



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

Ms Kathy Jackson
Secretary
Health Services Union of Australia
Victoria No. 3 Branch
Level 2, 102 Victoria St
CARLTON VIC 3053

Dear Ms Jackson,

Re: Health Services Union of Australia - Victoria No. 3 Branch
Financial Documents - year ended 30 June 2004 (FR2004/599)

I have received the Designated Officer's Certificate relating to the financial reports for the Victoria No. 3 Branch of the Health Services Union of Australia for the year ended 30 June 2004. The certificate was lodged in the Industrial Registry on 1 September 2005 under s268 of Schedule 1B of the Workplace Relations Act 1996.

Your comments in the certificate have been noted and the financial reports for year ending 30 June 2005 have now been filed.

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

Presentation of documents to a meeting

Under the RAO Schedule the standard obligation is for the full financial report to be presented to a general meeting of members within 7 months of the end of the financial year. The documents may only be presented directly to a Committee of Management meeting where the rules of an organisation contain a provision that allows up to 5% of members to call a general meeting to be held to consider the report - see s266(3).

While rule 61(d) of the HSUA Rules is broadly in accord with the requirements of s266 it is noted that it is limited to 5% of *financial* members. The Registrar has formed the view that s266 should not be interpreted as being limited to financial members.

Therefore, if the branches of the HSUA wish to present their financial documents for year ending 30 June 2005 to a Committee meeting rather than a general meeting it will be necessary for the organisation to amend its rules in accordance with the requirements of s266(3). For example, this may involve the deletion of references to 'financial' members in rule 61(d), the tailoring of a new rule to the requirements of s266(3) or the organisation may have alternative views regarding how this issue may be addressed. The Registry can provide advice on any draft rules the organisation may wish to submit with respect to this issue.

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,


Andrew Schultz
Statutory Services Branch

1 September 2005



Health Services Union
Health Professionals

Certificate by Secretary

I Katherine Jackson, Branch Secretary, of the Health Services Union of Australia Victoria No 3 Branch hereby certify that the full financial report for year ended June 2004 which has been lodged with the Industrial registry, 15 July 2005, is a copy of the document provided to and presented to a meeting of Branch Committee of Management on Tuesday 30 August 2005 in accordance with section 226.

Signed

Katherine Jackson
Branch Secretary

31 August 2005



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
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Ms Kathy Jackson
Secretary
Health Services Union of Australia
Victoria No. 3 Branch
Level 2, 102 Victoria St
CARLTON VIC 3053

Dear Ms Jackson,

c.c. Mr Craig Thomson, National Secretary, HSUA
c.c. Mr Iaan Dick, Dick & Smith (Elsternwick) Pty Ltd

**Re: Health Services Union of Australia - Victoria No. 3 Branch
Financial Documents - year ended 30 June 2004 (FR2004/599)**

I have received the financial report for the Victoria No 3 Branch of the HSUA for the year ended 30 June 2004. The documents were lodged in the Registry on 15 July 2005 under s268 of Schedule 1B of the Workplace Relations Act 1996. As you would be aware, this is the first lodgment by the branch of its audited financial report under Schedule 1B (Registration and Accountability of Organisations (RAO) Schedule) which commenced on 12 May 2003.

The documents have not yet been filed as the following matter requires your further attention:

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. The lodged documents were not fully in accord with these requirements - see the enclosed *Timeline*.

In particular, the Secretary's Certificate states that '*the full report was presented to a meeting of the committee of management....on 2nd of September 2004*' yet the following parts of the full report were each dated 30 September 2004:

- Auditor's Report
- Committee of Management Statement
- Operating Report

The Secretary's Certificate also states that '*the concise report was provided to members on the 7th of September 2004*' yet it is noted that the concise report is also dated 30 September 2004.

Accordingly, the branch is required to present the full financial report to a further meeting and then lodge in the Registry a revised Secretary's Certificate under s268 of the RAO Schedule that provides the date of the meeting by Friday 26 August 2005.

If the branch is unable to present the documents to a meeting by this date could you please advise the Registry, by the same date, as to when the documents are expected to be presented to the meeting.

Comments to assist future financial reports

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

Presentation of documents to a meeting

Under the RAO Schedule the standard obligation is for the full financial report to be presented to a general meeting of members within 7 months of the end of the financial year. The documents may only be presented directly to a Committee of Management meeting where the rules of an organisation contain a provision that allows up to 5% of members to call a general meeting to be held to consider the report - see s266(3).

While rule 61(d) of the HSUA Rules is broadly in accord with the requirements of s266 it is noted that it is limited to 5% of *financial* members. The Registrar has formed the view that s266 should not be interpreted as being limited to financial members.

Therefore, if the branches of the HSUA wish to present their financial documents for year ending 30 June 2005 to a Committee meeting rather than a general meeting it will be necessary for the organisation to amend its rules in accordance with the requirements of s266(3). For example, this may involve the deletion of references to 'financial' members in rule 61(d), or the tailoring of a new rule to the requirements of s266(3) or the organisation may have alternative views regarding how this issue may be addressed. The Registry can provide advice on any draft rules the organisation may wish to submit with respect to this issue.

As alterations to the rules of the HSUA are done on a national basis, a copy of this letter will be forwarded to the National Secretary, Mr Craig Thomson, to apprise him of this issue.

Concise Report

It is noted that the lodged concise report was not fully in accord with the requirements of the RAO Schedule - see s265(3) and RAO Reg 161.

In particular it is noted that:

- the concise report did not include a copy of the Operating Report - s265(3)(b),
- the Profit and Loss Statement, Balance Sheet and Statement of Cash Flows were provided in an abbreviated format in the concise report rather than being presented '*as in the full report except for the omission of cross-references to notes*' - Reg 161(a),
- the statement by the auditor did not confirm that the concise financial report had been audited and complied with the relevant Australian Accounting Standards - 265(3)(c),
- the concise financial report did not contain a discussion and analysis of the principal factors affecting the financial performance, position and investing activities of the reporting unit to assist the understanding of members - Reg 161(c),
- the concise financial report did not contain a statement that it had been derived from the full report and therefore cannot be expected to provide as full an understanding of financial performance, position and investing activities as the full report - Reg 161(e)

Concise Report - resolution by Committee of Management

When a Concise Report of the financial documents is provided to members there must be a prior resolution to this effect by the Committee of Management - see s265(2). Future financial returns which utilise a Concise Report should ensure that such a resolution has been made. In addition, an extra clause should be added to the Committee of Management Statement to confirm that the relevant resolution under s265(2) has been passed.

Accounting Officer's Certificate

The Accounting Officer's Certificate was a document required under the former financial reporting provisions of the Workplace Relations Act. This certificate is not required under the RAO Schedule as it has, in effect, been replaced by the Operating Report.

Disclosure of Expenditure

An organisation is required to disclose a wide range of expenditure items in the main body of the accounts. The items of expenditure that were not disclosed in the accounts but should, if applicable, be disclosed include:

- Affiliation fees or subscriptions to political parties or industrial bodies
- Loans, Grants and Donations
- Legal costs
- Conferences - fees/allowance for attendance
- Conference Expenses

Further information relating to these expenditure items is set out in the Industrial Registrar's Reporting Guidelines at Note 11 - see enclosed.

References to Legislation

A number of references to legislation in the documents should be amended as follows:

	existing reference	amend to
<i>Audit Report</i>	s255 WR Act s273 WR Act 276(2) WR Act	s253 RAO Schedule s257(5) RAO Schedule s257(2) RAO Schedule
<i>Operating Report</i>	s174 WR Act s240 RAO Schedule	s174 RAO Schedule uncertain - s166 RAO Schedule(?)
<i>Concise Report</i>	s274 WR Act s268 RAO Schedule	s272 RAO Schedule s265 RAO Schedule
<i>Note 2 to the Accounts</i>	s274 WR Act	s272 RAO Schedule

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,

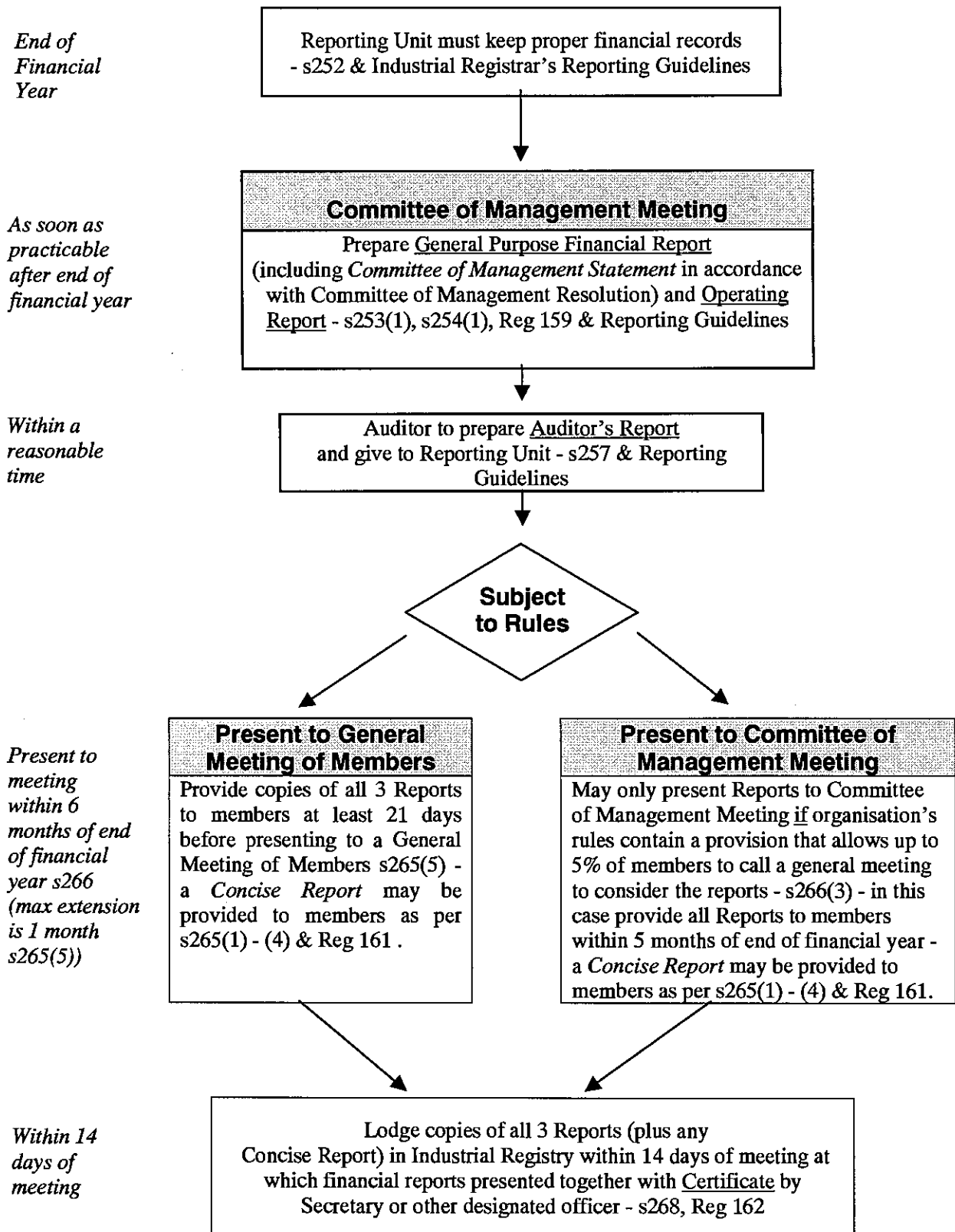


Andrew Schultz
Statutory Services Branch

27 July 2005

Financial Reporting Timeline (RAO Schedule)

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



HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

**FINANCIAL REPORT
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004**

FR 2004/599

DICK & SMITH (ELSTERNWICK) PTY LTD

Chartered Accountants

22 Hoddle Street, Elsternwick VIC 3185

Tel: (03) 9523 7750 Fax: (03) 9528 6921

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HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO. 3 BRANCH

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

	Note	2004	2003
		\$	\$
Revenues from ordinary activities	3c	1,519,314	1,088,107
Expenses from ordinary activities, excluding borrowing costs expense			
Employee benefits expense	4	(401,827)	(394,413)
Depreciation and amortisation expenses		(53,828)	(42,347)
Campaign expenses	5	(25,745)	(319)
Lease expenses		(4,355)	(2,813)
Other expenses from ordinary activities		(648,546)	(535,367)
		<u>(1,134,300)</u>	<u>(975,259)</u>
Surplus (Deficit) from ordinary activities	3	<u>385,014</u>	<u>112,848</u>
Net surplus (deficit)		<u>385,014</u>	<u>112,848</u>
Total changes in equity of the entity	15	<u><u>385,014</u></u>	<u><u>112,848</u></u>

The accompanying notes form part of these financial statements

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO. 3 BRANCH
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	6	160,787	385,999
Receivables	7	47,213	44,932
Other financial assets	9	632,312	115,572
Other	8	-	-
TOTAL CURRENT ASSETS		<u>840,311</u>	<u>546,503</u>
NON-CURRENT ASSETS			
Property, plant and equipment	10	230,964	148,646
TOTAL NON-CURRENT ASSETS		<u>230,964</u>	<u>148,646</u>
TOTAL ASSETS		<u>1,071,275</u>	<u>695,149</u>
CURRENT LIABILITIES			
Payables	11	52,246	64,727
Interest-bearing liabilities	12	-	6,138
Provisions	13	99,973	79,475
TOTAL CURRENT LIABILITIES		<u>152,219</u>	<u>150,341</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	12	0	13,765
Provisions	13	36,855	33,855
TOTAL NON CURRENT LIABILITIES		<u>36,855</u>	<u>47,620</u>
TOTAL LIABILITIES		<u>189,074</u>	<u>197,961</u>
NET ASSETS		<u>882,201</u>	<u>497,187</u>
MEMBERS FUNDS			
Accumulated surplus	14	882,201	497,187
TOTAL MEMBERS FUNDS	15	<u>882,201</u>	<u>497,187</u>

The accompanying notes form part of these financial statements

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

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

	Note	2004 \$	2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		1,154,186	1,109,932
Payments to suppliers and employees		(1,087,285)	(979,883)
Other income		338,163	63,027
Interest received		26,965	16,051
Net cash provided by operating activities	18 b	<u>432,029</u>	<u>174,791</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		-	-
Payment for property, plant and equipment		<u>(136,146)</u>	<u>(43,088)</u>
Net cash used in investing activities		<u>(136,146)</u>	<u>(43,088)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of lease committment		<u>(4,355)</u>	<u>(2,813)</u>
Net cash used in financing activities		<u>(4,355)</u>	<u>(2,813)</u>
Net increase/(decrease) in cash held		291,528	128,890
Cash at beginning of financial year		<u>501,571</u>	<u>372,681</u>
Cash at end of financial year	18 a	<u>793,098</u>	<u>501,571</u>

The accompanying notes form part of these financial statements

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004

NOTE 1: STATEMENT OF SIGNIFICANT 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 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 accounting policies have been consistently applied, unless otherwise stated.

In accordance with generally accepted accounting principles for organisations, income from members is accounted for on a cash receipts basis.

The following is a summary of the material accounting policies adopted by the trust in the preparation of the financial report.

(a) Property, Plant and Equipment

Property, plant and equipment are carried at cost or at independent or Committee of Management valuation, less, where applicable, any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their estimated useful lives to the trust commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(b) Leases

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

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

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

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO.3 BRANCH

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

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Employee Entitlements

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

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

(d) Cash

For the purposes of the statement of cash flows, cash included cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

(e) Income Tax

No provision for income tax is necessary as Trade Unions are exempt from Income Tax under the Income Tax Assessment Act 1997.

(f) Goods and Services Tax

Revenues, expenses and assets are recognised net of amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office(ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expenses.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to the ATO is included as a current asset or liability in the balance sheet.

Cashflows are included in the statement of cash flows on a cross basis. The components of cashflows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(g) Comparatives

As a result of applying the revised Accounting Standards AAS 1 Statement of Financial Performance, revised AAS 37 Financial Report Presentation and Disclosures and AAS 36 Statement of Financial Position for the first time, a number of comparative amounts were represented or reclassified to ensure comparability with the current reporting period .

**HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO.3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004**

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of subsections (1) (2) and (3) of Section 274, which reads as follows:

A member of an Organisation, or Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.

An Organisation shall, on application under subsection (1) by a member of the Organisation, or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as is prescribed.

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.

NOTE 3: OPERATING SURPLUS (DEFICIT)

	Note	2004 \$	2003 \$
Operating surplus (deficit) from ordinary activities has been determined after:			
(1) Charging as expenses:			
Movements in provisions			
Depreciation of:			
- Other capital assets		53,828	42,347
Other:			
- employee entitlements		<u>23,497</u>	<u>22,901</u>
Net expense resulting from movement in provisions		<u>77,325</u>	<u>65,248</u>
(2) Crediting as income:			
Interest from:			
- other persons		<u>26,965</u>	<u>16,051</u>
(3) Revenue			
Operating activities			
- members subscription		1,154,186	1,009,029
- interest		26,965	16,051
- other revenue		<u>338,163</u>	<u>63,027</u>
		<u>1,519,314</u>	<u>1,088,107</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO.3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
NOTE 4: EMPLOYEE BENEFIT EXPENSES			
Employees' amenities		2,029	1,963
Long Service Leave		2,999	9,442
Annual leave		20,497	13,460
Salaries - casual		2,817	10,858
Salaries - elected official		128,076	96,732
Salaries - others		205,383	209,960
Staff training & welfare		20,692	31,142
Superannuation		19,334	20,857
		401,827	394,413
NOTE 5: CAMPAIGN EXPENSES			
Arbitration		-	-
Disability sector campaign		-	-
General		25,745	319
Public sector		-	-
		25,745	319
NOTE 6: CASH ASSETS			
Cash at bank		160,787	385,999
NOTE 7: RECEIVABLES			
CURRENT			
Other debtors		47,213	44,932
NOTE 8: OTHER ASSETS			
CURRENT			
Prepayments		-	-
NOTE 9: OTHER FINANCIAL ASSETS			
CURRENT			
Term Deposits		632,312	115,572
NOTE 10: PROPERTY, PLANT AND EQUIPMENT			
LEASEHOLD IMPROVEMENTS			
At cost		79,583	79,583
Less accumulated depreciation		(57,476)	(42,095)
Total leasehold improvements at cost		22,107	37,488

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO.3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
NOTE 10: PROPERTY, PLANT AND EQUIPMENT (Continued)			
PLANT AND EQUIPMENT			
(a) Motor vehicles			
At cost		129,676	96,560
Less accumulated depreciation		<u>(61,687)</u>	<u>(51,017)</u>
		<u>67,989</u>	<u>45,543</u>
(b) Office equipment and software			
At cost		245,092	142,062
Less accumulated depreciation		<u>(104,224)</u>	<u>(76,447)</u>
		<u>140,868</u>	<u>65,615</u>
Total plant and equipment		<u>208,857</u>	<u>111,158</u>
Total property, plant and equipment		<u>230,964</u>	<u>148,646</u>

Reconciliation of Property, Plant and Equipment

	Leasehold Improv's	Motor Vehicles	Office Equipment	Total
2004				
Carrying amount at start of year	37,487	45,543	65,616	148,646
Additions	-	33,116	103,030	136,146
Disposals	-	-	-	-
Depreciation expense	(15,381)	(10,670)	(27,777)	(53,828)
Write offs	-	-	-	-
Carrying amount at end of year	<u>22,106</u>	<u>67,989</u>	<u>140,868</u>	<u>230,963</u>
2003				
Carrying amount at start of year	50,907	58,767	35,286	144,960
Additions	2,006	-	41,082	43,088
Disposals	-	-	-	-
Depreciation expense	(15,426)	(13,224)	(10,752)	(39,402)
Write offs	-	-	-	-
Carrying amount at end of year	<u>37,487</u>	<u>45,543</u>	<u>65,616</u>	<u>148,646</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO.3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
NOTE 11: PAYABLES			
CURRENT			
Unsecured liabilities			
Trade creditors		8,034	21,255
Sundry creditors and accruals		25,432	22,240
Net GST owing		18,780	21,232
		52,245	64,727
NOTE 12: INTEREST BEARING LIABILITIES			
CURRENT			
Secured liabilities			
Hire purchase liability	16	-	6,138
NON-CURRENT			
Secured liabilities			
Hire purchase liability	16	-	13,765
NOTE 13: PROVISIONS			
CURRENT			
Employee entitlements		99,973	79,475
NON-CURRENT			
Employee entitlements		36,855	33,855
Aggregate employee entitlements liability		136,828	113,331
NOTE 14: ACCUMULATED SURPLUS			
Accumulated surplus at the beginning of the financial year		497,187	384,339
Net surplus (deficit) attributable to members of the entity		385,014	112,848
Accumulated surplus at reporting date		882,201	497,187
NOTE 15: MEMBERS FUNDS			
Total members funds at the beginning of the financial year		497,187	384,339
Total changes in members funds recognised in the Statement of Financial Performance.		385,014	112,848
Total members funds at the reporting date		882,201	497,187

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO.3 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
NOTE 16: CAPITAL AND LEASING COMMITMENTS			
(a) Hire purchase commitments			
Payable			
- not later than one year		-	6,138
- later than one year and not later than five years		-	13,765
Minimum hire purchase payments		-	19,903
Less future finance charges		-	-
Total hire purchase liability		-	19,903
Represented by:			
Current liability	12	-	6,138
Non-current liability	12	-	13,765
		-	19,903
(b) Operating lease commitments			
Non-cancelable operating leases contracted for but not capitalised in the financial statements:			
Payable			
- not later than one year		24,200	24,200
- later than one year and not later than five years		24,200	48,400
		48,400	72,600

NOTE 17: RELATED PARTY TRANSACTIONS

There were no reportable related party transactions during the year

NOTE 18: CASH FLOW INFORMATION

Reconciliation of Cash

Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at bank	160,787	385,999
At call deposits with financial institutions	632,312	115,572
	793,098	501,571

**HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO.3 BRANCH
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
NOTE 18: CASH FLOW INFORMATION (Continued)			
(b) Reconciliation of cash flow from operations with operating profit after income tax			
Operating profit (loss) after income tax		385,014	112,848
Non-cash flows in operating profit			
Depreciation		53,828	42,347
Charges to provisions		23,497	-
Changes in assets and liabilities			
Increase in trade and term debtors	7	(3,550)	-
Increase/(decrease) in trade creditors and accruals	11	<u>(12,482)</u>	<u>(6,046)</u>
Cash flows from operations		<u>446,307</u>	<u>149,149</u>

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

DESIGNATED OFFICER'S CERTIFICATE

I, Katherine Jackson, being the Branch Secretary of the Health Services Union of Australia . Victoria No. 3 Branch certify:

- (1) That the documents lodged herewith are copies of the full report, and the concise report, referred to in s268 of the RAO Schedule; and
- (2) That the concise report , was provided to members on the 7th of September 2004; and
- (3) That the full report was presented to a meeting of the committee of management of the reporting unit on 2nd of September 2004; in accordance with s268 of the RAO Schedule.

Katherine Jackson



Dated this 30th day of September 2004

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, Katherine Jackson, being the Branch Secretary and the officer responsible for keeping the accounting records of the Health Services Union of Australia . Victoria No. 3 Branch certify that as at 30 June 2004 the number of members of the Organisation was 3368

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2004;
- (2) a record has been kept of all moneys paid by, or collected from, members of the Organisation and all moneys so paid or collected have been credited to the bank accounts to which those monies are to be credited, in accordance with the rules of the Organisation;
- (3) before any expenditure was incurred by the Organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the Organisation;
- (4) with regard to funds of the Organisation raised by compulsory levies or voluntary contributions from the members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for 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 Organisation;
- (6) the register of members of the Organisation was maintained in accordance with the Act;
- (7) the attached Accounts have been prepared in accordance with applicable Australian Accounting Standards.

Katherine Jackson



Dated this 30th day of September 2004

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

On the 2nd day of September 2004 the Committee of Management of the Health Services Union of Australia . Victoria No. 3 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: Katherine Jackson

Branch Secretary

Katherine Jackson

Dated this 30th day of September 2004

**HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH
INDEPENDENT AUDIT REPORT**

Scope

We have audited the financial report of the Health Services Union of Australia (Victoria) No.3 Branch for the financial year ended 30 June 2004 as set out on pages 3 to 13. 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, as well as the reporting guidelines issued by the Industrial Registrar under s255 of the Workplace Relations Act 1996 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 30th day of September 2004.

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

**CONCISE FINANCIAL REPORT
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2004**

DICK & SMITH (ELSTERNWICK) PTY LTD

Chartered Accountants

22 Hoddle Street, Elsternwick VIC 3185

Tel: (03) 9523 7750 Fax: (03) 9528 6921

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO.3 BRANCH

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HEALTH SERVICES UNION OF AUSTRALIA - VICTORIA NO.3 BRANCH

**AUDITORS' CERTIFICATE
FOR THE YEAR ENDED 30 JUNE 2004**

We certify that the attached concise report is a fair and accurate summary of the Statement of Financial Performance (Statement of Income and Expenditure), Statement of Financial Position (Balance Sheet), Statement of Cash Flows and Notes to and Forming Part of the Accounts of the Health Services Union Of Australia - Victoria No. 3 Branch for the year ended 30 June 2004.

Our Auditors' Report for the 2004 financial year on the Financial Statements did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.

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

Iaan G F Dick

Registered Company Auditor

Dated this 30th of September, 2004

HEALTH SERVICES UNION OF AUSTRALIA - VICTORIA NO. 3 BRANCH

**SUMMARY OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

The Financial Statements of the Health Services Union Of Australia - Victoria No. 3 Branch have been audited in accordance with the provisions of the Workplace Relations Act 1996 (the Act), and the following concise report is provided for members in accordance with Section 268 of the RAO Schedule.

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

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

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

- (1) A member of an Organisation, or Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application under subsection (1) by a member of the Organisation, or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the Organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

HEALTH SERVICES UNION OF AUSTRALIA - VICTORIA NO. 3 BRANCH

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

	Note	2004 \$	2003 \$
INCOME			
Member Contributions		1,154,186	1,009,029
Other income		<u>365,128</u>	<u>79,078</u>
TOTAL INCOME		<u>1,519,314</u>	<u>1,088,107</u>
LESS EXPENSES			
Operating Expenses		<u>1,134,300</u>	<u>975,259</u>
OPERATING SURPLUS(DEFICIT) FOR THE YEAR		<u>385,014</u>	<u>112,848</u>

HEALTH SERVICES UNION OF AUSTRALIA . VICTORIA NO. 3 BRANCH

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

	2004	2003
	\$	\$
ASSETS		
Current Assets	<u>840,311</u>	<u>546,503</u>
Non-Current Assets	<u>230,964</u>	<u>148,645</u>
TOTAL ASSETS	<u>1,071,275</u>	<u>695,148</u>
LIABILITIES		
Current Liabilities	<u>152,219</u>	<u>150,341</u>
Non-Current Liabilities	<u>36,855</u>	<u>47,620</u>
TOTAL LIABILITIES	189,074	197,961
NET ASSETS	882,201	497,187
MEMBERS FUNDS		
Accumulated Surplus/(Deficit) brought forward	497,187	384,339
Surplus / (Deficit) for Year	<u>385,014</u>	<u>112,848</u>
TOTAL MEMBERS FUNDS	<u>882,201</u>	<u>497,187</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO. 3 BRANCH

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

	Note	2004	2003
		\$	\$
Net cash provided by operating activities		432,029	174,791
Net cash used in investing activities		(136,146)	(43,088)
Net cash used in financing activities		<u>(4,355)</u>	<u>(2,813)</u>
Net increase/(decrease) in cash held		291,528	128,890
Cash at beginning of year		<u>501,571</u>	<u>372,681</u>
Cash at end of financial year		<u>793,099</u>	<u>501,571</u>

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO 3 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 \$385,014.

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 –

Officer/ Member	Trustee Company	Entity/Scheme	Position
Kathy Jackson	H.E.S.T. Australia Limited	HESTA Superfund	Director

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 3,368;
- (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 7.2.

HEALTH SERVICES UNION OF AUSTRALIA VICTORIA NO 3 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
Kathy Jackson	1/7/03 to 30/06/04
Kathryn Whitfield	1/7/03 to 30/06/04
Kate Wilkinson	1/7/03 to 30/06/04
Robert Matejin	1/7/03 to 30/06/04
Bryan Yeates	1/7/03 to 30/06/04
Reuben Dixon	1/7/03 to 30/06/04
Adriana Vespucci	1/7/03 to 30/06/04
Jenny Dunlop	1/7/03 to 30/06/04
Olga Gountras	1/7/03 to 30/06/04
Chris Hill	1/7/03 to 30/06/04
Mark Hindson	1/7/03 to 30/06/04
Lisa Magnusson	1/7/03 to 30/06/04
Kristine Olaris	1/7/03 to 30/06/04

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management

Date 30th day of September 2004

Kathy Jackson, Secretary

