of the Branch Executive Council on 12<sup>th</sup> October 2004.
2. The attached Independent Auditor's Report, Operating Report, Committee of Management Statement, Certificate of Secretary, Statement of Financial Performance, Statement of Financial Position and Notes to the Financial Statements in respect of the financial year commencing 1<sup>st</sup> July 2003 and ending 30<sup>th</sup> June 2004 were distributed in full to members free of charge together with the December 2004 edition of our "Unity" Journal. Distribution was through Australia Post on 13<sup>th</sup> December 2004.
3. The attached documents are copies of the Independent Auditor's Report, Operating Report, Committee of Management Statement, Certificate of Secretary, Statement of Financial Performance, Statement of Financial Position and Notes to the Financial Statements prepared for the WA Branch in accordance with the Act in respect to the year ending 30<sup>th</sup> June 2004 and are as presented for a second time to a meeting of the Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch Executive Council on 18<sup>th</sup> January 2005.

If I can be of any further assistance, please do not hesitate to contact me on either (08) 9427 7711 or 0412 947 053.

Yours sincerely

Paul Burlinson  
BRANCH SECRETARY

cc. Paul Slape, ASU National Secretary

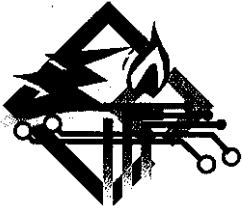
g:\admin\union business\airc waire stat decs\airc 2003\_2004 financial returns 18jan05.doc



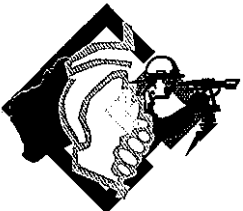
ACCS



ASU / MEU



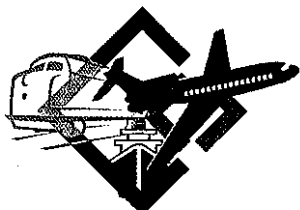
ENERGY / IT



LOCAL GOVT



SACS



TRANSPORT

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

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2004**

**CONTENTS**

	<b>Pages</b>
Independent Audit Report to the Members .....	3-4
Operating Report.....	5-7
Committee of Management Statement.....	8
Certificate Of Secretary Or Other Authorised Officer .....	9
Statement of Financial Performance .....	10-12
Statement of Financial Position .....	13-14
Statement of Cashflows .....	15
Notes to the Financial Statements .....	16-26

## INDEPENDENT AUDIT REPORT TO THE MEMBERS

### Scope

#### The annual financial report

The annual financial report comprises the statement of financial position, statement of financial performance, accompanying notes to the financial report, and the certificate and statement by the Branch Secretary and Committee of Management respectively, for the year ended 30 June 2004.

The Committee of Management are responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements, which form part of the financial report are consistent with the financial reporting requirements of the Union and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Union's financial reporting requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

#### Audit Approach

We conducted an independent audit in order to express an opinion to the members. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view, which is consistent with our understanding of the Union's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made.

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



**BUSINESS  
DEVELOPMENT  
CONSULTANTS**

Capital Raising  
Wealth Creation  
Asset Protection  
Audit Assurance  
Taxation Advisors  
Strategic Planning  
Accounting Services  
Management Consultancy

#### 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

**INDEPENDENT AUDIT REPORT TO THE MEMBERS**  
(Continued)

**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

**Audit Opinion**

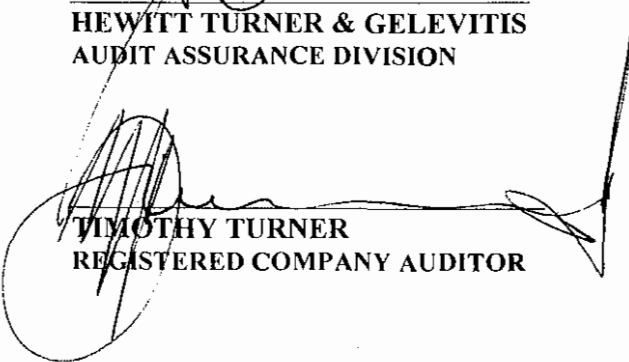
As with similar organisations due to the nature of certain income such as membership contributions, donations, subsidies, and similar, we are only able to audit that income when it is first recorded in the books and records of the Union.

In our opinion, except for the effect on the financial report 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.*
- (b) the financial report including the Committee of Management Statement and the Certificate of Secretary or Other Authorised 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 2004; 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 financial report has been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.

Signed at Perth this 13<sup>th</sup> day of October 2004.

  
HEWITT TURNER & GELEVITIS  
AUDIT ASSURANCE DIVISION

  
TIMOTHY TURNER  
REGISTERED COMPANY AUDITOR

HEWITT  
TURNER &  
GELEVITIS

IN ASSOCIATION



**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004**

**Principal Activities**

The principal activities of the Union during the financial year were the provision of industrial, professional and managerial services to the members consistent with the object and rules of the Union and in particular, protecting and improving the interests of members.

**Results of Principal Activities**

The Unions principal activities resulted in a surplus for the financial year, after abnormal items, of \$16,067 (2003: [\$10,102]).

**Significant Changes in Nature of Principal Activities**

There were no significant changes in the nature of the Unions principal activities during the financial year.

**Significant Changes in the Unions Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Union.

**Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme**

The following officers of the Union held reserved positions in the following entities:

<b>Name</b>	<b>Official Position</b>	<b>Director of</b>	<b>Name of Superannuation Fund</b>
Paul Burlinson	Branch Secretary	Director of the Trustee company	WA Local Government Superannuation Plan
Meredith Hammat	Assistant Branch Secretary	Director of the Trustee company	WA Local Government Superannuation Plan
Michael Whitbread	Branch Executive Councillor	Deputy Director of the Trustee company	WA Local Government Superannuation Plan
Kevin Sim	Branch Councillor	Deputy Director of the Trustee company	WA Local Government Superannuation Plan



AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

---

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004**  
**(Continued)**

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of members was 5,893.

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Union was 19, of which 2 persons were part time.

**Members of Committee of Management**

The persons who held office as members of the Committee of Management of the union at the beginning of the financial year were:

<b>Name</b>	<b>Title of Officer</b>
David Taylor	Branch President
Barbara Inglis	Deputy Branch President
Paul Burlinson	Branch Secretary
Meredith Hammat	Assistant Branch Secretary
Ralph Bailey	Branch Treasurer
Carolyn Wall	Branch Vice President (Women)
Carlo Genovese	Branch Executive Councillor
Stan Barclay	Branch Executive Councillor
Bob Fallon	Branch Executive Councillor
Debra Heindl	Branch Executive Councillor
Mudji Nielsen	Branch Executive Councillor
Michael Whitbread	Branch Executive Councillor
Gerald Upham	Branch Executive Councillor
Margaret Wyeth	Branch Executive Councillor
Wayne Wood	Branch Executive Councillor
Rosalind Murray	Branch Executive Councillor
Hsien Harper	Branch Executive Councillor
Judith Durnin	Branch Executive Councillor
Geoff Angwin	Branch Executive Councillor

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004**  
**(Continued)**

**Changes to the Composition of the Committee of Management during the financial year**

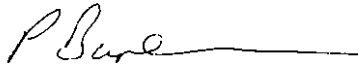
Debra Heindl	Branch Executive Councillor (Resigned)
Hsien Harper	Branch Executive Councillor (Resigned)
Angela Hartwig	Branch Executive Councillor (Appointed)
Patricia Richardson	Branch Executive Councillor (Appointed)

Paul Burlinson

Name

Branch Secretary

Title



Signature

12<sup>th</sup> October, 2004

Date

**COMMITTEE OF MANAGEMENT STATEMENT**

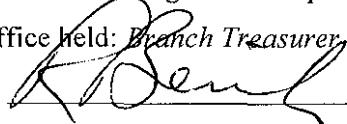
On 12<sup>th</sup> October 2004 the Branch Executive Council of The Western Australian Branch of *Australian Services Union* passed the following resolution in relation to the *general purpose financial report (GPFR)* of the reporting unit for the financial year ended 30 June 2004:

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 Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations Regulations 2003; and
  - (iv) one (1) reporting unit exists; and
  - (v) no information has been sought by a member or the Registrar under section 272 of Schedule 1B of the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Commission under section 273 of Schedule 1B of the Workplace Relations Act 1996 during the period.

For Committee of Management: *Ralph Bailey*

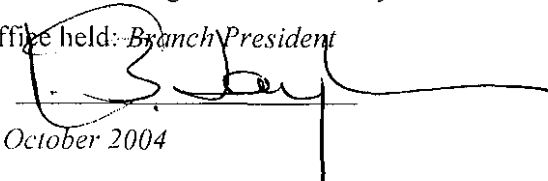
Title of Office held: *Branch Treasurer*

Signature: 

Date: 12<sup>th</sup> October 2004

For Committee of Management: *David Taylor*

Title of Office held: *Branch President*

Signature: 

Date: 12<sup>th</sup> October 2004

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**  
Section 268 of Schedule 1B *Workplace Relations Act 1996*

I *Paul Burlinson* being the *Branch Secretary* of the *Australian Services Union* certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of Schedule 1B of the Workplace Relations Act 1996; and
- that the *full report* will be provided to all financial members on or around November 2004 via distribution of the union's *Unity Journal* publication; and
- that the full report was presented to a *general meeting of members / a meeting of the committee of management* of the reporting unit on *12<sup>th</sup> October 2004*; in accordance with section 266 of Schedule 1B of the Workplace Relations Act 1996.

Signature: *P Burlinson*

Date: *12<sup>th</sup> October 2004*

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2004**

<b>INCOME</b>	<b>NOTE</b>	<b>2004</b>	<b>2003</b>
		<b>\$</b>	<b>\$</b>
Interest Received		31,476	33,949
Members Contribution		1,922,319	1,876,051
Sundry Income		4,626	58,617
Staff Contributions to Motor Vehicles		3,948	4,725
Insurance Recoveries		-	14,301
Fringe Benefits Tax Credit		6,544	-
<b>TOTAL INCOME</b>		<b><u>1,968,913</u></b>	<b><u>1,987,643</u></b>
 <b>ADMINISTRATION EXPENDITURE</b>			
Capitation to National Office		119,313	115,420
Affiliation Fees – Unions WA		19,957	25,347
BCOM Honoraria		10,649	8,152
Legal Fees		19,712	56,549
		<b><u>169,631</u></b>	<b><u>205,468</u></b>
 <b>STAFFING COSTS</b>			
Recruitment		11,333	18,197
Annual Leave and RDO Provision		8,111	9,994
Fringe Benefits Tax		2,396	5,824
Payroll Tax		21,225	21,134
Superannuation Retirement Benefits		128,451	133,941
Temporary Work		680	7,072
Long Service Leave Provision		119	(2,013)
Salaries and Allowances		863,256	873,469
Salaries and Allowances – Officials		160,184	132,985
ASU Payroll - Secondments		(636)	1,272
		<b><u>1,195,119</u></b>	<b><u>1,201,875</u></b>

**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 2004 (Continued)**

	NOTE	2004 \$	2003 \$
<b>ORGANISING EXPENSES</b>			
Airline Levy		2,880	3,542
Function Costs		4,134	3,527
Meeting Expenses BCOM and Sub-branches		16,195	15,627
Motor Vehicle Expenses		25,805	23,871
Motor Vehicle Depreciation		31,382	23,647
Travel Expenses		31,555	45,347
		111,951	115,561
<b>OPERATING EXPENSES</b>			
Accounting Fees & Audit		7,685	13,867
Bank Charges		24,152	22,913
Campaign Donations and Industrial Advertising / Industrial Campaign Expense		13,558	4,636
Insurance		40,508	28,111
Communications Publicity Journal		41,516	45,180
Computer System		53,807	21,079
Depreciation – Building Improvements		11,564	11,505
Land & Buildings		4,520	8,459
Office Furniture & Equipment		31,623	16,267
Doubtful Debts Expense		(14,512)	25,347
Education and Training (Incl. Travel)		16,316	13,824
Electricity		9,414	9,236
Journey Cover Insurance		62,839	55,444
Loss on sale of asset		3,054	-
Members Shop Rite Services		5,842	6,080
Office Expenses		5,950	4,385
Property Costs – Rates and Maintenance		28,317	24,589
Provision for workers compensation fund		-	5,000
Staff Training and Amenities		8,915	7,979
Stationery and Paper		13,083	14,406
Uniforms		-	265
Postage and Courier		14,510	15,856
Publication and Library		3,968	7,287
Photocopying		7,867	7,897
Records Management		1,141	1,149
Telephone		46,890	47,652
Westclub Benefits Package		39,071	38,638
		481,598	457,051

**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 2004 (Continued)**

RAIL DIVISION	NOTE	2004 \$	2003 \$
Scholarships		200	800
Affiliation Fees – Unions WA		840	828
ALP Affiliation Fees		2,070	1,178
Sundries		-	500
		3,110	3,306
<b>TOTAL EXPENDITURE</b>		<b>1,961,409</b>	<b>1,983,261</b>
<b>Surplus/(Deficit) for the Year before Abnormal Items</b>		<b>7,504</b>	<b>4,382</b>
<u>Less:</u> Provision for Contingency	4	(35,011)	(14,484)
<u>Add:</u> Prior Year Adjustment		43,574	-
<b>SURPLUS/(DEFICIT) FOR THE YEAR AFTER ABNORMAL ITEMS</b>		<b>\$16,067</b>	<b>\$(10,102)</b>

The accompanying notes form part of these financial statements.

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2004**

	NOTE	2004 \$	2003 \$
<b>MEMBERS' FUNDS</b>			
Accumulation Account	6	572,602	556,535
Capital Profit Revenue		61,293	61,293
Asset Revaluation Reserve		300,313	300,313
<b>TOTAL MEMBERS' FUNDS</b>		<b>934,208</b>	<b>918,141</b>
<b>CURRENT ASSETS</b>			
Cash at Bank	5	(18,136)	3,121
Cash on Deposit	5	656,587	618,846
Subscriptions in arrears		67,455	65,546
Provision for Doubtful Debts		(5,152)	(19,664)
Airline Funds Receivable		-	18,388
GST Credits		31,320	33,779
Other Debtors		7,075	1,525
Prepayments		-	847
<b>TOTAL CURRENT ASSETS</b>		<b>739,149</b>	<b>722,388</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	3	673,567	715,179
<b>TOTAL NON-CURRENT ASSETS</b>		<b>673,567</b>	<b>715,179</b>
<b>TOTAL ASSETS</b>		<b>1,412,716</b>	<b>1,437,567</b>

The accompanying notes form part of these financial statements.

Left Blank Intentionally



AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

---

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2004 (Continued)**

	NOTE	2004 \$	2003 \$
<b>CURRENT LIABILITIES</b>			
Sundry Creditors and Accruals		117,373	195,298
Provision for Long Service Leave		62,292	62,173
Provision for Annual Leave & Rostered Days Off		87,450	79,339
Provision for Sick Leave		10,000	10,000
GST Payable		45,855	56,398
Workers Compensation Assistance Fund		9,310	5,000
<b>TOTAL CURRENT LIABILITIES</b>		<u>332,280</u>	<u>408,208</u>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Contingency	4	<u>146,228</u>	<u>111,218</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>146,228</u>	<u>111,218</u>
<b>TOTAL LIABILITIES</b>		<u>478,508</u>	<u>519,426</u>
<b>NET ASSETS</b>		<u>934,208</u>	<u>918,141</u>

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

**Left Blank Intentionally**

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 30 JUNE 2004**

	NOTE	2004 \$	2003 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>			
Subscription and Other Income		1,879,738	2,093,366
Interest received		31,476	33,949
Payments to suppliers & employees		<u>(1,863,978)</u>	<u>(2,045,225)</u>
<b>NET CASH INFLOWS FROM OPERATING ACTIVITIES</b>	<b>5(b)</b>	<u>47,236</u>	<u>82,090</u>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Sale of Property, Plant & Equipment		22,727	211,774
Payments for Property, Plant & Equipment		<u>(53,478)</u>	<u>(113,914)</u>
<b>NET CASH OUTFLOWS FROM INVESTING ACTIVITIES</b>		<u>(30,751)</u>	<u>97,860</u>
<b>NET INCREASE/DECREASE IN CASH HELD</b>		16,485	179,950
<b>CASH AT BEGINNING OF THE FINANCIAL YEAR</b>		<u>621,966</u>	<u>442,016</u>
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	<b>5(a)</b>	<u>638,451</u>	<u>621,966</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**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 2004**

**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 2004 (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."*

**Left Blank Intentionally**

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (Continued)**

<b>NOTE 3. PROPERTY, PLANT, EQUIPMENT &amp; MOTOR VEHICLES</b>	<b>2004</b>	<b>2003</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	(20,335)	(15,814)
	<u>183,011</u>	<u>187,532</u>
Building Improvements – 102 East Pde, East Perth – at cost	132,813	129,738
Less: Accumulated depreciation	(43,986)	(32,422)
	<u>88,827</u>	<u>97,316</u>
<b>TOTAL LAND AND BUILDINGS</b>	<b><u>500,001</u></b>	<b><u>513,011</u></b>
Motor Vehicles – at cost	178,483	169,447
Less: Accumulated depreciation	(51,631)	(35,099)
	<u>126,852</u>	<u>134,348</u>
Office Furniture – at cost	56,017	55,643
Less: Accumulated depreciation	(54,310)	(53,476)
	<u>1,707</u>	<u>2,167</u>
Office Equipment – at cost	197,540	192,498
Less: Accumulated depreciation	(152,533)	(126,845)
	<u>45,007</u>	<u>65,653</u>
<b>TOTAL PROPERTY, PLANT, EQUIPMENT; MOTOR VEHICLES, LAND &amp; BUILDINGS</b>	<b><u>673,567</u></b>	<b><u>715,179</u></b>

Left Blank Intentionally

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (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 1/07/03	Additions	Disposals	Depreciation	Carrying Amount at 30/06/04
Land & Buildings	513,011	3,074	0	(16,084)	500,001
Furniture & Fittings	2,167	2,775	(1,433)	(1,802)	1,707
Office Equipment	65,653	13,238	(4,063)	(29,821)	45,007
Motor Vehicles	134,348	47,220	(23,334)	(31,382)	126,852
<b><u>TOTAL</u></b>	<b><u>715,179</u></b>	<b><u>66,307</u></b>	<b><u>(28,830)</u></b>	<b><u>(79,089)</u></b>	<b><u>673,567</u></b>

**NOTE 4. PROVISION FOR CONTINGENCY**

	2004	2003
	\$	\$

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	111,218	96,734
Provision for Year	35,010	14,484
<b>CLOSING BALANCE</b>	<b><u>146,228</u></b>	<b><u>111,218</u></b>

**Left Blank Intentionally**

AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (Continued)**

NOTE 5. CASH FLOW INFORMATION	2004 \$	2003 \$
<b>(a) RECONCILIATION OF CASH</b>		
Cash at Bank	(18,536)	2,530
Cash on Deposit	656,587	618,846
Cash on Hand		
Petty Cash Float	400	590
	638,451	621,966
<b>(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS</b>		
Operating Surplus/(Deficit) for the year	16,224	(10,102)
<u>Net cash flows in Operating Loss</u>		
Depreciation	79,089	59,879
(Profit)/Loss from sale of fixed assets	6,103	(20,289)
Prior Year Adjustments	(43,574)	-
Increase/(decrease) in provision for annual leave & RDOs	8,110	9,995
Increase/(decrease) in provision for contingencies	35,011	14,484
Increase/(decrease) in provision for long service leave	119	(2,012)
Increase/(decrease) in provision for Doubtful debts	(14,512)	3,253
Increase/(decrease) in Workers Compensation Assistance Fund	4,310	5,000
Increase/(decrease) in Energy Fighting Fund	-	(5,048)
<u>Changes in Assets and Liabilities</u>		
Increase/(decrease) in sundry creditors and accruals	(47,352)	47,147
(Increase)/decrease in other debtors	(5,550)	10,756
(Increase)/decrease in Subscriptions in Arrears	(1,909)	(14,508)
(Increase)/decrease in GST credit	2,474	(11,755)
Increase/(decrease) in GST payable	(10,542)	12,025
(Increase)/decrease in Prepayments	847	(847)
(Increase)/decrease in Airline Bond	-	2,500
(Increase)/decrease in Airline Funds Refundable	18,388	(18,388)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>47,236</b>	<b>82,090</b>



AUSTRALIAN SERVICES UNION  
(WESTERN AUSTRALIAN BRANCH)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (Continued)**

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

	NOTE	2004 \$	2003 \$
Accumulation Account – 1 July 2003		556,535	566,637
Add Surplus/(Deficit) for the year		16,067	(10,102)
<b>TOTAL OF ACCUMULATION ACCOUNT AS AT 30 JUNE 2004</b>		<b>572,602</b>	<b>556,535</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:

	Floating Interest Rate	Fixed Interest	Non-Interest Bearing	Total
<b>30 June 2004</b>				
<b>Financial Assets</b>				
Cash and deposits	656,587	-	(17,736)	638,851
Debtors	-	-	7,075	7,075
	656,587	-	(10,661)	645,926
Weighted average interest rate	5.40%	-		
<b>Financial Liabilities</b>				
Trade and other creditors	-	-	117,201	117,201
<b>NET FINANCIAL ASSETS / (LIABILITIES)</b>	<b>656,587</b>	<b>-</b>	<b>(127,862)</b>	<b>528,725</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (Continued)**

**NOTE 7. FINANCIAL INSTRUMENTS Continued**

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>

**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 2004 \$	30 June 2003 \$
<b>Lines of Credit</b>		
Bank Overdraft - facility	- NIL -	- NIL -

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (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	Branch Secretary
Meredith Hammat	Assistant Branch Secretary
Ralph Bailey	Branch Treasurer
Carolyn Wall	Branch Vice President (Women)
Carlo Genovese	Branch Executive Councillor
Stan Barclay	Branch Executive Councillor
Bob Fallon	Branch Executive Councillor
Debra Heindl	Branch Executive Councillor (Resigned)
Mudji Nielsen	Branch Executive Councillor
Michael Whitbread	Branch Executive Councillor
Gerald Upham	Branch Executive Councillor
Margaret Wyeth	Branch Executive Councillor
Wayne Wood	Branch Executive Councillor
Rosalind Murray	Branch Executive Councillor
Hsien Harper	Branch Executive Councillor (Resigned)
Judith Durnin	Branch Executive Councillor
Geoff Angwin	Branch Executive Councillor
Angela Hartwig	Branch Executive Councillor (Appointed)
Patricia Richardson	Branch Executive Councillor (Appointed)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (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 2004 Numbers	30 June 2003 Numbers
60,000 – 69,999	0	1
70,000 – 79,999	1	1
80,000 – 89,999	1	0

**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 claim has been lodged against the Union under the Western Australian Industrial Relations Commission. The Union is defending the 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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (Continued)**

**NOTE 12. EMPLOYEE NUMBERS**

\$	30/06/04 Number	30/06/03 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 \*\*\***