



FAIR WORK  
COMMISSION

20 February 2013

Ms Louise Tarrant  
National Secretary  
United Voice  
Locked Bag 9  
HAYMARKET NSW 1240

Dear Ms Tarrant

**Re: Lodgement of Financial Accounts and Statements – United Voice – National Office -  
for year ending 30 June 2012 (FR2012/248)**

I refer to the above financial statements and accounts lodged with Fair Work Australia (now known as the Fair Work Commission - 'the Commission') on 20 December 2012.

I have examined the report closely as well as previous reports and correspondence from the Commission. I have identified the following matter of detail which should be kept in mind when preparing and lodging future reports, to more correctly reflect the *Fair Work (Registered Organisations) Act 2009* ('the RO Act').

**Reporting of 'Sustentation Fees'**

Paragraph 10.(b) of the General Managers Reporting Guidelines provides that:

*"where under the rules of the organisation or a branch of the organisation a reporting unit may receive from another reporting unit of the organisation as a contribution towards the general administrative expenses of the reporting unit a proportion of the total amount received by the other reporting unit as entrance fees or membership subscriptions - the amount and the name in respect of each such reporting unit"*

Paragraph 10.(c) provides that:

*"where the circumstances specified in subparagraph (b) apply in relation to more than one other reporting unit of the organisation - the aggregate amount for all such reporting units"*

I note that in the Statement of Comprehensive Income and Statement of Cash Flows, sustentation fee contributions are expressed as an aggregate amount from all the reporting units, which complies with paragraph (c). However paragraph (c) is to be understood as an additional requirement to paragraph (b) and not a superseding one.

In order to more accurately reflect the source of this income in future financial returns, sustentation fee amounts should be broken down into contributions from the various reporting units and disclosed as such in addition to the aggregate figure.

**Meaning of 'Results of principal activities'**

Sub-section 254 (2)(a) requires an operating report to include, in its review of the reporting unit's principal activities, the results of those activities. The operating report lodged has comprehensively described the principal activities under the heading "*Principal Activities of the National Council*" and has described, under the heading "*The National Council's Financial Affairs*", results in terms of a income and expenditure for the 2011-12 financial year as compared to the 2010-11 financial year.

The Commission's advice is that the results of the principal activities are more correctly to be understood as results which may be said to follow directly from those activities, rather than financial results derived from the financial activities and transactions comprehensively described in the financial statements themselves.

The extent of detail that describing results in the sense intended by subsection 254(2)(a) might include is not prescribed. It would be sufficient to include a brief mention/description of non-financial results the organization considers relevant and appropriate in the context of an operating report.

The documents have been filed. There is no further action required in respect of this return. If you wish to discuss any aspect of the financial reporting requirements, please do not hesitate to contact Mr Stephen Kellett on (02) 6723 7237.

Yours sincerely,



Michael Moutevelis  
Assistant Adviser  
Regulatory Compliance Branch



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20 December, 2012

Ms Bernadette O'Neill  
Fair Work Australia  
80 William Street  
EAST SYDNEY NSW 2011

Dear Ms O'Neill

**RE: NATIONAL COUNCIL FINANCIAL REPORTS**

I am writing to lodge the financial reports for the United Voice National Council for the year ended 30 June 2012. Enclosed is the full Financial Report including:

- The National Executive Statement signed by the National Secretary
- The Operating Report signed by the National Secretary
- The Independent Audit Report signed by the Auditors
- The accounts including the notes to and forming part of the accounts.

The financial reports were sent to the National Executive on 20 November, 2012. The Executive resolved:

- That the operating report be approved and signed
- To endorse the National Executive Statement
- That the National Secretary be authorised to sign the National Executive Statement
- That the financial reports be distributed to members by publication on the United Voice website and advertising that link in November edition of Union News.

Subsequently the financial report including the General Purpose Financial Report, the Auditors statements and the operating report were supplied to members through publication on the United Voice website. Members also received a copy of Union News which contained an advertisement advising members how to view the reports on the website.

A full report was provided to the Committee of Management on 14 December, 2012 and was adopted. Also enclosed is a copy of the National Secretary's certificate dated 19

December, 2012.

On the basis of the above and the enclosed documentation it would seem that the United Voice National Council has complied with the audit and reporting requirements of the Act.

If you have any questions please contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read "Louise Tarrant". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

LOUISE TARRANT  
NATIONAL SECRETARY

**UNITED VOICE  
National Council**


**FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2012**

**CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER**

I, Louise Tarrant, being the National Secretary of the United Voice, National Council certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on 30 November 2012 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 14th December, 2012 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed

  
\_\_\_\_\_

Date:

19.12.12  
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**UNITED VOICE  
NATIONAL COUNCIL**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2012**

**UNITED VOICE  
NATIONAL COUNCIL**

**OPERATING REPORT**

This Operating Report covers the activities of United Voice National Council ('the Union'; 'National Council') for the financial year ended 30 June 2012.

**1. Principal Activities of the National Council**

The principal activities of the National Council of the Union, as conducted through the National Office, during the past year fell into the following categories:

- Implementation of the decisions of the National Executive and National Council.
- Implementation of the National Plan as endorsed by the National Council.
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Coordination of campaigns undertaken by the union. This particularly focused on the child care, aged care, hotels and cleaning industries.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters and responding to other unions' rules applications where they impact on membership of United Voice.
- The administration of federal awards and initiating and responding to variations to federal awards.
- Participation in campaigns and other work conducted by the ACTU.
- Management of information technology, the membership database and strategic systems designed to support organising.
- National media and communications to members and to the broader community via media and public comment, video and film development, websites and social media and targeted publications, including the national magazine.
- National bargaining in key industries and assistance to branches on bargaining by request.
- Assisting branches in their implementation of the union's policies and the priorities established by the National Council and National Executive.
- Lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to United Voice members e.g. funding of aged care and government tendering.
- Advocacy to bodies set up by government to enquire into policy areas affecting United Voice members including enquiries by the Productivity Commission.
- Research and campaigning on social justice issues that affect United Voice members including climate change, affordable housing and low pay.
- Participation in Industry Skills Councils where United Voice members are affected by decisions of those bodies.

**UNITED VOICE  
NATIONAL COUNCIL**

**OPERATING REPORT (cont'd)**

**2. The National Council's Financial Affairs**

The level of sustentation income to National Council increased by 4.5% this financial year compared to 2010-11. Over 20% of our income came from other sources including property income, interest and directors' fee income. Total income increased by 5%.

In the same period the total level of expenditure increased by 8% at the National Office. This led to an operating deficit of \$279,308. Income from the Thomas Street Property led to a net surplus of \$393,632.

During the 2011-12 financial year, the National Office provided operational support to the Northern Territory Branch and absorbed the cost of running the Tasmanian and ACT Branch.

**3. Right of Members to Resign**

All Members of the Union have the right to resign from the Union in accordance with Rule 10 of the Union Rules, and Section 174 of the Fair Work (Registered Organisations) Act 2009.

In accordance with Section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a Branch of the organisation.

**4. Superannuation Trustees**

Troy Burton was an officer of the National Office and was a Trustee and Member of the Board of Directors of the HOSTPLUS Superannuation Fund.

Brian Daley is an officer of the National Office and is a Trustee and Member of the Board of Directors of the HOSTPLUS Superannuation Fund and the Australian Super Fund.

All fees paid by Host Plus and Australian Super for these positions were paid to the Union. This is reported as Sundry Income.

**5. Membership of the Union**

There were 112,863 members of the union as at 30 June 2012.

**6. Employees of the National Council**

As at 30 June 2012 the National Council employed 35 full time employees and 13 part time employees with a total number of 41.1 employees on a fulltime equivalent basis working in National Office. There was also 1 staff member on maternity leave and one staff member on income protection insurance.

The ACT Branch employees were also employed by the National Office as at 30 June, 2012. The ACT Branch has 3 full time employees and 4 part time employees with a total number of 5.8 employees on a fulltime equivalent basis.

The Tasmanian Branch employees were also employed by the National Office as at 30 June, 2012. The Tasmanian Branch has 9 full time employees and 7 part time employees with a total number of 12.4 employees on a fulltime equivalent basis.



UNITED VOICE  
NATIONAL COUNCIL

OPERATING REPORT (cont'd)

7. National Executive

The following persons were members of the National Executive, during the year ending 30 June 2012:

<i>Name</i>	<i>Period of appointment</i>
Louise Tarrant	1.7.11 to 30.6.12
Sue Lines	1.7.11 to 30.6.12
Brian Daley	1.7.11 to 22.3.12
Michael Crosby	15.5.12 to 30.6.12
Mark Boyd	1.7.11 to 30.6.12
Mel Gatfield	1.7.11 to 30.6.12
Helen Gibbons	1.7.11 to 30.6.12
Dave Kelly	1.7.11 to 30.6.12
Jess Walsh	1.7.11 to 30.6.12
Ben Redford	15.5.12 to 30.6.12
Troy Burton	1.7.11 to 30.6.12
David Di Troia	1.7.11 to 30.6.12
Gary Bullock	1.7.11 to 30.6.12
Sheila Hunter	15.5.12 to 30.6.12
Carolyn Smith	1.7.11 to 30.6.12
Lyndal Ryan	1.7.11 to 30.6.12
Matthew Gardiner	1.7.11 to 30.6.12
Robyn Buckler	1.7.11 to 30.6.12

For the National Executive



LOUISE TARRANT

Sydney

20 November, 2012

UNITED VOICE  
NATIONAL COUNCIL

NATIONAL EXECUTIVE'S STATEMENT

On 20 November, 2012 the National Executive of the United Voice - National Council ('National Council') passed the following resolution in relation to the general purpose financial report (GPFR) of the National Council for the year ended 30 June 2012.

The National Executive declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards - Reduced Disclosure Requirements other authoritative pronouncements of the Australian Accounting Standards Board;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the National Council for the financial year ended 30 June 2012;
- (d) there are reasonable grounds to believe that the National Council will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2012 and since the end of the financial year:
  - (i) meetings of the National Executive were held in accordance with the rules of the organisation and the rules of the National Council; and
  - (ii) the financial affairs of the National Council have been managed in accordance with the rules of the organisation and the rules of the National Council; and
  - (iii) the financial records of the National Council have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the financial records of the National Council have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
  - (v) no information has been sought in any request of a member of the National Council or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009;
  - (vi) no order for inspection of the financial records has been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) during the financial year ended 30 June 2012 the National Council did not participate in any recovery of wages activity.

For the National Executive:



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LOUISE TARRANT

Date: 20 November, 2012

UNITED VOICE  
NATIONAL COUNCIL

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
<b>REVENUE</b>		
Sustentation Fees	6,330,001	6,057,445
Interest Received	93,043	33,516
Merchandising Income	8,687	5,813
Property Income	513,967	494,411
ACT& Tasmania Membership Income	1,978,897	1,502,941
DEEWR Income	-	262,281
Sundry Income	678,043	784,408
	<u>9,602,638</u>	<u>9,140,815</u>
<b>TOTAL REVENUE</b>		
<b>EXPENSES</b>		
Depreciation	<u>499,195</u>	<u>512,314</u>
<b>Employee Expenses</b>		
Salaries - Officers	355,672	317,145
Salaries - Other	3,421,410	3,040,531
Accrued Annual Leave	581,165	507,571
Long Service Leave	86,848	58,944
Motor Vehicle Allowance	454,013	426,664
Superannuation	612,179	546,782
Payroll Tax	228,789	242,059
Fringe Benefits Tax	21,801	17,928
	<u>5,761,877</u>	<u>5,157,624</u>

UNITED VOICE  
NATIONAL COUNCIL

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	Note	2012 \$	2011 \$
<b>Other Expenses</b>			
Advertising		9,567	9,692
Affiliation Fees		492,761	459,812
Assistance to Branches		206,900	253,333
Bad Debts		-	4,062
Bank Charges		24,268	20,543
Campaign Expenses			
- Other	10	62,168	35,517
- ACTU IR Campaign fund		-	19,299
Commission on PRDs		3,965	3,430
Donations		47,221	118,271
Electricity		39,495	33,899
General Expenses		65,204	28,584
Interest Paid		-	9,106
Insurance		94,018	73,949
IT Project - Maintenance and Support		447,350	356,026
- Internet and Website		155,054	79,681
Market Research		188,105	400,066
Media Costs		33,117	22,505
Meeting and Conference			
Accommodation and Travel		305,993	346,206
Air Fares		340,451	281,228
Other		52,309	28,893
Motor Vehicle Expenses		44,462	35,783
Union News National		321,198	207,873
Publications		83,504	43,617
Postage and Freight		24,135	22,099
Printing and Stationery		69,020	53,795
Professional Services	11	187,377	110,329
Promotions - Merchandising		23,914	22,111
Property Expenses		115,536	56,486
Removal Expenses		6,274	17,699
Repairs and Maintenance		41,698	99,210
Staff Training		7,450	27,989
Subscriptions and Journals		30,648	37,772
Telephone		91,351	81,060
Video Conferencing		6,361	84,730
		<u>3,620,874</u>	<u>3,484,655</u>
<b>TOTAL EXPENDITURE</b>		9,881,946	9,154,593
<b>OPERATING DEFICIT FOR YEAR</b>		(279,308)	(13,778)
Surplus -Thomas Street Property Account		648,675	492,980
Surplus on Disposal of Assets		24,265	-
<b>NET (DEFICIT)/SURPLUS FOR THE YEAR BEFORE TRANSFERS IN TASMANIAN BRANCH NET ASSETS</b>		<u>393,632</u>	<u>479,202</u>
Transferred in as at November 2010		-	439,147
<b>NET SURPLUS/DEFICIT FOR THE YEAR</b>		<u>393,632</u>	<u>918,349</u>

(The attached Notes form part of these financial statements)

UNITED VOICE  
NATIONAL COUNCIL

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2012

	Note	2012 \$	2011 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	1,199,057	880,669
Receivables	5	2,024,737	2,040,322
Stock on Hand - Badges and Other Merchandise		47,586	38,750
<b>Investments</b>			
Term Deposits - Employee Leave Fund	6	<u>1,945,941</u>	<u>1,452,607</u>
<b>TOTAL CURRENT ASSETS</b>		<u>5,217,321</u>	<u>4,412,348</u>
<b>NON CURRENT ASSETS</b>			
Shares		557	557
Thomas Street Property Account	13	13,878,422	13,722,730
Property, Plant and Equipment	7	<u>4,720,287</u>	<u>5,175,199</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>18,599,266</u>	<u>18,898,486</u>
<b>TOTAL ASSETS</b>		<u>23,816,587</u>	<u>23,310,834</u>
<b>LESS CURRENT LIABILITIES</b>			
<b>Payables</b>			
Sundry Creditors		1,196,661	1,192,240
Borrowings	12	<u>-</u>	<u>42,770</u>
		<u>1,196,661</u>	<u>1,235,010</u>
<b>Provisions</b>			
Provision for Annual Leave		546,360	465,768
Provision for Long Service Leave		<u>399,729</u>	<u>329,851</u>
		<u>946,089</u>	<u>795,619</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>2,142,750</u>	<u>2,030,629</u>
<b>NET ASSETS</b>		<u>21,673,837</u>	<u>21,280,205</u>
<b>ACCUMULATED FUNDS</b>		<u>21,673,837</u>	<u>21,280,205</u>

(The attached Notes form part of these financial statements)

UNITED VOICE  
NATIONAL COUNCIL

STATEMENT OF CHANGES IN ACCUMULATED FUNDS  
FOR THE YEAR ENDED 30 JUNE 2012

	Accumulated Funds
	\$
<b>Balance at 1 July 2010</b>	20,361,856
Add: Tasmanian Branch net assets transferred in Net Surplus for Year ended 30 June 2011	439,147 479,202
<b>Balance at 30 June 2011</b>	<u>21,280,205</u>
Net Surplus for year ended 30 June 2012	393,632
<b>Balance at 30 June 2012</b>	<u>21,673,837</u>

(The attached Notes form part of these financial statements)

UNITED VOICE  
NATIONAL COUNCIL

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2012

	Note	2012 \$	2011 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Sustentation Fees		6,330,001	6,089,083
Payments to Suppliers and Employees		(9,294,312)	(8,871,800)
Contribution Income ACT & TAS		1,978,897	1,502,941
Interest Received		84,939	34,875
Other Income		<u>1,239,232</u>	<u>2,387,058</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	15(b)	<u>338,757</u>	<u>1,142,157</u>
<b>CASH FROM INVESTING ACTIVITIES</b>			
Payments for Property, Plant and Equipment		(63,053)	-
Payments for Investments		(493,331)	(1,105,857)
Distribution from Thomas Street Property Account		492,980	337,987
Proceeds from Sale of Property, Plant and Equipment		<u>43,035</u>	<u>-</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<u>(20,369)</u>	<u>(767,870)</u>
<b>NET INCREASE IN CASH HELD</b>		318,388	374,287
Cash at Beginning of Year		880,669	416,162
Transfer from Tasmania Branch on 1 November 2010		<u>-</u>	<u>90,220</u>
<b>CASH AT END OF YEAR</b>	15(a)	<u>1,199,057</u>	<u>880,669</u>

(The attached Notes form part of these Accounts)

**UNITED VOICE  
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board, the Fair Work (Registered Organisations) Regulations 2009 and the Fair Work (Registered Organisations) Act 2009.

The National Executive have determined that the United Voice - National Council is permitted to apply the Tier 2 reporting requirements (Australian Accounting Standards - Reduced Disclosure Requirements) as set out in AASB 1053 Application of Tiers of Australian Accounting Standards because it is a not-for-profit private sector entity that does not have public accountability. As such, the National Executive have early adopted AASB 2010-2 Amendments to Australian Accounting Standards Arising from Reduced Disclosure Requirements. AASB 2010-2 only mandatorily applies to annual reporting periods commencing on or after 1 July 2013. The early adoption of AASB 2010-2 has had no impact on amounts recognised in the financial statements and related notes because it merely requires fewer disclosures for these general purpose financial statements, which have been prepared using Australian Accounting Standards - Reduced Disclosure Requirements, than if these financial statements were prepared using Australian Accounting Standards.

**BASIS OF PREPARATION**

The financial report is for the entity United Voice - National Council, as an individual entity. United Voice - National Council is an organisation registered under the Fair Work (Registered Organisations) Act 2009. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the National Executive are not subject to the Corporations Act 2001.

The financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. Cost is based on the fair values of the consideration given in exchange for assets. Accrual accounting has been adopted except in respect of member Contributions. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

**(a) Revenue**

The concept of accruals accounting has been adopted in the preparation of the financial statements. Sustentation Fees and Interest are accounted for on an accruals basis. However Contribution income ACT and TAS is recorded on a cash basis.

**(b) Income Tax**

No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act 1997.

**(c) Property, Plant and Equipment**

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



UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) Property, Plant and Equipment Policies (cont'd)

The depreciation rates used for each class of asset are:

Property	2%
Office Furniture and Equipment	20%
Motor Vehicles	15%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in the statement of comprehensive income in the year that the item is derecognised.

(d) Impairment

The carrying amounts of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised in the statement of comprehensive income for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and value in use. For the purpose of assessing value in use, this represents depreciated current replacement cost, as the Union is a not-for-profit organisation.

(e) Loans and receivables

Loans and receivables including loans to branches are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are carried at amortised cost using the effective interest method. Losses are recognised in the statement of comprehensive income when the loans and receivables are derecognised or impaired. These are included in current assets, except for those with maturities greater than 12 months after balance date, which are classified as non-current.

Loans and receivables which are known to be uncollectable are written off. An allowance is made for doubtful debts where there is objective evidence that the National Council will not be able to collect all amounts due according to the original terms. Objective evidence of impairment includes financial difficulties of the debtor, default payments or debts overdue. On confirmation that the loan or receivable will not be collectible the gross carrying value of the asset is written off against the associated provision.

(f) Employee Benefits

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on costs.

Other employee benefits payable later than one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. In the case of Long Service Leave this results in an amount not materially different to that achieved by discounting future cash flows.

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(f) Employee Benefits (cont'd)

Contributions are made to employee superannuation funds and are charged as expenses when incurred.

(g) Investments

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

*Available-for-sale financial assets*

Investments, which are classified as available for sale, are measured at fair value.

(h) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST.

(i) Leases

Leases of property, plant and equipment where the company, as lessee, has substantially all the risks and rewards of ownership are classified as finance leases. Finance leases are capitalised at the lease's inception at the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding rental obligations, net of finance charges, are included in other short-term and long-term payables. Each lease payment is allocated between the liability and finance cost. The finance cost is charged to the statement of comprehensive income over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. The property, plant and equipment acquired under finance leases is depreciated over the shorter of the asset's useful life and the lease term.

(j) Accounting Standards Issued But Not Yet Effective

There have been no accounting standards issued which will have a financial impact on the financial report in future periods and which are not yet effective.

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

**2. ACCOUNTING ESTIMATES AND JUDGEMENTS**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**(a) Critical accounting estimates and assumptions**

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**(b) Critical judgments in applying the Union's accounting principles**

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**3. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009 the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of the Fair Work (Registered Organisations) Act 2009 which read as follows:-

- (1) A member of an organisation, or the General Manager of Fair Work Australia, 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.
- (2) 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.
- (3) A reporting unit must comply with an application made under subsection (1).

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	Note	2012 \$	2011 \$
<b>4. CASH AND CASH EQUIVALENTS</b>			
Cash at Bank		1,197,307	878,919
Cash on Hand		<u>1,750</u>	<u>1,750</u>
		<u>1,199,057</u>	<u>880,669</u>
<b>5. RECEIVABLES</b>			
Amounts due from Branches	9	1,702,006	1,604,641
Prepayments		37,627	22,782
Accrued Interest		8,170	66
Other Receivables		<u>276,934</u>	<u>412,833</u>
		<u>2,024,737</u>	<u>2,040,322</u>
<b>6. EMPLOYEE LEAVE FUND</b>			
<b>INVESTMENTS</b>			
Short Term Bank Deposits		<u>1,945,941</u>	<u>1,452,607</u>

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	2012 \$	2011 \$
<b>7. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>(a) FURNITURE AND FITTINGS</b>		
At Cost	172,655	172,655
Less Accumulated Depreciation	<u>(143,058)</u>	<u>(127,138)</u>
	<u>29,597</u>	<u>45,517</u>
<b>(b) IT SYSTEMS</b>		
At Cost	240,539	498,896
Less Accumulated Depreciation	<u>(186,933)</u>	<u>(420,936)</u>
	<u>53,606</u>	<u>77,960</u>
<b>(c) PROPERTIES</b>		
Land at Cost	1,558,000	1,558,000
Buildings at Cost	<u>4,564,647</u>	<u>4,564,647</u>
	6,122,647	6,122,647
Less Accumulated Depreciation on Buildings	<u>(1,592,910)</u>	<u>(1,188,599)</u>
	<u>4,529,737</u>	<u>4,934,048</u>
<b>(d) MOTOR VEHICLES</b>		
At Cost	245,118	310,007
Less Accumulated Depreciation	<u>(137,771)</u>	<u>(192,333)</u>
	<u>107,347</u>	<u>117,674</u>
<b>Total Property, Plant and Equipment</b>	<u>4,720,287</u>	<u>5,175,199</u>

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

8. MOVEMENTS IN CARRYING AMOUNTS OF  
PROPERTY, PLANT AND EQUIPMENT

	Properties	Furniture and Fittings	Motor Vehicles	IT Systems	TOTAL
	\$	\$	\$	\$	\$
Balance at 1 July 2011	4,934,048	45,517	117,674	77,960	5,175,199
Additions	-	-	50,575	12,478	63,053
Disposals	-	-	(18,770)	-	(18,770)
Depreciation	(404,311)	(15,920)	(42,132)	(36,832)	(499,195)
Balance at 30 June 2012	<u>4,529,737</u>	<u>29,597</u>	<u>107,347</u>	<u>53,606</u>	<u>4,720,287</u>

		2012	2011
		\$	\$
<b>9. AMOUNTS DUE FROM BRANCHES</b>			
NSW	Sustentation	338,851	344,871
	Other	3,434	3,350
Victoria	Sustentation	249,008	240,148
	Other	6,650	3,349
Queensland	Sustentation	450,357	418,304
	Other	6,094	-
South Australia	Sustentation	251,143	237,172
	Other	5,982	3,900
Western Australia	Sustentation	343,052	314,312
	Other	3,784	1,570
Northern Territory	Sustentation	42,286	36,441
	Other	1,365	1,224
Provision for Doubtful Debts		-	-
		<u>1,702,006</u>	<u>1,604,641</u>

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	2012 \$	2011 \$
<b>10. CAMPAIGN EXPENSES</b>		
ACTU TV Advertising Campaign for Industrial Rights	-	115,793
Less: Amount recouped from Branches in respect of the full year	-	<u>(96,494)</u>
	-	19,299
Other Expenses	<u>62,168</u>	<u>38,383</u>
	<u>62,168</u>	<u>57,682</u>
<b>11. PROFESSIONAL SERVICES</b>		
Audit Fees - Grant Thornton Audit Pty Ltd	39,520	-
Audit Fees - BDO Audit (NSW-VIC) Pty Ltd	-	38,000
Accounting Services - BDO Audit (NSW-VIC) Pty Ltd	4,480	1,600
Legal Fees	<u>143,377</u>	<u>70,729</u>
	<u>187,377</u>	<u>110,329</u>
<b>12. FINANCE LEASE COMMITMENTS</b>		
The Union leases various motor vehicles under finance leases. Payable		
- Within one year	-	33,158
- Later than one year and not later than five years	-	<u>13,494</u>
	-	46,652
Minimum lease payments	-	46,652
Less future finance charges	-	<u>(3,882)</u>
	-	42,770
Total lease liability	<u>-</u>	<u>42,770</u>

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

	2012	2011
	\$	\$
<b>13. THOMAS STREET PROPERTY ACCOUNT</b>		
The Thomas Street Property Account is beneficially owned 50% by United Voice National Council and 50% by United Voice NSW Branch.		
United Voice National's share of assets and liabilities of the Thomas Street Property Account as at 30 June 2012 is as follows:		
<b>ASSETS</b>		
Land	3,664,500	3,664,500
Building less Accumulated Depreciation	<u>6,674,954</u>	<u>7,026,782</u>
	10,339,454	10,691,282
Deposit	30,612	30,612
Interest Receivable	31,268	10,100
Prepayments	13,003	87,400
Cash at Bank	521,361	452,254
Investments	3,057,003	2,534,862
Sundry Debtors	<u>131,180</u>	<u>139,280</u>
<b>TOTAL ASSETS</b>	14,123,881	13,945,790
<b>LIABILITIES</b>		
Sundry Creditors	<u>245,459</u>	<u>223,060</u>
<b>TOTAL LIABILITIES</b>	<u>245,459</u>	<u>223,060</u>
<b>NET ASSETS</b>	<u>13,878,422</u>	<u>13,722,730</u>



UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

14. RELATED PARTIES

(a) The following persons have held office in the Union during the financial period.

National President	Brian Daley	1.7.11 to 22.3.12
	Michael Crosby	15.5.12 to 30.6.12
National Vice Presidents	Lyndal Ryan	1.7.11 to 30.6.12
National Secretary	Louise Tarrant	1.7.11 to 30.6.12
Assistant National Secretaries	Sue Lines	1.7.11 to 30.6.12
	Troy Burton	1.7.11 to 30.6.12
Executive Members	Mark Boyd	1.7.11 to 30.6.12
	Shirley Mellor	1.7.11 to 30.6.12
	Kerry Tomlinson	1.7.11 to 30.6.12
	Dave Kelly	1.7.11 to 30.6.12
	Helen Gibbons	1.7.11 to 30.6.12
	Matthew Gardiner	1.7.11 to 30.6.12
	Gary Bullock	1.7.11 to 30.6.12
	David Di Troia	1.7.11 to 30.6.12
	Carolyn Smith	1.7.11 to 30.6.12
	Robyn Buckler	1.7.11 to 30.6.12
Melanie Gatfield	1.7.11 to 30.6.12	

(b) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the statement of comprehensive income under Salaries - Officers.

(c) The aggregate amount paid to a superannuation plan in respect of the retirement of officers was \$66,286 (\$65,655 in 2011).

(d) There have been no other transactions between the officers and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

(e) The National Council is the ultimate controlling entity of United Voice.

Transactions with Branches:

- (i) Sustentation fees charged to Branches are disclosed as income in the statement of comprehensive income.
- (ii) Assistance by the National Council to the Northern Territory branch is disclosed as an expense in the statement of comprehensive income.
- (iii) Amounts receivable from Branches are disclosed in the statement of financial position.
- (iv) As disclosed at Note 13 the National Council and NSW Branch have a joint venture in the Thomas Street Property Account.

UNITED VOICE  
NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)

14. RELATED PARTIES (Cont'd)

(f) Other Related parties

Close Members of the Family of Key Management Personnel

There are staff members that work at the union who are close members of the Family of Key Management Personnel. These staff members are employed on similar terms and conditions that are no more favourable to any other staff members at the union for their positions and experience. The total amount of salaries and wages received by them was \$15,903 (2011:Nil). No other non arms length transactions occurred with them that require disclosure in these accounts.

	2012	2011
	\$	\$

15(a) RECONCILIATION OF CASH

For the purpose 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

Cash at Bank	1,197,307	878,919
Cash on Hand	<u>1,750</u>	<u>1,750</u>
	<u>1,199,057</u>	<u>880,669</u>

(b) RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS

Net Surplus	393,632	479,201
Non Cash Flows in Net Surplus		
Depreciation	499,195	512,314
Surplus of Disposal of Asset	(24,265)	-
Transfer of Tasmania Assets	-	(162,766)
Thomas Street Surplus	(648,675)	(492,980)
<b>Changes in Assets and Liabilities</b>		
Decrease in Other Receivables	135,899	332,979
(Increase) in Stock on Hand	(8,836)	(23,525)
(Increase)/Decrease in Prepayments	(14,846)	5,342
(Increase)/Decrease in Accrued interest	(8,104)	1,359
(Increase)/Decrease in Amounts Due From Branches	(97,364)	538,804
(Decrease) in Sundry creditors	(38,349)	(157,248)
Increase in Employees Provisions	<u>150,470</u>	<u>108,677</u>
<b>CASH FLOWS FROM OPERATIONS</b>	<u>338,757</u>	<u>1,142,157</u>

**UNITED VOICE  
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (cont'd)**

**16. REGISTERED OFFICE**

The registered office and principal place of business of the National Council is:

313 Cleveland Street  
REDFERN NSW 2016



Grant Thornton

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**Independent Auditor's Report  
To the Members of the United Voice, National Council,**

We have audited the general purpose financial report of the United Voice, National Council, which comprises the statement of financial position as at 30 June 2012, and the statement of comprehensive income, statement of changes in accumulated funds and statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes and the National Executive's statement for the year then ended.

**Responsibility of the National Executive and the National Secretary for the financial report**

The National Executive and the National Secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards – Reduced Disclosure Requirements, the Fair Work (Registered Organisations) Regulations 2009 and the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the

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circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the National Executive and National Secretary, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Independence**

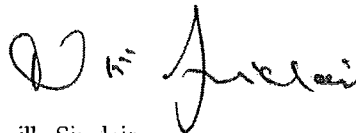
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

### **Auditor's Opinion**

In our opinion the general purpose financial report of the United Voice, National Council is presented fairly in accordance with applicable Australian Accounting Standards – Reduced Disclosure Requirements, the Fair Work (Registered Organisations) Regulations 2009 and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



GRANT THORNTON AUDIT PTY LTD  
Chartered Accountants



Neville Sinclair  
Partner - Audit & Assurance

Sydney, 20<sup>th</sup> November 2012



16 July 2012

Ms Louise Tarrant  
National Secretary  
United Voice  
Locked Bag 9  
HAYMARKET NSW 1240



Dear Ms Tarrant

**Lodgement of Financial Documents for year ended 30 June 2012 - Fair Work (Registered Organisations) Act 2009 ("the FW(RO) Act") - United Voice, National Office (FR2012/248)**

The financial year of the National Office of United Voice (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within the prescribed time period of 6 months and 14 days of the end of the financial year.

The FW(RO) Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on the Fair Work Australia website. The information can be viewed at [FWA Registered Organisations Fact Sheets](#). This site also contains the General Manager's Reporting Guidelines which set out mandatory financial disclosures.

I draw your particular attention to section 237 of the FW(RO) Act which provides that where the reporting unit makes individual loans, grants or donations exceeding \$1,000, a separate statement containing prescribed particulars must be lodged within 90 days of the end of the financial year, i.e. by 30 September.

If you need any further information or if you believe you will be unable to lodge the full financial report within the period mentioned above please contact me on (02) 6723 7097 or by email at [stephen.kellett@fwa.gov.au](mailto:stephen.kellett@fwa.gov.au)

Yours sincerely,

Stephen Kellett  
Organisations, Research & Advice  
Fair Work Australia