



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. K. Batt
Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Victorian Branch
Box 99, Victorian Trades Hall
54 Victoria Street
CARLTON SOUTH VIC 3053

Dear Ms. Batt,

**Re: Financial documents for year ended 30 June 2002
FR 2002/407**

Thank you for forwarding additional documentation in relation to the financial documents and summary of those documents of the Victorian Branch of the SPSF Group of the CPSU, the Community and Public Sector Union for the year ended 30 June 2002; this has been placed with the documents previously lodged.

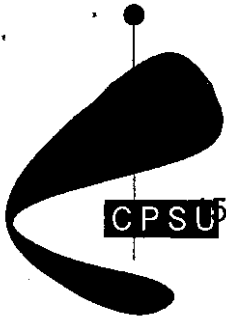
Your comments have been noted.

The financial documents and summary have now been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

6 June 2003



CPSU^{5th} May 2003

Community and Public Sector Union

SPSF Group • Victorian Branch

Australian Industrial Registry
GPO Box 1994S
MELBOURNE 3001

Attention: Mr Larry Powell

Dear Mr Powell

Re: Financial documents for year ended 30 June 2002 FR 2002/407

I refer to a letter dated 9th of May 2003 addressing two items for clarification.

Committee of Management Certificate

In reference to the Committee of Management Certificate paragraph (d) states that the branch had not fully complied with Section 279 (1) and s279(6) of the Workplace Relations Act 1996 in that the financial accounts for the year ended 30 June 2001 were published and lodged outside the required timeframe.

The auditor's report for the financial year ended 30 June 2001 was signed on 21 December 2001 and the financial documents were not published in the Annual report within the 56 days from the date of the audit. It was at the request of our auditors that we document on the Committee of Management Certificate the financial accounts for the year ended 30 June 2001 were published and lodged outside the required timeframe.

Summary

Please find attached an extract of the Branch Executive Minutes of Meeting passing a resolution to provide the member with such summary.

Should you require any further clarification or information please do not hesitate to contact Liz Howlett on 03 9639 1822 or lhowlett@cpsuvic.org.

Yours faithfully

Karen Batt
Branch Secretary

CPSU, SPSF GROUP, VICTORIAN BRANCH EXECUTIVE

Minutes of Meeting Monday 9th December 2002

Present J Mead, J Walton, P Lillywhite, K Batt

Apologies K Goodall

Item 3 **Audit 2001/2002**

Copies of the Accounting Officer's Certificate, the Draft Branch Accounts, the Draft Auditor's Report, the Auditor's Management Letter and the unsigned Committee of Management Certificate for the 2001/2002 Financial Year, were presented to the meeting.

Moved K Batt
Seconded P Lillywhite

That this meeting of the CPSU, SPSF Group Victorian Branch Executive (being the "committee of management" of the Branch for the purposes of the Workplace Relations Act 1996) having been presented with the Branch Accounts and the Accounting Officer's Certificate in relation to the year ended 30 June 2002 hereby states that :

1. *in our opinion the accounts as presented show a true and fair view of the financial affairs of the Victorian Branch as at 30 June 2002, and*
2. *in our opinion meetings of the committee of management were held during the year ended 30 June 2002 in accordance with the rules of the organisation, and*
3. *to our knowledge, 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 organisation under Section 274(2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, 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 organisation, and*
4. *the Branch has not fully complied with Section 279(1) and Section 279(6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 30 June 2001, in that the financial accounts for the year ended 30 June 2001 were published and lodged outside the required timeframe, and*
5. *that this meeting authorises Karen Batt and Jim Walton to complete and sign the Committee of Management Certificate as required by the Workplace Relations Act 1996.*

CARRIED

CPSU, SPSF GROUP, VICTORIAN BRANCH EXECUTIVE

Minutes of Meeting Tuesday 15th of April 2003

Present K Batt, J Mead, K Goodall, P Lillywhite

Apologies J Walton

Observer: J Kennelly

Item 3 *Audit Report, Branch Accounts and Financial Statements for 2001/2002*

Copies of the audited Financial Statements of the Community and Public Sector Union – SPSF Group, Victorian Branch together with certificates were presented to the Committee of Management.

Moved K Batt
Seconded P Lillywhite

That this meeting of the CPSU, SPSF Group Victorian Branch Executive (being the Committee of Management for the purposes of the Workplace Relations Act) :

1. *Notes that the Auditor's Report, and the Branch Accounts and Financial Statements or a summary thereof for the year ended 30 June 2002 has been provided to members as required by Section 279(2) of the Workplace Relations Act, and*
2. *Notes that the Auditor's Report, and the Branch Accounts and Financial Statements have been presented to this meeting as required by Section 279(6) of the Workplace Relations Act, and*
3. *Directs the Branch Secretary to lodge the documentation as required by by Section 280(1) of the Workplace Relations Act with the Industrial Registrar within 14 days of this meeting.*

CARRIED



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. K. Batt
Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Victorian Branch
Box 99, Victorian Trades Hall
54 Victoria Street
CARLTON SOUTH VIC 3053

Dear Ms. Batt,

**Re: Financial documents for year ended 30 June 2002
FR 2002/407**

Receipt is acknowledged of the financial documents and summary of those documents of the Victorian Branch of the SPSF Group of the CPSU, the Community and Public Sector Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 16 April 2003.

The following matters concerning the financial reporting requirements of the Workplace Relations Act 1996 require your further attention; your written response to these matters is requested by Monday, 26 May 2003.

1. Committee of Management Certificate

Paragraph (d) of the certificate states that the branch has not fully complied with Section 279(1) and s279(6) of the Workplace Relations Act 1996 in that the financial accounts for the year ended 30 June 2001 were published and lodged outside the required timeframe.

Would you please advise this office the reasons for such a conclusion.

2. Summary

There is no indication as to whether the committee of management has passed a resolution to provide the members with such summary - refer subsection 279(2).

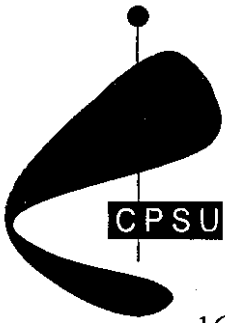
Would you please advise this office in writing whether the committee of management has passed the required resolution.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

Larry Powell
Statutory Services Branch

9 May 2003



16th of April 2003

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE 3001



Dear Sir/Madam

Re: Financial Statement for the Year Ended 30 June 2002 – FR2002/407

Please find attached copies of the Financial Statements for the year ended 30th June 2002 together with the Branch Secretary's Certificate.

In reference to the Donations/Special Project line item within the Financial Statements for the year ended 30th June 2002 detailing a total expenditure for the financial year of \$9,798.00, please be advised that the Union did not remit in excess of \$999.00 to one entity.

I also refer to a letter dated the 8th of April 2003 from the Australian Industrial Registry advising that under subsection 279(3) of the Act an extension of time was granted until the 17th of April 2003 to provide to the members of the branch a copy of the audit report, accounts and statements prepared in accordance with section 273 of the Act in respect of the year ended 30th of June 2002.

Should you require any further information or clarification on the contents of this letter or the financial statements please contact Liz Howlett on 0438 396 287 or lhowlett@cpsuvic.org.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Liz Howlett'.

Liz Howlett
Administration Officer

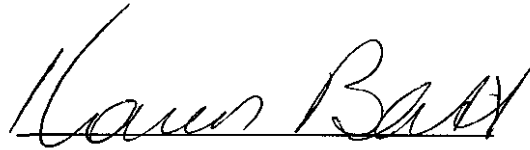
**COMMUNITY AND PUBLIC SECTOR UNION, SPSF GROUP
VICTORIAN BRANCH**

STATUTORY STATEMENTS FOR THE FINANCIAL YEAR ENDED 30 JUNE 2002

BRANCH SECRETARY'S CERTIFICATE

I, Karen Batt, being the Branch Secretary of the Community and Public Sector Union, State Public Services Federation Group, Victorian Branch, hereby certify that the documents lodged with this certificate are copies of the documents presented to the meeting of the committee of management of the Community and Public Sector Union, State Public Services Federation Group, Victorian Branch conducted on 15th of April 2003, as required by Section 279(6) of the Workplace Relations Act 1996.

Signature



Signed at

CARLTON SOUTH

Date

16th of APRIL 2003

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

BRAMWELL GILES LEECHMAN & ASSOCIATES

Chartered Accountants

Level One, 600 St Kilda Road, Melbourne VIC 3004

PO Box 6094 St Kilda Road Central VIC 3004

Tel:(03) 9525 2511 Fax: (03) 9525 2829

Email: bgl@bglassociates.com.au

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2002**

	Notes	2002 \$	2001 \$
Revenue from ordinary activities	3	<u>3,460,519</u>	<u>2,851,896</u>
Salaries and related expenses	4	(2,313,643)	(1,825,827)
Office maintenance and operation	5	(164,392)	(155,327)
Motor vehicles expenses	6	(45,483)	(42,673)
Communication	7	(187,979)	(156,666)
Professional services	8	(74,944)	(133,628)
Library	9	(5,240)	(4,909)
Meetings	10	(75,419)	(55,397)
Furniture and equipments	11	(68,811)	(69,129)
Printing and publications	12	(41,441)	(48,334)
Affiliation and capitation fees	13	(175,126)	(144,290)
Computer and Information technology	14	(11,951)	(33,184)
Member benefits	15	(38,976)	(20,998)
Donations and special projects	16	(12,356)	(200)
Other expenses from ordinary activities	17	<u>(138,737)</u>	<u>(136,477)</u>
		<u>(3,354,498)</u>	<u>(2,827,039)</u>
Surplus from ordinary activities		106,021	24,857
Surplus (deficit) from extraordinary items	31	<u>(61,924)</u>	<u>-</u>
Net Surplus/(Deficit)		<u>44,097</u>	<u>24,857</u>

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2002**

	Notes	2002 \$	2001 \$
CURRENT ASSETS			
Cash assets	19	212,285	251,705
Receivables	20	122,616	224,258
Other	21	<u>36,384</u>	<u>32,635</u>
TOTAL CURRENT ASSETS		<u>371,285</u>	<u>508,598</u>
NON-CURRENT ASSETS			
Property, plant and equipment	22	<u>363,996</u>	<u>344,292</u>
TOTAL NON-CURRENT ASSETS		<u>363,996</u>	<u>344,292</u>
TOTAL ASSETS		<u>735,281</u>	<u>852,890</u>
CURRENT LIABILITIES			
Payables	23	369,566	540,849
Interest-bearing liabilities	24	59,967	40,833
Provisions	25	<u>360,355</u>	<u>322,509</u>
TOTAL CURRENT LIABILITIES		<u>789,888</u>	<u>904,191</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	24	46,148	58,212
Provisions	25	<u>3,025</u>	<u>38,364</u>
TOTAL NON-CURRENT LIABILITIES		<u>49,173</u>	<u>96,576</u>
TOTAL LIABILITIES		<u>839,061</u>	<u>1,000,767</u>
NET LIABILITIES		<u>(103,780)</u>	<u>(147,877)</u>
MEMBERS FUND			
Accumulated deficit	26	<u>(103,780)</u>	<u>(147,877)</u>
TOTAL MEMBERS FUND		<u>(103,780)</u>	<u>(147,877)</u>

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2002**

	Notes	2002 \$	2001 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		3,734,000	2,986,308
Other income		27,855	61,485
Payments to suppliers and employees		(3,510,482)	(2,731,631)
Interest received		3,351	6,787
GST payments to ATO		<u>(217,020)</u>	<u>(175,896)</u>
Net cash provided by operating activities	29 (b)	<u>37,704</u>	<u>147,053</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		-	25,602
Payment for property, plant and equipment		<u>(29,918)</u>	<u>(35,030)</u>
Net cash used in investing activities		<u>(29,918)</u>	<u>(9,428)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		(47,541)	(61,521)
Proceeds from / (Repayment to) strike fund		<u>(3,179)</u>	<u>(3,514)</u>
Net cash used in financing activities		<u>(50,720)</u>	<u>(65,035)</u>
Net increase/(decrease) in cash held		(42,934)	72,590
Cash at beginning of financial year		<u>279,704</u>	<u>207,114</u>
Cash at end of financial year	29 (a)	<u><u>236,770</u></u>	<u><u>279,704</u></u>

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2002

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report is for the entity Community And Public Sector Union SPSF Group Victorian Branch as an individual entity. Community And Public Sector Union SPSF Group Victorian Branch is a registered trade union, established and domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historical costs. It 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 following is a summary of the material accounting policies adopted by the entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis.

(a) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Property, Plant and Equipment

Each class of property plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

Plant and equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by Committee of Management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated over their estimated useful lives to the entity commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2002

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entity are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the entity will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for 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.

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduced the liability.

(d) Employee Entitlements

Provision is made for the entity's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at banks including at call deposits with banks.

(f) Revenue

Revenue from the rendering of a service is recognised upon the delivery of the service to the members.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Change in Accounting Policy

(i) The economic entity changed its a accounting policy in regard to provision of long service leave entitlement whereby no leave provision is made for employees who join the organisation for less than 5 years and only 50% of leave provision is made for those employees who join the organisation for more than 5 years but less than 10 years as the Committee of Management believe the change will improve the relevance and reliability of the economic entity's financial report. The financial effect of this change in accounting policy has given rise to an increase in operating profit after income tax of \$33,497 and an increase in the net assets of \$33,497.

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 subsection (1), (2) and (3) of section 274, which read as follows:

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

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 3: REVENUE			
Operating activities			
- member subscription		3,391,953	2,784,365
- printing revenue		15,521	23,460
- interest	3(a)	3,351	6,787
- Income from Federal Office		5,462	34,108
- other revenue		<u>44,232</u>	<u>1,824</u>
		<u>3,460,519</u>	<u>2,850,544</u>
Non - operating activities			
- proceeds of sale of property, plant and equipment		<u>-</u>	<u>1,352</u>
Total Revenue		<u>3,460,519</u>	<u>2,851,896</u>
 (a) Interest from:			
- other persons		<u>3,351</u>	<u>6,787</u>
 NOTE 4: SALARIES & RELATED EXPENSES			
Gross Salaries	33	1,848,388	1,356,865
Salaries packaging		42,991	92,416
Superannuation		207,704	149,893
Annual Leave Provision		27,916	(10,798)
Long Service Leave Provision		(28,112)	38,007
RDO Accrual		2,704	(445)
Payroll Tax		115,890	92,923
Workers Compensation Levies		44,201	56,375
Casuals & Temporaries		36,862	17,725
Staff Training		9,577	11,430
Staff Appointment		5,522	4,384
Industrial Consultant		<u>-</u>	<u>24,300</u>
		<u>2,313,643</u>	<u>1,833,075</u>
Salaries Reimbursement		<u>-</u>	<u>7,248</u>
		<u>2,313,643</u>	<u>1,825,827</u>
 NOTE 5: OFFICE MAINTENANCE			
Rent & Outgoings		90,161	89,316
Rent - Regional Offices		-	735
Insurance		30,033	24,315
Office Cleaning		15,656	14,836
Finance lease charges - leasehold improvements		-	117
Building Maintenance		3,883	2,327
Electricity & Gas		8,615	7,797
General Expenses		4,998	10,620
Stationery		<u>11,046</u>	<u>5,264</u>
		<u>164,392</u>	<u>155,327</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 6: MOTOR VEHICLES EXPENSES			
Motor vehicles - HP Term Charges		9,665	10,527
Running Costs		<u>35,818</u>	<u>32,146</u>
		<u>45,483</u>	<u>42,673</u>
Note 7: COMMUNICATION			
Postage & Courier		56,395	46,453
Telephone & Pager Service		72,810	59,254
AAP - Multipoint Faxstream		40,540	37,568
Media Monitoring		16,597	8,979
Finance lease charges - phone system		547	1,157
Others		<u>1,090</u>	<u>3,255</u>
		<u>187,979</u>	<u>156,666</u>
NOTE 8: PROFESSIONAL SERVICES			
Accounting Fees		2,500	2,700
Audit Fees		8,160	7,700
Legal Fees		63,403	115,228
Archival Project		210	-
Consultancy Fees		<u>671</u>	<u>8,000</u>
		<u>74,944</u>	<u>133,628</u>
NOTE 9: LIBRARY			
Subscriptions		<u>5,240</u>	<u>4,909</u>
NOTE 10: MEETINGS			
Branch council		12,153	8,658
Prison officer		6,122	5,286
Federal Council		11,389	12,125
Other meeting expenses		<u>45,755</u>	<u>29,328</u>
		<u>75,419</u>	<u>55,397</u>
NOTE 11: FURNITURE & EQUIPMENT			
Maintenance Contracts		66,175	68,524
Equip Repairs & Maintenance		<u>2,636</u>	<u>605</u>
		<u>68,811</u>	<u>69,129</u>
NOTE 12: PRINTING AND PUBLICATION			
External		3,797	19,743
Paper		17,094	16,907
Photocopying		16,980	9,408
Print Room Supplies		<u>3,570</u>	<u>2,276</u>
		<u>41,441</u>	<u>48,334</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 13: AFFILIATION & CAPITATION FEES			
ACTU		17,393	16,228
CPSU/SPSF Group		134,089	106,127
Provisional Trades & Labour Council		4,902	2,552
Vic. Trades Hall Council		<u>18,742</u>	<u>19,383</u>
		<u>175,126</u>	<u>144,290</u>
NOTE 14: COMPUTER & INFORMATION TECHNOLOGY			
Software Purchases		99	248
Hardware Purchases		191	2,036
Computer Maint. Agreements		8,906	26,740
Others		<u>2,755</u>	<u>4,160</u>
		<u>11,951</u>	<u>33,184</u>
Note 15: MEMBER BENEFITS			
Member Benefits		<u>38,976</u>	<u>20,998</u>
NOTE 16: DONATION/SPECIAL PROJECTS			
Campaigns		2,558	-
Donations/special projects		<u>9,798</u>	<u>200</u>
		<u>12,356</u>	<u>200</u>
NOTE 17: OTHER EXPENSES			
Amortisation - leased motor vehicles		21,208	25,301
Amortisation Of L/Hold Improv		17,748	28,764
Bank Charges		54,317	42,691
Bad debts		-	1,445
Delegates training/ DSFA		11,041	11,620
Depreciation		20,195	21,936
Loss on disposal of fixed assets		954	-
Fringe Benefits Tax		<u>13,274</u>	<u>4,720</u>
		<u>138,737</u>	<u>136,477</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 18: SURPLUS (DEFICIT) FROM ORDINARY ACTIVITIES			
Surplus (deficit) from ordinary activities has been determined after:			
(a) Expenses:			
Depreciation of non-current assets			
- Office Equipment		20,195	21,936
Amortisation of non-current assets:			
- capitalised leased assets		21,208	25,301
- leasehold improvements		<u>17,748</u>	<u>28,764</u>
Amortisation of non-current assets		<u>38,956</u>	<u>54,065</u>
Bad and doubtful debts:			
- other entities		-	1,445
Remuneration of the auditors for:			
- audit or review services		7,700	7,700
- audit of membership numbers		460	-
(b) Revenue and Net Gains			
Net gain on disposal of non-current assets			
- property, plant and equipment		-	1,352
 NOTE 19: CASH ASSETS			
Cash on hand		3,063	2,063
Cash at bank		<u>209,222</u>	<u>249,642</u>
		<u>212,285</u>	<u>251,705</u>
 NOTE 20: RECEIVABLES			
CURRENT			
Other debtors		15,846	12,379
Amounts receivable from:			
- affiliated branches and funds		24,485	27,999
- net GST refund		15,887	23,425
- AMP Financial Service	32	<u>66,398</u>	<u>160,455</u>
		<u>122,616</u>	<u>224,258</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 21: OTHER ASSETS			
CURRENT			
Prepayments		<u>36,384</u>	<u>32,635</u>
 NOTE 22: PROPERTY, PLANT AND EQUIPMENT			
(a) leasehold improvements			
At cost		287,635	287,635
Less accumulated amortisation		<u>(127,900)</u>	<u>(110,152)</u>
		<u>159,735</u>	<u>177,483</u>
(b) Motor vehicles			
Under lease		183,587	132,728
Less accumulated depreciation		<u>(54,416)</u>	<u>(33,208)</u>
		<u>129,171</u>	<u>99,520</u>
(c) Office equipment			
At cost		50,230	46,004
Less accumulated depreciation		<u>(23,771)</u>	<u>(20,668)</u>
		<u>26,459</u>	<u>25,336</u>
(d) Computer equipment			
At cost		81,415	72,569
Less accumulated depreciation		<u>(54,076)</u>	<u>(40,945)</u>
		<u>27,339</u>	<u>31,624</u>
(e) Furniture, fixtures and fittings			
At cost		32,102	18,526
Less accumulated depreciation		<u>(10,810)</u>	<u>(8,197)</u>
		<u>21,292</u>	<u>10,329</u>
Total property, plant and equipment		<u>363,996</u>	<u>344,292</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

Note 2002 2001
 \$ \$

NOTE 22: PROPERTY, PLANT AND EQUIPMENT (Continued)

(a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold improvements	Motor vehicles	Office equipment	Furniture, fixtures & fittings
	\$	\$	\$	\$
2002				
Balance at the beginning of the year	177,483	99,520	25,336	10,329
Additions	-	50,859	6,526	13,577
Disposals	-	-	(954)	-
Depreciation expense	<u>(17,748)</u>	<u>(21,208)</u>	<u>(4,449)</u>	<u>(2,614)</u>
Carrying amount at end of year	<u>159,735</u>	<u>129,171</u>	<u>26,459</u>	<u>21,292</u>

2001				
Balance at the beginning of the year	206,247	115,879	27,645	9,942
Additions	-	33,192	2,100	2,165
Disposals	-	(24,250)	-	-
Depreciation expense	<u>(28,764)</u>	<u>(25,301)</u>	<u>(4,409)</u>	<u>(1,778)</u>
Carrying amount at the end of the year	<u>177,483</u>	<u>99,520</u>	<u>25,336</u>	<u>10,329</u>

	Computer equipment	Total
	\$	\$
2002		
Balance at the beginning of the year	31,624	344,292
Additions	8,847	79,809
Disposals	-	(954)
Depreciation expense	<u>(13,132)</u>	<u>(59,151)</u>
Carrying amount at the end of the year	<u>27,339</u>	<u>363,996</u>

2001		
Balance at the beginning of the year	30,545	390,258
Additions	16,828	54,285
Disposals	-	(24,250)
Depreciation expense	<u>(15,749)</u>	<u>(76,001)</u>
Carrying amount at the end of the year	<u>31,624</u>	<u>344,292</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 23: PAYABLES			
CURRENT			
Unsecured liabilities			
Trade creditors		322,090	489,989
Amounts payable to:			
- affiliated branches and funds		44,824	48,003
Sundry creditors and accruals		<u>2,652</u>	<u>2,857</u>
		<u>369,566</u>	<u>540,849</u>
 NOTE 24: INTEREST BEARING LIABILITIES			
CURRENT			
Unsecured liabilities			
Finance lease liability	27	<u>59,967</u>	<u>40,833</u>
 NON-CURRENT			
Unsecured liabilities			
Finance lease liability	27	<u>46,148</u>	<u>58,212</u>
 NOTE 25: PROVISIONS			
CURRENT			
Employee entitlements	(a)	<u>360,355</u>	<u>322,509</u>
 NON-CURRENT			
Employee entitlements	(a)	<u>3,025</u>	<u>38,364</u>
(a) Aggregate employee entitlements liability		<u>363,380</u>	<u>360,873</u>
(b) Number of employees at year end		<u>36</u>	<u>33</u>
 NOTE 26: ACCUMULATED SURPLUS			
Accumulated surplus at the beginning of the financial year		(147,877)	(172,734)
Net surplus (deficit) attributable to members of the entity		<u>44,097</u>	<u>24,857</u>
Accumulated surplus at the end of the financial year		<u>(103,780)</u>	<u>(147,877)</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 27: CAPITAL AND LEASING COMMITMENTS			
(a) Finance leasing commitments			
Payable			
- not later than one year		67,134	48,727
- later than one year and not later than five years		<u>51,355</u>	<u>61,711</u>
Minimum lease payments		118,489	110,438
Less future finance charges		<u>(12,374)</u>	<u>(11,393)</u>
Total finance lease liability		<u><u>106,115</u></u>	<u><u>99,045</u></u>
Represented by:			
Current liability	24	59,967	40,833
Non-current liability	24	<u>46,148</u>	<u>58,212</u>
		<u><u>106,115</u></u>	<u><u>99,045</u></u>

(b) Operating lease commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

Payable

- not later than one year		162,621	77,487
- later than one year and not later than five years		<u>419,423</u>	<u>117,720</u>
		<u><u>582,044</u></u>	<u><u>195,207</u></u>

General description of leasing arrangement:

The leases relate to rental of office equipment and union's office.

NOTE 28: RELATED PARTY TRANSACTIONS

(a) The members of the Committee of Management during the year were:

Karen Batt
Jim Walton
Kelvin Goodall
Peter Lillywhite
Judy Mead

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 29: CASH FLOW INFORMATION			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:			
Cash on hand		3,063	2,063
Cash at bank		209,222	249,642
Strike fund / fighting fund		<u>24,485</u>	<u>27,999</u>
		<u>236,770</u>	<u>279,704</u>
 (b) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax			
Surplus from ordinary activities after income tax		44,097	24,857
Non-cash flows in surplus from ordinary activities			
Amortisation		38,956	54,065
Depreciation		20,195	21,936
Net (gain) / loss on disposal of property, plant and equipment		954	(1,352)
Write back of long outstanding creditors		(31,043)	-
Income not received in cash		(4,828)	-
Expense not actually paid		36,961	-
Write off AMP surplus		61,924	-
Changes in assets and liabilities			
(Increase)/decrease in receivables		8,155	(43,905)
Increase in other assets		(3,749)	(4,603)
Increase/(decrease) in payables		(136,425)	69,291
Increase in provisions		<u>2,507</u>	<u>26,764</u>
Cash flows from operations		<u>37,704</u>	<u>147,053</u>
 (c) Non-cash financing and investing activities.			

During the year, the entity acquired motor vehicles with an aggregate fair value of \$49,887 (2001: \$31,168) by means of hire purchase arrangements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002

NOTE 30: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average		Fixed Interest Rate Maturing					
	Effective		Floating Interest Rate		Within 1 Year		1 to 5 Years	
	2002	2001	2002	2001	2002	2001	2002	2001
Financial Assets	%	%	\$	\$	\$	\$	\$	\$
Cash	2	1	<u>209,222</u>	<u>249,642</u>	-	-	-	-
Total financial assets			<u>209,222</u>	<u>249,642</u>	-	-	-	-
Financial liabilities								
Lease liabilities	-	-	-	-	-	-	<u>106,115</u>	<u>99,045</u>
Total financial liabilities			-	-	-	-	<u>106,115</u>	<u>99,045</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002

NOTE 30: FINANCIAL INSTRUMENTS (Continued)

	Fixed Interest Rate Maturing		Non-Interest Bearing		Total	
	Over 5 Years					
	2002	2001	2002	2001	2002	2001
	\$	\$	\$	\$	\$	\$
Cash	-	-	3,063	2,063	212,285	251,705
Receivables	-	-	<u>122,616</u>	<u>224,258</u>	<u>122,616</u>	<u>224,258</u>
Total financial assets	<u>-</u>	<u>-</u>	<u>125,679</u>	<u>226,321</u>	<u>334,901</u>	<u>475,963</u>
Financial liabilities						
Trade and sundry creditors	-	-	369,566	540,849	369,566	540,849
Lease liabilities	-	-	-	-	<u>106,115</u>	<u>99,045</u>
Total financial liabilities	<u>-</u>	<u>-</u>	<u>369,566</u>	<u>540,849</u>	<u>475,681</u>	<u>639,894</u>

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

The entity does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the entity.

(c) Net Fair Values

The net fair value assets and other liabilities approximates their carrying value.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
NOTE 31: EXTRAORDINARY ITEMS			
Net AMP surplus no longer available for offset		<u>61,924</u>	<u>-</u>

The net AMP surplus no longer available for offset is primarily due to the distribution of surplus to members in prior year.

NOTE 32: AMP SURPLUS

Opening Balance		160,455	166,502
Offsets with superannuation contribution		(36,961)	(6,047)
Net movements due to interest, rebate, tax		4,828	-
Surplus no longer available for offset (Note 31)		<u>(61,924)</u>	<u>-</u>
		<u>66,398</u>	<u>160,455</u>

The surplus represents the foregoing benefits due to the 4-year qualifying period for full vesting of employer funded benefits as well as group life rebates, asset administration and investment fee rebates and investment earnings that may have been transferred from other Plan accounts. As the money was paid by CPSU as an employer and foregone by staff not qualifying to access it, the surplus is used to offset future superannuation contribution.

NOTE 33: SALARIES AND WAGES

Elected Officers		186,886	173,808
Other staff		<u>1,661,502</u>	<u>1,183,057</u>
		<u>1,848,388</u>	<u>1,356,865</u>

NOTE 34: ENTITY DETAILS

The principal place of business of the entity is:

Community And Public Sector Union SPSF Group
Victorian Branch

Level 5, New Building, Trades Hall

54 Victoria Street

Carlton South Vic 3053

The principal activity of the entity during the financial year was promoting union activities.

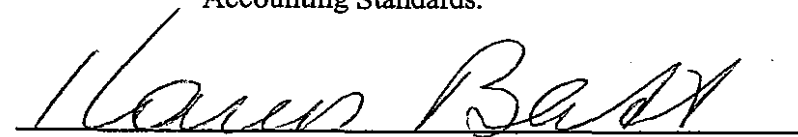
COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

ACCOUNTING OFFICER CERTIFICATE

I, Karen Batt, being the officer responsible for keeping the accounting records of the Community And Public Sector Union SPSF Group Victorian Branch certify that as at 30 June 2002 the number of members of the Organisation was 11,553.

In my opinion:

- (a) the attached accounts show a true and fair view of the financial affairs of the Community And Public Sector Union SPSF Group Victorian Branch as at 30 June 2002 ;
- (b) 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 terms of the rules of Community And Public Sector Union SPSF Group Victorian Branch ;
- (c) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of Community And Public Sector Union SPSF Group Victorian Branch ;
- (d) no payments was made out of any fund raised by compulsory levies or voluntary contributions from members or other funds other than the general fund operated in accordance with the rules, for purposes other than those for which the fund was operated ;
- (e) no loans or other financial benefits, other than approved remuneration in respect of their full time employment with Community And Public Sector Union SPSF Group Victorian Branch, were made to persons holding office in Community And Public Sector Union SPSF Group Victorian Branch ; and
- (f) the register of members of the Community And Public Sector Union SPSF Group Victorian Branch was maintained in accordance with the Act.
- (g) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.



Karen Batt

Dated: 23/12/2002.


COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

STATUTORY STATEMENT

COMMITTEE OF MANAGEMENT'S CERTIFICATE
FOR THE YEAR ENDED 30 JUNE 2002

We, Karen Batt and Jim Walton, being two members of the Committee of Management of the Community And Public Sector Union SPSF Group Victorian Branch do state that on behalf of the Committee of Management and in accordance with a resolution passed by the Committee of management that:

- (a) in the opinion of the Committee of Management the attached accounts show a true and fair view of the financial affairs of Community And Public Sector Union SPSF Group Victorian Branch as at 30 June 2002 ;
- (b) in the opinion of the Committee of Management, meetings of the Committee of Management were held during the year ended 30 June 2002 in accordance with the rules of Community And Public Sector Union SPSF Group Victorian Branch ;
- (c) to the knowledge of any members of the Committee of Management, there have been no instances where records or other documents (not being documents containing information made available to a member under subsection 274 (2) of the Workplace Relations Act, 1996) or copies of those records or documents, or copies of the rules of the trust, have not been furnished, or made available, to members in accordance with the Workplace Relations Act, 1996, the regulations or the rules of Community And Public Sector Union SPSF Group Victorian Branch ; and
- (d) Community And Public Sector Union SPSF Group Victorian Branch has not fully complied with Section 279(1) and 279(6) of the Workplace Relations Act, 1996 in that the financial accounts for the year ended 30 June 2001 were published and lodged outside the required timeframe.



Karen Batt



Jim Walton

Dated this 23RD DECEMBER 2002.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF**

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

Scope

We have audited the financial report of Community And Public Sector Union SPSF Group Victorian Branch for the financial year ended 30 June 2002 comprising of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The Committee of Management is responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is 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 the Workplace Relations Act 1996 so as to present a view which is consistent with our understanding of the entity'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.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

Audit Opinion

In our opinion,

- (a) satisfactory accounting records have been kept by the organisation detailing the sources and nature of the income of the organisation (including income from members) and the nature and purposes of expenditure;
- (b) the accompanying accounts and statements have been prepared in accordance with Section 273 of the Workplace Relations Act 1996 and are properly drawn up so as to give a true and fair view of :
 - (a) the state of affairs of the organisation as at 30 June 2002; and
 - (b) the income and expenditure, and any surplus or deficit, of the organisation for the year;
- (c) the financial report have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.

Where necessary we have obtained all information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit.

Bramwell Giles Leechman & Associates

Bramwell Giles Leechman & Associates
Level One, 600 St Kilda Road
Melbourne VIC 3004

Chartered Accountants

I. A. Hinds

I. A. Hinds - A.C.A.

Partner

23 December 2002
Melbourne



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. K. Batt
Branch Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Victorian Branch
Box 99, Victorian Trades Hall
CARLTON SOUTH VIC 3053

Dear Ms. Batt,

**Re: Financial documents for year ended 30 June 2002
FR 2002/407**

Reference is made to your letter dated 18 March seeking an extension of time to lodge the financial documents of the SPSF Group, Victorian Branch of the CPSU, the Community and Public Sector Union for the year ended 30 June 2002.

The Workplace Relations Act 1996 and Workplace Relations Regulations provide for a Registrar to grant extensions of time in order to allow a branch to comply with certain timeframes prescribed in the Act and Regulations in relation to the processing of financial documents. These are summarised as follows:

Subsection 276(1) and regulation 113 – completion of the auditor's report, s.279(3) – supplying financial documents to members, s.279(6) – presentation of financial documents to a meeting of members or a meeting of the committee of management and s.280(1) – lodgement of financial documents in the Industrial Registry.

No information has been provided as to when the auditor's report was prepared. It may well be that if the auditor's report was prepared within the prescribed period, the extension of time that should be sought in this case is one in relation to the late supply of the financial documents to members [s.279(3)] rather than the late lodgement of the financial documents in the Industrial Registry [s.280(1)].

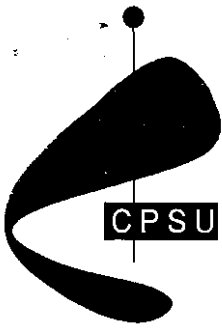
Would you please advise the date the auditor's report was prepared.

If you wish to discuss this letter I may be contacted on (03) 8661 7993 or larry.powell@air.gov.au.

Your sincerely,

Larry Powell
Statutory Services Branch

24 March 2003



18th March 2003



Australian Industrial Registry
Attention: Clency Lapierre
Statutory Services Branch
GPO Box 1994S
MELBOURNE 3001

Dear Mr Lapierre

Re: Financial statements for the year ended 30th June 2002 – FR2002/407

I refer to a letter dated 18th of February 2003 reminding the Community and Public Sector Union, SPSF Group Victorian Branch of the process required under the Act of the financial reporting obligations within certain time constraints.

We wish to advise that it is currently anticipated that our members will be forwarded copies of the auditor's report, accounts and statements to members on or before the 31st of March 2003.

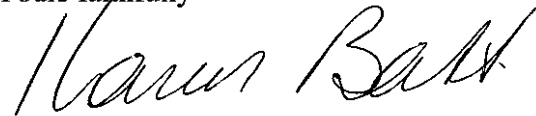
As required under the Act no earlier than eight days and no later than 28 days after the provision of the audited accounts to members, the audited accounts will presented to a meeting of the Executive members of the Branch to receive the audited accounts.

Within fourteen day of the Executive of the Branch meeting the Branch Secretary will lodge the auditors report, the audited accounts and the appropriate Certificates with the Australian Industrial Registrar together with a declaration of any donations to one entity that were in excess of \$1,000.00 during the 2001/2002 financial year.

As in previous years, the Community and Public Sector Union, SPSF Group Victorian Branch will be delayed in supplying the accounts to members due to circumstances beyond our control, namely being the Union relying on external printers to produce copies of the auditor's report, accounts and statements to the members that coincides with their Christmas closure. We request an extension from the Australian Industrial Register to the 17th of April 2003 to lodge the required documents.

Should you wish to discuss this matter at length please contact Liz Howlett on 0438 396 287 or lhowlett@cpsuvic.org, otherwise we look forward to a response in regard to our request for an extension.

Yours faithfully

A handwritten signature in black ink that reads "Karen Batt". The signature is written in a cursive style with a large, sweeping initial 'K'.

Karen Batt

Branch Secretary