



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ms. Pauline Gallagher
Acting Section Secretary
CPSU, the Community and Public Sector Union
CSIRO Section
Level 11
575 Bourke Street
Melbourne 3000

Dear Ms. Gallagher,

**Re: Financial statements for year ended 30 June 2003
FR2003/377**

I have received the financial statements of the CSIRO Section of the CPSU, the Community and Public Sector Union for year ended 30 June 2003 lodged under cover of your letter dated 2 March 2004. The documents were lodged in the Industrial Registry on 10 March 2004.

Disclosure of donation in income and expenditure statement

Section 269(1) of the Workplace Relations Act 1996 requires an organisation to lodge in the Industrial Registry as soon as practicable after each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the income and expenditure statement indicates a disclosure of \$3418.00.

Would you please arrange lodgment in the Industrial Registry of a section 269(1) statement covering any donation exceeding \$1,000 - such statement should include particulars as required by subsection 269(5).

Documents on website

The Registry has created an electronic file for each registered organisation and branch which is accessible through the AIRC web site. The documents lodged will be placed on the AIRC Website at www.e-airc.gov.au/090vcsir.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au.

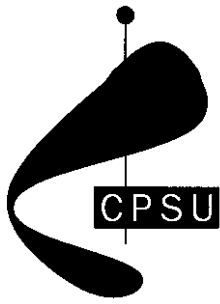
Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents to the Registry.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Clency Lapierre". The signature is fluid and cursive, with a large initial "C" and "L".

Clency Lapierre
Statutory Services Branch

30 March, 2004



2nd March 2004

057.3/42

Industrial Registrar
Australian Industrial Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir,

RE: FINANCIAL STATEMENTS

Please find attached a Statutory Declaration together with Financial Statements of the CSIRO Section – CPSU as at 30 June 2003.

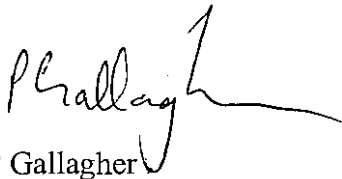
Yours sincerely,

P Gallagher
Acting Section Secretary

STATUTORY DECLARATION

I, PAULINE GALLAGHER, ACTING SECTION SECRETARY, CSIRO SECTION – CPSU, 11TH FLOOR, 575 BOURKE STREET, MELBOURNE VIC 3000 certify that the attached documents were placed on the world wide web on 3 February 2004. The members all have access to the web and were advised of their location via a membership Newsletter. The documents were presented to a Council Meeting on 28th February 2004.

And I make this solemn declaration by virtue of the Statutory Declaration Act 1959 and subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in the declaration to be true in every particular.



P Gallagher
Acting Section Secretary

Declared at Melbourne, the 2 day of March 2004.

Before me:



AMP PLAZA PHARMACY
121 William St Melbourne
Telephone 9629 1699

CSIRO STAFF ASSOCIATION

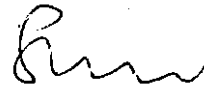
COMMITTEE OF MANAGEMENT CERTIFICATE

We, Michael Borgas and Sandy Ross, being two members of the Council of the CSIRO Staff Association do state on behalf of the Council and in accordance with a resolution passed by the Council, that:-

1. in the opinion of the Council, the attached financial report show a true and fair view of the financial affairs of the Section as at 30 June 2003;
2. in the opinion of the Council, meetings of the Committee of Management were held during the year ended 30 June 2003 in accordance with the rules of the organisation;
3. to the knowledge of any member of the Council, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the Section under sub-section 274(2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the Section, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Section; and
4. the Section has complied with sub-section 279(1) and (6) of the Act in relation to the financial report in respect of the year ended 30 June 2002, being the immediately preceding financial period and the auditor's report thereon.



.....
MICHAEL BORGAS
Section President



.....
SANDY ROSS
Section Secretary

Dated this 30th day of October, 2003.

CSIRO STAFF ASSOCIATION
INDEPENDENT AUDIT REPORT

Scope

We have audited the financial report of the CSIRO Staff Association for the financial year ended 30 June 2003 as set out on pages 4 to 12. The Section's Committee of Management are responsible for the preparation of the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members of the Section.

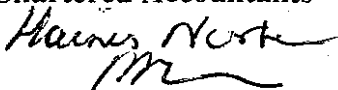
Our audit has been conducted in accordance with Australian Accounting Standards to provide reasonable assurance whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with our understanding of the Section's financial position, the results of its operations and its cash flows.

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

Audit Opinion

In our opinion,

- (i) there were kept by the Section, in respect of the year, satisfactory accounting records detailing the source and nature of the income of the Section (including income from members) and the nature and purpose of the expenditure;
- (ii) the attached financial report, prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and in accordance with Section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Section as at 30 June 2003; and
 - (b) the income and expenditure, results and cash flows of the Section for the year then ended; and
- (iii) all information and explanations required for the purpose of the audit under Section 275(2), were provided by the officers or employees of the Section.

Haines Norton
Chartered Accountants

R.H. Hutton
Registered Company Auditor

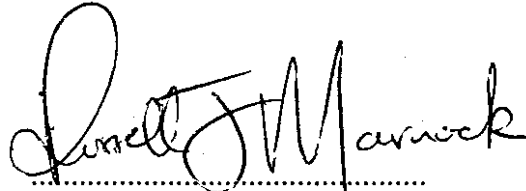
Dated this 27th day of *NOVEMBER*, 2003.

CSIRO STAFF ASSOCIATION
ACCOUNTING OFFICERS CERTIFICATE

I, Russell Marnock, being the Section Treasurer and the officer responsible for keeping the accounting records of the CSIRO Staff Association, certify that as at 30 June, 2003 the number of members of the Section was 3,194.

In my opinion:-

1. the attached financial report shows a true and fair view of the Section results as at 30 June 2003.
2. a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Section;
3. before any expenditure was incurred by the Section approval of the incurring of the expenditure was obtained in accordance with the rules of the Section;
4. with regard to funds of the Section raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than those for which the fund was operated;
5. no loans or other financial benefits, other than remuneration in respect of their full time employment with the Section, or honorarium or allowances authorised in accordance with the rules of the Section, were made to persons holding office in the Section.
6. the register of members of the Section was maintained in accordance with the Act.



.....
RUSSELL MARNOCK
Section Treasurer

Dated this 30th day of October, 2003.

CSIRO STAFF ASSOCIATION
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
REVENUE FROM ORDINARY ACTIVITIES	4	1,029,792	961,108
Other Expenses from ordinary activities		<u>983,215</u>	<u>985,434</u>
PROFIT/(LOSS) FROM ORDINARY ACTIVITIES BEFORE INCOME TAX		46,577	(24,326)
INCOME TAX EXPENSE RELATING TO ORDINARY ACTIVITIES	1(b)	<u>-</u>	<u>-</u>
PROFIT/(LOSS) FROM ORDINARY ACTIVITIES AFTER INCOME TAX	5	<u>46,577</u>	<u>(24,326)</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003

	Note	2003 \$	2002 \$
MEMBERS FUNDS			
Accumulated Funds	6	<u>951,571</u>	<u>904,994</u>
TOTAL MEMBERS FUNDS		<u><u>951,571</u></u>	<u><u>904,994</u></u>
Represented by:			
CURRENT ASSETS			
Cash assets	7	45,369	146,916
Receivables	8	16,438	8,686
Other financial assets	9	1,023,538	1,002,937
Other	10	<u>12,320</u>	<u>11,702</u>
TOTAL CURRENT ASSETS		<u><u>1,097,665</u></u>	<u><u>1,170,241</u></u>
NON-CURRENT ASSETS			
Office furniture and equipment	11	<u>33,180</u>	<u>40,954</u>
TOTAL ASSETS		<u><u>1,130,845</u></u>	<u><u>1,211,195</u></u>
CURRENT LIABILITIES			
Payables	12	98,484	239,545
Provisions	13	<u>80,790</u>	<u>66,656</u>
TOTAL CURRENT LIABILITIES		<u><u>179,274</u></u>	<u><u>306,201</u></u>
TOTAL LIABILITIES		<u><u>179,274</u></u>	<u><u>306,201</u></u>
NET ASSETS		<u><u>951,571</u></u>	<u><u>904,994</u></u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
INCOME			
Membership Subscriptions		938,799	918,257
Interest Received		29,825	28,676
Sundry Income		59	202
HSBC Investment Income		34,327	13,973
Training & Conference Income		26,782	-
		<u>1,029,792</u>	<u>961,108</u>
EXPENDITURE			
Salaries and Related Expenditure			
Elected Officials		116,435	127,851
Administrative Staff		310,514	321,336
<i>Total Salaries</i>		<u>426,949</u>	<u>449,187</u>
Payroll Tax		23,483	18,286
Workers Compensation Insurance		10,604	7,099
PSU Superannuation		62,599	50,902
Staff Amenities & Training		4,235	8,953
Secondment		9,805	-
Annual Leave		13,409	(5,061)
Long Service Leave		22,710	7,347
Casual Staff & Consultancy		8,437	12,123
Recruitment		-	705
Total Salaries & Related Expenditure		<u>582,231</u>	<u>549,541</u>
Administrative & Equipment Overheads			
Accounting & Audit Fees		4,865	4,600
Amortisation		7,373	3,687
Bad Debts		-	35
Bank Charges		1,605	769
Cleaning		2,892	3,989
Depreciation		341	1,300
Electricity		3,600	3,492
Furniture & Computer Equipment (less than \$2,000)		1,967	3,544
HSBC Management Fees		6,245	6,237
National Office Charge		65,716	64,278
Postage & Freight		6,960	8,017
Printing & Stationary		21,040	32,339
Provision for Diminution of Investment		15,065	8,000
Rent & Outgoings		48,316	60,117
Sundry Expenses		6,451	9,485
Telephone		27,731	28,078
Website Service Agreement		4,882	-
Total Administrative & Equipment Overheads		<u>225,049</u>	<u>237,967</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

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

	2003	2002
	\$	\$
Industrial Expenditure		
Affiliation Fees	3,998	4,171
Cabcharge	13,372	19,462
Classification & Salary Working Group	241	-
Council General Activities	62,311	63,116
CSIRO Consultative Council	2,768	(273)
Donations	3,418	-
Enterprise Bargaining Agreement	62	8,554
FASTS Campaign	1,108	3,666
Industrial Support & Representation	7,185	10,825
ILM Search Conference	2,044	-
Legal Costs	2,791	1,585
Library	3,616	3,413
Membership Expenses	1,189	3,029
Occupational Health & Safety	(4,345)	580
Promotions Committee	-	573
PSU Matters	134	4,265
Science Meets Parliament	907	-
Scholarship Awards	750	3,000
Surveys/Research/NZ Exchange	6,752	3,000
Service Agreement	780	35,826
Site Visits	9,815	11,319
Sub-Section Activities	8,254	11,225
Term Contract Expenses	5,640	3,728
Training & Conferences	41,588	5,138
Travelling Expenses	<u>1,557</u>	<u>1,724</u>
Total Industrial Expenditure	<u>175,935</u>	<u>197,926</u>
Total Expenditure	<u>983,215</u>	<u>985,434</u>
OPERATING SURPLUS/(DEFICIT)FOR YEAR	<u><u>46,577</u></u>	<u><u>(24,326)</u></u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Membership Subscriptions		1,032,679	1,011,066
Interest received		21,860	32,563
Other Income		29,525	202
Payments to Suppliers & Employees		<u>(1,177,411)</u>	<u>(1,142,250)</u>
Net Cash Used in Operating Activities	15 (b)	<u>(93,347)</u>	<u>(98,419)</u>
 CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from disposal of Office Furniture and Equipment		-	50
Payment for Office Furniture and Equipment		-	(48,664)
Payment for Investments		<u>-</u>	<u>(500,000)</u>
Net Cash Used in Investing Activities		<u>-</u>	<u>(548,614)</u>
Net Decrease in cash held		(93,347)	(647,033)
Cash at Beginning of Year		<u>648,859</u>	<u>1,295,892</u>
Cash at End of Year	15 (a)	<u>555,512</u>	<u>648,859</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

The following is a summary of the significant accounting policies adopted by the entity in the preparation of the financial statements.

(a) Property, Plant & Equipment

Property, Plant and Equipment are brought to account at cost. The depreciable amount of all fixed assets are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

(b) Income Tax

No provision for income tax is required as the Section is exempt from income tax under Section 50-15 (3.2) of the Income Tax Assessment Act 1997.

(c) Employee Benefits

Provision is made for the Section's liability for annual leave arising from services rendered by employees to balance date. The calculation of the liability for annual leave recognised in these financial statements as at 30 June 2003, includes the provision for employment on-costs payable on the benefits. The provision for long service leave represents only employee on-costs related to benefits, with the liability for employee benefits being met by the National Office.

Employees are entitled to long service leave from 1 July 2002 at the rate of 7.2 days per year of service, pro-rata after 5 years service with the Section. Previously up to 30 June 2002, the entitlement was 10.8705 days per year of service, pro-rata after 3 years service with the Section. The movement in the provision for long service leave during the year is paid to the National Office and is expensed in these accounts.

(d) Investments

Investments in managed funds are measured on the cost basis. The carrying amount of investments are reviewed annually to ensure it is not in excess of the recoverable amount. The recoverable amount is assessed from the quoted market value for listed investments or the underlying net assets for other non-listed investments. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(e) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

CSIRO STAFF ASSOCIATION

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

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 reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) 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.
- (3) 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.

NOTE 3: RELATED PARTY INFORMATION

- (a) The names of persons who formed part of the Section Executive at any time during the year were:-

Section President -	Michael Borgas (<i>elected 1 January 2003</i>) Paul Boulton (<i>resigned 31 December 2002</i>)
Section Deputy Presidents -	Warren Hicks (<i>elected 1 January 2003</i>) Christiane Ludwig (<i>elected 1 January 2003</i>) Russell Marnock (<i>resigned 31 December 2002</i>) Warren Bruckard (<i>resigned 31 December 2002</i>)
Section Secretary -	Sandy Ross
Section Assistant Secretary -	Pauline Gallagher
Section Treasurer	Russell Marnock (<i>elected 1 January 2003</i>) Merle Thomas (<i>resigned 1 January 2003</i>)

Committee of Management-

ACT	- Tanya Jacobson (<i>elected 1 January 2003</i>) - Warren Hicks (<i>resigned 31 December 2002</i>)
NA	- Garry Rabbett
SA	- Vacant - Daniel Weissman (<i>resigned 8 April 2003</i>)
VIC	- Greg Short (<i>elected 1 January 2003</i>) - Michael Borgas (<i>resigned 31 December 2002</i>)
NSW	- Jock Buselli
QLD	- Merle Thomas (<i>elected 1 January 2003</i>) - Phil Soole (<i>Acting</i>)
TAS	- Neil White
WA	- Vacant - Christiane Ludwig (<i>resigned 31 December 2002</i>)

CSIRO STAFF ASSOCIATION

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

	2003	2002
	\$	\$

NOTE 3: RELATED PARTY INFORMATION *continued*

- (b) Amounts were paid for and recovered from the National Office of the CPSU and other Branches and Sections on receipt of invoices during the year.
- (c) Transactions between the Council and the Section were conducted on normal commercial terms in respect of membership fees and reimbursements.

NOTE 4: REVENUE

Operating activities:-

- Contributions Received	\$ 938,799	\$ 918,257
- Conference Income - WAIS2	26,782	-
- Interest (other persons/corporations)	29,825	28,676
- HSBC Investment Income	34,327	13,973
- Other Revenue	59	202
Total Revenue	\$ 1,029,792	\$ 961,108

NOTE 5: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities has been determined after:-

(a) Expenses:

Depreciation & Amortisation of non-current assets:

- leasehold improvements	\$ 7,373	\$ 3,687
- office furniture and equipment	341	1,300
- office furniture and equipment - sub sections	-	49
Total depreciation	\$ 7,714	\$ 5,036

Amounts set aside to Provisions:

- Long service leave and Sick Leave	\$ 5,469	\$ (5,472)
- Annual Leave	\$ 13,409	\$ (5,062)

Auditors' remuneration in respect of:

- Audit	\$ 3,990	\$ 3,800
- Other services	\$ 875	\$ 800

(The auditors do not receive any other benefits)

CSIRO STAFF ASSOCIATION

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

	2003 \$	2002 \$
NOTE 6: MEMBER FUNDS		
Accumulated funds at the beginning of the financial year	904,994	929,320
Surplus for the year	<u>46,577</u>	<u>(24,326)</u>
Accumulated funds at the end of the financial year	<u>951,571</u>	<u>904,994</u>
 NOTE 7: CASH ASSETS		
Cash on Hand	250	200
Cash with Members Australia Credit Union	12,039	60,957
Cash with Laboratories Credit Union	24,190	76,780
Cash with Credit Unions - Sub Sections	<u>8,890</u>	<u>8,979</u>
	<u>45,369</u>	<u>146,916</u>
 NOTE 8: RECEIVABLES		
Sundry Debtors	5,510	5,723
Accrued Interest	<u>10,928</u>	<u>2,963</u>
	<u>16,438</u>	<u>8,686</u>
 NOTE 9: OTHER FINANCIAL ASSETS		
Deposits with Members Australia Credit Union	164,129	235,587
Deposits with Laboratories Credit Union	346,014	266,356
Shares in Members Australia Credit Union	10	10
HSBC Managed Funds Investment - Note(a)	<u>513,385</u>	<u>500,984</u>
	<u>1,023,538</u>	<u>1,002,937</u>
 (a) HSBC Managed Funds Investment		
HSBC Managed Funds Investment - at cost	536,450	508,984
Provision for Diminution in Value	<u>(23,065)</u>	<u>(8,000)</u>
	<u>513,385</u>	<u>500,984</u>
Cost Represented by:		
Cash	86,227	104,277
Commercial Bills	15,034	5,000
Equities	216,799	229,820
Fixed Interest Securities	139,056	119,887
Property	<u>56,269</u>	<u>50,000</u>
	<u>513,385</u>	<u>508,984</u>

CSIRO STAFF ASSOCIATION

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

	2003 \$	2002 \$
NOTE 10: OTHER ASSETS		
Prepayments	<u>12,320</u>	<u>11,702</u>
	<u>12,320</u>	<u>11,702</u>
 NOTE 11: OFFICE FURNITURE & EQUIPMENT		
Leasehold Improvements	44,240	44,240
Less: Accumulated Amortisation	<u>(11,060)</u>	<u>(3,687)</u>
	<u>33,180</u>	<u>40,553</u>
Office Furniture & Equipment	38,677	38,677
Less: Accumulated Depreciation	<u>(38,677)</u>	<u>(38,336)</u>
	<u>-</u>	<u>341</u>
Office Furniture & Equipment - Sub Sections	<u>-</u>	<u>60</u>
	<u>33,180</u>	<u>40,954</u>

a. Movements in Carrying Amounts

Movements in carrying amounts for each class of office furniture & equipment between the beginning and end of the current financial year:

	Leasehold Improvements	Office Furniture & Equipment	Office Furniture & Equipment -Sub Sections	Total
Balance at the beginning of year	\$ 40,553	\$ 341	\$ 60	\$ 40,954
Additions	-	-	-	-
Disposals	-	-	-	-
Depreciation/Amortisation	<u>(7,373)</u>	<u>(341)</u>	<u>(60)</u>	<u>(7,774)</u>
Carrying amount at end of year	<u>\$ 33,180</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,180</u>

CSIRO STAFF ASSOCIATION

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

	2003 \$	2002 \$
NOTE 12: ACCOUNTS PAYABLE		
Sundry Creditors	<u>98,484</u>	<u>239,545</u>
	<u>98,484</u>	<u>239,545</u>
 NOTE 13: PROVISIONS		
Provision for Annual Leave	64,987	51,578
Provision for Long Service Leave On-costs	<u>15,803</u>	<u>15,078</u>
	<u>80,790</u>	<u>66,656</u>
(a) Aggregate employee entitlement liability	<u>80,790</u>	<u>66,656</u>
(b) Number of employees at year end	<u>8</u>	<u>8</u>

Refer to Note 1(c) for accounting policy in respect to these provisions for employee entitlements.

NOTE 14: CAPITAL AND LEASING COMMITMENTS

The following commitments relate to the lease for the premises at Level 11, 575 Bourke Street, Melbourne, which was entered into on 1 January 2002 for a period of six years with no option to renew. The prior year information related to the lease at 388 Lonsdale Street, Melbourne which expired January 2002.

(a) Rental Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts

Payable:

- not later than one year	29,608	28,198
- later than one year but not later than five years	115,561	127,613
- later than five years	<u>-</u>	<u>17,555</u>
	<u>145,169</u>	<u>173,366</u>

CSIRO STAFF ASSOCIATION

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

	2003	2002
	\$	\$

NOTE 15: CASH FLOW INFORMATION

(a) Reconciliation of Cash

For the purposes of the Statement of Cashflows, cash includes cash on hand, cash at bank and investments in money market instruments.

Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:

Cash on Hand	250	200
Cash with Credit Unions	45,119	146,716
Overdraft with Credit Unions	-	-
Deposits with Credit Union	<u>510,143</u>	<u>501,943</u>
	<u>555,512</u>	<u>648,859</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus

Operating surplus for year	46,577	(24,326)
Non-cash flows in operating profit		
Depreciation	341	1,300
Amortisation	7,373	3,687
Provision for Diminution in Investments	15,065	8,000
Non-Cash Sub Section Activities	60	49
Changes in assets and liabilities		
(Increase)/Decrease in Receivables	(7,752)	9,984
(Increase)/Decrease in Other Assets	(618)	(152)
(Increase)/Decrease in Other Financial Assets	(27,467)	(8,984)
Increase/(Decrease) in Accounts Payable	(141,059)	(77,444)
Increase/(Decrease) in Employee Provisions	<u>14,133</u>	<u>(10,533)</u>
Net Cash Provided by/(Used in) Operating Activities	<u>(93,347)</u>	<u>(98,419)</u>

(c) Financing Facilities

The Section has no overdraft facilities.

CSIRO STAFF ASSOCIATION

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

2003
\$

2002
\$

NOTE 16: FINANCIAL INSTRUMENTS

16(a) Terms, conditions and accounting policies

The Section's terms, conditions and accounting policies of financial instruments are those adopted by businesses in Australia generally.

16(b) Interest rate risk

The Section's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are as follows;

Financial Instruments	Non-interest bearing		Floating interest Rate		Fixed interest Rate	
	2003	2002	2003	2002	2003	2002
(i) Financial assets						
Cash and Bank deposits	250	200	45,119	146,716	510,143	501,943
Other Financial Assets	273,068	267,607	86,227	104,277	154,090	129,100
Receivables	16,438	8,686	-	-	-	-
Total financial assets	<u>289,756</u>	<u>276,493</u>	<u>131,346</u>	<u>250,993</u>	<u>664,233</u>	<u>631,043</u>
(ii) Financial liabilities						
Accounts Payable	<u>98,484</u>	<u>239,545</u>	-	-	-	-
Total financial liabilities	<u>98,484</u>	<u>239,545</u>	-	-	-	-
(iii) Weighted average interest rate of financial assets and liabilities above						
Cash and Bank					3.48%	3.58%
Deposits					5.15%	4.39%
Other Financial Assets					6.30%	4.90%

16(c) Credit Risk

The Section has no significant exposure to credit risk.

16(d) Net Fair values

The net fair values of the Section's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed above and recognised in the balance sheet as at 30 June 2003.