



4 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, New South Wales Branch – for year ending 30 June 2012 (FR2012/249)

I refer to the above financial statements and accounts lodged with Fair Work Australia (now known as the Fair Work Commission) on 20 December 2012. A signed copy of the auditor's report was lodged today, 4 February 2013.

The documents have been filed.

Yours sincerely,

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Mr Mark Boyd, Secretary, NSW Branch



20 December, 2012

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

Dear Ms O'Neill

RE: NEW SOUTH WALES BRANCH FINANCIAL REPORTS

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

- The Branch Executive Statement signed by the Branch Secretary
- The Operating Report signed by the Branch 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 Branch Executive on 9 October. The Executive resolved:

- That the operating report be approved and signed
- To endorse the Branch Executive Statement
- That the Branch Secretary be authorised to sign the Branch 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 7 December, 2012 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 7 December,

2012.

On the basis of the above and the enclosed documentation it would seem that the United Voice NSW Branch has complied with the audit and reporting requirements of the Fair Work Australia Act 2009.

Yours faithfully

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

LOUISE TARRANT
NATIONAL SECRETARY

**UNITED VOICE
NEW SOUTH WALES BRANCH**

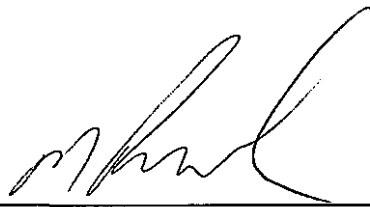
FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2012

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, Mark Boyd, being the Branch Secretary of the United Voice, NSW Branch 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 7th December, 2012 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



Date:

7 December, 2012

UNITED VOICE NSW BRANCH

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

**UNITED VOICE
NEW SOUTH WALES BRANCH**

**OPERATING REPORT
YEAR ENDING 30 JUNE 2012**

Committee of Management Report in accordance with section 254 of the Fair Work (Registered Organisations) Act 2009 for the year ended 30 June 2012.

Principal Activities

The principal activity of the NSW Branch of United Voice was that of a registered Trade Union.

There have been no significant changes to the way the Union has carried out these activities during the last financial year.

Operating Result

The operating deficit for the United Voice, NSW Branch for the year ending 30th June 2012 was \$543,890 (2011: \$317,092).

Significant Changes

There have been no significant changes to the operating costs of the Branch in the last financial year.

Rights of Members

Members have the right to resign their membership of the union by giving written notice of resignation to the Branch Secretary. This written notification is accepted subject to the rules of United Voice and in accordance with section 174(1) 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 branch of the organisation. There was no change to this rule during the year.

Superannuation Office Holders

The United Voice, NSW Branch has the following officials and/or members acting as members representatives on the board of Club Plus and Australian Super.

John Hawker
John Morris
Peter James
Tara Moriarty
Mark Boyd

Membership Numbers

- (1) Under section 230 of the Fair Work (Registered Organisations) Act 2009 the number of persons recorded in the register of members and who under section 244 of the Fair Work (Registered Organisations) Act 2009 are taken to be members of the Branch of the Union as at 30 June 2012 was 22,854.
- (2) The number of persons, both full-time and part time employees measured on a full-time equivalent basis, employed by the Branch as at 30 June 2012 was 95.5.
- (3) The names of persons who have at any time during the financial year ending 30 June 2012 been members of the United Voice, NSW Branch Committee of Management and periods they served on the committee are as follows:


**UNITED VOICE
NEW SOUTH WALES BRANCH**

OPERATING REPORT (Continued)

Name	Period of Service	
Paula Arthur	01/07/2011	13/09/2011
Amy Beil	19/06/2012	30/06/2012
Mark Boyd	01/07/2011	30/06/2012
Peter Campise	01/07/2011	30/06/2012
Anthony Carlson	13/09/2011	30/06/2012
Tim Casey	01/07/2011	30/06/2012
Robert Crawford	01/07/2011	30/06/2012
Sharon Eurlings	01/07/2011	30/06/2012
George Fong	01/07/2011	30/06/2012
Melanie Gatfield	01/07/2011	30/06/2012
Kathleen Hadden	01/07/2011	30/06/2012
John Hawker	01/07/2011	30/06/2012
David Holder	01/07/2011	30/06/2012
Kathleen Hunt	01/07/2011	30/06/2012
Luke Jones	01/07/2011	12/07/2011
Jackie Johnson	01/07/2011	13/09/2011
Paul Mackaway	13/09/2011	17/04/2012
Tara Moriarty	01/07/2011	30/06/2012
Catrina Moroney	01/07/2011	10/09/2011
Deidre O'Rourke	01/07/2011	13/09/2011
Megan Pearson	01/07/2011	30/06/2012
Donna Percival	01/07/2011	30/06/2012
Rebecca Reilly	01/07/2011	30/06/2012
Tanya Robinson	01/07/2011	16/01/2012
Janet Southcott	01/07/2011	30/06/2012
Richard Stuart	13/03/2012	30/06/2012
Beryl Tanti	01/07/2011	30/06/2012
Troy Thompson	13/09/2011	30/06/2012
David Westrip	19/06/2012	30/06/2012

Signed this 9th day of October 2012.

For and on behalf of the Committee of Management.


.....
MARK BOYD


.....
MELANIE GATFIELD

**UNITED VOICE
NEW SOUTH WALES BRANCH**


COMMITTEE OF MANAGEMENT'S STATEMENT

On 9th of October 2012 the Committee of Management of the United Voice, New South Wales Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 30 June 2012.

The Committee of Management 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;
- (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 branch for the financial year ended 30 June 2012;
- (d) there are reasonable grounds to believe that the branch 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 Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the branch 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 branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national office of the organisation; and
 - (v) no information has been sought in any request of a member of the branch 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 branch did not participate in any recovery of wages activity.

For the Committee of Management:



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MARK BOYD


9th October 2012

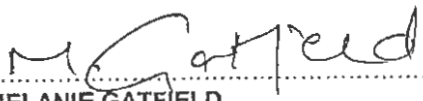
**UNITED VOICE
NEW SOUTH WALES BRANCH**

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **MELANIE GATFIELD** and **MARK BOYD**, being two members of the Committee of Management of the United Voice, New South Wales Branch, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

- (i) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2012.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held in the year ended 30 June 2012, in accordance with the rules of the Union.
- (iii) To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents (not being documents containing information made available to a member of the Union under Sub-Section 512(2) of the Industrial Relations Act, 1991 as applied by Sub-Section 282(3) of the Industrial Relations Act, 1996) or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Industrial Relations Act, 1996, the Regulations thereto, or the rules of the Union.
- (iv) The Union has complied with the Sub-Section 517(1) and (5) of the Industrial Relations Act, 1991 in relation to the financial accounts in respect of the period ended 30 June 2011 and the Auditors' Report thereon.


.....
MARK BOYD


.....
MELANIE GATFIELD

9th October 2012

**UNITED VOICE
NEW SOUTH WALES BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, **MARK BOYD**, being the Officer responsible for keeping the accounting records of the United Voice, New South Wales Branch, certify that as at 30 June 2012, the number of members of the Union was 22,854.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2012.
- (ii) A record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union 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 purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the New South Wales Industrial Relations Act, 1996.


.....
MARK BOYD

9th October 2012

**UNITED VOICE
NEW SOUTH WALES BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2012**

	2012	2011
	\$	\$
INCOME		
Contributions	9,795,622	9,877,183
Hardship & Support	57,972	56,441
Interest	555,001	552,878
Salaries Recovered - Other	193,246	57,459
Sundry Income	109,909	111,878
Insurance Recovery	33,650	-
TOTAL INCOME	<u>10,745,400</u>	<u>10,655,839</u>
 EXPENDITURE		
Depreciation		
Furniture and Equipment	68,212	80,359
Motor Vehicles	301,775	281,055
Property	24,349	26,536
Computer Equipment	17,911	13,415
	<u>412,247</u>	<u>401,365</u>
 Employee Benefits Expense		
Salaries and Allowances	490,589	459,316
- Officers	5,392,629	5,272,685
- Other Employees	689,256	549,394
Annual Leave	118,106	165,689
Long Service Leave	149,481	87,038
Fringe Benefits Tax	385,317	378,132
Payroll Tax	849,217	835,454
Superannuation	<u>8,074,595</u>	<u>7,747,708</u>

**UNITED VOICE
NEW SOUTH WALES BRANCH**

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

	NOTE	2012 \$	2011 \$
EXPENDITURE (cont'd)			
Other Expenses			
Advertising		3,076	2,500
Affiliation Fees		264,665	241,074
Air Fares		38,569	43,149
Attendance Fees and Allowances		14,486	12,443
Bank Charges		65,876	61,246
Campaigns		713	19,926
Commission		99,572	116,954
Computer Expenses		49,376	46,230
Donations		76,253	134,691
Education and Training		12,829	15,738
Electricity		56,395	34,457
Funeral Expenses		-	-
General Expenses		71,086	84,823
Insurance		198,225	176,625
Meeting and Conference Expenses		150,003	162,233
Motor Vehicle Expenses		374,316	385,949
National Office Sustentation Fees		1,264,687	1,287,672
Postage		47,679	60,648
Printing and Stationery		80,448	140,862
Printing and Distribution - Union News		1,520	73,753
Professional Services	10	135,449	148,142
Rates		11,889	15,637
Rent – Room		39,354	19,509
Rent – Regional Offices		23,702	22,789
Rent – Other		16,843	16,740
Repairs and Maintenance		57,293	58,300
Support ACTU		2,500	3,150
Subscriptions		8,067	6,312
Telephone		237,550	219,337
Temporary Staff		5,731	30,445
		<u>3,408,152</u>	<u>3,641,334</u>
TOTAL EXPENDITURE		<u>11,894,994</u>	<u>11,790,407</u>
OPERATING (DEFICIT) FOR YEAR		(1,149,594)	(1,134,568)
Surplus Thomas Street Property Account		648,674	492,980
(Loss) / Gain on disposal of assets		<u>(42,970)</u>	<u>324,496</u>
NET (DEFICIT) FOR YEAR		<u>(543,890)</u>	<u>(317,092)</u>

(The attached Notes form part of these Accounts)

UNITED VOICE
NEW SOUTH WALES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2012

	NOTE	2012 \$	2011 \$
CURRENT ASSETS			
Cash and Cash Equivalents	4	858,804	532,981
Receivables	5	156,739	258,584
Investments	6	8,186,313	8,617,656
Long Service Leave Fund			
Cash at Bank		2,665	2,665
Investments	7	<u>1,164,238</u>	<u>1,234,282</u>
		<u>1,166,903</u>	<u>1,236,947</u>
TOTAL CURRENT ASSETS		<u>10,368,759</u>	<u>10,646,168</u>
NON CURRENT ASSETS			
Other Financial Assets			
Shares	8	11,821	11,495
Property, Plant and Equipment	9	2,794,973	3,075,768
Thomas St Property Account	14	<u>13,878,422</u>	<u>13,722,730</u>
TOTAL NON CURRENT ASSETS		<u>16,685,216</u>	<u>16,809,993</u>
TOTAL ASSETS		<u>27,053,975</u>	<u>27,456,161</u>
LESS LIABILITIES			
CURRENT LIABILITIES			
Payables			
National Office Sustentation Fees		338,851	344,871
Sundry Accounts Payable		<u>626,247</u>	<u>538,555</u>
		<u>965,098</u>	<u>883,426</u>
Provisions			
Provision for Accrued Annual Leave		1,147,981	1,167,587
Provision for Long Service Leave		<u>1,009,190</u>	<u>929,552</u>
		<u>2,157,171</u>	<u>2,097,139</u>
TOTAL CURRENT LIABILITIES		<u>3,122,269</u>	<u>2,980,565</u>
NET ASSETS		<u>23,931,706</u>	<u>24,475,596</u>
ACCUMULATED FUNDS		<u>23,931,706</u>	<u>24,475,596</u>

(The attached Notes form part of these Accounts)

UNITED VOICE
NEW SOUTH WALES BRANCH

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

	Accumulated Funds 2012 \$
Balance at 1 July 2010	24,792,688
Net Deficit for Year	<u>(317,092)</u>
Balance at 30 June 2011	24,475,596
Net Deficit for Year	<u>(543,890)</u>
Balance at 30 June 2012	<u>23,931,706</u>

(The accompanying notes form part of these financial statements.)

**UNITED VOICE
NEW SOUTH WALES BRANCH**

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 30 JUNE 2012**

	NOTE	2012 \$	2011 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		9,795,622	9,877,183
Payments to National Council for Sustentation Fees		(1,270,707)	(1,265,472)
Payments to Suppliers and Employees		(9,959,289)	(10,354,329)
Interest Received		551,052	565,404
Other Receipts		<u>389,198</u>	<u>225,778</u>
NET CASH (USED IN) OPERATING ACTIVITIES	13	<u>(494,124)</u>	<u>(951,436)</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Thomas Street Property Distribution		492,980	337,987
Proceeds from Sale of Assets		106,375	547,102
Payment for fixed Assets		(280,795)	(321,209)
Purchase of Investments		<u>501,387</u>	<u>(60,276)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>819,947</u>	<u>503,604</u>
NET DECREASE IN CASH HELD		325,823	(447,832)
Cash at Beginning of Year		<u>535,646</u>	<u>983,478</u>
CASH AT END OF YEAR	12	<u>861,469</u>	<u>535,646</u>

(The attached Notes form part of these Accounts)

**UNITED VOICE
NEW SOUTH WALES BRANCH**

**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, and the Fair Work (Registered Organisations) Act 2009.

The Committee of Management have determined that the United Voice – New South Wales Branch 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, Committee of Management 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, New South Wales Branch, as an individual entity. United Voice is an organisation registered under the Fair Work (Registered Organisations) Act 2009. The United Voice, New South Wales Branch is a Branch of the registered organisation and is also a registered organisation in accordance with the Industrial Relations Act, 1996. 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 Branch 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. 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

Contributions and Entrance Fees are accounted for on a cash receipts basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the financial statements. Interest is accounted for on an accruals 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.

UNITED VOICE
NEW SOUTH WALES BRANCH

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

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

Depreciation

The depreciable amount of plant and equipment is depreciated on a diminishing value method over their useful lives to the union commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Property	2%
Office Furniture and Equipment	10% - 20%
Motor Vehicles	15% - 25%
Computer Equipment	33%

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) Receivables

Receivables 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 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.

Receivables which are known to be uncollectable are written off. An allowance is made for doubtful debts where there is objective evidence that the branch 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 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 Branch'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.

**UNITED VOICE
NEW SOUTH WALES BRANCH**

**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)

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.

Contributions are made by the Branch 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) 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.

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.

**UNITED VOICE
NEW SOUTH WALES BRANCH**

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

3. INFORMATION TO BE PROVIDED TO MEMBERS, INDUSTRIAL REGISTRAR OR GENERAL MANAGER OF FAIR WORK AUSTRALIA

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 Section 272 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).

In accordance with the requirements of the Industrial Relations Act, 1991 the attention of members is drawn to the provisions of Sub-Sections (1) and (2) of Section 512 which read as follows:

- (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation.
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

	2012	2011
	\$	\$
4. CASH AND CASH EQUIVALENTS		
Cash at Bank	848,345	522,022
Cash on Hand	10,459	10,959
	<u>858,804</u>	<u>532,981</u>
5. RECEIVABLES		
Prepayments	41,174	152,221
Accrued Interest	77,345	73,396
Sundry Debtors	31,403	26,150
Deposits	6,817	6,817
	<u>156,739</u>	<u>258,584</u>
6. INVESTMENTS		
Short Term Bank Deposits	7,043,939	7,602,579
Short Term Bank Bills	1,142,374	1,000,000
Other	-	15,077
	<u>8,186,313</u>	<u>8,617,656</u>

UNITED VOICE
NEW SOUTH WALES BRANCH

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

	2012	2011
	\$	\$
7. LONG SERVICE LEAVE FUND		
INVESTMENTS		
Short Term Bank Deposits	564,238	534,282
Short Term Bank Bills	600,000	700,000
	<u>1,164,238</u>	<u>1,234,282</u>
8. OTHER FINANCIAL ASSETS		
SHARES – AT COST		
Newcastle Rehabilitation Centre	5,000	5,000
IAG	4,621	4,295
Transnational	200	200
Trade Union Medical Centre	2,000	2,000
	<u>11,821</u>	<u>11,495</u>
9. PROPERTY, PLANT AND EQUIPMENT		
(A) LIBRARY		
Cost	218,504	218,504
Less Accumulated Depreciation	<u>(218,504)</u>	<u>(218,504)</u>
	-	-
(B) MOTOR VEHICLES		
Cost	1,213,234	1,268,657
Less Accumulated Depreciation	<u>(687,892)</u>	<u>(553,755)</u>
	<u>525,342</u>	<u>714,902</u>
(C) FURNITURE AND EQUIPMENT		
Cost	1,842,839	1,846,566
Less Accumulated Depreciation	<u>(1,628,442)</u>	<u>(1,567,661)</u>
	<u>214,397</u>	<u>278,905</u>
(D) COMPUTER EQUIPMENT		
Cost	101,084	87,489
Less Accumulated Depreciation	<u>(83,064)</u>	<u>(67,091)</u>
	<u>18,020</u>	<u>20,398</u>
(E) PROPERTY		
Land and Buildings-- at Cost	240,328	240,328
- at deemed cost	2,320,000	2,320,000
	<u>2,560,328</u>	<u>2,560,328</u>
Less Accumulated Depreciation on Buildings	<u>(523,114)</u>	<u>(498,765)</u>
	<u>2,037,214</u>	<u>2,061,563</u>
Total Property, Plant and Equipment	<u>2,794,973</u>	<u>3,075,768</u>

**UNITED VOICE
NEW SOUTH WALES BRANCH**

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

9. PROPERTY, PLANT AND EQUIPMENT (cont'd)

MOVEMENTS IN CARRYING AMOUNTS

2012

	Balance at July 2011	Additions	Disposals	Depreciation	Balance as at June 2012
	\$	\$	\$	\$	\$
Properties	2,061,563	-	-	(24,349)	2,037,214
Furniture & Equipment	278,905	4,452	(748)	(68,212)	214,397
Computer Equipment	20,398	15,533	-	(17,911)	18,020
Motor Vehicles	714,902	260,810	(148,595)	(301,775)	525,342
Library	-	-	-	-	-
Total	3,075,768	280,795	(149,343)	(412,247)	2,794,973

	2012	2011
	\$	\$
10. PROFESSIONAL SERVICES		
Audit Fees – Grant Thornton Audit Pty Limited	38,290	-
Audit Fees – BDO Audit (NSW – VIC) Pty Limited	1,750	34,618
Audit Fees – Bell Partners	22,000	22,000
Other Services – Bell Partners	4,000	4,000
Legal Expenses	51,148	54,276
Professional Services - Other	18,261	33,248
	<u>135,449</u>	<u>148,142</u>

11. RELATED PARTIES

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

Title	Name	Period of Service
Branch President	Rebecca Reilly	01/07/2011 to 30/6/12
Branch Secretary	Mark Boyd	01/07/2011 to 30/6/12
Branch Executive Vice President	Sharon Eurlings John Hawker	01/07/2011 to 30/6/12 01/07/2011 to 30/6/12
Branch Assistant Secretary	Melanie Gatfield Peter Campise Tara Moriarty David Holder	01/07/2011 to 30/6/12 01/07/2011 to 30/6/12 01/07/2011 to 30/6/12 01/07/2011 to 30/6/12

**UNITED VOICE
NEW SOUTH WALES BRANCH**

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

11. RELATED PARTIES (cont'd)

Branch Executive	Name	Period of Service	
	Paula Arthur	01/07/2011	13/09/2011
	Amy Bell	19/06/2012	30/06/2012
	Anthony Carlson	13/09/2011	30/06/2012
	Tim Casey	01/07/2011	30/06/2012
	Robert Crawford	01/07/2011	30/06/2012
	George Fong	01/07/2011	30/06/2012
	Kathleen Hadden	01/07/2011	30/06/2012
	Kathleen Hunt	01/07/2011	30/06/2012
	Luke Jones	01/07/2011	12/07/2011
	Jackie Johnson	01/07/2011	13/09/2011
	Paul Mackaway	13/09/2011	17/04/2012
	Catrina Moroney	01/07/2011	10/09/2011
	Deidre O'Rourke	01/07/2011	13/09/2011
	Megan Pearson	01/07/2011	30/06/2012
	Donna Percival	01/07/2011	30/06/2012
	Tanya Robinson	01/07/2011	16/01/2012
	Janet Southcott	01/07/2011	30/06/2012
	Richard Stuart	13/03/2012	30/06/2012
	Beryl Tanti	01/07/2011	30/06/2012
	Troy Thompson	13/09/2011	30/06/2012
	David Westrip	19/06/2012	30/06/2012

- (b) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the statement of financial performance under Salaries and Allowances – Officers.
- (c) The aggregate amount paid during the financial year to a superannuation plan in respect of officers was \$72,648 (2011:\$92,440)
- (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) Transactions with the United Voice National Office:
- i) National Office Sustentation Fees are disclosed as expenses on the Statement of Comprehensive Income and as payments in the Statement of Cash Flows.
 - ii) The amount payable to the United Voice National Office at balance date is disclosed in the Statement of Financial Position as a payable under 'National Office – Sustentation Fees'.
- (f) The NSW Branch has a Joint Venture with the National Office in respect to the Sydney Thomas Street property. Its 50% share of this is disclosed at note 14 of the accounts.

UNITED VOICE
NEW SOUTH WALES BRANCH

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

	2012 \$	2011 \$
12. 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		
General Fund	848,345	522,022
Long Service Leave Fund	2,665	2,665
Cash on Hand	10,459	10,959
	<u>861,469</u>	<u>535,648</u>
	2012 \$	2011 \$
13. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET (DEFICIT)		
Net (Deficit) for the Year	(543,890)	(317,092)
Non-Cash Flows in Net (Deficit)		
Thomas Street Property Account - (Surplus)	(648,674)	(492,980)
Depreciation	412,247	401,365
Loss / (Gain) on Disposal of Assets	42,970	(324,384)
(Gain) Revaluation of Shares	(326)	(112)
Changes in Assets and Liabilities		
Increase / (Decrease) in Sundry Creditors	87,692	(131,345)
(Decrease) / Increase in National Council Creditor	(6,020)	22,200
(Increase) in Deposits	(5,253)	(26,150)
Decrease / (Increase) in Prepayments	111,047	(81,668)
(Increase) / Decrease in Accrued Interest	(3,949)	12,526
Increase / (Decrease) in Employee Provisions	60,032	(13,796)
CASH FLOWS FROM OPERATIONS	<u>(494,124)</u>	<u>(951,436)</u>

**UNITED VOICE
NEW SOUTH WALES BRANCH**

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

14. THOMAS STREET PROPERTY ACCOUNT

Net asset relating to the Joint Venture with the National Office in respect of building situated at Thomas Street Sydney

ASSETS

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
Deposits	30,612	30,612
Accrued Interest	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>
TOTAL ASSETS	<u>14,123,881</u>	<u>13,945,790</u>

LIABILITIES

Rent in Advance	-	-
Sundry Creditors	<u>245,459</u>	<u>223,060</u>
TOTAL LIABILITIES	<u>245,459</u>	<u>223,060</u>
NET ASSETS	<u>13,878,422</u>	<u>13,722,730</u>

15. REGISTERED OFFICE

The registered office and principal place of business of the Branch is;

Level 7
187 Thomas Street
Haymarket NSW 2000



Grant Thornton Audit Pty Ltd
ABN 91 130 913 594
ABN 91 130 913 594
ACN 130 913 594

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Sydney NSW 2000
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W www.grantthornton.com.au

Independent Auditor's Report To the Members of United Voice New South Wales Branch

We have audited the general purpose financial report of United Voice New South Wales Branch, which comprises the consolidated statement of financial position as at 30 June 2012, and the consolidated statement of comprehensive income, consolidated statement of changes in equity and consolidated statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies, other explanatory information to the financial report, the committee of management's statement, committee of management certificate and the accounting officer's certificate, for the year ended.

Responsibility of the Committee of Management and Branch Secretary for the financial report

The committee of management and the branch 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, all requirements of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 and the Industrial Relations Act 1996. 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 which require us to 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 Union's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Union's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management 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, the Fair Work (Registered Organisations) Act 2009 and the Industrial Relations Act 1996.

Auditor's Opinion

In our opinion,

- (a) In our opinion the general purpose financial report of United Voice New South Wales Branch 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.
- (b) We have received all the information and explanations required for the purposes of our audit.
 - i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure, and
 - ii) The attached financial report, including the certificates of the committee of management and the accounting officer, is prepared in accordance with Section 510 of the Industrial Relations Act, 1991, as applied by section 282(3) of the Industrial Relations Act 1996.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



Neville Sinclair
Director - Audit & Assurance
Sydney 9th of October 2012



16 July 2012

Mr Mark Boyd
Secretary, New South Wales Branch
United Voice
Locked Bag 12
HAYMARKET NSW 1240

Dear Mr Boyd

Lodgement of Financial Documents for year ended 30 June 2012 - Fair Work (Registered Organisations) Act 2009 (“the FW(RO) Act”) - United Voice, New South Wales Branch (FR2012/249)

The financial year of the New South Wales Branch 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

Yours sincerely,

Stephen Kellett
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	30/ 06 /2012
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1. Prepare financial statements and Operating Report.

1(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
1(b) A #designated officer must sign the Committee of Management Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /

As soon as practicable after end of financial year

This step must be completed and the Statement signed at a first meeting

2. Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report **must** be dated on or after date of Committee of Management Statement*

3. Provide full report free of charge to members – s265 The full report must include: • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report.	/ /
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*(a) if the report is to be presented to a General Meeting the report must be provided to members 21 days before the General Meeting,

or
(b) if the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.*

4. Present full report to second meeting: (a) General Meeting of Members - s266 (1),(2); OR (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ / / /
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Presentation occurs at a 'second' Meeting

A second meeting which is a General Meeting must take place within 6 months of end of financial year

A second meeting which is a meeting of the Committee must take place within 6 months of end of financial year

5. Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
-------------------------------------------------------------------------------------------------------------	-----

Within 14 days of presentation at second meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.

