



FAIR WORK
AUSTRALIA

13 September 2011

Ms Jan McMahon
Branch Secretary
CPSU SPSF
Group South Australia Branch
GPO Box 2170
ADELAIDE SA 5001

By email: jan@cpsu.asn.au

Dear Ms McMahon,

**Re: Community and Public Sector Union - SPSF Group - South Australia Branch
Financial Report for the year ended 30 June 2011 – FR2011/2555
Fair Work (Registered Organisations) Act 2009 (the Act)**

I acknowledge receipt of the above financial report for the South Australian Branch of the Community and Public Sector Union - SPSF Group for the years ended 30 June 2011. The documents were lodged with Fair Work Australia (FWA) on 26 August 2011.

The financial report has been filed and does not require further action. There are some minor matters that require attention for future financial reports.

A copy of this correspondence should be provided to your auditor.

Auditor Report

1. Auditor's opinion

Subsection 257(5) of the RO Act requires the auditor to state an opinion on the reporting unit's 'general purpose financial report' as opposed to a special purpose financial report. It should be apparent on the face of the auditor's opinion that the relevant financial report that has been audited is a 'general purpose financial report'.

2. Auditor's Report – Auditor's Qualifications

The Auditor's Report should provide *details of the individual auditor's qualifications* to confirm he is an approved auditor as defined by s.256 of the RO Act and reg. 4 of the Fair Work (Registered Organisations) Regulations 2009 (RO Regulations).

Regulation 4 defines an approved auditor as a *person* who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants **and** holds a current Public Practice Certificate (my emphasis).

While it is more than likely that your auditor is an approved auditor as defined by the RO Regulations the preferred practise is the qualifications of the individual auditor **and** the fact that he holds a current Public Practice Certificate be made explicit in the signature block.

This was brought to your attention last year and needs to be readily apparent in the audit report submitted in future years. A simple assertion attesting to the above facts is sufficient, however the auditor's membership number/s would also be sufficient.

In relation to both issues listed under Part B, I would recommend looking at the financial report for the year ended 30 June 2009, as that report complied with both requirements ([FR2009/241](#)).

If you have any queries regarding this letter I may be contacted on (03) 8661 7921 or by email at Samuel.lynch@fwa.gov.au.

Regards,

A handwritten signature in black ink, appearing to be 'Sam Lynch', with a long horizontal stroke extending to the right.

Sam Lynch
Tribunal Services and Organisations



Public Service Association of SA Inc

Community and Public Sector Union · SA Branch · SPSF Group



26 August 2011

Mr Robert Pfeiffer
Tribunal Services and Organisations
Fair Work Australia
GPO Box 1994
MELBOURNE VIC 3001



Dear Mr Pfeiffer

**RE: Lodgement of Financial Documents for year ended 30 June 2011 (FR2011/2555)
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

Please find attached the audited financial statements of the CPSU/(SPSF Group) SA Branch as at 30th June 2011.

I certify that the attached financial statements were adopted by the Branch Council of the CPSU/ (SPSF Group) – SA Branch on 1st August 2011 and were then presented to and accepted by the Annual General Meeting of the CPSU/(SPSF Group) – SA Branch on Friday 26th August 2011.

Yours faithfully

**JAN MCMAHON
BRANCH SECRETARY**

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Independent audit report to the members of The Community and Public Sector Union/SPSF Group South Australian Branch

Report on the financial report

We have audited the accompanying financial report of the Community and Public Sector Union/SPSF Group South Australian Branch ("the Branch"), which comprises the statement of financial position as at 30 June 2011, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, notes 1 to 7 comprising a summary of significant accounting policies and other explanatory information, and the commitment by management set out on pages 2 to 8.

Councillor's responsibility for the financial report

The Branch Councillors are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement whether due to fraud or error.

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. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 Branch's preparation and fair presentation of the financial report 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 Branch's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the councillors, as well as evaluating the overall presentation of the financial report.

We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009, a view which is consistent with our understanding of the Branch's financial position, and of its performance and cash flows, and the requirements of the RAO Schedule.



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

Independence

In conducting our audit, we have complied with the independence requirements of the Accounting Professional and Ethical Standards Board.

Auditor's opinion

In our opinion the financial report presents fairly, in all material respects, in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009, the financial position of the Community and Public Sector Union/SPSF Group South Australian Branch as of 30 June 2011 and of its financial performance and its cash flows for the year then ended, and the requirements of the RAO Schedule.

A handwritten version of the KPMG logo, appearing as 'KPMG' in a cursive script.

KPMG

A handwritten signature in black ink, which appears to read 'Paul Cenko'.

Paul Cenko
Partner

Adelaide

1 August 2011

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSP GROUP

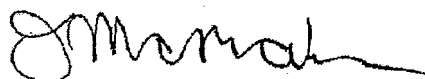
SOUTH AUSTRALIAN BRANCH

COMMITMENT BY MANAGEMENT

I, JAN McMAHON being the officer responsible for THE COMMUNITY AND PUBLIC SECTOR UNION \ SPSP GROUP SOUTH AUSTRALIAN BRANCH, certify that as at 30 June, 2011 the number of members of the Branch was 14,718, and do state on behalf of the Council, and in accordance with a resolution passed by the Council on the 1st August 2011, that in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30 June 2011 that:

- (a) the financial statements and notes comply with the Australian Accounting Standards - Reduced Disclosure Requirements (AASB- RDRs);
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; 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 reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or the General Manager of Fair Work Australia duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager ; and
 - (vi) there has been compliance with any order for inspection of the financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the General Manager; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the Fair Work (Registered Organisations) Act 2009 all recovery of wages activity by the reporting unit in which revenues have been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from the moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
 - (v) no fees or reimbursement of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

Dated at Adelaide this 1 day of August 2011.



IAN McMAHON
BRANCH SECRETARY

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2011

	2011 \$	2010 \$
Revenue - membership contributions	245,260	252,937
Total Revenue	<u>245,260</u>	<u>252,937</u>
Audit fees	4,300	4,100
Affiliation Fees ACTU	41,100	40,350
Bank charges and stamp duty	38	26
RDP costs	5,579	5,579
Staff salaries paid	19,982	18,745
Staff salaries recovered	(19,982)	(18,745)
Capitation fee paid to Federal Office	193,986	202,304
Total expenditure	<u>245,003</u>	<u>252,359</u>
Financial income - interest received	1,340	655
Net Finance Income	<u>1,340</u>	<u>655</u>
Profit the period	\$ <u>1,597</u>	<u>1,233</u>
Other comprehensive income for the period	-	-
Total comprehensive income for the period	<u>1,597</u>	<u>1233</u>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes set out on pages 6 to 8.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSE GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2011

	2011	2010
	\$	\$
Current Assets		
Cash and cash equivalents	4 121,597	121,586
Trade and other receivables	10,841	9,181
Total Assets	<u>132,438</u>	<u>130,767</u>
Current Liabilities		
Trade and other payables	4,875	4,801
Total Liabilities	<u>4,875</u>	<u>4,801</u>
Net Assets	<u>127,563</u>	<u>125,966</u>
Equity		
Retained earnings	5 127,563	125,966
Total equity attributable to equity holders	<u>127,563</u>	<u>125,966</u>

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2011

	Retained earnings	Total Equity
Balance as at 1 st July 2009	<u>124,733</u>	<u>124,733</u>
Net Surplus from ordinary activities	1,233	1,233
Balance as at 30 June 2010	<u>125,966</u>	<u>125,966</u>
Balance as at 1st July 2010	<u>125,966</u>	<u>125,966</u>
Net Surplus from ordinary activities	1,597	1,597
Balance as at 30 June 2011	<u>127,563</u>	<u>127,563</u>

There are no other movements in equity arising from transactions with owners.

The above Statement of Financial Position, Statement of Changes in Equity should be read in conjunction with the accompanying notes set out on pages 6 and 8.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2011

	2011	2010
	\$	\$
Cash flows from operating activities		
Receipts from members and associated body	243,209	251,147
Interest received	1,340	655
Payments to associated bodies	(240,438)	(247,942)
Payments to suppliers	(4,100)	(4,000)
	<u>11</u>	<u>(140)</u>
Net cash from/(used in) operating activities	3	(140)
Increase/(decrease) in cash and cash equivalents	11	(140)
Cash and cash equivalents at beginning of financial year	<u>121,586</u>	<u>121,726</u>
Cash and cash equivalents at end of financial year	4	<u>121,586</u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes set out on pages 6 to 8.

**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 2011**

1. Statement of significant accounting policies

The Branch is domiciled in Australia. The Branch was incorporated in Australia. The address of the Branch's registered office is 122 Pirie Street, Adelaide South Australia.

The financial report was authorised for issue by the Council on 1 August 2011.

(a) Statement of Compliance

The Branch early adopted AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-02 Amendments to Australian Standards arising from Reduced Disclosure Requirements for the financial year beginning on 1 January 2010 to prepare Tier 2 general purpose financial statements.

The financial report of the Branch is a Tier 2 general purpose financial report which have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements (AASB – RDRs) (including Australian Accounting Interpretations) adopted by the Australian Accounting Standards Board ("AASB") and Fair Work (Registered Organisations) Act 2009.

(b) Basis of Preparation

The financial report is presented in Australian dollars. The financial report is prepared on the historical cost basis.

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates. These accounting policies have been consistently applied by the Branch.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and the future periods if the revision affects both current and future periods.

The accounting policies set out below have been applied consistently to all periods presented in the financial report.

(c) Taxation

The branch is exempt from paying income tax due to being a trade union in terms of Section 50 (15) of the Income Tax Assessment Act 1997.

(d) Trade and Other Receivables

Trade and other receivables are stated at their cost less impairment losses. The cost of the receivable is the fair value of consideration receivable at the date of the transaction.

(e) Trade and Other Payables

Trade and other payables are stated at cost. The cost of the payable is the fair value of the amount payable at the date of transaction.

(f) Goods and Services Tax

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.

Cash flows are included in the statement of cash flows 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 cash flows.

(g) Cash and cash equivalents

Cash and cash equivalents comprises cash at call.

(h) Member's Subscriptions

Member's subscriptions are accounted for on a cash receipts basis, net of goods and services tax (GST).

(i) Changes in accounting policy

Presentation of financial statements

The Branch early adopted AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-02 Amendments to Australian Standards arising from Reduced Disclosure Requirements. This resulted in a reduction of disclosures for items such as financial instruments. Comparative information has been re-presented or removed so that it also conforms to the new disclosure requirements. Since the change in accounting policy only impacts presentation aspects, there is no impact on comprehensive income.

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 2011

2. Information to be provided to members or General Manager

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), (2), (3) of Section 272, which reads as follows:-

- (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)

	2011 \$	2010 \$
3. Reconciliation of net cash provided by operating activities with operating profit		
Profit for the year	1,597	1,233
(Increase)/Decrease in trade and other receivables	(1,660)	(1,440)
Increase/(Decrease) in trade and other payables	<u>74</u>	<u>67</u>
Net cash from/(used in) operating activities	<u>11</u>	<u>(140)</u>
4. Cash and cash equivalents		
Cash at bank	<u>121,597</u>	<u>121,586</u>
5. Retained earnings		
Balance at 1 July 2010	125,966	124,733
Profit for the period	<u>1,597</u>	<u>1,233</u>
Balance at 30 June 2011	<u>127,563</u>	<u>125,966</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 2011

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.

D'Amico	Paul
Beck	Andrew
Bell-Corkin	Patricia
Burford	Lesley
Callaghan	Stephen
Dawson	Raylene
Di Pardo	Sonia
Griffiths	Michael
Hall	Christopher
Henderson	Sharon
Hewish	Peter
Houghton	Chris
Hughes	Lesley
Kitchin	Neville
Lennon	Marilyn
Leverington	Monte
Martin	Jo-anne
McMahon	Jan
Millison	Linda
Oxlad	Lindsay
Penn	Michael
Prakash	Shirin
Reilly	Peter
Sharrad	David
Snowball	Carl
Sitt	Robyn
Tonkin	Margaret
Townsend	Malcolm
Warner	Margaret
Wilson	Rosanne

(b) Councillors' remuneration

No amounts were paid to councillors or Key Management Personnel during the financial year.

7. Subsequent events

There have been no events subsequent to balance date.

CPSU (SPSF GROUP) SA BRANCH

OPERATING REPORT

S254 Fair Work (Registered Organisations) Act 2009

I, Jan McMahon being the Branch Secretary of the CPSU/ (SPSF Group) – SA Branch state;

- (a) Principal activities during the year were of an Industrial nature including campaigning for improved wages and conditions. Activities are reviewed throughout the year, with no change deemed necessary to the nature of activities.
- (b) Financial affairs. No significant changes.
- (c) Resignation procedure.

A member may resign from membership in accordance with Rule 8 by notice in writing to the Branch Secretary, 122 Pirie St. Adelaide SA 5000.

In accordance with S.174 of the Fair Work (Registered Organisations) Act 2009 two weeks notice shall apply for resignation, other than where the member leaves the industry in which case no notice period is required.

(d) Superannuation Trustees;


- Jan McMahon, Branch Secretary – Superannuation Funds Management Corporation, State Superannuation Board
- Lindsay Oxlad, President – Statewide Superannuation Trust

(e) Number of members as at 30 June 2011 is 14,718.

(f) Number of employees as at 30 June 2011 is 0.4 of a full time equivalent person.

(g) Persons who have been a member of the Committee of Management of the reporting unit at any time during the reporting period, and the period of which they held the position (Attached).

JAN McMAHON
BRANCH SECRETARY



Date: 11/8/11

CPSU (SPSF GROUP) SA BRANCH

For the year ended 30 June 2011

COMMITTEE OF MANAGEMENT

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.

- | | |
|-------------|-------------|
| D'Amico | Paul |
| Beck | Andrew |
| Bell-Corkin | Patricia |
| Burford | Lesley |
| Callaghan | Stephen |
| Dawson | Raylene |
| Di Pardo | Sonia |
| Griffiths | Michael |
| Hall | Christopher |
| Henderson | Sharon |
| Hewish | Peter |
| Houghton | Chris |
| Hughes | Lesley |
| Kitchin | Neville |
| Lennon | Marilyn |
| Leverington | Monte |
| Martin | Jo-anne |
| McMahon | Jan |
| Millison | Linda |
| Oxlad | Lindsay |
| Penn | Michael |
| Prakash | Sharin |
| Reilly | Peter |
| Sharrad | David |
| Snowball | Carl |
| Stitt | Robyn |
| Tonkin | Margaret |
| Townsend | Malcolm |
| Warner | Margaret |
| Wilson | Fosanne |



Public Service Association of SA Inc
Community and Public Sector Union • SA Branch • SPSF Group

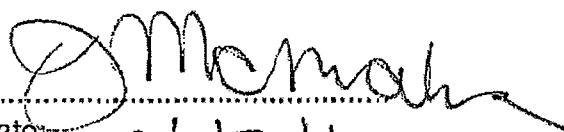
CERTIFICATE OF SECRETARY

S268 Fair Work (Registered Organisations) Act 2009

I, Jan McMahon being the Branch Secretary of the CPSU/(SPSF Group) – SA Branch certify;

- that the documents lodged herewith are copies of the full report, referred to in S268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on 1 August 2011; and
- that the full report was presented to the Annual General Meeting of members of the reporting unit on 26 August 2011, in accordance with Section 266 of the Fair Work (Registered Organisations) Act 2009.

JAN McMAHON
BRANCH SECRETARY


Date: 26/8/11

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