



AUSTRALIAN INDUSTRIAL REGISTRY

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Telephone: (03) 8661 7777
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Ms. Jan McMahon
General Secretary
CPSU, the Community and Public Sector Union
SPSF Group
South Australian Branch
GPO Box 2170
Adelaide SA 5001

Dear Ms. McMahon,

**Re: Financial statements for year ended 30 June 2003
FR 2003/385**

Thank you for your letter dated 2 September 2003 and the financial statements of the South Australian Branch of the SPSF Group of the CPSU, the Community and Public Sector Union for year ended 30 June 2003. The documents were lodged in the Industrial Registry on 8 September 2003.

The documents have been filed.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

22 September 2003



Public Service Association of SA Inc

Community and Public Sector Union • SA Branch • SPSF Group

2 September 2003

Mr Clency Lapierre
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001



Dear Mr Lapierre

RE: CPSU/SPSF GROUP - SA BRANCH FINANCIAL STATEMENTS AS AT 30 JUNE 2003

Please find attached the audited financial statements of the above Union as at 30 June 2003.

I certify that the attached financial statements were adopted by the Branch Council of the CPSU/SPSF Group - SA Branch on 4 August 2003 and were then presented to and accepted by the Annual General Meeting of the CPSU/SPSF Group - SA Branch on Thursday 28 August 2003.

Yours faithfully

**JAN MCMAHON
GENERAL SECRETARY**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP
SOUTH AUSTRALIAN BRANCH**

Scope

The Financial report and Councillors' responsibility

The financial report of The Community and Public Sector Union/SPSF Group South Australian Branch ("the Branch") comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes, and the certificate by the branch council for the financial year ended 30 June 2003.

The Branch's Councillors are responsible for the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Branch. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected. We performed procedures to assess whether in all material respects, the financial report presents fairly in accordance with the Workplace Relations Act 1996. Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of its performance as represented by the results of its operations and cash flows.

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

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

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

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

Audit Opinion

In our opinion:

- (i) the organisation kept satisfactory accounting records, including:
 - (a) records of the sources and nature of the income of the Branch (including income from members);
 - (b) records of the nature and purposes of the expenditure of the organisation.
- (ii) the accounts and statements prepared under section 273 of the Workplace Relations Act, 1996 were properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the branch at 30 June 2003; and
 - (b) the income and expenditure, surplus/(deficit) and cash flows of the branch.
- (iii) the financial report is in accordance with
 - (a) the provisions of the Workplace Relations Act, 1996
 - (b) the provisions of the branch rules; and
 - (c) applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

KPMG

KPMG

IK Footer

IK Footer
Partner & Registered
Company Auditor

Date at Adelaide this *12* day of August 2003.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

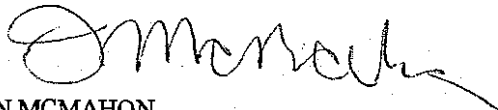
CERTIFICATE OF BRANCH COUNCIL

I, JAN MCMAHON being the officer responsible for keeping the accounting records of THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP SOUTH AUSTRALIAN BRANCH certify that as at 30 June, 2003 the number of members of the Branch was 14,292.

In my opinion,

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

Dated at Adelaide this ~~FOURTH~~ day of August 2003.



JAN MCMAHON
BRANCH SECRETARY

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

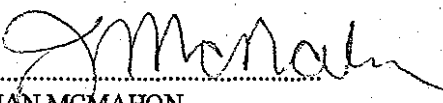
SOUTH AUSTRALIAN BRANCH

CERTIFICATE OF BRANCH COUNCIL

We, Jan McMahon and Jeffrey Hadaway, being two members of the Council of THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP SOUTH AUSTRALIAN BRANCH, do state on behalf of the Council, and in accordance with a resolution passed by the council, that:-

- (i) The attached financial report is drawn up so as to present a true and fair view of the statement of financial performance, statement of financial position and cash flows of the branch for the financial year ended 30 June 2003;
- (ii) in the opinion of the council, meetings of the council were held during the year ended 30 June, 2003, in accordance with the rules of the Branch;
- (iii) to the knowledge of any member of the Council, there have been no instances where records of the Branch or other documents, not being documents containing information made available to a member of the Branch under Section 274 of the Workplace Relations Act 1996, or copies of those records or other documents, or copies of the Rules of the Branch, 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 Branch;
- (iv) the Branch has complied with subsections 279 (1) and (6) of the Workplace Relations Act 1996, in relation to the financial accounts in respect of the year ended 30 June 200~~2~~³ and the Auditor's report thereon;
- (v) the financial report has been made out in accordance with applicable Accounting Standards.

Dated at Adelaide this FOURTH day of August 2003.


.....
JAN MCMAHON


.....
JEFFREY HADAWAY

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30 JUNE, 2003

	2003	2002
	\$	\$
Membership contributions	216,354	208,089
Other contributions	-	-
Interest received	<u>448</u>	<u>230</u>
Total Revenue	<u>216,802</u>	<u>208,319</u>
Audit fees	1,950	1,850
Affiliation Fees ACTU	30,796	30,103
Bank charges and stamp duty	16	45
Bank debits tax	75	87
EDP costs	3,127	7,500
Financial institutions duty	-	12
Legal fees	-	(3,000)
National Campaign Costs	3,437	2,703
Staff salaries paid	29,048	40,549
Staff salaries recovered	(29,048)	(40,549)
Capitation fee paid to Federal Office	<u>175,914</u>	<u>168,450</u>
Total expenditure	<u>215,315</u>	<u>207,750</u>
Net surplus for year	5 <u><u>1,487</u></u>	<u><u>569</u></u>

The accompanying notes form part of these accounts

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003 \$	2002 \$
Current Assets			
Cash at Bank		119,005	117,305
Accounts receivable		<u>4,573</u>	<u>5,665</u>
Total Assets		<u>123,578</u>	<u>122,970</u>
Current Liabilities			
Creditors and borrowings		<u>2,734</u>	<u>71,265</u>
Total Liabilities		<u>2,734</u>	<u>71,265</u>
Net Assets		<u>120,844</u>	<u>51,705</u>
Members Funds			
General Fund	5	<u>120,844</u>	<u>51,705</u>

The accompanying notes form part of these accounts

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
Cash flows from operating activities			
Receipts from members and associated body		259,750	264,276
Receipts from others		-	-
Interest received		448	230
Payments to associated bodies		(248,931)	(238,913)
Payments to suppliers		<u>(9,567)</u>	<u>(29,612)</u>
Net cash provided by operating activities	3	<u>1,700</u>	<u>(4,019)</u>
Increase(decrease) in cash held		1,700	(4,019)
Cash at beginning of financial year		<u>117,305</u>	<u>121,324</u>
Cash at end of financial year	4	<u><u>119,005</u></u>	<u><u>117,305</u></u>

The accompanying notes form part of these accounts

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE, 2003

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(a) The financial report is a general purpose financial report which has been prepared in accordance with the Accounting Standards, Urgent Issues Group Consensus Views, the Workplace Relations Act 1996, and other requirements of the law.

It has been prepared on the basis of historical costs and, except where stated, does not take into account changing money values.

The accounting policies have been consistently applied and, except where there is a change in accounting policy, are consistent with those of the previous year.

(b) Trade debtors are usually settled within 30 to 60 days, and are carried at amounts due. The collectibility of debts is assessed at balance date.

(c) Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the organisation. Trade accounts payable are usually settled within 30 days.

(d) Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position. Cashflows are included in the statement of cashflows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cashflows.

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 subsections (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.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE, 2003

	2003	2002
	\$	\$
3. Reconciliation of net cash provided by operating activities with operating surplus		
Operating surplus	1,487	569
(Increase)/Decrease in accounts receivable		
Current	1,092	14,162
Increase/(decrease) in creditors & borrowings		
Current	<u>(879)</u>	<u>(18,751)</u>
Net cash provided by/(used in) operating activities	<u><u>1,700</u></u>	<u><u>(4,019)</u></u>
4. Reconciliation of cash		
Cash at bank	<u><u>119,005</u></u>	<u><u>117,305</u></u>
5. General fund		
General Fund at beginning of year	51,705	51,136
Initial adoption of AASB 1044 "Provision, Contingent Liabilities and Contingent Assets"	67,652	-
Net surplus attributable to members	<u>1,487</u>	<u>569</u>
General fund at end of year	<u><u>120,844</u></u>	<u><u>51,705</u></u>

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE, 2003

6. RELATED PARTY DISCLOSURES

(a) Councillors

The names of each person holding the position of councillor during the financial year are listed below. The persons listed held the position for the whole year unless otherwise stated.

Beck	Andrew
Bertossa	Peter
Bryant	Lynn
Gale	Jeanette
Griffiths	Michael
Hadaway	Jeffrey
Henderson	Sharon
Hewish	Peter
Howell	Bernadette
Hughes	Lesley
Jarret	Christine
Kitchin	Neville
Krieg	Karen
Lee	Jenny
Martin	Bev
McMahon	Jan
Milburn	Cheryl
Morrison	Rodney
Oxlad	Lindsay
Pettinger	David
Rankine	Di
Reilly	Peter
Rust	Stephen
Stevenson	Gerry
Townsend	Malcolm
Warner	Margaret
Weber	Linda
Wilkinson	Marissa
Wilson	Rosanne

(b) Councillors' remuneration

No amounts were paid to councillors during the financial year.