



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Mr Jeff Jackson
Branch Secretary
Health Services Union of Australia
Victoria No. 1 Branch
106 -108 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Jackson,

Re: Operating Report - Statement of Donations

Financial year ended 30 June 2004 - FR2004/597

Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I acknowledge receipt of the Operating Report and s237 Statement of Donations for the Victoria No 1 Branch of the Health Services Union of Australia for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 30 May 2005.

The Statement of Donations has been placed on a file that is not available to the general public in accordance with s237(4) of the RAO Schedule.

The financial report for year ending 30 June 2004 has now been filed.

In addition, I note that the Operating Report referred to sections 254 and 174 of the Workplace Relations Act 1996 - in future years these references should be amended to read sections 254 and 174 of the RAO Schedule of the Workplace Relations Act.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Andrew Schultz'.

Andrew Schultz
Statutory Services Branch

2 June 2005



Health Services Union
Victorian Branch

27 May 2005

Andrew Schultz
Statutory Services Branch
Australian Government
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

Dear Mr Schultz,

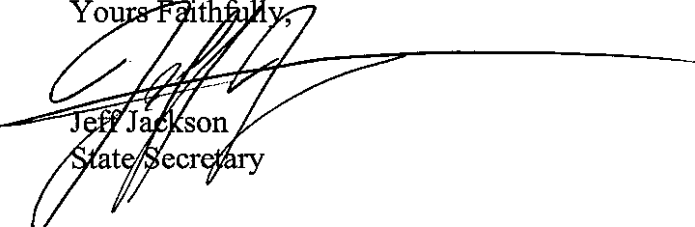
Re: Financial Documents for year ended 30 June 2004- FR2004/597

Schedule 1B – Workplace Relations Act 1996 (RAO Schedule)

Please find enclosed the Operating Report and the Statement regarding Donations, omitted from the financial report and concise report of the Victoria No. 1 Branch of the Health Services Union of Australia for the year ended 30 June 2004.

If you have any further questions in relation to the matter please contact Rita Wills on 9347 0922.

Yours Faithfully,



Jeff Jackson
State Secretary

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

In accordance with Sec 254 of the Workplace Relations Act 1996 ("the ACT"), your Committee of Management report as follows

Principal Activities

The principal activity of the organisation during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year

Operating Result

The operating result of the organisation for the year ended 30th June 2004 was a surplus of \$323,542.

Significant Changes

There was no significant change in the financial affairs of the organisation during the year.

Rights of Members

Subject to the rules of the organisation and Sec 174 of the Act, members have the rights to resign from membership of the organisation by written notice addressed to and delivered to the secretary of the organisation.

Superannuation Office Holders

The following officers and/or members of the organisation are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

None

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration of Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for Sec 230 of the RAO Schedule and who are taken to be members of the registered organisation under Sec 240 of the RAO Schedule was 12,892;
- (b) the number of persons who were at the end of the financial year employees of the organisation including both full and part-time employees measured on a full-time equivalent basis was 29.

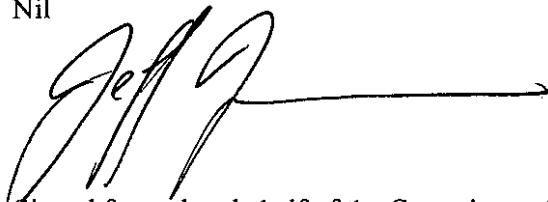
**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

- (c) the names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which they held office were –

Name	Period
Jeff Jackson	1/7/03 to 30/06/04
Peter Ellison	1/7/03 to 30/06/04
Denise Gregor	1/7/03 to 30/06/04
Zora Marko	1/7/03 to 30/06/04
Pauline Fegan	1/7/03 to 30/06/04
Sonya McCormack	1/7/03 to 30/06/04
Veronica Fahey	1/7/03 to 30/06/04
Barbara Riggs	1/7/03 to 30/06/04
Glenda Meddings	1/7/03 to 30/06/04
Robert McCubinn	1/7/03 to 30/06/04
Joanne Borci	1/7/03 to 30/06/04
Gail Noonan	1/7/03 to 30/06/04
Toni Joyce	1/7/03 to 30/06/04
Donna Conquo	1/7/03 to 30/06/04
David Bray	1/7/03 to 30/06/04
April Johnston	1/7/03 to 30/06/04

Other Relevant Information

Nil

A handwritten signature in black ink, appearing to read 'Jeff Jackson', with a long horizontal line extending to the right from the end of the signature.

Signed for and on behalf of the Committee of Management

Date 21st day of DECEMBER 2004

Jeff Jackson, Secretary



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Mr Jeff Jackson
Branch Secretary
Health Services Union of Australia
Victoria No. 1 Branch
106 -108 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Jackson,

Re: Financial Documents for year ended 30 June 2004 - FR2004/597

Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I acknowledge receipt of the financial report and concise report of the Victoria No 1 Branch of the Health Services Union of Australia for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 23 December 2004

The financial report have not yet been filed as the following two documents are required to be lodged in the Registry by Friday 15 April 2005.

1. Operating Report

The lodged documents did not contain an Operating Report as required under s254 of the RAO Schedule. For your assistance a sample Operating Report prepared by another organisation is enclosed at Attachment A.

2. Statement regarding Donations

As the accounts disclose an amount for donations of \$18,950 the branch should provide information regarding any donation made in excess of \$1,000 in accordance with s237 of the RAO Schedule. A form is enclosed for this purpose at Attachment B.

Comments to assist future financial reports

The comments below may assist you when you next prepare financial reports. No further action is required regarding the issues below with respect to the financial documents already lodged:

Concise Report

The Secretary's Certificate states that a Concise Report of the financial documents was provided to members but it is not clear whether the Committee of Management first made a resolution to this effect as required by s265(2) of the RAO Schedule.

Accordingly, in future financial years the Committee should ensure that a prior resolution has been made when a Concise Report is to be provided to members. It is also suggested that the Committee of Management Statement include a clause affirming that the relevant resolution under s265(2) has been passed.

In addition, the branch should ensure that the contents of the Concise Report are in accord with the requirements of RAO s265(3) and RAO Reg 161 and that a separate and complete copy of the Concise Report is lodged in the Registry as required under RAO s268(b).

Timing of financial documents

The RAO Schedule sets out a particular chronological order in which financial documents must be prepared, made available to members and presented to a meeting - see the enclosed *RAO Timeline* at Attachment C.

In particular the Auditor's Report must be dated *after* the Committee of Management Statement as the Audit Report is required to take into account the full General Purpose Financial Report which includes the Committee of Management Statement - see s253(2) of the RAO Schedule and the s253 Reporting Guidelines.

In the lodged accounts the Auditor's Report (25 October 2004) was dated *before* the Committee of Management Statement (26 October 2004). In future financial years the branch should ensure that the Auditor's Report is signed and dated after the Committee of Management Statement.


Refer to RAO Schedule rather than Workplace Relations Act 1996

Two documents referred to the former requirements of the Workplace Relations Act rather than the current requirements of the RAO Schedule. Accordingly, in future financial years the following amendments should be made:

- the *Auditor's Report* should refer to s257 of the RAO Schedule rather than s273 of the Workplace Relations Act, and
- the *Notice* that Information is to be provided to members should refer to s272 of the RAO Schedule rather than s274 of the Workplace Relations Act.

If you have any queries concerning any of the issues raised in this letter please contact me on (03) 8661 7799.

Yours faithfully,



Andrew Schultz
Statutory Services Branch

23 March 2005

**NATIONAL UNION OF WORKERS
VICTORIAN BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2004**

In accordance with sec. 254 of the Workplace Relations Act 1996 ("the Act"), your Committee of Management report as follows:

Principal Activities

The principal activity of the Branch during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the Branch for the year ended 30th June 2004 was a surplus of \$1,138,288. No provision for tax was necessary as the Branch is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the Branch during the year.

Rights of Members

Subject to the rules of the organisation and sec. 174 of the Act, members have the right to resign from membership of the Branch by written notice addressed to and delivered to the Secretary of the Branch.

Superannuation Office-holders

The following officers and/or members of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation -

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity/ Scheme:</u>	<u>Position:</u>
Martin Pakula	LUCRF Pty Ltd	LUCRF	Director
Charles Donnelly	LUCRF Pty Ltd	LUCRF	Director
Greg Sword	LUCRF Pty Ltd	LUCRF	Director
Timothy Kennedy	LUCRF Pty Ltd	LUCRF	Director

NATIONAL UNION OF WORKERS
VICTORIAN BRANCH

OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2004 (CONTINUED)

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations -

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the Branch under sec. 244 of the RAO Schedule was ~~31,080~~ 31,080
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 48;
- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

Name:	Period:
Peter Kelly	1/7/03 to 30/6/04
Martin Pakula	1/7/03 to 30/6/04
Anthony Thow	1/7/03 to 30/6/04
Tracy Hogan	1/7/03 to 30/6/04
Des Shelley	1/7/03 to 30/6/04
William Peebles	1/7/03 to 30/6/04
John Barlow	1/7/03 to 30/6/04
Ron Chadwick	1/7/03 to 30/6/04
Esmond Curnow	1/7/03 to 30/6/04
Ian Ereat	1/7/03 to 30/6/04
John Glover	1/7/03 to 30/6/04
Chris Nisiforou	1/7/03 to 30/6/04
Gerry O'Brien	1/7/03 to 30/6/04
John Pilsbury	1/7/03 to 30/6/04
Peter Thomson	1/7/03 to 30/6/04
Julie Warren	1/7/03 to 30/6/04
Aoife Clifford	1/7/03 to 30/6/04
Gayle Burmeister	1/7/03 to 30/6/04
Brad Dobson	1/7/03 to 30/6/04
Martin Kilkenny	1/7/03 to 30/6/04
Tim Lyons	1/7/03 to 30/6/04
Russell Griffiths	1/7/03 to 30/6/04
Terry Murphy	1/7/03 to 30/6/04
Tom Nolan	1/7/03 to 30/6/04
Jaala Pulford	1/7/03 to 30/6/04
Neil Young	1/7/03 to 30/6/04
Nina McCarthy	1/7/03 to 30/6/04
Greg Lee	1/7/03 to 30/6/04
Andrew Riley	1/7/03 to 30/6/04
Joe Semeredi	1/7/03 to 30/6/04
Linda DeBruyn	1/7/03 to 30/6/04
Wayne Smith	1/7/03 to 30/6/04
Glenn Dumbrell	1/7/03 to 30/6/04

NATIONAL UNION OF WORKERS
VICTORIAN BRANCH

OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2004 (CONTINUED)

Other Prescribed Information (continued)

Name:	Period:
Jason Voss	1/7/03 to 30/6/04
Peter Quinn	1/7/03 to 30/6/04
Joan Wellington	1/7/03 to 30/6/04
Patrick Byrne	1/7/03 to 30/6/04
Ray Lamaro	1/7/03 to 30/6/04
Rodney Wigg	1/7/03 to 30/6/04
Seng Kanhalikam	1/7/03 to 30/6/04
Gareth Jones	1/7/03 to 30/6/04
Darryl Hore	1/7/03 to 30/6/04
Bill Boyd	1/7/03 to 30/6/04
Mick Marmo	1/7/03 to 30/6/04
Dave Hocking	1/7/03 to 30/6/04
Charles Donnelly	1/7/03 to 31/3/04
Tim Kennedy	1/7/03 to 19/11/03
Ivo Havard	1/7/03 to 15/10/03
David Hayhow	1/7/03 to 23/6/04

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management -

Date: 27/10/04.


.....
Branch Secretary



Statement of loans, grants and donations exceeding \$1,000 for financial year ending / /

Please refer to section 237 of the Registration and Accountability of Organisations Schedule when completing this form. This statement when lodged in the Industrial Registry may only be viewed by a member of the organisation. Use of this form is optional.

Organisation's details

Name of organisation including division or branch

Postal Address

Postcode

Details of officer completing the statement

Name

Name of office held in organisation

(An officer of the organisation should complete the statement)

Postal Address

Postcode

Telephone number (BH)

Facsimile number

Email

I certify that the information contained in this statement and its attachments is true and complete.

Signature

Date

An organisation must lodge this statement within 90 days of the end of its financial year.

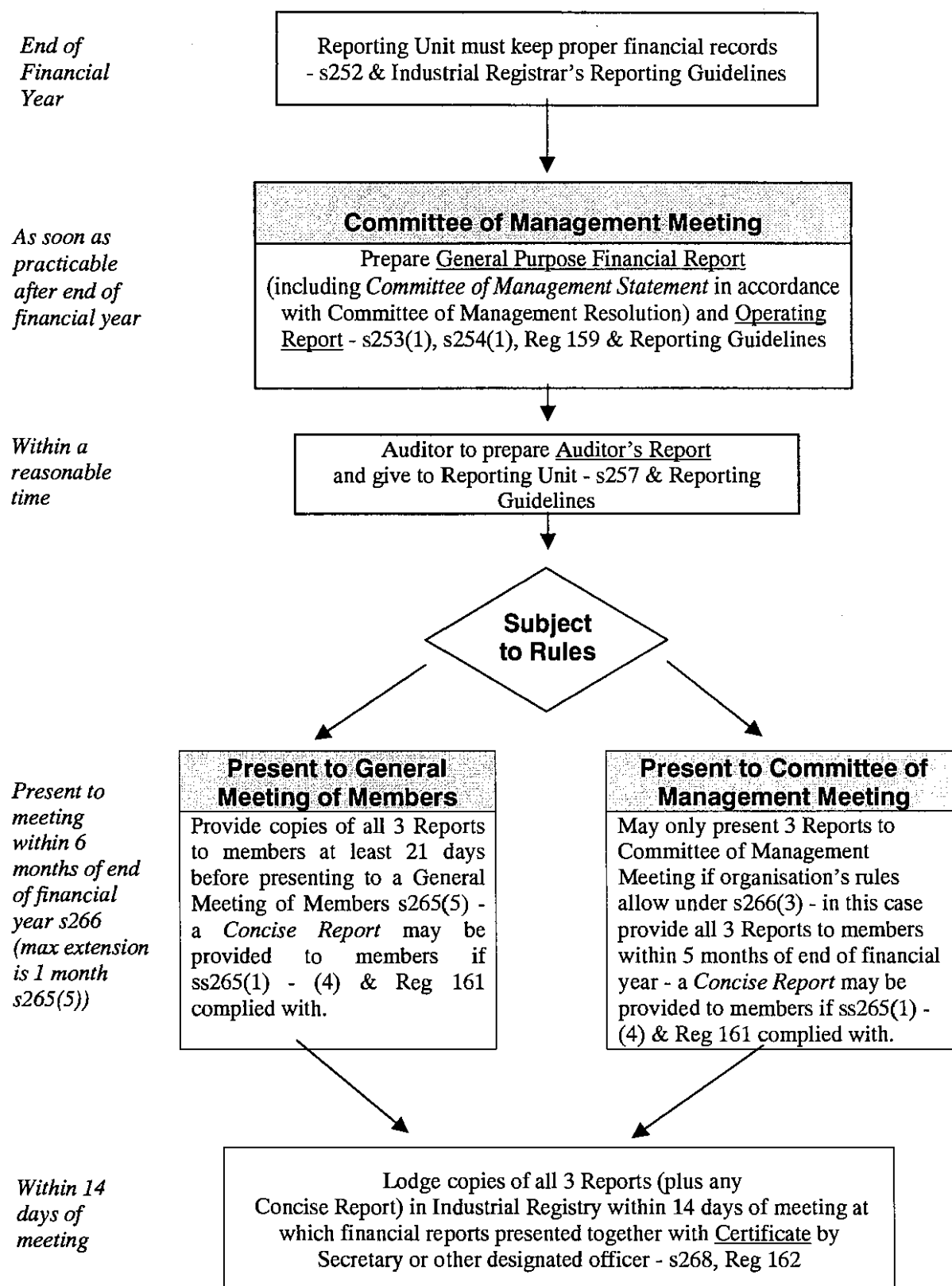
Enquiries and statements should be addressed to:

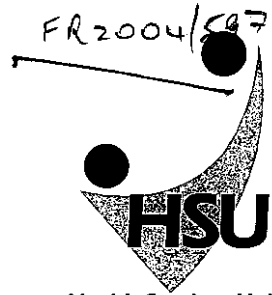
THE INDUSTRIAL REGISTRAR
 AUSTRALIAN INDUSTRIAL REGISTRY
 LEVEL 42, NAURU HOUSE
 80 COLLINS STREET
 MELBOURNE VIC 3000
 Tel: (03) 8661 7777
 Fax: (03) 9655 0401
 Email: melbourne@air.gov.au

AUSTRALIAN INDUSTRIAL REGISTRY

Financial Reporting Timeline (RAO Schedule)

Lodge financial reports within 6½ months of end of financial year by completing the following steps:





Health Services Union
Victorian Branch

21 December 2004

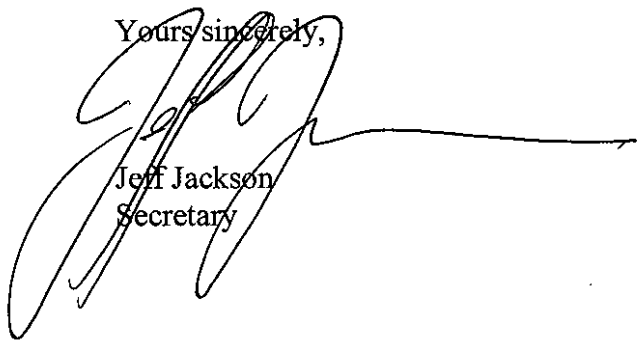
The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

Dear Sir,

Re: Financial Return – Year Ending 30 June 2004

Please find attached the Designated Officers Certificate and financial statements in accordance with s268 of the Workplace Relations Act.

Yours sincerely,



Jeff Jackson
Secretary

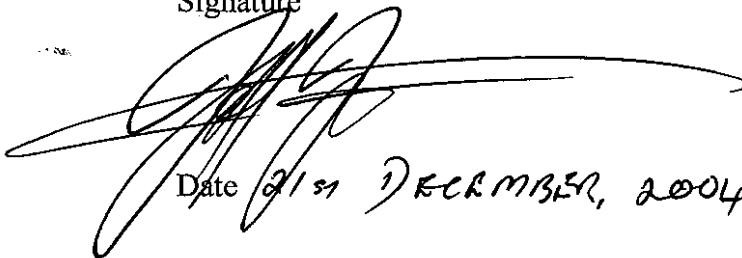
Designated Officer's Certificate

S268 of Schedule 1B Workplace Relations Act 1996

I Jeff Jackson being the Secretary of the Health Services Union of Australia Victoria No.1 Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the concise report was provided to members on 22nd November, 2004.
- that the full report was presented to a meeting of the Branch Committee of Management of the reporting unit on 15th December, 2004; in accordance with section 266 of RAO Schedule.

Signature

A large, stylized handwritten signature in black ink, appearing to be 'J. Jackson', with a long horizontal flourish extending to the right.

Date 21st DECEMBER, 2004

HEALTH SERVICES UNION OF AUSTRALIA - VICTORIA NO. 1 BRANCH

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

	Note	2004 \$	2003 \$
INCOME			
Member Contributions		4,078,601	3,232,904
Other income		<u>292,527</u>	<u>330,752</u>
TOTAL INCOME		<u>4,371,128</u>	<u>3,563,656</u>
LESS EXPENSES			
Operating Expenses		<u>4,047,586</u>	<u>3,974,549</u>
OPERATING SURPLUS(DEFICIT) FOR THE YEAR		<u>323,542</u>	<u>(410,893)</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO. 1 BRANCH

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

	2004 \$	2003 \$
ASSETS		
Current Assets	<u>347,469</u>	<u>206,407</u>
Non-Current Assets	<u>2,093,110</u>	<u>2,103,390</u>
TOTAL ASSETS	<u>2,440,579</u>	<u>2,309,797</u>
LIABILITIES		
Current Liabilities	<u>1,533,871</u>	<u>1,803,632</u>
Non-Current Liabilities	<u>296,098</u>	<u>219,097</u>
TOTAL LIABILITIES	1,829,969	2,022,729
NET ASSETS	610,610	287,068
MEMBERS FUNDS		
Accumulated Surplus/(Deficit) brought forward	287,067	697,960
Surplus / (Deficit) for Year	<u>323,542</u>	<u>(410,893)</u>
TOTAL MEMBERS FUNDS	<u>610,609</u>	<u>287,067</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO. 3 BRANCH

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

	Note	2004	2003
		\$	\$
Net cash provided by operating activities		(10,784)	4,972
Net cash used in investing activities		<u>(39,968)</u>	<u>(20,870)</u>
Net increase/(decrease) in cash held		(50,752)	(15,898)
Cash at beginning of year		<u>188,112</u>	<u>204,010</u>
Cash at end of financial year		<u><u>137,360</u></u>	<u><u>188,112</u></u>

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

INDEPENDENT AUDIT REPORT

Scope

We have audited the financial report of the Health Services Union of Australia (Victoria) No.1 Branch for the financial year ended 30 June 2004 as set out on pages 4 to 16. The Branch's Committee of Management are responsible for the preparation of the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members of the Branch.

Our audit has been conducted in accordance with Australian Accounting Standards to provide reasonable assurance whether the financial statements are 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 and statutory requirements so as to present a view which is consistent with our understanding of the Branch'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,

- (i) there were kept by the Branch, in respect of the year, satisfactory accounting records detailing the source and nature of the income of the Branch (including income from members) and the nature and purpose of the expenditure; and
- (ii) the attached financial report, prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and in accordance with Section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Branch as at 30 June, 2004; and
 - (b) the income and expenditure, results and cash flows of the Branch for the year then ended.
- (iii) all information and explanations required for the purpose of the audit under Section 276(2), were provided by the officers or employees of the Branch.

**Dick & Smith (Elsternwick) Pty Ltd
Chartered Accountants**

Iaan G F Dick

Registered Company Auditor



Dated this day 25th of, October 2004.

**HEALTH SERVICES TJMON OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

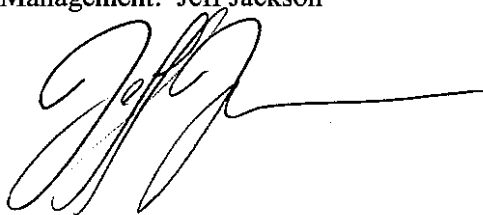
COMMITTEE OF MANAGEMENT CERTIFICATE

On the ^{26th} day of ~~October~~ *October* 2004 the Committee of Management of the Health Services Union of Australia . Victoria No. 1 Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004

The Committee of Management declares in relation to the GPFR that in its opinion:

- (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 cashflows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GBFR relates and since the end of that year:
 - 1) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - 2) 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
 - 3) the financial records of the reporting unit have been managed in accordance with the RAO Schedule and the RAO Regulations; and
 - 4) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - 5) 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 of the registrar; and
 - 6) there has been compliance with any order for the inspection of financial records made by the Commission under section 273 of the RAO Schedule

For Committee of Management: Jeff Jackson
Branch Secretary



Dated this

26

day of

October

2004

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

ACCOUNTING OFFICERS CERTIFICATE

I, Jeff Jackson being the officer responsible for keeping the accounting records of the Health Services Union of Australia (Victoria) No.1 Branch, certify that as at 30 June, 2004 the number of members of the Branch was 12,892

In my opinion:

1. the attached financial report shows a true and fair view of the Branch results as at 30 June, 2004.
2. a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
3. before any expenditure was incurred by the branch approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
4. with regard to funds of the branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than those for which the fund was operated;
5. no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the branch.
6. the register of members of the branch was maintained in accordance with the Act.

JEFF JACKSON
Branch Secretary



Dated this 26 day of October, 2004.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
MEMBERS' FUNDS			
Accumulated General Fund		610,609	287,067
TOTAL MEMBERS FUNDS		610,609	287,067
 Represented by:			
CURRENT ASSETS			
Cash on Hand and at Bank	5	226,489	156,364
Accounts Receivable	6	52,711	13,170
Investments	7	68,268	36,873
TOTAL CURRENT ASSETS		347,469	206,407
NON-CURRENT ASSETS			
Property, Plant and Equipment	7	2,093,110	2,103,390
TOTAL ASSETS		2,440,578	2,309,797
CURRENT LIABILITIES			
Bank Overdraft	8	152,273	-
Accounts Payable	9	746,274	1,060,380
Monies Held in Trust	14	262,600	344,600
Provision for Annual Leave		285,919	289,104
Provision for Long Service Leave		86,805	109,549
TOTAL CURRENT LIABILITIES		1,533,871	1,803,632
NON-CURRENT LIABILITIES			
Provision for Long Service Leave		296,098	219,097
TOTAL LIABILITIES		1,829,969	2,022,730
NET ASSETS		610,609	287,067

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

**PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Operating Surplus/(Deficit) for the year before Abnormal Items		323,542	(410,893)
Operating Deficit for the year after Abnormal Items		323,542	(410,893)
Accumulated Funds at the beginning of the financial year		287,067	697,960
Accumulated Funds at the end of the financial year		610,609	287,067

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

**REVENUE AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
REVENUE			
Subscriptions		4,078,601	3,232,904
Interest Received		2,535	4,239
Rental Income Received		170,322	224,019
Rental Recovery - National Office		82,000	86,150
Sundry Income		37,670	16,344
		4,371,128	3,563,656
 EXPENDITURE			
Audit Fees		7,500	7,500
Advertising		6,178	2,576
Affiliation Fees & Levies		60,073	105,210
Bank Charges		39,396	43,982
Capitation Fee - National Council		214,758	152,661
Cleaning		24,510	10,677
Commision		4,092	3,502
Computer Expenses		74,234	46,978
Consultant Fees		5,060	9,557
Courier		1,341	1288.6
Depreciation		50,249	54,614
Donations		18,950	1,895
Education & Training Expenses		22,426	20,909
Entertainment Expenses - Members		37,500	17,643
Fines & Penalties		1,797	1092.71
Fringe Benefits Tax		29,116	49,371
Indemnity Insurance		179,366	176,491
Insurance		48,721	25,079
Interest Paid		11,933	827
Journal Publications		54,232	25,914
Legal Fees		53,784	217,533
Light, Power & Heating		37,000	37,134

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

**REVENUE AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

EXPENDITURE	<i>continued</i>	Note	2004 \$	2003 \$
Meeting Expenses			13,600	10,264
Motor Vehicle Expenses			82,090	91,935
Motor Vehicle Rental			129,661	163,780
Office Machine Rental			69,926	75,012
Payroll Tax			92,281	107,202
Postage			79,615	49,969
Printing & Stationary			59,667	92,232
Provision for Annual Leave			(11,371)	183,074
Provision for Long Service Leave			56,185	(33,941)
Rates & Taxes			14,159	13,588
Rental Property Expenses			57,184	94,348
Repairs & Maintenance - Buildings			32,528	17,502
Repairs & Maintenance - Office Equipment			10,323	24,570
Salaries & Allowances - Officials			181,154	220,173
Salaries & Allowances - Employees			1,706,147	1,411,094
Staff Amenities & Recruitment			13,062	6,586
Superannuation			266,219	241,360
Sundry Expenses			17,630	14,031
Telephone			140,590	147,167
Welfare/Fighting Fund			5,850	3,250
Workcover			48,869	28,920
			<u>4,047,586</u>	<u>3,974,549</u>
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR			323,542	(410,893)

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

	Note	2004 \$	2003 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Subscription Revenue		4,078,601	3,232,904
Other Revenue		207,992	240,363
Interest received		2,535	4,239
Payments to Suppliers & Employees		(4,311,845)	(3,472,810)
Interest Paid		11,933	827
Net Cash Provided by/(Used in) Operating Activities	10 (b)	(10,784)	5,523
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		(39,968)	(20,870)
Net Cash Used in Investing Activities		(39,968)	(20,870)
Net Increase/(Decrease) in cash held		(50,752)	(15,898)
Cash at Beginning of Year		188,112	204,010
Cash at End of Year	10 (a)	137,360	188,112

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996. The financial report is prepared on the basis of 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 accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the entity in the preparation of the financial statements.

(a) Property, Plant & Equipment

Property, Plant and Equipment are brought to account at cost. The depreciable amount of all fixed assets are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

The various straight line rates used are as follows;

- (i) Furniture & fittings - 10% p.a.
- (ii) Office equipment - 15% - 33.3% p.a
- (iii) Buildings - 2.5% pa.

(b) Income Tax

No provision for income tax is required as the Branch is exempt from income tax under Section 50-15 (3.2) of the Income Tax Assessment Act 1997.

(c) Employee Entitlements

Provision is made for the Branch's liability for annual leave and long service leave arising from services rendered by employees to balance date.

These provisions have been calculated under terms of and conditions outlined by the Australian Conciliation and Arbitration Commissions, Private Arbitration dated 2nd October, 1985, and the respective awards that apply to employees.

The calculation of the liability for annual leave and long service leave recognised in these financial statements as at 30 June, 2004, includes the provision for employment on-costs payable on the entitlements.

Contributions are made by the Branch to various Superannuation Funds and are charged as expenses when incurred. The Branch has no legal obligation to meet any shortfall in these fund's obligation to provide benefits to employees or officials on retirement.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

(d) Leases

Leased assets classified as finance leases are capitalised as fixed assets, The amount initially brought to account is the present value of minimum lease payments.

A finance lease is one which effectively transfers from the lessor to the lessee substantially all the risks and benefits incident to ownership of the leased property.

Capitalised leased assets are amortised on a straight line basis over the estimated useful life of the asset.

Finance lease payments are allocated between interest expense and reduction of lease liability over the term of the lease. The interest expense is determined by applying the interest rate implicit in the lease to the outstanding lease liability at the beginning of each lease payment period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as an expense in the period in which they are incurred.

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRARS

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 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 made 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.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

NOTE 3: RELATED PARTY INFORMATION

- (a) The names of persons who formed part of the Committee of Management at any time during the year were:-

Branch President -	Peter Ellison - <i>appointed 25/09/03</i> Jeff Jackson - <i>resigned 25/09/03</i>
Senior Vice President -	Sonya McCormack - <i>appointed 25/09/03</i> Peter Ellison - <i>resigned 25/09/03</i>
Junior Vice President -	Denise Gregor
Branch Secretary -	Jeff Jackson - <i>appointed 25/09/03</i> Zora Marko - <i>resigned 25/09/03</i>
Branch Assistant Secretary -	Robert McCubbin
Committee of Management –	
Veronica Fahey	Denise Gregor
Barbara Riggs	Joanne Borci - <i>resigned 25/05/04</i>
Gail Noonan	Glenda Meddings
Toni Joyce	Donna Conquo
Sonya McCormack - <i>resigned 25/09/03</i>	Benjamin Morgan - <i>appointed 25/11/03</i>
Maria Toro - <i>appointed 25/05/04</i>	

Trustees:

David Bray April Johnston

- (b) Transactions between the Committee of Management and the Branch were conducted on normal commercial terms in respect of membership fees and reimbursements.

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

	2004	2003
	\$	\$
NOTE 4: CASH ON HAND AND AT BANK		
Cash on Hand	890	890
Cash at Bank - Operating Account's	220,475	150,349
Cash at Bank - Monies Held in Trust	5,125	5,125
	<u>226,489</u>	<u>156,364</u>

NOTE 5: RECEIVABLES

Sundry Debtors	52,711	13,170
	<u>52,711</u>	<u>13,170</u>

NOTE 6: INVESTMENTS

Bank Deposit - State Fighting Fund	58,594	27,574
Bank Deposit - Welfare Fund	9,674	9,299
	<u>68,268</u>	<u>36,873</u>

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

	2004	2003
	\$	\$
NOTE 7: PROPERTY, PLANT AND EQUIPMENT		
Freehold Land & Buildings:		
102 - 104 Victoria Street, Carlton		
106 - 108 Victoria Street, Carlton		
Land - at cost	490,583	490,583
Land - at Committee of Management Valuation (May, 1994)	350,000	350,000
Improvements - at cost	33,365	33,365
Building at Committee of Management Valuation (May, 1994)	1,514,417	1,514,417
Less: Accumulated Depreciation	(375,483)	(337,517)
	1,138,934	1,176,900
 Total Freehold Land & Buildings	 2,012,882	 2,050,848
 Furniture & Fittings	 163,094	 163,094
Less accumulated depreciation	(144,008)	(141,173)
	19,086	21,921
 Office Equipment	 467,798	 427,830
Less: Accumulated Depreciation	(406,657)	(397,209)
	61,141	30,621
	2,093,110	2,103,390
 NOTE 8: BANK OVERDRAFT		
Bank Overdraft - Operating Account	152,273	-
	152,273	-
 NOTE 9: ACCOUNTS PAYABLE		
Trade Creditors & Accruals	746,274	1,060,380
	746,274	1,060,380

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

NOTE 10: CASH FLOW INFORMATION

(a) Reconciliation of Cash

	2004	2003
	\$	\$

For the purposes of the Statement of Cashflows, cash includes cash on hand, cash at bank and investments money market instruments.

Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:

Cash on Hand	890	890
Cash at Bank(Overdraft) - Operating Account	68,202	150,349
Investment Accounts	68,268	36,873
	137,360	188,112

**(b) Reconciliation of Net Cash Provided by
Operating Activities to Operating Surplus**

Operating Surplus/(Deficit) before Abnormal Items	323,542	(410,893)
Non-cash flows in Operating Surplus/(Deficit)		
Depreciation	50,249	54,614
Changes in Assets and Liabilities		
(Increase)/Decrease in Accounts Receivable	(39,541)	(13,170)
Increase/(Decrease) in Creditors & Accruals	(314,106)	311,990
Increase/(Decrease) in Monies Held in Trust	(82,000)	(86,150)
Increase/(Decrease) in Employee Provisions	51,072	149,133
Net Cash Provided by/(Used in) Operating Activities	(10,784)	5,523

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

	2004	2003
	\$	\$
NOTE 11: CAPITAL AND LEASING COMMITMENTS		
(a) Finance Lease Commitments		
	-	-
 (b) Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the accounts		
Payable:		
- not later than one year	135,441	130,362
- later than one year but not later than five years	84,504	186,528
	219,945	316,890

NOTE 12: CONTINGENT LIABILITY

Legal proceedings have been instituted for and against the Branch and its representatives in respect to various matters. The Branch has agreed to indemnify its representatives and members against any liability arising from these actions, Should the decision in these actions be awarded against the Branch by any Court, damages and costs as determined by the Court would have to be paid by the Branch.

NOTE 13: MONIES HELD IN TRUST

National Office	262,600	344,600
	262,600	344,600

The Committee of Management agreed on the 19th September 2002 that outstanding amounts owing to the National Office as at 30th June 2002 shall be repaid over five years by the provision of serviced office facilities. Provision of these facilities has been included as income \$82,000 (2003 \$86,150).

**HEALTH SERVICES UNION OF AUSTRALIA
(VICTORIA) NO.1 BRANCH**

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

NOTE 14: FINANCIAL INSTRUMENTS

(a) Terms, conditions and accounting policies

The Branch's terms, conditions and accounting policies of financial instruments are those adopted by businesses in Australia generally.

(b) Interest rate risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are not significant.

(c) Credit Risk

The Branch has no significant exposure to credit risk.

(d) Net Fair values

The net fair values of the Branch's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed above and recognised in the balance sheet as at 30 June 2004.