



3 April 2014

Ms Jan McMahon
Branch Secretary
CPSU, the Community and Public Sector Union-SPSF Group, South Australian Branch

Sent by email: enquiries@cpsu.asn.au

Dear Ms McMahon,

**CPSU, the Community and Public Sector Union-SPSF Group, South Australian Branch -
Financial Report for year ended 30 June 2013 - (FR2013/144)**

I refer to the financial report of the CPSU, the Community and Public Sector Union-SPSF Group, South Australian Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 23 August 2013. The financial report has now been filed.

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 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged for 2013. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

Disclosure of employee expenses/benefits to office holders and other employees

The Notes have included a statement that no employee benefits expenses occurred in respect of holders of office, but not a statement that no employee benefits expenses occurred in respect of other employees. I note the statements that no employee benefits provisions occurred in respect of either holders of office or other employees. Item 18 of the Reporting Guidelines states that if the activities identified in item 17¹ have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPF.

¹ RG17(g) refers to employee expenses related to employees (other than holders of offices) of the reporting unit. The Operating Report states that there were nil employees of the reporting unit.

Related Party Disclosures

The financial statements reported membership subscription revenue from the state-registered union, the Public Service Association of SA, Inc ('associated body'), which is a related party. Arrangements with respect to membership subscriptions between the reporting unit and its associated body are not explicitly described in the rules of the reporting unit.² Related party transactions are required to be disclosed under Australian Accounting Standard *AASB124 Related Party Disclosures* paragraph 18 and the Notes to the financial statements should explain or indicate the basis for such arrangements. Reporting Guideline 34 may also apply.

If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

² See <http://www.e-airc.gov.au/090vsas/rules>

From: KELLETT, Stephen
To: ["enquiries@cpsu.asn.au"](mailto:enquiries@cpsu.asn.au)
Cc: ["dem@cpsu.asn.au"](mailto:dem@cpsu.asn.au)
Subject: Attention Ms Jan McMahon - Financial report y/e 30 June 2013 - filing
Date: Wednesday, 2 April 2014 11:26:00 PM
Attachments: [CPSU SPSE SA FR2013_144 \(primary final\).pdf](#)

Dear Mr McColl,

Please see attached, for Ms McMahon's attention, my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

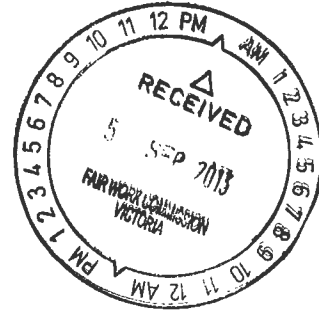
80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au



Public Service Association of SA Inc

Community and Public Sector Union • SA Branch • SPSF Group



30 August 2013

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 2013
(FR2013/144) Fair Work (Registered Organisations) Act 2009 (the RO Act)
Amendment**

Further to my letter of 23 August attached please find an amended Operating Report.

The name of a Superannuation Board was originally omitted, as highlighted in the revised Report.

The new Report was placed onto the CPSU (SPSF) SA Branch website on 28 August, and is available from the following link.

<http://www.cpsu.asn.au/about-the-psa/psaspsf-accounts/cpsu-spsf-sa-branch-accounts-2013>.

Yours sincerely

**JAN MCMAHON
BRANCH SECRETARY**

CPSU (SPSF GROUP) SA BRANCH

OPERATING REPORT

for period ended 30 June 2013

S254 Fair Work (Registered Organisations) Act 2009

I, Jan McMahon being the Branch Secretary of the CPSU/ (SPSF Group) – SA Branch, on behalf of the Council of the reporting unit for the financial year ended 30 June 2013, 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 RO Act 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 - South Australian Superannuation Board, Southern Select Superannuation Corporation Board

The positions are not held because the person was nominated by the reporting unit or peak council.

(e) Board Membership and Company Directorship

Jan McMahon

Health Partners - private health insurance

People's Choice Credit Union- financial institution

The above positions are not held because the person was nominated by the reporting or peak council.

Superannuation Funds Management Corporation of SA

The above position is held because the person was nominated by a peak council.

Lindsay Oxlad

Health Partners - private health insurance

The above position is not held because the person was nominated by the reporting unit or peak council.

CPSU (SPSF GROUP) SA BRANCH

OPERATING REPORT

for period ended 30 June 2013

S254 Fair Work (Registered Organisations) Act 2009

(e)continued

Neville Kitchin

Health Partners - private health insurance

The above position is not held because the person was nominated by the reporting unit or peak council.

City Community Children's Centre – child care

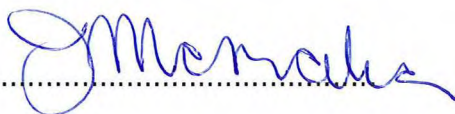
The above position is held because the person was nominated by the reporting unit.

(f) Number of members as at 30 June 2013 is 13,724.

(g) Number of employees as at 30 June 2013 is nil.

(h) 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).

Signature of designated officer :

.....

Name and title of designated officer :

JAN McMAHON
BRANCH SECRETARY

Dated:

.....

CPSU (SPSF GROUP) SA BRANCH

For the year ended 30 June 2013

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
Brown	Natasha
Burford	Lesley
Callaghan	Stephen
Dawson	Raylene
Griffiths	Michael
Hall	Christopher
Henderson	Sharon
Hewish	Peter
Horne	Peter
Howell	Bernadette
Houghton	Chris
Hughes	Lesley
Kitchin	Neville
Leverington	Monte
Martin	Jo-anne
McMahon	Jan
Oxlad	Lindsay
Penn	Michael
Reilly	Peter
Sharrad	David
Snowball	Carl
Stitt	Robyn
Tonkin	Margaret
Townsend	Malcolm
Warner	Margaret
Windsor	Lise
Wilson	Rosanne

From: [KELLETT, Stephen](mailto:KELLETT.Stephen)
To: [KELLETT, Stephen](mailto:KELLETT.Stephen)
Subject: FW: Lodgement of Documents re FR2013/144 CPSU(SPSF GROUP) SA BRANCH 30/06/2013
Date: Tuesday, 1 April 2014 9:23:07 AM
Attachments: [img-8231308-0001.pdf](#)

From: Don McColl [<mailto:dem@cpsu.asn.au>]
Sent: Friday, 23 August 2013 2:10 PM
To: Orgs
Cc: PFEIFFER, Robert
Subject: Lodgement of Documents re FR2013/144 CPSU(SPSF GROUP) SA BRANCH 30/06/2013

Dear Senior Advisers ,

Please find attached documents (19 pages)
for Lodgement in compliance with the Fair Work
(Registered Organisations) Act 2009 for the
CPSU (SPSF GROUP) SA BRANCH for period
ending 30 June 2013.

Could you please acknowledge receipt of same.

Kind Regards

Don McColl

----- Forwarded Message -----

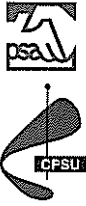
From: laser2d <laser2d@cpsu.asn.au>
Reply-to: laser2d@cpsu.asn.au
To: dem@cpsu.asn.au
Subject: Scan Data from FX-8E3576
Date: Fri, 23 Aug 2013 13:08:46 +0930

Number of Images: 19
Attachment File Type: PDF

Device Name: laser2d
Device Location:

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Don McColl
Accountant

Public Service Association of SA Inc
ph 8205 3273
dem@cpsu.asn.au



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

23 August 2013

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 2013 (FR2013/144)
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 2013.

I certify that the attached financial statements were adopted by the Branch Council of the CPSU/ (SPSF Group) – SA Branch on 1st August 2013 and were then presented to and accepted by the Annual General Meeting of the CPSU/(SPSF Group) – SA Branch on Friday 23rd August 2013.

Yours faithfully

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

JAN MCMAHON
BRANCH SECRETARY



Independent auditor's report to the members of the Community and Public Sector Union/ SPSF Group South Australia Branch

Report on the financial report

We have audited the accompanying financial report of the Community and Public Sector Union/ SPSF Group South Australia Branch (the Branch), which comprises the statement of financial position as at 30 June 2013, and the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, notes 1 to 10 comprising a summary of significant accounting policies and other explanatory information.

Councillor's responsibility for the financial report

The Branch Councillors are responsible for the preparation and fair presentation of general purpose financial report in accordance with Australian Accounting Standards 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 general purpose 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 entity'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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, 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 the Fair Work (Registered Organisations) Act 2009 and Australian Accounting Standards, a view which is consistent with our understanding of the Branch's financial position, and its performance, and the requirements of the ROA 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 general purpose financial report presents fairly, in all material respects, in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009, the financial position of the Community and the Public Sector Union/ SPSF Group South Australian Branch as at 30 June 2013 and its financial performance for the year ended on that date, and the requirements of the ROA Schedule.

KPMG
KPMG

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

Paul Cenko
Partner

Registered Company Auditor, Registration Number 332222
Member of the Institute of Chartered Accountants in Australia, Registration Number 87480

Adelaide, 1 August 2013

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

COMMITMENT BY MANAGEMENT

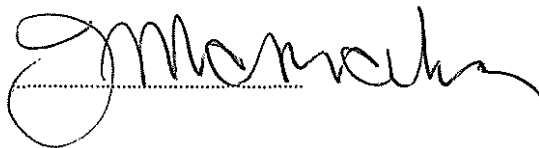
I, JAN McMAHON being the officer responsible for THE COMMUNITY AND PUBLIC SECTOR UNION \ SPSF GROUP SOUTH AUSTRALIAN BRANCH, certify that as at 30 June, 2013 the number of members of the Branch was 13,724, and do state on behalf of the Council, and in accordance with a resolution passed by the Council on the 1st August 2013, that in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30 June 2013 that:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the 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 reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the 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 RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a manner consistent with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act, that information has been provided to the member or General Manager ; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) in relation to recovery of wages activity:

There has been no recovery of wages activity undertaken by the reporting unit for the financial year.

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

Signature of designated officer:



Name and Title of designated officer: JAN McMAHON
BRANCH SECRETARY

Dated:

1/8/13

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP
SOUTH AUSTRALIAN BRANCH
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
Revenue - membership contributions received from; Public Service Association of SA Inc	229,237	232,460
Total Revenue	229,237	232,460
Audit fees	4,750	4,500
Affiliation Fees ACTU	44,924	43,103
Bank charges	119	40
EDP costs	5,579	5,579
Staff salaries paid	12,778	19,378
Staff salaries recovered	(12,778)	(19,378)
Capitation fee paid to CPSU/SPSF Federal Office	173,131	179,333
Total expenditure	228,503	232,555
Financial income - interest received	424	1,294
Net Finance Income	424	1,294
Profit for the period	6 1,158	1,199
Items that will not be reclassified to profit or loss:	-	-
Total comprehensive income for the period	1,158	1199

The above Statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes set out on pages 6 to 13.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2013

		2013	2012
		\$	\$
Current Assets			
Cash and cash equivalents from Public Service Association of SA Inc	5	122,595	121,961
Trade and other receivables from Public Service Association of SA Inc		<u>12,599</u>	<u>12,085</u>
Total Assets		<u>135,194</u>	<u>134,046</u>
Current Liabilities			
Trade and other payables		<u>5,274</u>	<u>5,284</u>
Total Liabilities		<u>5,274</u>	<u>5,284</u>
Net Assets		<u>129,920</u>	<u>128,762</u>
Equity			
Retained earnings	6	<u>129,920</u>	<u>128,762</u>
Total equity attributable to equity holders		<u>129,920</u>	<u>128,762</u>

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Retained earnings	Total Equity
Balance as at 1* July 2011	<u>127,563</u>	<u>127,563</u>
Profit for the period	<u>1,199</u>	<u>1,199</u>
Balance as at 30 June 2012	<u>128,762</u>	<u>128,762</u>
Balance as at 1st July 2012	<u>128,762</u>	<u>128,762</u>
Profit for the period	<u>1,158</u>	<u>1,158</u>
Balance as at 30 June 2013	<u>129,920</u>	<u>129,920</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
Notes set out on pages 6 to 13.

THE COMMUNITY AND PUBLIC SECTOR UNION / SPSF GROUP

SOUTH AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2013

		2013	2012
		\$	\$
Cash flows from operating activities			
Receipts from members and associated body being Public Service Association of SA Inc		228,834	230,673
Interest received		424	1,294
Payments to associated bodies CPSU/SPSF Federal Office		(224,124)	(227,303)
Payments to suppliers		<u>(4,500)</u>	<u>(4,300)</u>
Net cash from/(used in) operating activities	4	<u>634</u>	<u>364</u>
Increase/(decrease) in cash and cash equivalents		634	364
Cash and cash equivalents at beginning of financial year		<u>121,961</u>	<u>121,597</u>
Cash and cash equivalents at end of financial year	5	<u><u>122,595</u></u>	<u><u>121,961</u></u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes set out on pages 6 to 13.

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 2013

1. Statement of significant accounting policies

The Branch is a not for profit entity and 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 2013.

(a) Statement of Compliance

The financial report of the Branch is a Tier 1 general purpose financial report which have been prepared in accordance with Australian Accounting Standards – 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) Members' Subscriptions

Members' subscriptions are accounted for on an accrual basis, net of goods and services tax (GST).

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 2013

2. General requirements for presentation and disclosures in GPFR

The following disclosures are made for the purpose of Section 253-:

Paragraph 10 The reporting unit's ability to continue as a going concern is not reliant on the agreed financial support of another reporting unit as defined under the Fair Work (Registered Organisations) Act 2009.

Paragraph 11 The reporting unit pays capitation fees to the Federal Office of the State Public Services Federation Group, Community and Public Sector Union in accordance with the terms and conditions defined in the Rules of that organisation as registered by the Fair Work (Registered Organisations) Act 2009.

Paragraph 12 No asset or a liability was acquired during the financial year as a result of:

- a) an amalgamation under Part 2 of Chapter 3, of the RO Act in which the organisation (of which the reporting unit form part) was the amalgamated organisation; or
- b) a restructure of the branches of the organisation; or
- c) a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the organisation; or
- d) a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1).

Paragraph 13 No asset or liability was acquired during the financial year as part of a business combination.

Statement of profit or loss and other comprehensive income
Revenue

Paragraph 15 The following items were not received during the year:

- a) entrance fees or periodic subscriptions in respect of membership of the organisation;
- c) compulsory levies raised from the members or appeals for voluntary contributions (including whip arounds) for the furtherance of a particular purpose.
- d) donations and grants; and
- e) financial support from another reporting unit of the organisation:

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 2013

Expense

Paragraph 17 The following items were not incurred during the year:

- a) expenses incurred as consideration for employers making payroll deductions of membership subscriptions;
- c) fees and periodic subscriptions paid in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters:
- d) compulsory levies imposed on the reporting unit, for each such levy:
- e) grants or donations:
- f) employee expenses related to holders of office of the reporting
- h) fees and/or allowances paid to persons in respect of their attendances as representatives of the reporting unit at conferences or other meetings;
- l) expenses incurred in connection with holding meetings of members of the reporting unit and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the reporting unit was wholly or partly responsible;
- j) legal costs and other expenses related to:
 - i. litigation; and
 - ii. other legal matters;
- k) penalties imposed on the organisation under the RO Act with respect to conduct of the reporting unit.

Statement of Financial position

Liabilities

Paragraph 21 No amounts are payable in respect of:

- a) employers as consideration for the employers making payroll deductions of membership subscriptions;
- b) legal costs and other expenses related to litigation or other legal matters;
- c) employee provisions in respect of holders of offices in the reporting unit.
- d) employee provisions in respect of employees;

Statement of changes in equity

Paragraph 23 No amounts are included in equity in respect of:

- a) compulsory levies raised by the reporting unit or voluntary contributions collected from members of the reporting unit;
- c) fund or account, the operation of which is required by the rules of the organisation including the rules of a branch of the organisation;
- d) transfer(s) and/or withdrawal(s) to a fund, account or controlled entity, when any of these are kept for a specific purpose(s) by the reporting unit.
- e) the general fund.

Recovery of Wages activity Financial Report

Paragraph 33 No recovery of wages activity has occurred in the reporting period.

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 2013

3. Information to be provided to members or General Manager

In accordance with the requirements of the RO Act, the attention of members is drawn to the provision 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)

	2013	2012
	\$	\$
4. Reconciliation of net cash provided by operating activities with operating profit		
Profit for the year	1,158	1,199
(Increase)/Decrease in trade and other receivables	(514)	(1,244)
Increase/(Decrease) in trade and other payables	(10)	409
Net cash from/(used in) operating activities	634	364
5. Cash and cash equivalents		
Cash at bank	122,595	121,961
6. Retained earnings		
Balance at 1 July 2012	128,762	127,563
Profit for the period	1,158	1,199
Balance at 30 June 2013	129,920	128,762

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 2013

7. Financial risk management

Overview

The Branch has exposure to the following risks from use of financial instruments:

- credit risk
- liquidity risk
- market risk

This note presents information about the Branch exposure to each of the above risks, its objectives, policies and processes for measuring and managing risk. Further quantitative disclosures are included throughout this financial report. The Council has overall responsibility for risk management and oversight of the Branch's investments. Management policy has been established to identify and analyse the risk faced by the Branch, to set appropriate risk limits and controls, and to monitor risks and adherence to limits.

Credit Risk

Credit risk is the risk of financial loss to the Branch if a customer fails to meet payment obligations, and arises principally from the Branch's receivables from customers.

Trade receivables

The Branch's exposure to credit risk is influenced mainly by the individual characteristics of each customer. The Branch's only customer is The Public Service Association of SA.

Investments

The Branch limits its exposure to credit risk by only investing in a Cheque Account with a regulated Financial Institution.

Liquidity Risk

Liquidity risk is the risk that the Branch will not be able to meet its financial obligations as they fall due. The Branch's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Branch's reputation. The Branch has no borrowings or overdraft facilities in place and is always in a position to meet expected operational expenses, including the potential impact of extreme circumstances that cannot reasonably be predicted, such as natural disasters.

Market Risk

Market risk is the risk that changes in interest rates will affect the Branch's income or the value of financial instruments.

Interest Rate Risk

The Branch adopts a policy of ensuring that investments are for fixed term with a fixed interest rate for that chosen term.

Capital Management

The Branch policy is to maintain a strong capital base so as to maintain member and creditor confidence and to sustain future development of the Branch. There were no changes in the Branch's approach to capital management during the year. The Branch is not subject to externally imposed capital requirements.

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 2013

8 Financial instruments

Financial Instruments Credit Risk

The carrying amount of the Branch's financial assets represents the maximum credit exposure.

The Branch's maximum exposure to credit risk at the reporting date was;

		Carrying amount	
	Note	2013	2012
		\$	\$
Cash and cash equivalents from Public Service Association of SA Inc	5	122,595	121,961
Trade and other receivables from Public Service Association of SA Inc		12,599	12,085
		<u>135,194</u>	<u>134,046</u>

The Branch's maximum exposure to credit risk at the reporting date was \$135,194 (2012: \$134,046)

The Branch's maximum exposure to credit risk for trade receivables at the reporting by geographic region was;

	Carrying amount	
	2013	2012
	\$	\$
Australia	<u>12,599</u>	<u>12,085</u>

The Branch's only customer is the Public Service Association of SA Inc.

None of the Branch's receivables are past due (2012: nil). The ageing of the groups trade receivables at the reporting date was:

Note: For the purpose of the below statements the Public Service Association of SA Inc has been shown as PSA of SA Inc

	Gross	Impairment	Gross	Impairment
	2013	2013	2012	2012
	\$	\$	\$	\$
Not past due PSA of SA Inc	12,599	-	12,085	-
Past due 0-30 days	-	-	-	-
Past due 31-120 days	-	-	-	-
Past due 121 days to one year	-	-	-	-
	<u>12,599</u>	<u>-</u>	<u>12,085</u>	<u>-</u>

No impairment loss was recognised in current year (2012: nil).

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 2013

Liquidity Risk

The following are the contracted maturities of financial liabilities of the Branch:

	Carrying amount	6 mths or less
	\$	\$
30 June 2013		
Trade and other payables	5,274	5,274
	<u>5,274</u>	<u>5,274</u>

Trade creditor payments are made as per creditors' payment terms.

	Carrying amount	6 mths or less
	\$	\$
30 June 2012		
Trade and other payables	5,284	5,284
	<u>5,284</u>	<u>5,284</u>

Interest rate risk

Profile

At reporting date the interest rate profile of the Branch interest bearing instruments was:

		Carrying amount	
	Note	2013	2012
		\$	\$
Interest Bearing Instruments			
Financial assets received from PSA of SA Inc	5	122,595	121,961
		<u>122,595</u>	<u>121,961</u>

Cash flow sensitivity analysis for interest bearing instruments

A change of 100 basis points (ie 1%) in interest rates at the reporting date would have increased (decreased) equity and profit or loss by the amounts shown below. This analysis assumes that all other variables remain constant. The analysis is performed on the same basis for 2012.

	Profit or Loss		Equity	
	100bp increase	100bp decrease	100bp increase	100bp decrease
	\$	\$	\$	\$
30 June 2013				
Interest Bearing Instruments	(141)	141	(141)	141
Cash flow sensitivity	<u>(141)</u>	<u>141</u>	<u>(141)</u>	<u>141</u>
30 June 2012				
Interest Bearing Instruments	(431)	431	(431)	431
Cash flow sensitivity	<u>(431)</u>	<u>431</u>	<u>(431)</u>	<u>431</u>

Fair Values

Fair values versus carrying amounts

The fair values of the financial assets and liabilities, together with the carrying amounts shown in the balance sheet, are as follows:

		30/06/2013		30/06/2012	
	Note	Carrying amount	Fair value	Carrying amount	Fair value
		\$	\$	\$	\$
Cash & cash equivalents	5	122,595	122,595	121,961	121,961
Trade and other receivables		12,599	12,599	12,085	12,085
Trade and other payables		(5,274)	(5,274)	(5,284)	(5,284)
		<u>129,920</u>	<u>129,920</u>	<u>128,762</u>	<u>128,762</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 2013

9. 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
Brown	Natasha
Burford	Lesley
Callaghan	Stephen
Dawson	Raylene
Griffiths	Michael
Hall	Christopher
Henderson	Sharon
Hewish	Peter
Horne	Peter
Houghton	Chris
Howell	Bernadette
Hughes	Lesley
Kitchin	Neville
Leverington	Monte
Martin	Jo-anne
McMahon	Jan
Oxlad	Lindsay
Penn	Michael
Reilly	Peter
Sharrad	David
Snowball	Carl
Stitt	Robyn
Tonkin	Margaret
Townsend	Malcolm
Warner	Margaret
Windsor	Lise
Wilson	Rosanne

(b) Councillors' remuneration

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

10. Subsequent events

There have been no events subsequent to balance date.

CPSU (SPSF GROUP) SA BRANCH

OPERATING REPORT

for period ended 30 June 2013

S254 Fair Work (Registered Organisations) Act 2009

I, Jan McMahon being the Branch Secretary of the CPSU/ (SPSF Group) – SA Branch, on behalf of the Council of the reporting unit for the financial year ended 30 June 2013, 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 RO Act 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 - South Australian Superannuation Board

The position is not held because the person was nominated by the reporting unit or peak council.

(e) Board Membership and Company Directorship

Jan McMahon

Health Partners - private health insurance

People's Choice Credit Union- financial institution

The above positions are not held because the person was nominated by the reporting or peak council.

Superannuation Funds Management Corporation of SA

The above position is held because the person was nominated by a peak council.

Lindsay Oxlad

Health Partners - private health insurance

The above position is not held because the person was nominated by the reporting unit or peak council.

CPSU (SPSF GROUP) SA BRANCH

OPERATING REPORT

for period ended 30 June 2013

S254 Fair Work (Registered Organisations) Act 2009

(e)continued

Neville Kitchin

Health Partners - private health insurance

The above position is not held because the person was nominated by the reporting unit or peak council.

City Community Children's Centre – child care

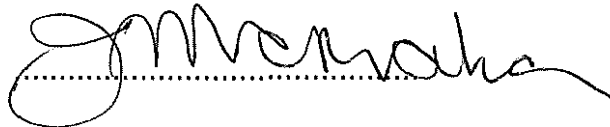
The above position is held because the person was nominated by the reporting unit.

(f) Number of members as at 30 June 2013 is 13,724.

(g) Number of employees as at 30 June 2013 is nil.

(h) 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).

Signature of designated officer :



Name and title of designated officer :

JAN McMAHON
BRANCH SECRETARY

Dated:

1/8/13

CPSU (SPSF GROUP) SA BRANCH

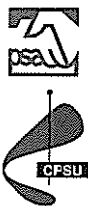
For the year ended 30 June 2013

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
Brown	Natasha
Burford	Lesley
Callaghan	Stephen
Dawson	Raylene
Griffiths	Michael
Hall	Christopher
Henderson	Sharon
Hewish	Peter
Horne	Peter
Howell	Bernadette
Houghton	Chris
Hughes	Lesley
Kitchin	Neville
Leverington	Monte
Martin	Jo-anne
McMahon	Jan
Oxlad	Lindsay
Penn	Michael
Reilly	Peter
Sharrad	David
Snowball	Carl
Stitt	Robyn
Tonkin	Margaret
Townsend	Malcolm
Warner	Margaret
Windsor	Lise
Wilson	Rosanne



CPSU (SPSF GROUP) SA BRANCH

CERTIFICATE OF SECRETARY

PERIOD ENDED 30TH JUNE 2013

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 for the CPSU (SPSF Group) – SA Branch for the period ended 30 June 2013 referred to in S268 of the Fair Work (Registered Organisations) Act 2009; and
that the full report was provided to members of the reporting unit on 1 August 2013; and
that the full report was presented to the Annual General Meeting of members of the reporting unit on 23 August 2013, in accordance with S266 (1) of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer: [Handwritten signature]

Name of prescribed designated officer:JAN McMAHON.....

Title of prescribed designated officer: BRANCH SECRETARY.....

Dated: 23/8/13.....



19 July 2013

Ms Jan McMahon
Branch Secretary
CPSU, the Community and Public Sector Union-SPSF Group, South Australian Branch

Sent by email: enquiries@cpsu.asn.au

Dear Ms McMahon,

Re: Lodgement of Financial Report - [FR2013/144]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the CPSU, the Community and Public Sector Union-SPSF Group, South Australian Branch (the reporting unit) ended on 30 June 2013.

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, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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 regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

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 \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.