



Australian Government

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
P.O. Box 200
CARLTON SOUTH VIC 3053

Dear Ms. Batt,

**Re: Financial documents for year ended 30 June 2003
FR 2003/390**

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 2003; this has been placed with the documents previously lodged.

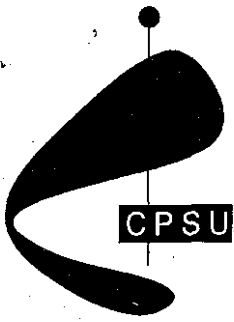
The documents have now been filed

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

24 August 2004



9th August 2004

Australian Industrial Registry
Attention: Mr Larry Powell
GPO Box 1994S
MELBOURNE 3001

Dear Mr Powell

Re: *Financial Documents for year ended 30th June 2003*
FR 2003/390

I refer to a letter dated the 13th of July 2004 regarding documents lodged with the Industrial Registry on the 1st of July 2004 relating to the year ended 30th June 2003.

Secretary's Certificate

Please find attached the Branch Secretary's Certificate stating that the documents lodged are copies of the auditor's report, accounts and statements, which were presented to a meeting in accordance with section 279.

The Branch Secretary's Certificate was not lodged previously due to an administration oversight, and I apologise to the registry for this oversight.

Committee of Management Certificate

In reference to the Committee of Management Certificate paragraph (d) 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 30th June 2002 were published and lodged outside the require timeframe.

The auditor's report for the financial year ended 30th June 2002 was signed on 23rd December 2002 and the financial documents were not published in the Annual Report

within 56 days form the date of the audit. It was at the request of our auditor's that we document on the Committee of Management Certificate the financial accounts for the year ended 30th June 2002 were published and lodged outside the required timeframe.

Summary

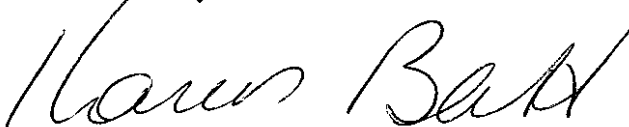
The Committee of Management passed a resolution to provide members with a summary of the report, accounts and statements on the 23rd of December 2003. A copy of the Minutes of the Meeting are attached.

Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act)

In accordance with Schedule 1B Section 237, being Organisations to notify particulars of loans, grants and donations please find a statement relating to the Community and Public Sector Union – SPSF Group Victorian Branch for the year ended 30th June 2004.

Should you require any further information or clarification regarding lodgment of documents please do not hesitate to contact Liz Howlett or Sue Kennedy on 03 9639 1822.

Yours faithfully

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

Karen Batt
Branch Secretary

COMMUNITY AND PUBLIC SECTOR UNION, SPSF GROUP

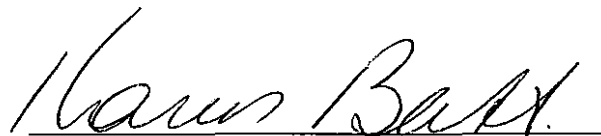
VICTORIAN BRANCH

**SATUROTY STATEMENTS FOR THE FINANCIAL YEAR ENDED
30 JUNE 2003**

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 lodge 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 the 16th of June 2004, as required by Section 279 (6) of the Workplace Relations Act 1996.

Signature:
Signed at:
Date:



Carlton South
9th August 2004

CPSU, SPSF GROUP, VICTORIAN BRANCH EXECUTIVE

**Minutes of Meeting
Tuesday 23rd of December 2003**

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

Apologies:

Audit 2002/2003

Moved: K Batt

Second: J Mead

“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 Account Officer’s Certificate in relation to the year ended 30 June 2003 hereby states that:

in our opinion the accounts presented show a true and fair view of the financial affairs of the Victorian Branch as at 30 June 2003; and

in our opinion meetings of the committee of management were held during the year ended 30 June 2003 in accordance with the rules of the organization; and

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

the 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 2003 were published and lodged outside the required timeframe; and

that this meeting authorizes Karen Batt and J Walton to complete and sign the Committee of Management Certificate as required by the Workplace Relations Act 1996; and

resolves to provide to the members of the CPSU, SPSF Group Victorian Branch a summary of the report, accounts and statements.

CARRIED

Date of next meeting: Tuesday 10 February 2004 at 5.00 pm

Workplace Relations Act 1996

Schedule 1B – Registration and Accountability of Organisation

STATEMENT

As prescribed in Schedule 1B – Registration and Accountability of Organisations, Section 237 – Organisations to notify particulars of loans, grants and donations as follows:

(1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Note: This subsection is a civil penalty provision (see section 305).

(2) A statement lodged in the Industrial Registry under subsection (1) must be signed by an officer of the organisation.

(3) An organisation must not, in a statement under subsection (1), make a statement if the person knows, or is reckless as to whether, the statement is false or misleading.

Note: This subsection is a civil penalty provision (see section 305).

(4) A statement lodged in the Industrial Registry under subsection (1) may be inspected at any registry, during office hours, by a member of the organisation concerned.

(5) The relevant particulars, in relation to a loan made by an organisation, are:

(a) the amount of the loan; and

(b) the purpose for which the loan was required; and

(c) the security given in relation to the loan; and

(d) except where the loan was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship-the name and address of the person to whom the loan was made and the arrangements made for the repayment of the loan.

(6) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation; and

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship-the name and address of the person to whom the grant or donation was made.

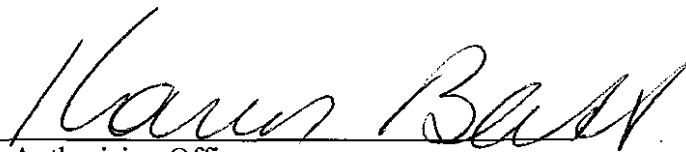
(7) Where an organisation is divided into branches:

(a) this section applies in relation to the organisation as if loans, grants or donations made by a branch of the organisation were not made by the organisation; and

(b) this section applies in relation to each of the branches as if the branch were itself an organisation.

(8) For the purposes of the application of this section in accordance with subsection (7) in relation to a branch of an organisation, the members of the organisation constituting the branch are taken to be members of the branch.

I, **Karen Batt**, am the authorized officer of the **Community and Public Sector Union – SPSF Group Victorian Branch** state that during the immediate preceding financial year, being 1st July 2003 to 30th June 2004 **did not** remit a loan, grant or donation that exceeded \$1,000.00.



Authorising Officer

9th August 2004

Date



Australian Government
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. L. Howlett
CPSU, the Community and Public Sector Union
SPSF Group, Victorian Branch
P.O. Box 200
CARLTON SOUTH VIC 3053

Dear Ms. Howlett,

**Re: Financial documents for year ended 30 June 2003
FR 2003/390**

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 2003. The documents were lodged in the Industrial Registry on 1 July 2004.

The following matters concerning the financial reporting requirements of the Workplace Relations Act 1996 require further attention; a written response to these matters is requested by Monday, 2 August 2004.

1. Secretary's certificate

Financial documents lodged with the Registrar are required by subsection 280(1) to be filed under cover of a certificate from the secretary in this case, the Branch Secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting in accordance with section 279.

It would be helpful if the certificate could contain the date on which the meeting was held.

This certification does not have to be in the form of a statutory declaration.

The Branch Secretary's certificate in respect of the documents already lodged with this Office for the year ended 30 June 2003 should be forwarded as soon as practicable, please.

2. 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 2002 were published and lodged outside the required timeframe.

Would you please arrange for this office to be advised of the reasons for such a conclusion.

3. 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 arrange for this office to be advised in writing whether the committee of management has passed the required resolution.

The following matter is referred for assistance when preparing future financial documents; no further action is requested in respect of this:

4. Timescale Provisions

The auditor's report is dated 24 December 2003 whereas Ms. Batt's letter of 29 June 2004 indicates that the documents were forwarded to members in the annual report on 13 May 2004. It appears therefore, that the documents were not supplied to the members within 56 days of the making of the auditor's report - refer subsection 279(3) of the Act.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au Alternatively, you may send an email with the documents attached to: RIATeam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

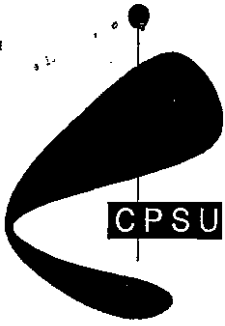
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by e-mail at larry.powell@air.gov.au.

Yours sincerely,

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

Larry Powell
Statutory Services Branch

13 July 2004



29th June 2004

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

Dear Sir/Madam

Re: Financial Statements for the Year Ended 30th June 2003

Please find attached copies of the Financial Statements for the year ended 30th June 2003 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 2003 detailing a total expenditure for the financial year of \$2,095.00, please be advised that the Union did remitted one payment in excess of \$999.00. The amount of the donation was for \$1,085.00 which was to a member as a contribution to replace house hold furniture that was lost during a house fire. Attached is a copy of the general ledger detail for the donation account.

A copy of the audited statements were forwarded to members in the annual report on the 13th of May 2004.

Should you require any further information or clarification on the contents of this letter or the financial statement please 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 Tuesday 16th June 2004

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

Apologies **J Walton**

Item 5 ***Audit Report, Branch Accounts and Financial Statements for 2002/2003***

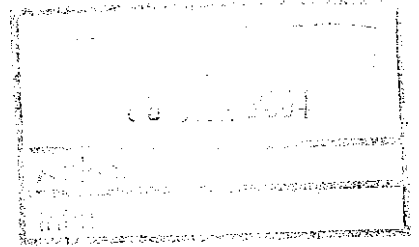
Copies of the audited Financial Statements of the Community and Public Sector Union – SPSF Group, Victorian Branch together with certificates were presented to the Committee of Management.

Moved **P Lillywhite**
Seconded **K Batt**

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 2003 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 Section 280(1) of the Workplace Relations Act with the Industrial Registrar within 14 days of this meeting.*

CARRIED



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

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003**

**BRAMWELL GILES LEECHMAN & ASSOCIATES
Chartered Accountants**

Suite One, Ground Floor, 598 St Kilda Road, Melbourne VIC 3004

PO Box 6094 St Kilda Road Central VIC 8008

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

Email: bgl@bglassociates.com.au

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	2003 \$	2002 \$
Revenue from ordinary activities	3	<u>3,971,773</u>	<u>3,460,519</u>
Salaries and related expenses	4	(2,566,399)	(2,313,643)
Office operation and maintenance	5	(177,791)	(164,392)
Motor vehicles expenses	6	(53,062)	(45,483)
Communications	7	(234,311)	(187,979)
Professional services	8	(261,417)	(74,944)
Library	9	(5,418)	(5,240)
Meetings	10	(92,172)	(75,419)
Furniture and equipments	11	-	(68,811)
Printing and publications	12	(198,462)	(41,441)
Affiliation and capitation	13	(184,519)	(175,126)
Computer expenses	14	(13,687)	(11,951)
Members benefits	15	-	(38,976)
Training and campaigns	16	(59,970)	(12,356)
Other expenses from ordinary activities	17	<u>(192,681)</u>	<u>(138,737)</u>
		<u>(4,039,889)</u>	<u>(3,354,498)</u>
(Deficit)/surplus from ordinary activities		<u>(68,116)</u>	<u>106,021</u>
(Deficit)/surplus from extraordinary items	32	<u>-</u>	<u>(61,924)</u>
Net (deficit)/surplus		<u>(68,116)</u>	<u>44,097</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 2003**

	Notes	2003 \$	2002 \$
CURRENT ASSETS			
Cash assets	19	268,486	212,285
Receivables	20	175,818	122,616
Other	21	<u>39,308</u>	<u>36,384</u>
TOTAL CURRENT ASSETS		<u>483,612</u>	<u>371,285</u>
NON-CURRENT ASSETS			
Property, plant and equipment	22	<u>441,503</u>	<u>363,996</u>
TOTAL NON-CURRENT ASSETS		<u>441,503</u>	<u>363,996</u>
TOTAL ASSETS		<u>925,115</u>	<u>735,281</u>
CURRENT LIABILITIES			
Payables	23	412,616	369,566
Interest-bearing liabilities	24	96,487	59,967
Provisions	25	447,489	360,355
Other	26	<u>40,764</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>997,356</u>	<u>789,888</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	24	86,070	46,148
Provisions	25	<u>13,585</u>	<u>3,025</u>
TOTAL NON-CURRENT LIABILITIES		<u>99,655</u>	<u>49,173</u>
TOTAL LIABILITIES		<u>1,097,011</u>	<u>839,061</u>
NET ASSETS		<u>(171,896)</u>	<u>(103,780)</u>
MEMBERS FUND			
Accumulated deficit	27	<u>(171,896)</u>	<u>(103,780)</u>
TOTAL MEMBERS FUND		<u>(171,896)</u>	<u>(103,780)</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 2003**

	Notes	2003 \$	2002 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		4,189,902	3,734,000
Other income		39,464	27,855
Grant received		50,000	-
Payments related to grant		(9,236)	-
Payments to suppliers and employees		(4,145,665)	(3,723,988)
Interest received		<u>4,431</u>	<u>3,351</u>
Net cash provided by operating activities	30 (b)	<u>128,896</u>	<u>41,218</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		34,705	-
Payment for property, plant and equipment		<u>(96,490)</u>	<u>(29,918)</u>
Net cash used in investing activities		<u>(61,785)</u>	<u>(29,918)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from loan		60,000	-
Repayment of borrowings		<u>(70,910)</u>	<u>(50,720)</u>
Net cash used in financing activities		<u>(10,910)</u>	<u>(50,720)</u>
Net increase/(decrease) in cash held		56,201	(39,420)
Cash at beginning of financial year		<u>212,285</u>	<u>251,705</u>
Cash at end of financial year	30 (a)	<u>268,486</u>	<u>212,285</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 2003

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. The 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 is measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the 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 including buildings and capitalised leased assets, are depreciated over their estimated useful lives to the entity commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. 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 2003**

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 Benefits

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

From 1 July 2001, 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.

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

Subscription income is recognised only when received rather than on an accruals due to the uncertainty of receipts from 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.

All revenue is stated net of the amount of goods and services tax (GST).

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

(h) Comparative Figures

Comparative figures have been adjusted to conform with changes in presentation for the current financial year.

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 2003**

	Note	2003 \$	2002 \$
NOTE 3: REVENUE			
Operating activities			
- member subscription		3,791,198	3,391,953
- printing revenue		3,507	15,521
- interest	3(a)	4,431	3,351
- income from the Federal Office		16,952	5,462
- Legal fees reimbursement		87,350	-
- other revenue		<u>33,630</u>	<u>44,232</u>
		<u>3,937,068</u>	<u>3,460,519</u>
Non - operating activities			
- proceeds of sale of property, plant and equipment		<u>34,705</u>	<u>-</u>
Total Revenue		<u>3,971,773</u>	<u>3,460,519</u>
 (a) Interest from:			
- other persons		4,431	3,351
 NOTE 4: SALARIES & RELATED EXPENSES			
Gross Salaries	34	1,963,996	1,848,388
Salaries packaging		71,533	42,991
Superannuation		247,342	207,704
Annual Leave Provision		44,263	27,916
Long Service Leave Provision		51,894	(28,112)
RDO Accrual		1,537	2,704
Payroll Tax		121,625	115,890
Workers Compensation Levies		46,032	44,201
Casuals & Temporaries		4,625	36,862
Staff Training		6,421	9,577
Staff Appointment		1,131	5,522
Industrial Officer		<u>6,000</u>	<u>-</u>
		<u>2,566,399</u>	<u>2,313,643</u>
Salaries Reimbursement		<u>-</u>	<u>-</u>
		<u>2,566,399</u>	<u>2,313,643</u>
 NOTE 5: OFFICE MAINTENANCE			
Rent & Outgoings		93,258	90,161
Staff Amenities		4,245	-
Insurance		41,531	30,033
Office Cleaning		16,291	15,656
Building Maintenance		8,351	3,883
Electricity & Gas		8,047	8,615
General Expenses		6,068	4,998
Stationery		<u>-</u>	<u>11,046</u>
		<u>177,791</u>	<u>164,392</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 6: MOTOR VEHICLES EXPENSES			
Motor vehicles - HP Term Charges		8,789	9,665
Running Costs		<u>44,273</u>	<u>35,818</u>
		<u>53,062</u>	<u>45,483</u>
Note 7: COMMUNICATION			
Postage & Courier		64,116	56,395
Telephone & Pager Service		74,723	72,810
AAP - Multipoint Faxstream		30,704	40,540
Media Monitoring		22,899	16,597
Member Benefits		41,869	-
PABX Lease		-	547
Others		-	<u>1,090</u>
		<u>234,311</u>	<u>187,979</u>
NOTE 8: PROFESSIONAL SERVICES			
Accounting Fees		2,590	2,500
Audit Fees		8,560	8,160
Legal Fees		250,267	63,403
Archival Project		-	210
Consultancy Fees		-	<u>671</u>
		<u>261,417</u>	<u>74,944</u>
NOTE 9: LIBRARY			
Subscriptions		<u>5,418</u>	<u>5,240</u>
NOTE 10: MEETINGS			
Branch council		8,101	12,153
Prison officer		4,010	6,122
Federal Council		17,002	11,389
Non-Industrial Services Exp		5,105	-
Other meeting expenses		<u>57,954</u>	<u>45,755</u>
		<u>92,172</u>	<u>75,419</u>
NOTE 11: FURNITURE & EQUIPMENT			
Maintenance Contracts		-	66,175
Equip Repairs & Maintenance		-	<u>2,636</u>
		-	<u>68,811</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 12: PRINTING AND PUBLICATION			
Equip Repairs & Maintenance		950	-
Maintenance Contracts		72,030	-
External		63,008	3,797
Paper		15,897	17,094
Photocopying		34,996	16,980
Print Room Supplies		5,440	3,570
Stationery		6,141	-
		<u>198,462</u>	<u>41,441</u>
NOTE 13: AFFILIATION & CAPITATION FEES			
ACTU		16,872	17,393
CPSU/SPSF Group		144,491	134,089
Provisional Trades & Labour Council		3,421	4,902
Vic. Trades Hall Council		19,735	18,742
		<u>184,519</u>	<u>175,126</u>
NOTE 14: COMPUTER & INFORMATION TECHNOLOGY			
Software Purchases		49	99
Hardware Purchases		-	191
Computer Maint. Agreements		10,575	8,906
Others		3,063	2,755
		<u>13,687</u>	<u>11,951</u>
Note 15: MEMBER BENEFITS			
Member Benefits		-	38,976
NOTE 16: TRAINING AND CAMPAIGNS			
Campaigns		46,903	2,558
Donations/special projects		2,095	9,798
Delegates Training		10,972	-
		<u>59,970</u>	<u>12,356</u>
NOTE 17: OTHER EXPENSES			
Amortisation - leased motor vehicles		28,720	21,208
Amortisation Of L/Hold Improv		16,107	17,748
Bank Charges		63,006	54,318
Interest Paid		1,806	-
Country and other allowances		4,794	6,589
Delegates training/ DSFA		-	4,451
Depreciation		20,776	20,195
Loss on disposal of fixed assets		48,792	954
Fringe Benefits Tax		8,311	13,274
AMP surplus		369	-
		<u>192,681</u>	<u>138,737</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 18: (DEFICIT) SURPLUS FROM ORDINARY ACTIVITIES			
(Deficit) Surplus from ordinary activities has been determined after:			
(a) Expenses:			
Depreciation of non-current assets			
- Office Equipment		<u>20,776</u>	<u>20,195</u>
Amortisation of non-current assets:			
- capitalised leased assets		28,720	21,208
- leasehold improvements		<u>16,107</u>	<u>17,748</u>
Amortisation of non-current assets		<u>44,827</u>	<u>38,956</u>
Remuneration of the auditors for:			
- audit		8,100	7,700
- audit of membership numbers		460	460
Net loss on disposal of non-current assets			
- Property, plant and equipment		14,089	954
NOTE 19: CASH ASSETS			
Cash on hand		3,063	3,063
Cash at bank		<u>265,423</u>	<u>209,222</u>
		<u>268,486</u>	<u>212,285</u>
NOTE 20: RECEIVABLES			
CURRENT			
Other debtors		101,688	15,846
Amounts receivable from:			
- affiliated branches and funds		20,187	24,485
- net GST		20,702	15,887
- AMP Financial Service	33	<u>33,241</u>	<u>66,398</u>
		<u>175,818</u>	<u>122,616</u>
NOTE 21: OTHER ASSETS			
CURRENT			
Prepayments		<u>39,308</u>	<u>36,384</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 22: PROPERTY, PLANT AND EQUIPMENT			
LEASEHOLD IMPROVEMENTS			
At cost		348,492	287,635
Less accumulated amortisation		<u>(144,007)</u>	<u>(127,900)</u>
		<u>204,485</u>	<u>159,735</u>
PLANT AND EQUIPMENT			
(a) Motor vehicles			
Under lease		179,465	183,587
Less accumulated depreciation		<u>(29,908)</u>	<u>(54,416)</u>
		<u>149,557</u>	<u>129,171</u>
(b) Office equipment			
At cost		51,438	50,230
Less accumulated depreciation		<u>(26,813)</u>	<u>(23,771)</u>
		<u>24,625</u>	<u>26,459</u>
(c) Computer equipment			
At cost		88,865	81,415
Less accumulated depreciation		<u>(60,676)</u>	<u>(54,076)</u>
		<u>28,189</u>	<u>27,339</u>
(d) Furniture, fixtures and fittings			
At cost		48,532	32,102
Less accumulated depreciation		<u>(13,885)</u>	<u>(10,810)</u>
		<u>34,647</u>	<u>21,292</u>
Total plant and equipment		<u>237,018</u>	<u>204,261</u>
Total property, plant and equipment		<u>441,503</u>	<u>363,996</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
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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
	\$	\$	\$	\$
2003				
Carrying amount at the beginning of the year	159,735	129,171	26,459	21,292
Additions	60,857	95,414	4,745	16,910
Disposals	-	(46,308)	(1,623)	(175)
Depreciation expense	<u>(16,107)</u>	<u>(28,720)</u>	<u>(4,956)</u>	<u>(3,380)</u>
Carrying amount at end of year	<u>204,485</u>	<u>149,557</u>	<u>24,625</u>	<u>34,647</u>

	Computer equipment	Total
	\$	\$
2003		
Carrying amount at the beginning of the year	27,339	363,996
Additions	13,978	191,904
Disposals	(688)	(48,794)
Depreciation expense	<u>(12,440)</u>	<u>(65,603)</u>
Carrying amount at the end of the year	<u>28,189</u>	<u>441,503</u>

NOTE 23: PAYABLES

CURRENT

Unsecured liabilities

Trade creditors	363,323	322,090
Amounts payable to:		
- affiliated branches and funds	40,934	44,824
Sundry creditors and accruals	<u>8,359</u>	<u>2,652</u>
	<u>412,616</u>	<u>369,566</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 24: INTEREST BEARING LIABILITIES			
CURRENT			
Unsecured liabilities			
Bank loans		54,809	-
Finance lease liability	28	<u>41,678</u>	<u>59,967</u>
		<u>96,487</u>	<u>59,967</u>
NON-CURRENT			
Unsecured liabilities			
Finance lease liability	28	<u>86,070</u>	<u>46,148</u>
NOTE 25: PROVISIONS			
CURRENT			
Employee benefits	(a)	<u>447,489</u>	<u>360,355</u>
NON-CURRENT			
Employee benefits	(a)	<u>13,585</u>	<u>3,025</u>
(a) Aggregate employee benefits liability		<u>461,074</u>	<u>363,380</u>
(b) Number of employees at year end		<u>40</u>	<u>36</u>
NOTE 26: OTHER LIABILITIES			
CURRENT			
Unspent grant money		<u>40,764</u>	<u>-</u>
NOTE 27: ACCUMULATED DEFICIT			
Accumulated (deficit) at the beginning of the financial year		(103,780)	(147,877)
Net (deficit) surplus attributable to members of the entity		<u>(68,116)</u>	<u>44,097</u>
Accumulated (deficit) at the end of the financial year		<u>(171,896)</u>	<u>(103,780)</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

	Note	2003 \$	2002 \$
NOTE 28: CAPITAL AND LEASING COMMITMENTS			
(a) Finance leasing commitments			
Payable			
- not later than one year		50,647	67,134
- later than one year and not later than five years		<u>94,437</u>	<u>51,355</u>
Minimum lease payments		145,084	118,489
Less future finance charges		<u>(17,336)</u>	<u>(12,374)</u>
Total finance lease liability		<u>127,748</u>	<u>106,115</u>
Represented by:			
Current liability	24	41,678	59,967
Non-current liability	24	<u>86,070</u>	<u>46,148</u>
		<u>127,748</u>	<u>106,115</u>

The leases are related to motor vehicles

(b) Operating lease commitments

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

Payable			
- not later than one year		187,128	162,621
- later than one year and not later than five years		<u>321,185</u>	<u>419,423</u>
		<u>508,313</u>	<u>582,044</u>

General description of leasing arrangement:

The leases are related to the rental of office equipment and union's offices.

NOTE 29: RELATED PARTY TRANSACTIONS

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

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 2003**

	Note	2003 \$	2002 \$
NOTE 30: 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	3,063
Cash at bank		<u>265,423</u>	<u>209,222</u>
		<u>268,486</u>	<u>212,285</u>
(b) Reconciliation of cash flow from operations with (deficit) surplus from ordinary activities			
(Deficit) surplus from ordinary activities		(68,116)	44,097
Non-cash flows in (deficit) surplus from ordinary activities			
Amortisation		44,827	38,956
Depreciation		20,776	20,195
Net (gain) / loss on disposal of property, plant and equipment		14,089	954
Write back of long outstanding creditors		-	(31,043)
Income not received in cash		-	(4,828)
Expense not actually paid		33,157	36,961
Write off AMP Surplus		-	61,924
Changes in assets and liabilities			
(Increase)/decrease in receivables		(86,359)	11,669
Increase in other assets		(2,924)	(3,749)
Increase in grants received		40,764	-
Increase/(decrease) in payables		34,988	(136,425)
Increase in provisions		<u>97,694</u>	<u>2,507</u>
Cash flows from operations		<u>128,896</u>	<u>41,218</u>

(c) Non-cash financing and investing activities.

During the year, the union acquired motor vehicles with an aggregate fair value of \$95,414 (2002: \$49,887) 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 2003

NOTE 31: 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 Interest Rate		Floating Interest Rate		Within 1 Year		1 to 5 Years	
	2003 %	2002 %	2003 \$	2002 \$	2003 \$	2002 \$	2003 \$	2002 \$
Financial Assets:								
Cash	1.00	2.00	<u>265,423</u>	<u>209,222</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Financial Assets			<u>265,423</u>	<u>209,222</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financial Liabilities:								
Bank loans and overdrafts	6.75	-	-	-	54,809	-	-	-
Hire purchase liabilities	-	-	-	-	41,678	59,967	86,070	46,148
Total Financial Liabilities			<u>-</u>	<u>-</u>	<u>96,487</u>	<u>59,967</u>	<u>86,070</u>	<u>46,148</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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

NOTE 31: FINANCIAL INSTRUMENTS (Continued)

	Fixed Interest Rate Maturing Over 5 Years		Non-Interest Bearing		Total	
	2003	2002	2003	2002	2003	2002
	\$	\$	\$	\$	\$	\$
Financial Assets:						
Cash	-	-	3,063	3,063	268,486	212,285
Receivables	<u>-</u>	<u>-</u>	<u>175,818</u>	<u>122,616</u>	<u>175,818</u>	<u>122,616</u>
Total Financial Assets	<u>-</u>	<u>-</u>	<u>178,881</u>	<u>125,679</u>	<u>444,304</u>	<u>334,901</u>
Financial Liabilities:						
Bank loans and overdrafts	-	-	-	-	54,809	-
Trade and sundry creditors	-	-	453,380	369,566	453,380	369,566
Lease liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>127,748</u>	<u>106,115</u>
Total Financial Liabilities	<u>-</u>	<u>-</u>	<u>453,380</u>	<u>369,566</u>	<u>635,937</u>	<u>475,681</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 of 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 2003**

	Note	2003 \$	2002 \$
NOTE 32: EXTRAORDINARY ITEMS			
Net AMP surplus no longer available for offset		<u>-</u>	<u>61,924</u>
The net AMP surplus no longer available for offset is primarily due to the distribution of surplus to members in prior years.			
NOTE 33: AMP SURPLUS			
Opening Balance		66,398	160,455
Offsets with superannuation contribution		(32,788)	(36,961)
Net movements due to interest, rebates, tax		(369)	4,828
Surplus no longer available for offset (Note 32)		<u>-</u>	<u>(61,924)</u>
		<u>33,241</u>	<u>66,398</u>

The surplus represents the foregoing benefits due to the 4-year qualifying period for full vesting for 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 the CPSU as an employer and foregone by staff not qualifying to access it, the surplus is used to offset future superannuation contribution.

NOTE 34: SALARIES AND WAGES

Elected Officers	150,683	186,886
Other staff	<u>1,813,313</u>	<u>1,661,502</u>
	<u>1,963,996</u>	<u>1,848,388</u>

NOTE 35: ENTITY DETAILS

The principal place of operation 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 within the state public services sector.

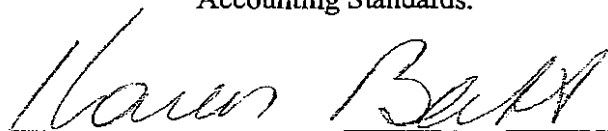
COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

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 2003 the number of members of the Organisation was 12,292.

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 2003 ;
- (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: 30 Dec 2003

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

STATUTORY STATEMENT

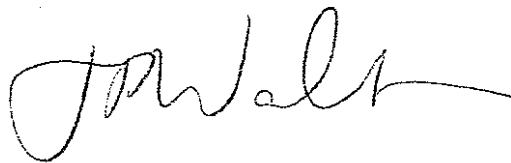
COMMITTEE OF MANAGEMENT'S CERTIFICATE
FOR THE YEAR ENDED 30 JUNE 2003

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 2003 ;
- (b) in the opinion of the Committee of Management, meetings of the Committee of Management were held during the year ended 30 June 2003 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 Community And Public Sector Union SPSF Group Victorian Branch, 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 2002 were published and lodged outside the required timeframe.



Karen Batt



Jim Walton

Dated this 23RD DAY OF DECEMBER 2003

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 2003 comprising of the Accounting Officer Certificate, Committee of Management Certificate, 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.

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 2003; 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
Chartered Accountants
Suite One, Ground Floor
598 St Kilda Road
Melbourne VIC 3004

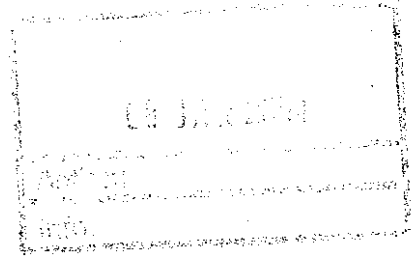
I Hinds

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

Partner

24 December 2003

Melbourne



COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**SUMMARY FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

BRAMWELL GILES LEECHMAN & ASSOCIATES
Chartered Accountants
Suite One, Ground Floor, 598 St Kilda Road, Melbourne VIC 3004
PO Box 6094 St Kilda Road Central VIC 8008
Phone: (03) 9525 2511 Fax: (03) 9525 2829
Email: bgl@bglassociates.com.au

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**SUMMARY FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

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Summary Statement of Financial Position

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COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

**AUDITORS' CERTIFICATE
FOR THE YEAR ENDED 30 JUNE 2003**

We certify that the attached summary is a fair and accurate summary of the Statement of Income and Expenditure, Statement of Financial Position, Statement of Cash Flows and Notes to and Forming Part of the Accounts of the Community And Public Sector Union Spsf Group Victorian Branch for the year ended 30 June 2003.

Our Auditors' Report dated 24th December 2003 on the Financial Statements did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.

Bramwell Giles Leechman & Associates

**Bramwell Giles Leechman & Associates
Chartered Accountants**

I Hinds

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

Melbourne

Dated: *24 December 2003*

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH
SUMMARY OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2003**

The Financial Report of the Community And Public Sector Union SPSF Group Victorian Branch has been audited in accordance with the provisions of the Workplace Relations Act, 1996 (the Act), and the following summary is provided for members in accordance with Section 279 (1) of the Act.

- (a) A copy of the Auditors' Report, Accounts and Statements will be supplied free of charge to members who request them ; and

- (b) Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain the following qualifications:
 - the union 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 2002 were published and lodged outside the required timeframe.

In accordance with the requirements of the Act, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274 which reads as follows:

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

- (2) An organisation shall, on application 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

**SUMMARY INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
Revenue from ordinary activities	<u>3,971,773</u>	<u>3,460,519</u>
Salaries and related expenses	(2,566,399)	(2,313,643)
Office operation and maintenance	(177,791)	(164,392)
Motor vehicles expenses	(53,062)	(45,483)
Communications	(234,311)	(187,979)
Professional services	(261,417)	(74,944)
Library	(5,418)	(5,240)
Meetings	(92,172)	(75,419)
Furniture and equipments	-	(68,811)
Printing and publications	(198,462)	(41,441)
Affiliation and capitation	(184,519)	(175,126)
Computer expenses	(13,687)	(11,951)
Members benefits	-	(38,976)
Training and campaigns	(59,970)	(12,356)
Other expenses from ordinary activities	<u>(192,681)</u>	<u>(138,737)</u>
	<u>(4,039,889)</u>	<u>(3,354,498)</u>
(Deficit)/surplus from ordinary activities	<u>(68,116)</u>	<u>106,021</u>
(Deficit)/surplus from extraordinary items	<u>-</u>	<u>(61,924)</u>
NET (DEFICIT)/SURPLUS	(68,116)	44,097
ACCUMULATED DEFICIT AT BEGINNING OF THE FINANCIAL YEAR	<u>(103,780)</u>	<u>(147,877)</u>
ACCUMULATED DEFICIT AT END OF THE FINANCIAL YEAR	<u><u>(171,896)</u></u>	<u><u>(103,780)</u></u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

SUMMARY STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003

	2003 \$	2002 \$
ASSETS		
Current Assets	483,612	371,285
Non-current assets	<u>441,503</u>	<u>363,996</u>
TOTAL ASSETS	<u>925,115</u>	<u>735,281</u>
LIABILITIES		
Current Liabilities	997,356	789,888
Non-current liabilities	<u>99,655</u>	<u>49,173</u>
TOTAL LIABILITIES	<u>1,097,011</u>	<u>839,061</u>
NET ASSETS	<u>(171,896)</u>	<u>(103,780)</u>
 MEMBERS FUND	 <u>(171,896)</u>	 <u>(103,780)</u>

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP VICTORIAN BRANCH

SUMMARY STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003

	2003 \$	2002 \$
Net cash provided by operating activities	128,896	41,218
Net cash used in investing activities	(61,785)	(29,918)
Net cash used in financing activities	<u>(10,910)</u>	<u>(50,720)</u>
Net increase/(decrease) in cash held	56,201	(39,420)
Cash at the beginning of financial year	<u>212,285</u>	<u>251,705</u>
Cash at end of financial year	<u>268,486</u>	<u>212,285</u>



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/390-[090V-VICS]

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

Dear Ms Batt

**Re: CPSU, the Community and Public Sector Union-SPSF Group, Victorian Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
28 July, 2003

POWELL, Larry

From: POWELL, Larry
Sent: Tuesday, 13 July 2004 2:36 PM
To: 'lhowlett@cpsuvic.org'
Subject: Financial statments y/e 30 June 2003

Liz,

Please find attached our letter in relation to your branch's financial statements for the year ended 30 June 2003.

Regards

Larry Powell



2003-390-CPS
U-Vics.doc



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28 July, 2003