



30 December 2016

Mr Wayne Wood
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union – Western Australian Branch
102 East Parade
EAST PERTH WA 6004

via email: branch.secretary@asuwa.org.au

Dear Mr Wood

Australian Municipal, Administrative, Clerical and Services Union Western Australian Branch Financial Report for the year ended 30 June 2016 - [FR2016/201]

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union Western Australian Branch (**the reporting unit**). The documents were lodged with the Fair Work Commission (**FWC**) on 15 December 2016.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009 (RO Act)* have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2017 may be subject to an advanced compliance review.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on 03) 8656 4681 or by email at joanne.fenwick@fwc.gov.au.

Yours sincerely

Joanne Fenwick
Financial Reporting Specialist
Regulatory Compliance Branch



Australian Services Union

WESTERN AUSTRALIAN BRANCH



Enquiries: Wayne Wood
Our Ref: Returns 2016

14th December 2016

General Manager of Fair Work Commission
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Dear Sir/Madam,

GPFR 2016 and Designated Officer's Certificate

Please find attached the Designated Officer's Certificate and General Purpose Financial Report for the Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch, for the year ended 30th June 2016.

If you require any further information, please do not hesitate to contact me on either (08) 9427 7733 or 0412 947 052.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Wayne Wood', is written over a light blue circular stamp.

Wayne Wood
BRANCH SECRETARY

c.c. David Smith, ASU National Secretary

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

s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the period ended 30 June 2016

I, **Wayne Wood** being the *Branch Secretary* of the *Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch* certify:

- that the documents lodged herewith are copies of the full report for the *Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch* for the period ended 30 June 2016 referred to in section 268 of the *Fair Work (Registered Organisation) Act 2009*; and
- that the *full report* was provided to members of the reporting unit on 1st November 2016; and
- that the full report was presented to a meeting of the committee of management of the *Australian Municipal, Administrative, Clerical and Services Union, Western Australian Branch* on 13th December 2016, in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designate officer: Wayne Wood

Name of prescribed designate officer: WAYNE WOOD

Title of prescribed designate officer: BRANCH SECRETARY

Dated this 14 day of DECEMBER 2016.



**Australian Services Union
(Western Australian Branch)**

Financial Report

For the year ended 30 June 2016

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN SERVICES UNION (WESTERN AUSTRALIAN BRANCH)

Report on the Financial Report

We have audited the accompanying financial report of Australian Services Union (Western Australian Branch) (the union), which comprises the statement of financial position as at 30 June 2016, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the branch committee of management statement.

Branch Committee of Management's Responsibility for the Financial Report

The branch committee of management of the union are responsible for the preparation of the financial report that presents fairly in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the branch committee of management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the branch committee of management also state, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that the financial statements comply with International Financial Reporting Standards.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the union's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the union's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the branch committee of management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Declaration

- (1) In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.
- (2) I, Simon Fermanis declare I am an approved auditor, member of CPA Australia and the Institute of Chartered Accountants in Australia and I hold a current Public Practice Certificate.

Auditor's Opinion

In our opinion:

- (1) The financial report of Australian Services Union (Western Australian Branch) is in accordance with:
 - (a) the Fair Work (Registered Organisations) Act 2009, including:
 - (i) presenting fairly, in all material respects, the union's financial position as at 30 June 2016 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards (including Australian Accounting Interpretations); and
 - (iii) any other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.
 - (b) the financial report also complies with International Financial Reporting Standards as disclosed in Note 1.
- (2) The union has kept satisfactory accounting records for the financial year including records of:
 - (i) the sources and nature of the unions income, including membership subscriptions and other income from members; and
 - (ii) the nature of and reasons for the unions expenditure.
- (3) All information and explanations that officers or employees of the union were required to provide have been provided.
- (4) There was no deficiency, failure or shortcoming in any matters referred to in (1) to (3) above.
- (5) The management's use of the going concern basis of accounting in the preparation of the union's financial statements is appropriate.

PKF Mack

PKF MACK

Simon Fermanis

**SIMON FERMANIS
PARTNER**

13 SEPTEMBER 2016
WEST PERTH,
WESTERN AUSTRALIA

STATEMENT OF RECOVERY OF WAGES

Based on representations made to us by the Australian Services Union (Western Australian Branch) and our audit work undertaken for the year ended 30 June 2016, it appears there was no recovery of wages activity for the Australian Services Union (Western Australian Branch) for the year then ended.

PKF Mack

PKF MACK

S. Fermanis

SIMON FERMANIS
PARTNER

13 SEPTEMBER 2016
WEST PERTH,
WESTERN AUSTRALIA

OPERATING REPORT

for the year ended 30 June 2016

The committee presents its report on the reporting unit for the financial year ended 30 June 2016.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

The principal activities of the Australian Services Union (Western Australian Branch), 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.

Significant changes in financial affairs

There were no significant changes in the nature of the Union's principal activities during the financial year.

Right of members to resign

Rule 32 of the Australian Services Union Rules states as follows:

- a) A member may resign membership of the Union by written notice addressed and delivered to the Branch Secretary.
- b) A notice of resignation takes effect:
 - (i) where the member ceases to be eligible for membership of the Union:
 1. on the day on which the notice is received; or
 2. the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is the later; or
 - (ii) in any other case:
 1. at the end of 2 weeks after the notice is received; or
 2. on the day specified in the notice;whichever is the later.
- c) Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- d) Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the Union under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.
- e) Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by instalments shall not be liable to pay any instalment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the Union as hereinbefore mentioned shall be entitled to the same remission.

OPERATING REPORT (continued)
for the year ended 30 June 2016

- f) A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- g) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered to the Branch Secretary.
- h) A resignation from membership of the Union is valid, even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.
- i) A member on leaving the Union after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

Number of members

Number of members on the register of members on 30 June 2016 was 5,779
(2015: 5,844)

Number of employees

The number of employees employed by the Union at 30 June 2016 was 23 (2015: 25).

Names of Committee of Management members and period positions held during the financial year

The names of each person who has been a member of the committee of management of the Union at any time during the reporting period, and the period for which he or she held such a position is as follows:

OPERATING REPORT (continued)
for the year ended 30 June 2016

Name	Title of Officer
Paul O'Neill	Branch President – full year
Patricia Richardson	Deputy Branch President – full year
Wayne Wood	Branch Secretary – full year
Jill Hugo	Assistant Branch Secretary – full year
Nigel Rainford	Branch Treasurer – full year
Angela Hartwig	Branch Vice President (Women) – full year
Robert Bates	Branch Executive Councillor – full year
Stephen Arnold	Branch Executive Councillor – full year
Garry Allan	Branch Executive Councillor – full year
Michael Dentrinos	Branch Executive Councillor – full year
Chris McCoppin	Branch Executive Councillor – full year
Gregory Godfrey	Branch Executive Councillor – full year
Carolyn Wall	Branch Executive Councillor – full year
Andrew White	Branch Executive Councillor – full year
Joe Zappavigna	Branch Executive Councillor – full year
Sanna Andrew	Branch Executive Councillor – full year
Dulcie Donaldson	Branch Executive Councillor – full year
Marion Mason	Branch Executive Councillor – full year
Justin Doruk	Branch Executive Councillor – full year

Signature of designated officer:..... 

Name and title of designated officer:..... WAYNE WOOD BRANCH SECRETARY

Dated:..... 13/9/16

COMMITTEE OF MANAGEMENT STATEMENT

for the year ended 30 June 2016

On 13 September 2016 the Branch Executive Council of the Australian Services Union (Western Australian Branch) passed the following resolution in relation to the general purpose financial report for the year ended 30 June 2016:

The Union declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards and International Financial Reporting Standards (IFRS);
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Australian Services Union (Western Australian Branch) for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Australian Services Union (Western Australian Branch) will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the General Purpose Financial Report 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 Australian Services Union (Western Australian Branch) 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 Australian Services Union (Western Australian Branch) have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
 - (iv) no information has been sought in any request by a member of the Australian Services Union (Western Australian Branch) or General Manager duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 during the financial year; and
 - (v) no orders have been made for inspection of financial records by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting year.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer:

Wayne Wood

Name and title of designated officer:

WAYNE WOOD BRANCH SECRETARY

Dated:

13/9/16

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
for the year ended 30 June 2016

	Notes	2016 \$	2015 \$
Revenue			
Membership subscription		3,281,904	3,128,451
Capitation fees	2	-	-
Levies	2	-	-
Interest		26,733	38,872
Other revenue		75,727	62,879
Total revenue		3,384,364	3,230,202
Other Income			
Grants and/or donations	2	-	-
Net gains from sale of assets	2	8,830	9,350
Total other income		8,830	9,350
Total income		3,393,194	3,239,552
Expenses			
Employee expenses	3	2,580,109	2,363,259
Capitation fees	3	159,071	162,577
Affiliation fees	3	45,513	42,489
Administration expenses	3	289,279	285,292
Audit fees	15	12,000	12,000
Grants or donations	3	23,298	2,869
Legal costs	3	74,291	36,726
Depreciation		106,391	86,845
Organising expenses		284,842	183,548
Other expenses	3	18,079	14,525
Total expenses		3,592,873	3,190,130
Surplus/(deficit) for the year		(199,679)	49,422
Other comprehensive income			
Revaluation of land and buildings		-	800,438
Total other comprehensive income		-	800,438
Total for the year		(199,679)	849,860

The above statement should be read in conjunction with the notes.

STATEMENT OF FINANCIAL POSITION
as at 30 June 2016

	Notes	2016 \$	2015 \$
ASSETS			
Current Assets			
Cash and cash equivalents	4	850,129	1,009,373
Trade and other receivables	5	58,490	79,122
Other current assets	6	27,185	24,204
Total current assets		<u>935,804</u>	<u>1,112,699</u>
Non-Current Assets			
Land and buildings	7	2,165,315	2,197,726
Plant and equipment	8	202,169	284,846
Total non-Current assets		<u>2,367,484</u>	<u>2,482,572</u>
Total assets		<u>3,303,288</u>	<u>3,595,271</u>
LIABILITIES			
Current Liabilities			
Trade creditors and accruals	9	120,855	122,565
Other payables	10	152,716	159,654
Employee entitlements	11	411,022	494,678
Total current liabilities		<u>684,593</u>	<u>776,897</u>
Non-Current Liabilities			
Employee entitlements	11	-	-
Total non-current liabilities		<u>-</u>	<u>-</u>
Total liabilities		<u>684,593</u>	<u>776,897</u>
Net assets		<u>2,618,695</u>	<u>2,818,374</u>
EQUITY			
Asset revaluation reserve	17	2,015,501	2,015,501
Funds	18	-	-
Retained earnings		603,194	802,873
Total equity		<u>2,618,695</u>	<u>2,818,374</u>

The above statement should be read in conjunction with the notes.

STATEMENT OF CHANGES IN EQUITY
for the year ended 30 June 2016

	Asset revaluation reserve \$	Retained earnings \$	Total equity \$
Balance as at 1 July 2014	1,215,063	753,451	1,968,514
Other comprehensive income	800,438	-	800,438
Surplus/(deficit) for the year	-	49,422	49,422
Closing balance as at 30 June 2015	2,015,501	802,873	2,818,374
Other comprehensive income	-	-	-
Surplus/(deficit) for the year	-	(199,679)	(199,679)
Closing balance as at 30 June 2016	2,015,501	603,194	2,618,695

The above statement should be read in conjunction with the notes.

CASH FLOW STATEMENT
for the year ended 30 June 2016

	Notes	2016 \$	2015 \$
OPERATING ACTIVITIES			
Cash received			
Members		3,311,754	3,134,568
Interest		32,628	38,872
Other		86,505	23,769
<hr style="border: 0.5px solid black;"/>			
Cash used			
Employees		(2,680,874)	(2,258,371)
Suppliers		(926,784)	(779,241)
<hr style="border: 0.5px solid black;"/>			
Net cash (used by) from operating activities	12	<u>(176,771)</u>	<u>159,597</u>
 INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of plant and equipment		38,286	40,864
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Cash used			
Purchase of plant and equipment		(20,759)	(187,549)
Buildings improvements		-	(14,486)
<hr style="border: 0.5px solid black;"/>			
Net cash from (used by) investing activities		<u>17,527</u>	<u>(161,171)</u>
 Net decrease in cash held			
		(159,244)	(1,574)
Cash & cash equivalents at the beginning of the financial year		1,009,373	1,010,947
<hr style="border: 0.5px solid black;"/>			
Cash & cash equivalents at the end of the financial year	4	<u>850,129</u>	<u>1,009,373</u>

The above statement should be read in conjunction with the notes.

RECOVERY OF WAGES ACTIVITY
for the year ended 30 June 2016

	2016	2015
	\$	\$
Cash assets in respect of recovered money at beginning of year	-	-
Receipts		
Amounts recovered from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	-	-
Payments		
Deductions of amounts due in respect of membership for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	-	-
Cash asset's in respect of recovered money at end of year	-	-
Number of workers to which the monies recovered relates	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed		
Payable balance	-	-
Number of workers the payable relates to	-	-
Fund or account operated for recovery of wages	-	-

NOTES TO THE FINANCIAL STATEMENTS

Note 1	Summary of Significant Accounting Policies
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Note 3	Expenses
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Note 6	Other current assets
Note 7	Land and buildings
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Note 13	Contingent assets, liabilities and commitments
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AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies

Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting year and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Union is a not-for-profit entity. These financial statements also comply with International Financial Reporting Standards as issued by the International Accounting Standards Board ('IASB').

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. The financial statements are presented in Australian dollars.

a) Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

b) Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Employee provisions

The liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Estimation of useful lives of assets

The Union determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

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

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

c) New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

Future Australian Accounting Standards Requirements

The following Australian Accounting Standards have been issued early but are not yet effective. The following have not been adopted in preparation of the financial statements at the reporting date but will be adopted at application date. The impact of the adoption has not yet been determined.

AASB No.	Title	Application date of standard *	Issue date
AASB 9	Financial Instruments	1 January 2018	December
AASB 2010-7	Amendments arising from Accounting Standards arising from AASB 9 (December 2010)	1 January 2018	September 2012
AASB 2014-1	Amendments to Australian Accounting Standards Part D - Consequential Amendments arising from AASB 14 Regulatory Deferral Accounts	Part D - 1 January 2016 Part E - 1 January 2018	June 2014
AASB 2014-3	Amendments to Australian Accounting Standard – Accounting for Acquisition of Interest in Joint Operations [AASB 1 & AASB 11]	1 January 2016	August 2014
AASB 2014-4	Amendments to Australian Accounting Standard - Clarification of Acceptable Methods of Depreciation and Amortisation (Amendments to AASB 116 and AASB 138)	1 January 2016	August 2014
AASB 2014-5	Amendments to Australian Accounting Standard Arising From AASB 116	1 January 2018	December 2014
AASB 2014-6	Amendments to Australian Accounting Standard – Agriculture: Bearer Plants [AASB 101, AASB 116, AASB 117, AASB 123, AASB 136, AASB 140]	1 January 2016	December 2014
AASB 2014-7	Amendments to Australian Accounting Standard Arising From AASB 9 (December 2014)	1 January 2018	December 2014
AASB 2014-9	Amendments to Australian Accounting Standard - Equity Method in Separate Financial Statements	1 January 2016	December 2014
AASB 2014-10	Amendments to Australian Accounting Standard - Sale of Contribution of Assets Between Investors and its Associates or Joint	1 January 2018	December 2014
AASB 2015-1	Amendments to Australian Accounting Standards – Annual Improvements to Australian Accounting Standards 2012–2014 Cycle	1 January 2016	January 2015
AASB 2015-2	Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101	1 January 2016	January 2015
AASB 2015-5	Amendments to Australian Accounting Standards – Investment Entities: Applying the Consolidation Exception	1 January 2016	January 2015

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

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

AASB No.	Title	Application date of standard *	Issue date
AASB 2015-6	Amendments to Australian Accounting Standards – Extending Related Party Disclosures to NFP Public Sector Entities	1 July 2016	March 2015
AASB 2015-7	Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities	1 July 2016	July 2015
AASB 2015-8	Amendments to Australian Accounting Standards – Effective Date of AASB 15	1 January 2018	October 2015
AASB 2015-9	Amendments to Australian Accounting Standards – Scope and Application Paragraphs	1 January 2016	November 2015
AASB 2015-10	Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128.	1 January 2018	December 2015
AASB 2016-1	Amendments to Australian Accounting Standards – Recognition of Deferred Tax Assets for Unrealised Losses [AASB 112]	1 January 2017	February 2016
AASB 2016-2	Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107	1 January 2017	March 2016
AASB 2016-3	Amendments to Australian Accounting Standards – Clarifications to AASB 15	1 January 2018	May 2016
AASB 2016-4	Amendments to Australian Accounting Standards – Recoverable Amount of a Non-Cash Generating Specialised Assets of Not-for-	1 January 2017	June 2016
AASB 14	Regulatory Deferral Account	1 January 2016	June 2014
AASB 15	Revenues from Contracts with Customers	1 January 2018	October 2015
AASB 16	Leases	1 January 2019	February 2016
AASB 1056	Superannuation Entities	1 July 2016	June 2014
AASB 1057	Application of Australian Accounting Standards	1 January 2016	November 2015

d) Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

e) Capitation fees and levies

Capitation fees and levies are recognised on an accrual basis and recorded as revenue and/or expenses in the year to which it relates.

f) Gains

Sale of assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

g) Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. Reporting Unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

h) Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

i) Financial instruments

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

j) Financial assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Fair value through profit or loss

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

Held-to-maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

Available-for-sale

Listed shares and listed redeemable notes held by the reporting unit that are traded in an active market are classified as available-for-sale and are stated at fair value. The reporting unit also has investments in unlisted shares that are not traded in an active market but that are also classified as available-for-sale financial assets and stated at fair value. Gains and losses arising from changes in fair value are recognised in other comprehensive income and accumulated in the investments revaluation reserve, with the exception of impairment losses, interest calculated using the effective interest method, and foreign exchange gains and losses on monetary assets, which are recognised in profit or loss. Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously accumulated in the investments revaluation reserve is reclassified to profit or loss.

Dividends on available-for-sale equity instruments are recognised in profit or loss when the reporting unit right to receive the dividends is established. The fair value of available-for-sale monetary assets denominated in a foreign currency is determined in that foreign currency and translated at the spot rate at the end of the reporting period. The foreign exchange gains and losses that are recognised in profit or loss are determined based on the amortised cost of the monetary asset. Other foreign exchange gains and losses are recognised in other comprehensive income.

Loan and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

Impairment of financial assets

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

Derecognition of financial assets

The reporting unit derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

k) Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Fair value through profit or loss

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

Derecognition of financial liabilities

The reporting unit derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

l) Contingent liabilities and contingent assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

m) Land, buildings, plant and equipment

Asset recognition threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations—land and buildings

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following rates:

	2016	2015
Buildings	8.88%	8.88%
Plant and equipment	5-40%	5-40%

Derecognition

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

n) Impairment for non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Union were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

o) Taxation

The Union is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

p) Fair value measurement

The Union measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 16.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the [reporting unit]. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Union uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Union determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 1 Summary of significant accounting policies (continued)

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Union has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

q) Going Concern

The union's ability to continue as a going concern is not reliant on the agreed financial support of another reporting unit. The union has not agreed to provide financial support to ensure another reporting unit has the ability to continue as a going concern.

The union has not acquired an asset or liability as a result of:

- i. An amalgamation under Part 2 of Chapter 3, of the Registered Organisations Act; or
- ii. A restructure of branches; or
- iii. A determination by the General Manager under subsection 245(1) of the Registered Organisations Act of an alternative reporting structure for the Union; or
- iv. A revocation by the General Manager under subsection 249(1) of the Registered Organisations Act of a certificate issued to an organisation under subsection 245(1)

Note 2 Income

	2016	2015
	\$	\$
Membership subscription	3,281,904	3,128,451
Interest	26,733	38,872
Sundry income	29,331	18,867
Staff contributions to motor vehicles	25,452	22,657
Superannuation board	20,944	21,127
Gain on sale of plant and equipment	8,830	9,578
Capitation fees	-	-
Levies	-	-
Grants	-	-
Donations	-	-
	3,393,194	3,239,552

AUSTRALIAN SERVICES UNION

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NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 3 Expenses

Employee expenses

	2016	2015
	\$	\$
Holders of office:		
Wages and salaries	289,481	288,238
Superannuation	45,399	45,585
Leave and other entitlements	32,877	17,015
Separation and redundancies	-	-
Other employee expenses	32,995	20,331
Subtotal employee expenses holders of office	400,752	371,169
 Employees other than office holders:		
Wages and salaries	1,749,854	1,559,177
Superannuation	260,768	221,813
Leave and other entitlements	(116,534)	37,586
Separation and redundancies	135,950	-
Other employee expenses	149,319	173,514
Subtotal employee expenses employees other than office holders	2,179,357	1,992,090
Total employee expenses	2,580,109	2,363,259

Capitation fees

Australian Services Union	159,071	162,577
Total capitation fees	159,071	162,577

Affiliation fees

Australian Services Union	3,594	2,740
Unions WA	41,919	39,749
Total affiliation fees/subscriptions	45,513	42,489

AUSTRALIAN SERVICES UNION

(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 3	Expenses (continued)	2016	2015
		\$	\$
Administration expenses			
	Consideration to employers for payroll deductions	-	-
	Compulsory levies	-	-
	Fees/allowances - meeting and conferences	-	-
	Conference and meeting expenses	-	-
	Contractors/consultants	1,660	5,050
	Office expenses	95,163	102,554
	Information communications technology	34,602	35,545
	Other	143,107	134,356
	Subtotal administration expense	274,532	277,505
	Operating lease rentals:		
	Minimum lease payments	14,747	7,787
	Total administration expenses	289,279	285,292
Grants or donations			
	Grants:		
	Total paid that were \$1,000 or less	-	-
	Total paid that exceeded \$1,000	-	-
	Donations:		
	Total paid that were \$1,000 or less	3,298	1,233
	Total paid that exceeded \$1,000	20,000	1,636
	Total grants or donations	23,298	2,869
Legal costs			
	Litigation	-	-
	Other legal matters	74,291	36,726
	Total legal costs	74,291	36,726
Other expenses			
	Penalties - via RO Act or RO Regulations	-	-
	Other expenses	18,079	14,525
	Total other expenses	18,079	14,525

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

	2016	2015
	\$	\$
Note 4 Cash and cash equivalents		
Cash at bank	147,842	254,266
Short term deposits	702,287	755,107
Total cash and cash equivalents	850,129	1,009,373
 Note 5 Trade and other receivables		
Receivables from other reporting units	-	-
Less provision for doubtful debts	-	-
Trade receivables	40,850	55,587
Interest Receivable	17,640	23,535
Total other receivables	58,490	79,122
 Note 6 Other current assets		
Rental Bond	4,815	4,815
Prepaid expenses	22,370	19,389
Total other current assets	27,185	24,204
 Note 7 Land and buildings		
fair value	2,200,000	2,200,000
at cost	-	-
accumulated depreciation	(34,685)	(2,274)
Total land and buildings	2,165,315	2,197,726

AUSTRALIAN SERVICES UNION

(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

	2016	2015
	\$	\$
Reconciliation of the opening and closing balances of land and buildings		
As at 1 July		
Gross book value	2,200,000	1,450,331
Accumulated depreciation and impairment	(2,274)	(41,579)
Net book value 1 July	2,197,726	1,408,752
Additions:		
By purchase	-	14,491
Depreciation expense	(32,411)	(25,954)
Revaluation	-	800,437
Disposals:	-	-
Add back depreciation on disposals	-	-
Net book value 30 June	2,165,315	2,197,726
 Net book value as of 30 June represented by:		
Gross book value	2,200,000	2,200,000
Accumulated depreciation and impairment	(34,685)	(2,274)
Net book value 30 June	2,165,315	2,197,726

The revalued land and buildings consist of the property at 102 East Parade, East Perth.

The Union's national office (the Australian Municipal, Administrative, Clerical and Services Union) is the registered owner of the property. Under rule 21 of the national rules, the Union's national office delegates sole control, custody, administration and management of the property to the Union (Australian Services Union Western Australian Branch).

The property was last revalued on 4 June 2015 by independent valuation conducted by Valuations WA. The valuation was prepared in accordance with the Australian Property Institute's Standard Report content. The revaluation surplus was credited the asset revaluation reserve in members' equity.

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 8 Plant and equipment

	2016	2015
	\$	\$
at cost	514,379	544,566
accumulated depreciation	(312,210)	(259,720)
Total plant and equipment	202,169	284,846

Reconciliation of the opening and closing balances of plant and equipment

As at 1 July

Gross book value	544,566	460,342
Accumulated depreciation and impairment	(259,720)	(270,638)
Net book value 1 July	284,846	189,704
Additions:		
By purchase	20,759	187,548
From acquisition of entities (including restructuring)	-	-
Impairments	-	-
Depreciation expense	(73,980)	(60,891)
Other movement [give details below]	-	-
Disposals:	(50,946)	(103,324)
Add back depreciation on disposals	21,490	71,809
Other	-	-
Net book value 30 June	202,169	284,846
Net book value as of 30 June represented by:		
Gross book value	514,379	544,566
Accumulated depreciation and impairment	(312,210)	(259,720)
Net book value 30 June	202,169	284,846

Note 9 Trade creditors and accruals

Trade creditors and accruals	120,855	122,565
Payables to other reporting unit	-	-
Total trade payables	120,855	122,565

Settlement is within 30 to 45 days.

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 10 Other payables

	2016	2015
	\$	\$
Consideration to employers for payroll deductions	-	-
Legal costs	-	-
Prepayments received/unearned revenue	59,669	33,460
GST payable	41,938	39,282
Other Payables	51,109	86,912
Total other payables	152,716	159,654
Settlement is within 30 to 45 days		

Note 11 Employee entitlements

Office Holders:

Annual leave	48,560	40,366
Long service leave	111,471	95,284
Separations and redundancies	-	-
Other	-	-

Subtotal employee entitlements—office holders	160,031	135,650
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Employees other than office holders:

Annual leave	122,446	186,202
Long service leave	128,545	172,826
Separations and redundancies	-	-
Other	-	-

Subtotal employee entitlements—employees other than office holders	250,991	359,028
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Total employee entitlements	411,022	494,678
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Current	411,022	494,678
Non Current	-	-
Total employee entitlements	411,022	494,678

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 12 Cash flow reconciliation

	2016	2015
	\$	\$
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:		
Cash and cash equivalents as per:		
Cash flow statement	850,129	1,009,373
Balance sheet	850,129	1,009,373
Difference	<u>-</u>	<u>-</u>
Reconciliation of surplus/(deficit) to net cash from operating activities:		
Surplus/(deficit) for the year	(199,679)	49,422
Adjustments for non-cash items		
Depreciation/amortisation	106,391	86,845
Net gain on sale of plant and equipment	(8,830)	(9,350)
Net write-down of non-financial assets	-	-
Changes in assets/liabilities		
Decrease/(increase) in net receivables	20,632	(30,923)
Increase in prepayments	(2,981)	(4,559)
(Decrease)/increase in supplier payables	(8,648)	13,562
(Decrease)/increase in employee provisions	(83,656)	54,600
Net cash (used by) from operating activities	<u>(176,771)</u>	<u>159,597</u>
Cash flow information		
Cash inflows	3,469,173	3,238,073
Total cash inflows	<u>3,469,173</u>	<u>3,238,073</u>
Cash outflows	3,628,417	3,239,647
Total cash outflows	<u>3,628,417</u>	<u>3,239,647</u>

AUSTRALIAN SERVICES UNION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 13 Contingent liabilities, assets and commitments

	2016	2015
	\$	\$

Operating lease commitments—as lessee

Operating lease for Unit 7 Wesley Business Centre, 4 Stirling St, Bunbury Western Australian. Lease term of 1 year from 12 February 2016.

Future minimum rentals payable under non-cancellable operating leases as at 30 June are as follows:

Within one year	9,776	8,260
After one year but not more than five years	-	-
More than five years	-	-
	9,776	8,260

The Union does not have any contingent liabilities or assets at 30 June 2016.

Note 14 Key management personnel and related parties

Revenue received from councillors

Membership subscriptions	11,922	12,071
	11,922	12,071

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions.

Key management personnel benefits

Short-term employee benefits

Salary (including annual leave taken)	289,481	288,237
Annual leave accrued	22,454	27,914

Total short-term employee benefits	311,935	316,151
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Post-employment benefits:

Superannuation	45,399	45,585
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Total post-employment benefits	45,399	45,585
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Other long-term benefits:

Long-service leave	10,423	12,480
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Total other long-term benefits	10,423	12,480
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Total	367,757	374,216
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AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 15 Remuneration of auditors

	2016	2015
	\$	\$
Financial statement audit services	<u>12,000</u>	<u>12,000</u>
Total remuneration of auditors	<u>12,000</u>	<u>12,000</u>

No other services were provided by the auditors of the financial statements.

Note 16 Financial instruments

The Union's activities do not expose it to many financial risks, with only liquidity risk being needed to be actively managed.

Foreign currency risk

The Union is not exposed to any significant foreign currency risk.

Credit risk

The Union is not exposed to any significant credit risk.

Price risk

The Union is exposed to fluctuations in market value of its fair valued land and buildings. The union manages this by obtaining independent valuations every three years to ensure they are carrying the asset at fair value

Land and buildings at fair value	<u>2,200,000</u>	<u>2,200,000</u>
	<u>2,200,000</u>	<u>2,200,000</u>

Interest rate risk

The Union's main interest rate risk arises from cash deposits. Cash deposits issued at variable rates expose the union to interest rate risk. Cash deposits at fixed rates expose the union to fair value risk. The union maintains approximately 70% of cash reserves in term deposits at a fixed rate to manage exposure to interest rate risk.

AUSTRALIAN SERVICES UNION

(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016

Note 16 Financial instruments (continued)

	Weighted Average Interest Rate	Floating Interest Rate	Fixed Interest	Non Interest Baring	Total
30 June 2016					
Financial assets					
Cash and cash equivalents	2.63%	147,442	702,287	400	850,129
Trade and other receivables	-	-	-	58,490	58,490
		<u>147,442</u>	<u>702,287</u>	<u>58,890</u>	<u>908,619</u>
Financial liabilities					
Trade and other Payables	-	-	-	273,571	273,571
		<u>-</u>	<u>-</u>	<u>273,571</u>	<u>273,571</u>
30 June 2015					
Financial assets					
Cash and cash equivalents	3.85%	253,866	755,107	400	1,009,373
Trade and other receivables	-	-	-	79,122	79,122
		<u>253,866</u>	<u>755,107</u>	<u>79,522</u>	<u>1,088,495</u>
Financial liabilities					
Trade and other Payables	-	-	-	282,218	282,218
		<u>-</u>	<u>-</u>	<u>282,218</u>	<u>282,218</u>

Liquidity risk

Vigilant liquidity risk management requires the Union to maintain sufficient liquid assets (mainly cash and cash equivalents) to be able to pay debts as and when they become due and payable.

The union manages liquidity risk through budgeting and monitoring cash flows. Budgets are established annually and monitored through bi-monthly meetings of the committee of management.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 16 Financial instruments (continued)

Sensitivity analysis

	Change in Variable	Effect on surplus/ (deficit)	Effect on equity
30 June 2016			
Interest rate risk	1% increase	8,497	8,497
Interest rate risk	1% decrease	(7,914)	(7,914)
Price risk	1% increase	-	22,000
Price risk	1% decrease	-	(22,000)
30 June 2015			
Interest rate risk	1% increase	10,094	10,094
Interest rate risk	1% decrease	(10,094)	(10,094)
Price risk	1% increase	-	22,000
Price risk	1% decrease	-	(22,000)

Remaining contractual maturities

The following tables detail the Union's remaining contractual maturity for its financial instrument liabilities. The tables have been drawn up based on the undiscounted cash flows of financial liabilities based on the earliest date on which the financial liabilities are required to be paid. The tables include both interest and principal cash flows disclosed as remaining contractual maturities and therefore these totals may differ from their carrying amount in the statement of financial position.

	Weighted average interest rate	1 year or less	Between 1 and 2 years	Between 2 and 5 years	Over 5 years	Remaining contractual maturities
30 June 2016	%	\$	\$	\$	\$	\$
Non-derivatives						
Non-interest bearing						
Trade payables	-%	273,571	-	-	-	273,571
Total non-derivatives		273,571	-	-	-	273,571

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 16 Financial instruments (continued)

	Weighted average interest rate	1 year or less	Between 1 and 2 years	Between 2 and 5 years	Over 5 years	Remaining contractual maturities
30 June 2015	%	\$	\$	\$	\$	\$
Non-derivatives						
Non-interest bearing						
Trade payables	-%	282,218	-	-	-	282,218
Total non-derivatives		282,218	-	-	-	282,218

The cash flows in the maturity analysis above are not expected to occur significantly earlier than contractually disclosed above.

Note 17 Fair value measurement

Fair value hierarchy

The following tables provide an analysis of financial and non financial assets and liabilities that are measured at fair value, by fair value hierarchy.

Fair value hierarchy – 30 June 2016

	Date of valuation	Level 1	Level 2	Level 3
Assets measured at fair value	\$	\$	\$	
Land and buildings	4-Jun-15	-	2,200,000	-
Total		-	2,200,000	-

Fair value hierarchy—30 June 2015

Assets measured at fair value				
Land and buildings	4-Jun-15	-	2,200,000	-
Total		-	2,200,000	-

See note 7 in relation to independent valuation prepared.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 18 Equity

Note 18A: Funds

	2016	2015
	\$	\$
Balance as at start of year	-	-
Transferred to reserve	-	-
Transferred out of reserve	-	-
Balance as at end of year	-	-
<i>[insert name of individual fund/reserve]</i>		
Balance as at start of year	-	-
Transferred to reserve	-	-
Transferred out of reserve	-	-
Balance as at end of year	-	-
Total Reserves	-	-

Note 18B: Other Specific disclosures - Funds

Compulsory levy/voluntary contribution fund – if invested in assets

Name of fund	-	-
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Other fund(s) required by rules

Name of fund		
Balance as at start of year	-	-
Transferred to reserve	-	-
Transferred out of reserve	-	-
Balance as at end of year	-	-

Note 19 Events after the reporting period

There were no events that occurred subsequent to 30 June 2016 and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Union.

AUSTRALIAN SERVICES UNION
(WESTERN AUSTRALIAN BRANCH)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Note 20 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or General Manager:

- (1) A member of a reporting unit, or the General Manager, 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).



8 December 2016

Mr Wayne Wood
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union-Western Australian Branch

Sent via email: wayne.wood@asuwa.org

Dear Mr Wood,

Lodgement of Financial Report - Reminder to lodge

The Fair Work Commission's (the Commission) records disclose that the financial year of the Australian Municipal, Administrative, Clerical and Services Union-Western Australian Branch (the reporting unit) ended on the 30 June 2016.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). The full report must be lodged with the Commission within 14 days of that meeting.

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to orgs@fwc.gov.au. That is the official email address for electronic lodgements of material related to registered organisations matters.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Should you seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Galichio@fwc.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Galichio', written in a cursive style.

Sam Galichio
Adviser
Regulatory Compliance Branch



15 July 2016

Mr Wayne Wood
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union-Western Australian Branch
By email: wayne.wood@asuwa.org

Dear Mr Wood,

**Re: Lodgement of Financial Report - [FR2016/2011]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union-Western Australian Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

Loans, grants and donations: our focus this year

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

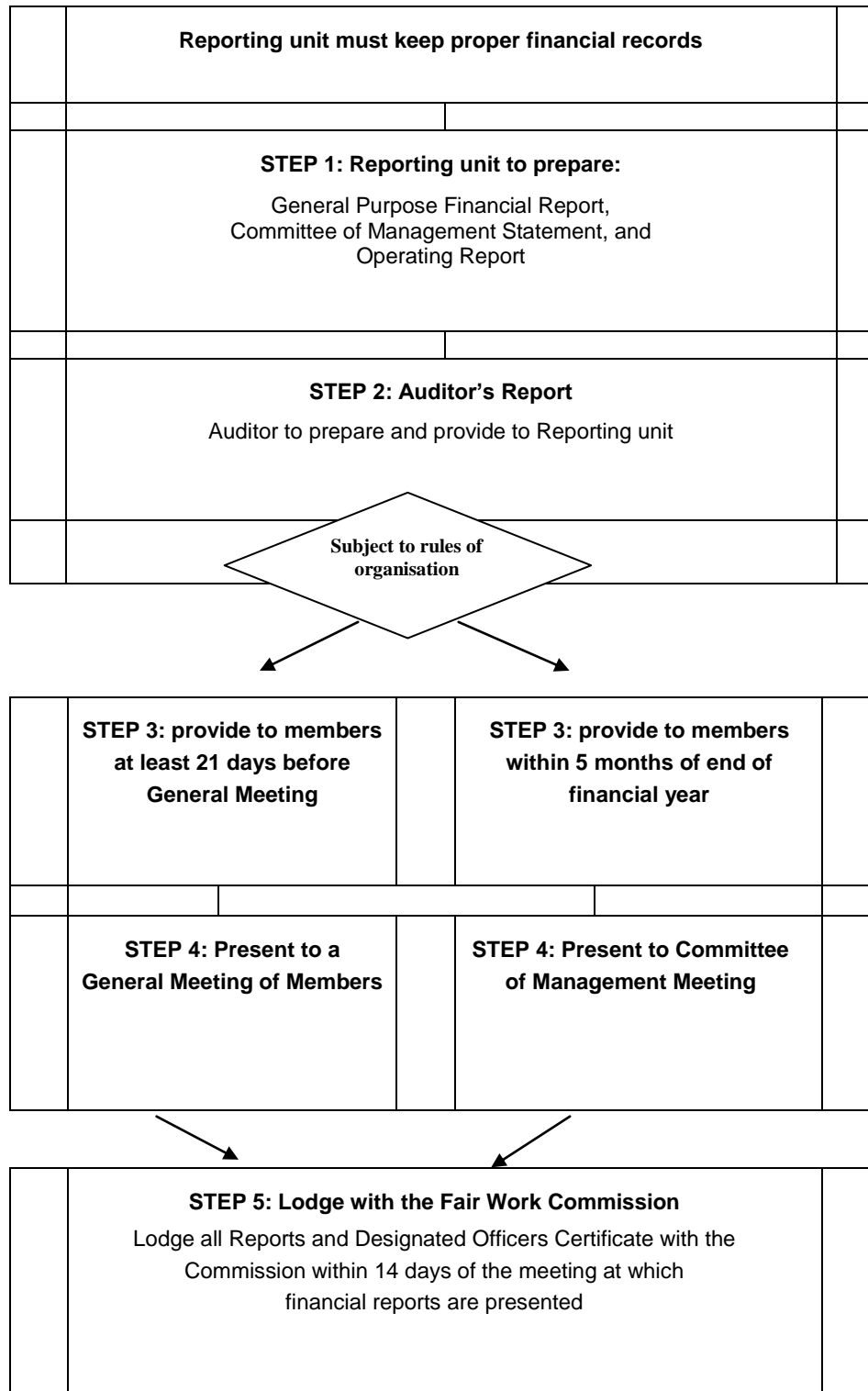


Anastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:







- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au