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10 February 2005

Attn: Ken Ophel
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

FR2004/448

Dear Mr Ophel

COMMUNITY PUBLIC SECTOR UNION (WA BRANCH)

Enclosed is a signed copy of the financial statements for the year ended 30 June 2004 for:

- Civil Service Association of WA Inc, and
- Community and Public Sector Union (WA Branch).

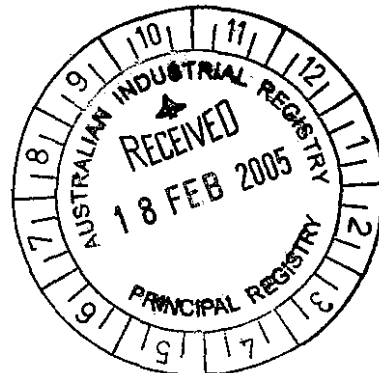
Also enclosed is a signed copy of the certificate of secretary prepared in accordance with section 268 of Schedule 1B Workplace Relations Act 1996.

Thank you for your assistance recently in understanding the Industrial Registrar's reporting guidelines.

Please call me on 08 9323 3813 if you have any queries.

Yours sincerely
CIVIL SERVICE ASSOCIATION OF WA INC.


MICHELLE LEMBERG SMITH
Encl.



Certificate of Secretary

Section 268 of Schedule 1B *Workplace Relations Act 1996*

I Toni Walkington being the Branch Secretary of the Civil Service Association of WA Inc and the Community and Public Sector Union (WA Branch) certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO schedule; and
- that the full report was provided to the Committee of Management at a Committee of Management Meeting on 24 August 2004 in accordance with section 265 of the RAO schedule; and
- that the full report was provided to members on 19 November 2004; and
- that the full report was presented to a Committee of Management Meeting of the reporting unit on 9 February 2005 in accordance with section 266 of the RAO schedule.



TONI WALKINGTON

10 February 2005

**COMMUNITY AND PUBLIC SECTOR
UNION – SPSF GROUP (WA BRANCH)
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

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Horwath Perth

ABN 13 412 308 092

Chartered Accountants

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INDEPENDENT AUDIT REPORT TO MEMBERS OF COMMUNITY AND PUBLIC SECTION UNION (SPSF GROUP) – WA BRANCH

Scope

The financial report and committee members' responsibility

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes to the financial statements, and the committee members' statement for Community & Public Sector Union (SPSF Group) WA Branch ("the union"), for the year ended 30 June 2004.

The union's committee of management and the accounting officer of the union are responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the union. Our audit was conducted in accordance with Australian Auditing Standards and the Workplace Relations Act 1996, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the union's financial position, and of its performance as represented by the results of its operations and cash flows.

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

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

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



Independence

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

Audit Opinion

In our opinion the financial report presents fairly, in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other mandatory financial reporting requirements in Australia, the financial position of the Community & Public Sector Union (SPSF Group) WA Branch as at 30 June 2004 and the results of its operations and its cash flows for the year then ended.

Dated this 24th day of August 2004.

HORWATH PERTH
Chartered Accountants

A handwritten signature in black ink, appearing to read "A G BEVAN", with a horizontal line extending to the right.

A G BEVAN
Partner

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
WA BRANCH**


STATEMENT BY THE ACCOUNTING OFFICER

I, TONI WALKINGTON, being the officer responsible for keeping the accounting records of the Community and Public Sector Union – SPSF Group WA Branch, certify that as at 30 June 2004 the number of members of the Union was 12,647 (2003: 12,556).

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2004 and the result of operations for the period then ended;
- (ii) A register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the Workplace Relations Act 1996;
- (iii) A copy of the records required to be kept under sections 230(1)(b), (c) and (d) of the Workplace Relations Act 1996, have been provided to the Industrial Registry as required by section 233 of the Workplace Relations Act 1996.

Dated at Perth this 24th day of August 2004.



T WALKINGTON



**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**


CERTIFICATE BY THE COMMITTEE OF MANAGEMENT

The Committee of Management have determined that the organisation is a reporting entity. In accordance with a resolution of the Committee of Management, we state that in the opinion of the Committee:

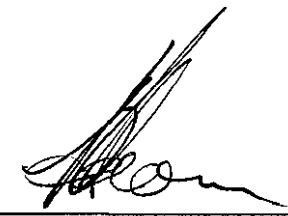
- (a) The financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) During the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signed in accordance with a resolution passed by the Committee of Management

Dated at Perth this 24th day of August 2004.



T WALKINGTON



B HEWSON

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Revenue from ordinary activities	3	328,854	288,181
Capitation fees – CPSU Federal Branch		(165,415)	(164,376)
Affiliation fees – ACTU		(28,845)	(28,211)
Other expenses from ordinary activities		(134,594)	(95,594)
Net surplus from Ordinary Activities attributable to Members		-	-
Total Changes in Equity of the Branch		-	-

The accompanying notes form part of this financial report.

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	2004 \$	2003 \$
CURRENT ASSETS		
Cash assets	-	-
TOTAL CURRENT ASSETS	-	-
TOTAL ASSETS	-	-
CURRENT LIABILITIES		
Unsecured Loan - Civil Service Association of WA Inc.	-	-
TOTAL CURRENT LIABILITIES	-	-
TOTAL LIABILITIES	-	-
NET ASSETS	-	-
EQUITY		
Retained Surplus	-	-
TOTAL EQUITY	-	-

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
Cash Flows from Operating Activities		
Receipts from members	-	-
Payments on behalf of Civil Service Association of WA (Inc) pursuant to clause 15(c) of the agreement dated 20 July 1985	-	-
Payments to suppliers and employees	-	-
	<hr/>	<hr/>
Net cash provided by operating activities	<hr/>	<hr/>
 Cash Flows from Financing Activities		
Advance from Civil Service Association of WA (Inc)	-	-
	<hr/>	<hr/>
Net cash provided by (used in) financing activities	<hr/>	<hr/>
Net increase/(decrease) in cash held	-	-
Cash at the beginning of the financial year	-	-
	<hr/>	<hr/>
Cash at the end of the financial year	<hr/>	<hr/>

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the financial statements are prepared under the historical cost convention and in accordance with the accounting standards jointly issued by the Australian Professional Accounting Bodies.

(a) International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting the International Financial Reporting Standards (IFRS) for application to reporting periods beginning on or after 1 January 2005 (effective for the 30 June 2006 financial report). This requires the production of accounting data for future comparative purposes at the end of the current financial year.

The Committee are assessing the significance of these changes and preparing for their implementation. The Committee are of the opinion that there will be no significant differences in the Association's accounting policies which will arise from the adoption of IFRS.

As not all standards have yet been fully analysed, some decisions have not yet been made where choices of accounting policies are available. It is not yet possible to quantify the impact of the transition to IFRS on the Association's financial position and reported results.

(b) Comparative Figures

Where required by Australian Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current 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 sub-sections (1), (2) and (3) of section 272 of RAO Schedule, which read as follows:

- i. A member of a branch, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- ii. The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- iii. A branch must comply with an application made under subsection (1).

**COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP
(WA BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 3: REVENUE

	2004	2003
	\$	\$
Operating revenue		
- Subscription income	4,588,161	4,329,320
Less: Portion of subscription income applied to the operating expenses of the Civil Service Association of WA (Inc.) pursuant to Clause 15(c) of the agreement dated 20 July 1995	(4,259,307)	(4,041,139)
Total Revenue	328,854	288,181

NOTE 4: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities before income tax expense has been determined after:

	2004	2003
	\$	\$
(a) Expenses		
Council – Meetings/ Conferences	16,825	32,548
	16,825	32,548

NOTE 5: EMPLOYEES

The Branch has no employees.

NOTE 6: BRANCH DETAILS

The principal place of business of the Branch is:

445 Hay Street
Perth WA 6000

**CIVIL SERVICE ASSOCIATION OF
WESTERN AUSTRALIA (INCORPORATED)
AND ITS CONTROLLED ENTITIES
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2004

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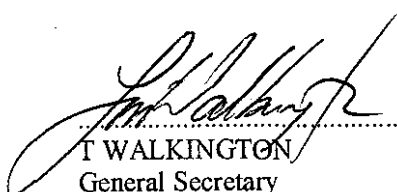
**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

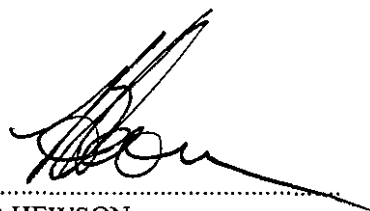
STATEMENT BY MEMBERS OF THE EXECUTIVE COMMITTEE

In the opinion of the Committee the financial report as set out on pages 4 to 20.

1. Presents fairly the financial position of the Civil Service Association of Western Australia (Incorporated) as at 30 June 2004 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Civil Service Association of Western Australia (Incorporated) will be able to pay its debts as and when they become due and payable.

This statement is made in accordance with a resolution of the Committee and is signed for and on the behalf of the Committee by:


.....
T WALKINGTON
General Secretary


.....
B HEWSON
President

Dated at Perth this 24th day of August 2004.



Horwath Perth

ABN 13 412 308 092

Chartered Accountants

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)

Scope

The financial report and committee members' responsibility

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the executive committee for Civil Service Association of Western Australia (Incorporated). (the association) and its controlled entities for the year ended 30 June 2004.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations and cash flows.

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

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

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



Independence

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

Audit Opinion

In our opinion, the financial report of the Civil Service Association of Western Australia (Incorporated) and its controlled entities:

- (a) Presents fairly the financial position of Civil Service Association of Western Australia Inc. and the consolidated entity at 30 June 2004, and of their performance for the year ended on that date; and
- (b) Is presented in accordance with Australian Accounting Standards and other mandatory financial reporting requirements in Australia.

Additionally, we report that we are not aware of any breach of Section 74 of the Western Australia Industrial Relations Act 1979.

Dated the 24th day of August 2004.

HORWATH PERTH
Chartered Accountants

A handwritten signature in black ink, appearing to be "A.G. Bevan", written over a horizontal line.

A.G BEVAN
Partner

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	NOTE	CONSOLIDATED ENTITY		ASSOCIATION	
		2004	2003	2004	2003
		\$	\$	\$	\$
Revenues from ordinary activities	2	5,177,368	4,993,457	4,871,264	4,669,550
Employee benefits expense		(3,339,349)	(3,007,113)	(3,195,911)	(2,850,581)
Borrowing costs expense		-	(7,297)	-	(7,297)
Legal fees		(116,384)	(243,536)	(110,095)	(241,496)
Loss on Sale of Assets		(1,448)	-	-	-
Depreciation expense		(184,408)	(158,201)	(173,548)	(146,521)
Other expenses from ordinary activities		(1,200,171)	(1,270,434)	(1,138,542)	(1,181,085)
		<hr/>	<hr/>	<hr/>	<hr/>
		335,608	306,876	253,168	242,570
Write-back of provision for doubtful debts		-	-	217,199	-
		<hr/>	<hr/>	<hr/>	<hr/>
Surplus from ordinary activities before income tax expense	3	335,608	306,876	470,367	242,570
Income tax (expense)/benefit relating to ordinary activities	4	(15,688)	1,056	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net surplus from ordinary activities after income tax expense attributable to the association	13	319,920	307,932	470,367	242,570
		<hr/>	<hr/>	<hr/>	<hr/>
Total changes in equity of the Association		319,920	307,932	470,367	242,570
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of this financial statement

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	NOTE	CONSOLIDATED ENTITY		ASSOCIATION	
		2004 \$	2003 \$	2004 \$	2003 \$
CURRENT ASSETS					
Cash assets	5	1,330,092	958,071	1,051,584	778,683
Receivables	6	58,452	91,678	25,807	41,070
Other	7	98,990	19,408	78,316	7,347
TOTAL CURRENT ASSETS		<u>1,487,534</u>	<u>1,069,157</u>	<u>1,155,707</u>	<u>827,100</u>
NON-CURRENT ASSETS					
Receivables	6	-	-	354,399	137,200
Other financial assets	8	5,000	5,000	170,100	170,100
Property, plant and equipment	9	4,503,692	4,554,199	4,418,119	4,455,969
Deferred tax assets	10	-	15,688		-
TOTAL NON-CURRENT ASSETS		<u>4,508,692</u>	<u>4,574,887</u>	<u>4,942,618</u>	<u>4,763,269</u>
TOTAL ASSETS		<u>5,996,226</u>	<u>5,644,044</u>	<u>6,098,325</u>	<u>5,590,369</u>
CURRENT LIABILITIES					
Payables	11	344,449	379,606	320,995	358,505
Provisions	12	638,348	584,729	593,800	532,501
TOTAL CURRENT LIABILITIES		<u>982,797</u>	<u>964,335</u>	<u>914,795</u>	<u>891,006</u>
NON-CURRENT LIABILITIES					
Provisions	12	84,046	70,246	84,046	70,246
TOTAL NON-CURRENT LIABILITIES		<u>84,046</u>	<u>70,246</u>	<u>84,046</u>	<u>70,246</u>
TOTAL LIABILITIES		<u>1,066,843</u>	<u>1,034,581</u>	<u>998,841</u>	<u>961,252</u>
NET ASSETS		<u>4,929,383</u>	<u>4,609,463</u>	<u>5,099,484</u>	<u>4,629,117</u>
EQUITY					
Accumulated funds	13	4,929,383	4,609,463	5,099,484	4,629,117
TOTAL EQUITY		<u>4,929,383</u>	<u>4,609,463</u>	<u>5,099,484</u>	<u>4,629,117</u>

The accompanying notes form part of this financial statement

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004 \$	2003 \$	2004 \$	2003 \$
Cash Flows from Operating Activities				
Receipts from customers and members	5,158,379	5,501,579	4,923,967	5,127,208
Payments to suppliers and employees	(4,704,673)	(5,104,394)	(4,559,004)	(4,794,323)
Dividends received	1,875	2,667	-	-
Interest received	49,182	41,861	41,031	38,403
Interest paid	-	(7,297)	-	(7,297)
Net cash provided by operating activities (Note 16 (b))	504,763	434,416	405,994	363,991
Cash Flows from Investing Activities				
Payments for property, plant & equipment	(137,092)	(426,265)	(137,092)	(405,728)
Proceeds from sale of property, plant & equipment	4,350	362,284	4,000	347,284
Net cash provided by/(utilised in) investing activities	(132,742)	(63,981)	(133,092)	(58,444)
Cash Flows from Financing Activities				
Repayments of borrowings	-	(548,651)	-	(548,651)
Repayment from CPSU WA Branch	-	277,869	-	277,869
Net cash utilised in financing activities	-	(270,782)	-	(270,782)
Net increase in cash held	372,021	99,653	272,902	34,765
Cash at the beginning of the financial year	958,071	858,418	778,682	743,917
Cash at the end of the financial year (Note 16(a))	1,330,092	958,071	1,051,584	778,682

The accompanying notes form part of this financial statement

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board. The financial report covers the consolidated entity of Civil Service Association of Western Australia (Incorporated) and its controlled entities and Civil Service Association of Western Australia (Incorporated) as an individual parent. Civil Service Association of Western Australia (Incorporated) is an Association incorporated in Western Australia under the Associations Incorporation Act.

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

(a) Investments

Investments in controlled entities are stated in the Association's accounts at cost. The carrying amount of investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments.

(b) Income Tax

The Association is exempt from the payment of income tax under the provisions of Section 50-15 of the Income Tax Assessment Act 1997.

Tax effect accounting is adopted for the controlled entities whereby income tax expense is based on the profit from ordinary activities adjusted for any permanent differences.

Timing differences, which arise due to the different accounting periods in which terms of revenue and expense are included in the determination of accounting profit and taxable income, are brought to account as either a provision for deferred income tax or as a future income tax benefit at the rate of income tax applicable to the period in which the benefit will be received or the liability will become payable.

Future income tax benefits are not brought to account unless realisation of the asset is assured beyond any reasonable doubt. Future income tax benefits in relation to tax losses are not brought to account unless there is virtual certainty of realisation of the benefit.

The amount of benefits brought to account or which may be realised in the future is based on the assumption that no adverse change will occur in income tax legislation and the anticipation that the controlled entities will derive sufficient future assessable income and comply with the conditions of deductibility imposed by the law.

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

(c) Property, Plant and Equipment

Property, plant and equipment are stated at cost. Items of property, plant and equipment are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

The gain or loss on disposal of property, plant and equipment is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal, and is included in the results of the year of the disposal.

Items of property, plant and equipment, including buildings but excluding freehold land, are depreciated on a diminishing value basis over their estimated useful lives.

The depreciation rates used for each class of asset are as follows:

- | | |
|-----------------------|-----------------|
| • Buildings | 1.5% |
| • Plant and equipment | 7.5% to 40% |
| • Motor vehicles | 18.75% to 22.5% |

(d) Recoverable Amount

Where the carrying amount of an individual non-current asset is greater than the net amount expected to be recovered through the net cash inflows arising from the asset's continued use and subsequent disposal ("recoverable amount"), the asset is revalued to its recoverable amount. To the extent that the revaluation decrement reverses a revaluation increment previously credited to and still included in the balance of the asset revaluation reserve, the decrement is debited directly to that reserve. Otherwise the decrement is recognised as an expense in the Statement of Financial Position.

The expected net cash flows included in determining recoverable amounts of non-current assets are not discounted to their present values.

(e) Employee Benefits

Provision is made for the association'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, and annual leave which will be settled after one year have been measured at the amount expected to be paid when the liability is settled plus related on-costs.

A liability for long service leave is recognised and is measured as the present value of expected future payments to be made in respect of services provided by employees up to balance date. In assessing expected future payments, the Association has adopted the shorthand measurement technique referred to in AASB 1028 and based the provision on remuneration rates current as at balance date for all employees with two or more years of service. The Executive Committee believes that this method provides an estimate of the liability that is not materially different from the estimate that would be obtained by using the present value basis of measurement.

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

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

(f) Segment Reporting

The consolidated entity operates in the one geographical segment being Australia and operates predominantly in the one industry segment being union services. Revenue is derived from the following:

- Membership subscriptions
- Property rental
- Insurance agent services
- Financial services

(g) Principles of Consolidation

The consolidated financial statements comprise the financial statements of the Association and all entities controlled by the Association. A list of these controlled entities appears in Note 8. All inter-entity balances and unrealised profits resulting from inter-entity transactions at balance date have been eliminated.

(h) Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, net of bank overdrafts.

(i) Receivables

Receivables to be settled within 60 days are carried at amounts due. The collectibility of debts is assessed at balance date and specific provision is made for any doubtful accounts.

(j) Operating Leases

Payments made under operating lease are charged against the results in equal instalments over the accounting periods covered by the lease term.

(k) Payables

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the Association or consolidated entity. Accounts payable are normally settled within 60 days.

(l) Revenue

Revenue from the rendering of services is recognised upon the delivery of the service to the customer. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. All revenue is stated net of the amount of goods and services tax (GST).

(m) Comparative Figures

Where required by Australian Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current year.

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

(n) International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting the International Financial Reporting Standards (IFRS) for application to reporting periods beginning on or after 1 January 2005 (effective for the 30 June 2006 financial report). This requires the production of accounting data for future comparative purposes at the end of the current financial year.

The Committee are assessing the significance of these changes and preparing for their implementation.

The Committee are of the opinion that the key differences in the Association's accounting policies which will arise from the adoption of IFRS are:

Impairment of Assets

The Association currently applies the recoverable amount test to its non current assets carried at cost with the recoverable amount usually based on the amount that is expected to be recovered through its continued use and subsequent disposal. The pending AASB 136 Impairment of Assets (IFRS standard) has wider application and is more prescriptive in its approach to impairment testing of assets. It is likely that this change will lead to impairments (write-downs) being recognised more often than under the existing policy.

The above should not be regarded as a complete list of changes in accounting policies that will result from the transition to IFRS, as not all standards have yet been analysed as yet and some decisions have not yet been made where choices of accounting policies are available. For these reasons it is not yet possible to quantify the impact of the transition to IFRS on the Association's financial position and reported results.

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
NOTE 2 - REVENUE				
Operating Activities				
- Subscription income	4,259,307	4,041,139	4,259,307	4,041,139
- Commission	415,705	385,746	-	-
- Lease income	382,922	326,541	406,921	350,541
- Other	65,771	127,164	161,972	172,475
	<u>5,123,705</u>	<u>4,880,590</u>	<u>4,828,200</u>	<u>4,564,155</u>
Non Operating Activities				
- Dividends	1,875	2,667	-	-
- Interest	49,182	42,771	40,458	37,711
- Proceeds on disposal of property, plant and equipment	2,606	67,429	2,606	67,684
Total Revenue	<u><u>5,177,368</u></u>	<u><u>4,993,457</u></u>	<u><u>4,871,264</u></u>	<u><u>4,669,550</u></u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
NOTE 3 – SURPLUS FROM ORDINARY ACTIVITIES				
Surplus from ordinary activities before income tax expense has been determined after:				
(a) Expenses				
Depreciation of property, plant and equipment	184,408	158,201	173,548	146,521
Auditors' remuneration				
- audit	16,314	15,310	13,905	13,820
- other services	1,106	5,230		3,230
Total Remuneration	17,420	20,540	13,905	17,050
No other benefits were received by the auditors in respect of their services to the economic entity.				
Borrowing costs	-	7,297	-	7,297
Operating leases	-	115,303	-	115,303
Loss on sale of fixed assets	1,448	-	-	-
(b) Income				
Interest from other persons	49,182	42,771	40,458	37,711
Profit from sale of fixed assets	2,606	67,429	2,606	67,684
(c) Significant Revenue				
Write-back of provision doubtful debts on loan to subsidiary entity - Civil Service Holdings Pty Ltd	-	-	217,199	-

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
NOTE 4 – INCOME TAX (EXPENSE)/ BENEFIT ATTRIBUTABLE TO OPERATING SURPLUS				
Prima facie tax payable on profit from				
Ordinary activities before income tax	-	-	-	-
At 30% (2003: 30%)				
Amount transferred (from)/to future income tax benefit	-	1,056	-	-
Elimination of deferred tax assets from the subsidiary to parent entity as required upon adoption of the tax consolidation system.	(15,688)	-	-	-
Income tax expense	<u>(15,688)</u>	<u>1,056</u>	<u>-</u>	<u>-</u>
 NOTE 5 – CASH ASSETS				
Cash at bank	1,329,392	957,271	1,050,884	777,983
Cash on hand	700	800	700	700
	<u>1,330,092</u>	<u>958,071</u>	<u>1,051,584</u>	<u>778,683</u>
 NOTE 6 – RECEIVABLES				
<i>Current</i>				
Commissions receivable	21,425	42,189	-	-
Service charges receivable	75	6,138	-	-
Interest receivable	-	1,685	-	-
	<u>21,500</u>	<u>50,012</u>	<u>-</u>	<u>-</u>
Other debtors	36,952	41,666	25,807	41,070
	<u>58,452</u>	<u>91,678</u>	<u>25,807</u>	<u>41,070</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 6 – RECEIVABLES (con't)

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
<i>Non-Current</i>				
Loan to Intra Group Entity				
- Civil Service Holdings Pty Ltd	-	-	389,973	389,973
Less: Allowance for doubtful debt	-	-	(35,574)	(252,773)
	<u>-</u>	<u>-</u>	<u>354,399</u>	<u>137,200</u>

NOTE 7 - OTHER CURRENT ASSETS

Prepayments	98,990	19,408	78,316	7,347
	<u>98,990</u>	<u>19,408</u>	<u>78,316</u>	<u>7,347</u>

NOTE 8 – OTHER FINANCIAL ASSETS

Shares in controlled entity (at cost)	-	-	170,100	170,100
Investments – shares in unlisted company (at cost)	5,000	5,000	-	-
	<u>5,000</u>	<u>5,000</u>	<u>170,100</u>	<u>170,100</u>

The parent entity of the consolidated entity is the Civil Service Association of Western Australia (Incorporated). The Association controls the following entities:

ENTITY	COUNTRY OF INCORPORATION	% OWNED		2004 \$	2003 \$
		2004	2003		
		Civil Service Holdings Pty Ltd	Australia		
Civil Service Insurance Agency Pty Ltd	Australia	100	100	-	-
CSA Services (WA) Pty Ltd	Australia	100	100	-	-
Jetwest Travel Pty Ltd	Australia	100	100	-	-
				<u>170,100</u>	<u>170,100</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 8 – OTHER FINANCIAL ASSETS (con't)

The result of the consolidated entity, after provision for income tax was contributed by the following entities:

	2004 \$	2003 \$
Civil Service Association of WA (Inc)	253,168	236,343
Civil Service Holdings Pty Ltd	(731)	19,494
Civil Service Insurance Agency Pty Ltd	59,356	44,513
CSA Services (WA) Pty Ltd	8,127	7,582
Jetwest Travel Pty Ltd		-
Surplus for the year	<u>319,920</u>	<u>307,932</u>

NOTE 9 – PROPERTY, PLANT AND EQUIPMENT

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004 \$	2003 \$	2004 \$	2003 \$
Land - at cost	<u>440,147</u>	<u>440,147</u>	<u>440,147</u>	<u>440,147</u>
Buildings - at cost	5,385,738	5,330,810	5,385,738	5,330,810
Less: Accumulated depreciation	(1,768,090)	(1,684,521)	(1,768,090)	(1,684,521)
	<u>3,617,648</u>	<u>3,646,289</u>	<u>3,617,648</u>	<u>3,646,289</u>
Furniture, fittings and equipment - at cost	1,510,371	1,438,309	1,403,799	1,329,216
Less: Accumulated depreciation	(1,200,759)	(1,138,281)	(1,158,697)	(1,101,494)
	<u>309,612</u>	<u>300,028</u>	<u>245,102</u>	<u>227,722</u>
Motor vehicles - at cost	176,006	176,006	146,523	146,523
Less: Accumulated depreciation	(39,721)	(8,271)	(31,301)	(4,712)
	<u>136,285</u>	<u>167,735</u>	<u>115,222</u>	<u>141,811</u>
	<u>4,503,692</u>	<u>4,554,199</u>	<u>4,418,119</u>	<u>4,455,969</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 9 - PROPERTY, PLANT AND EQUIPMENT (cont'd)

Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between beginning and the end of the financial year ended 30 June 2004.

Consolidated Entity	<i>Land</i>	<i>Building</i>	<i>Plant & Equip</i>	<i>Motor Vehicles</i>	<i>Total</i>
Balance at the beginning of the year	440,147	3,646,289	300,028	167,735	4,554,199
Additions	-	54,929	82,164	-	137,093
Disposals	-	-	3,192	-	3,192
Depreciation expense	-	83,570	69,388	31,450	184,408
Carrying amount at the end of the year	440,147	3,617,648	309,612	136,285	4,503,692
Association	<i>Land</i>	<i>Building</i>	<i>Plant & Equip</i>	<i>Motor Vehicles</i>	<i>Total</i>
Balance at the beginning of the year	440,147	3,646,289	227,722	141,811	4,455,969
Additions	-	54,929	82,163	-	137,092
Disposals	-	-	1,394	-	1,394
Depreciation expense	-	83,570	63,389	26,589	173,548
Carrying amount at the end of the year	440,147	3,617,648	245,102	115,222	4,418,119

Land and buildings are valued or appraised by recognised licensed valuers or real estate agents at lease once every three years. The market values as at the last valuation dates are detailed below:

	2004
	\$
CSA Centre 445 Hay Street, Perth	
Valued by	
Valued by Graham Kennedy, FAPI – Jones Lang LaSalle – 31 July 2003	6,900,000
Houses - 8 & 11 Falls Road, Exmouth	
Appraised by	
Appraised by - Ray White, Exmouth – 15 October 2002	310,000

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 10 – DEFERRED TAX ASSETS

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
Future income tax benefit	-	15,688	-	-
(a) The future income tax benefit is made up of the following estimated tax benefits:				
- tax losses	-	15,688	-	-
- timing differences	-	-	-	-
	<u>-</u>	<u>15,688</u>	<u>-</u>	<u>-</u>
(b) Future income tax benefits not brought to account, the benefits of which will only be realised if the conditions for deductibility set out in Note 1(b) occur				
- tax losses	32,204	53,335	-	-
- timing differences	-	525	-	-
	<u>32,204</u>	<u>53,860</u>	<u>-</u>	<u>-</u>

NOTE 11 – PAYABLES

Sundry creditors and accruals	344,449	379,606	320,995	358,505
	<u>344,449</u>	<u>379,606</u>	<u>320,995</u>	<u>358,505</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004 \$	2003 \$	2004 \$	2003 \$
NOTE 12 - PROVISIONS				
Current				
- Provision for annual leave	221,831	229,040	211,718	215,675
- Provision for long service leave	416,517	355,689	382,082	316,826
	<u>638,348</u>	<u>584,729</u>	<u>593,800</u>	<u>532,501</u>
Non-Current				
- Provision for long service leave	84,046	70,246	84,046	70,246
Number of employees at year end	<u>56</u>	<u>64</u>	<u>54</u>	<u>62</u>

NOTE 13 – ACCUMULATED FUNDS

Accumulated funds at the beginning of the financial year	4,609,463	4,301,531	4,629,117	4,386,547
Net surplus from ordinary activities after income tax expense for year	319,920	307,932	470,367	242,570
Accumulated funds at the end of the financial year	<u>4,929,383</u>	<u>4,609,463</u>	<u>5,099,484</u>	<u>4,629,117</u>

NOTE 14 - RELATED PARTY TRANSACTIONS

(a) Executive Committee

The names of the persons who held office as members of the Executive Committee at any time during the reporting year were:

Mr B Hewson
Mr B Ellis
Ms L McKay
Mr P Ware

Ms T Walkington
Mrs H West
Mr K Trent
Mr T Miller

Ms J Gaines
Mr C Best
Mr B Hawkins
Ms M Armstrong

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 14 - RELATED PARTY TRANSACTIONS (con't)

(b) Remuneration of Executive Committee Members

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
The aggregate amount of remuneration received or receivable by members of the committee (including salaries) as listed in Note 14 (a) in respect of the management of the Association.	251,618	248,746	241,777	221,257
	<u>251,618</u>	<u>248,746</u>	<u>241,777</u>	<u>221,257</u>

(c) Other Related Party Transactions

During the year, the ultimate parent entity, Civil Service Association of WA (Inc), charged management, referral fees and rent to controlled entities. These fees were based on commercial terms and conditions.

NOTE 15 - COMMITMENTS

The consolidated entity has entered into non-cancellable operating leases with lease terms in excess of one year in respect of motor vehicles and office equipment.

At balance date the aggregate lease commitment was as follows:

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
(i) due within one year	31,357	52,897	31,357	52,897
(ii) due later than one year and less than two years	27,118	31,701	27,118	31,701
(iii) due later than two years and less than five years	81,353	27,462	81,353	27,462
	<u>139,828</u>	<u>112,060</u>	<u>139,828</u>	<u>112,060</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

**NOTE 16 - RECONCILIATION OF NET CASH PROVIDED BY OPERATING
ACTIVITIES TO OPERATING SURPLUS AFTER INCOME TAX**

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in term deposits. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the balance sheet as follows:

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
Cash	196,400	245,592	122,339	166,204
Term Deposits	1,133,692	712,479	929,245	612,478
	<u>1,330,092</u>	<u>958,071</u>	<u>1,051,584</u>	<u>778,682</u>

**(b) Reconciliation of Net Cash provided by Operating Activities to Operating Profit
After Income Tax**

	CONSOLIDATED ENTITY		ASSOCIATION	
	2004	2003	2004	2003
	\$	\$	\$	\$
Operating surplus after income tax	319,920	307,932	470,367	242,570
Non-cash flows in profit from ordinary activities				
Depreciation of property, plant and equipment	184,408	158,201	173,548	146,521
Loss/(profit) on disposal of property, plant and equipment	(1,158)	(67,429)	(2,606)	(67,684)
Provisions for employee leave benefits	67,417	(13,850)	75,099	(18,627)
Provision for doubtful debts	-	-	(217,199)	-
Change in assets and liabilities				
(Increase) decrease in sundry debtors	33,226	71,978	15,302	65,420
(Increase) decrease in loan receivables	15,687	-	(37)	-
Increase (decrease) in prepayments	(79,581)	(16,401)	(70,969)	(4,340)
Increase (decrease) in sundry creditors	(35,156)	(6,015)	(39,410)	131
Increase (decrease) in bonds & deposits	-	-	573	-
Increase (decrease) in provision for FBT	-	-	1,326	-
Net cash utilised in operating activities	<u>504,763</u>	<u>434,416</u>	<u>405,994</u>	<u>363,991</u>

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 17 - FINANCIAL INSTRUMENTS

(i) Interest Rate Risk

The Association'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 those financial assets and liabilities, is as follows:

30 June 2004	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Interest Rate Maturing		
			Within 1 Year \$	1 to 5 Years \$	Over 5 Years \$
<i>Financial Assets</i>					
Cash	2.75%	931,793		-	-
Term Deposits	5.00%		119,791	-	-
		931,793	119,791	-	-

30 June 2003	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Interest Rate Maturing		
			Within 1 Year \$	1 to 5 Years \$	Over 5 Years \$
<i>Financial Assets</i>					
Cash	3.69%	614,469		-	-
Term Deposits	4.82%		201,166	-	-
		614,469	201,166	-	-

(ii) Credit Risk

The Association's maximum exposure to credit risk, excluding the value of collateral or other security, in relation to each class of recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the Statements of Financial Position and notes to the financial statements.

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

(iii) Net fair Values

The aggregate net fair values of financial assets and financial liabilities approximate their carrying values as disclosed in the Statements of Financial Position and in the Notes to the Financial Statements.

NOTE 18 – ASSOCIATION DETAILS

The principal place of business of the Association and its controlled entities is 445 Hay Street, Perth Western Australia 6000.



Horwath

Horwath Perth

ABN 13 412 308 092

Chartered Accountants

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Telephone (08) 9380 8400

Facsimile (08) 9388 7068

AUDITORS' DISCLAIMER

Disclaimer to the members of
Civil Service Association of Western Australia (Incorporated)
And its controlled entities

The additional financial data presented in the following pages is in accordance with the books and records of the Association and its controlled entities which have been subjected to the auditing procedures applied in our statutory audit for the year ended 30 June 2004. It will be appreciated that our statutory audit did not cover all details of the additional financial data.

Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person in respect of such data, including any errors or omissions therein however caused.

Dated the 24th day of August 2004.

HORWATH PERTH
Chartered Accountants

A G BEVAN
Partner

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**DETAILED OPERATING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	PARENT	
	2004	2003
	\$	\$
<u>INCOME</u>		
Members' subscriptions	4,259,307	4,041,139
Interest on investments	40,457	37,711
Journal advertising	5,407	9,340
Miscellaneous income	31,506	44,361
Management, Computer services	125,058	125,000
Lease income	406,923	350,541
Profit on sale of assets	2,606	67,684
Write-back of provision for doubtful debts	217,199	-
TOTAL INCOME	5,088,463	4,675,776
<u>EXPENDITURE</u>		
Advertising	9,027	4,255
Affiliation fees	48,372	48,024
Audit & accounting	15,704	17,050
Bank Charges	42,094	41,423
Cleaning & Domestic	39,595	35,623
Computer expenses	31,144	43,301
Council expenses	209,348	216,484
Courier Services	1,677	2,111
Depreciation	173,548	146,521
Donations	3,018	443
Fuel, light & power	89,340	93,307
General expenses	438	829
Insurance	87,333	81,733
Interest Expense	-	7,297
Journal Publication costs	79,140	72,557
Legal Fees	110,094	241,496
Library	10,275	6,855
Maintenance	70,284	66,780
Management Services	15,096	15,728
Media monitoring	2,258	383
Motor vehicle costs	23,399	98,662
Photocopy cost	33,910	34,766
Postage	28,567	57,406
Printing	21,350	14,419

**CIVIL SERVICE ASSOCIATION
OF WESTERN AUSTRALIA (INCORPORATED)**

**DETAILED OPERATING STATEMENT (Cont'd)
FOR THE YEAR ENDED 30 JUNE 2004**

	PARENT	
	2004	2003
	\$	\$
Public relations	16,477	14,500
Rates & taxes	84,254	67,521
Regional visits	24,095	16,850
Rent	7,020	7,020
Security	2,132	2,961
Special Projects	16,200	15,365
Staff amenities	7,960	7,279
Staff expenses	3,195,911	2,850,581
Staff training	22,643	12,889
Staff uniforms	3,542	-
Stationery	18,071	15,826
Storage facility	10,701	10,839
Telephone	59,401	60,100
Travelling expenses	3,548	1,921
Workplace representatives training	1,130	2,101
TOTAL EXPENDITURE	<u>4,618,096</u>	<u>4,433,206</u>
 OPERATING SURPLUS	 <u>470,367</u>	 <u>242,570</u>



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 Toni Walkington
Branch Secretary
CPSU, the Community and Public Sector Union - SPSF Group
Western Australian Branch
GPO Box X2252
PERTH WA 6847

Dear Ms Walkington,

**Re: Financial reports for year ended 30 June 2004 - FR2004/448
Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)**

Receipt is acknowledged of the financial reports of the Western Australian Branch of the SPSF Group of the CPSU, the Community and Public Sector Union for the year ended 30 June 2004, together with the financial statements of the Civil Service Association of Western Australia (Incorporated). The documents were lodged in the Industrial Registry on 18 February 2005.

The documents have been filed.

I direct your attention to the following comments concerning the reports and the financial reporting obligations under Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule). Please note that these comments relate only to the documents of the Western Australian Branch of the federally registered organisation and are advised for assistance in the future preparation of financial reports. No further action is required in respect of the subject documents.

Reduced reporting requirements

The profit and loss statement, the balance sheet and the statement of cash flows indicates that the reporting unit did not have any significant financial affairs during the financial year. It would appear that its financial operations were conducted by its associated State body.

The branch may wish, in that case, to give consideration to utilising the recently introduced provisions of section 269 of the RAO Schedule. These provisions are intended to reduce the financial reporting requirements for reporting units with substantial common membership with State registered bodies. I have enclosed a copy of section 269 for your information.

Operating report

Section 254 of the RAO Schedule requires the committee of management, as soon as practicable after the end of each financial year, to cause an operating report to be prepared and provided to members of the reporting unit. The contents required to be contained in the report are set out in subsection 254(2)(a) to (e) and include the "prescribed information" referred to in subsection 254(2)(f) and detailed in regulation 159 of the RAO Regulations.

There is no operating report included with the documents lodged on this occasion. Accordingly, could you please ensure that this reporting obligation is met in future.

It should be noted that, under section 305 of the RAO Schedule, section 254 is a civil penalty provision.

Timelines

Full report to be presented to meetings

According to the information contained in the Secretary's certificate, the full report of the reporting unit was presented to a Committee of Management meeting held on 9 February 2005. Under subsection 266(3), however, that report should have been presented within the period of 6 months of the end of the financial year; i.e. the last day for conducting such a meeting was 31 December 2004.

In future, unless an extension of time has been granted under subsection 265(5), compliance with this timeline requirement should be observed.

Committee of management statement

The committee of management statement is required to specify the date of passage of its resolution in relation to the matters requiring declaration in the statement. I refer you to item 18(b) of the Industrial Registrar's reporting guidelines.

You may wish to note further that, under item 18(c) of the guidelines, the committee of management statement requires the signature of one designated officer only.

Accounting officer's certificate

The financial documents include an accounting officer's certificate, a requirement previously required under subsection 273(2) of the Act. Please note that there is no requirement under the RAO Schedule to lodge an accounting officer's certificate.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7775.

Yours sincerely



Ruth Hansen
Statutory Services Branch

10 March 2005

cc Michelle Lemberg Smith

269 Reporting units with substantial common membership with State registered bodies

(1) This section applies to a reporting unit if there is an industrial association (the ***associated State body***) that:

- (a) is registered or recognised as such an association (however described) under a prescribed State Act; and
- (b) is, or purports to be, composed of substantially the same members as the reporting unit; and
- (c) has, or purports to have, officers who are substantially the same as designated officers in relation to the reporting unit.

(2) A reporting unit is taken to have satisfied this Part if this section applies to the reporting unit and:

- (a) a Registrar, on the application of the reporting unit, issues a certificate stating that the financial affairs of the reporting unit are encompassed by the financial affairs of the associated State body; and
- (b) the associated State body has, in accordance with prescribed State legislation, prepared accounts, had those accounts audited, provided a copy of the audited accounts to its members and lodged the audited accounts with the relevant State authority; and
- (c) the reporting unit has lodged a copy of the audited accounts with the Industrial Registry; and
- (d) any members of the reporting unit who are not also members of the associated State body have been provided with copies of the accounts at substantially the same time as the members of the reporting unit who are members of the associated State body; and
- (e) a report under section 254 has been prepared in respect of the activities of the reporting unit and has been provided to members of the reporting unit with the copies of the accounts.