



14 January 2015

Mr Matthew Gardiner  
Secretary, Northern Territory Branch  
United Voice

Sent by email: [elaine.hudson@unitedvoice.org.au](mailto:elaine.hudson@unitedvoice.org.au)

Dear Mr Gardiner

**United Voice, Northern Territory - Financial Report for year ended 30 June 2014 - (FR2014/96)**

I refer to the financial report of the Northern Territory Branch of United Voice. The documents were lodged with the Fair Work Commission on 17 December 2014. The financial report has been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2015 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

**Reports must be provided to Members within 5 months of end of financial year where report is presented before committee of management meeting**

The designated officer's certificate states that the financial report was provided to members on 1 December 2015, and presented to a committee of management meeting on 10 December 2014. Under section 265(5)(b) of the RO Act, where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of the end of the financial year (i.e. 30 November 2014).

In this case the documents were provided only one day outside the period ordinarily prescribed, however, strictly speaking, the time frame was not complied with. In future financial years, if the reporting unit anticipates not being able to comply with the time frame and requires an extension of time, a written request, signed by a relevant officer, including any reason for the delay, must be made prior to required date of lodgement in accordance with section 265(5) of the RO Act.

**Disclosure of employee expenses to office holders and other employees**

Note 3 has disclosed separately wages and salaries, superannuation, leave and other entitlements and other employee expenses paid to officers and employees, but not for 'separation and redundancies'.

The Reporting Guidelines require that all employee and office holder expenses be detailed separately (refer to items 16(f) and 16(g)).

Please note that Reporting Guideline 17 states that if any activities identified in item 16 have not occurred in the reporting period, a statement to this effect must be included in the general purpose financial report.

Disclosure of employee provisions to office holders and other employees

The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 20(c) and 20 (d)).

Note 12 disclosed annual leave and long service leave and other employee benefits provisions for office holders and employees, but does not separately disclose separation and redundancies.

The Reporting Guidelines require that all employee and office holder provisions be detailed separately (refer to items 20(c) and 20(d)).

Please note that Reporting Guideline 21 states that if any activities identified in item 20 have not occurred in the reporting period, a statement to this effect must be included in the general purpose financial report.

Auditor's report: declaration regarding going concern

Paragraph 39 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.<sup>1</sup> I note that this omission also occurred in the previous report but does not appear to have been drawn to your attention in previous correspondence.

Committee of Management statement must be audited/ Committee of Management meeting must be prior to audit

The Committee of Management statement lodged with the financial report was dated 10 December 2014, which is after the statements were audited. Section 257(1) of the RO Act requires the full report, which includes the Committee of Management statement, to be audited.

After the GPFR has been prepared, but before it has been audited, the reporting unit's Committee of Management is required to meet and pass a resolution that contains certain declarations as specified in Reporting Guideline 35. The branch is required to ensure that the Committee of Management meets prior to the audit of the GPFR.

I attach a copy of the Reporting Guidelines for reference. If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely



Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

cc. Ms Elaine Hudson

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<sup>1</sup> See also the declaration and information required by paragraph 38

**United Voice Northern Territory Branch**

s.268 *Fair Work (Registered Organisations) Act 2009*

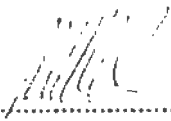
**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

Certificate for the period ended 30 June 2014

I, Matthew Gardiner, being the Branch Secretary of United Voice Northern Territory certify:

- that the documents lodged herewith are copies of the full report for United Voice Northern Territory for the period ended 30 June 2014 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on and **01 DEC 14**
- that the full report was presented to a general meeting of members of the reporting unit on
- **10 DEC 14** in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

**Signature of prescribed designated officer:**

  
.....

**Name of prescribed designated officer: Matthew Gardiner**

**Title of prescribed designated officer: Branch Secretary**

**Dated: .....10 DEC 14.....**

United Voice  
Northern Territory Branch

ABN 45 554 619 631

General Purpose Financial Report  
for the year ended 30 June 2014

## United Voice Northern Territory Branch

SUSANNE LEE & ASSOCIATES PTY LTD

### Independent Auditor's Report to the Members of United Voice Northern Territory Branch

#### *Report on the Financial Report*

I have audited the accompanying financial report, being a general purpose financial report, of United Voice Northern Territory Branch which comprises the statement of financial position as at 30 June 2014 and the statement of comprehensive income, statement of changes in equity and statement of cash flow for the year ended on that date, a summary of significant accounting policies and other explanatory information.

#### *Committee's Responsibility for the Financial Report*

The Management Committee is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation described in Notes 2 and 3 to the financial report is appropriate to meet the requirements of the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009 and are appropriate to meet the needs of the members. This responsibility 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*

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Notes 2 and 3, are appropriate to meet the needs of members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I 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 judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those 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 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 committee of management, as well as evaluating the overall presentation of the financial report.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the basis of accounting described in Note 2 to the financial statements so as to present a view which is consistent with my understanding of the Branches' financial position, and its performance and cash flows.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

The financial report has been prepared for distribution to the members for the purpose of fulfilling the Management Committee's financial reporting obligations under the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

#### **Independence**

In conducting my audit, I have complied with the independence requirements of Australian professional ethical requirements.



## United Voice Northern Territory Branch

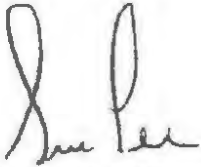
### Auditor's Opinion

In my opinion

- (a) the financial report presents fairly, in all material aspects, the financial position of United Voice Northern Territory Branch as at 30<sup>th</sup> June 2014 and its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Notes 2 and 3 of the financial statements; and
- (b) the financial report is in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the provisions of the Fair Work (Registered Organisations) Act 2009.

### Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purposes of fulfilling the Branch's financial reporting responsibilities under the Fair Work (Registered Organisations) Act 2009. As a result, the financial report may not be suitable for another purpose.



SUSANNE LEE, CPA  
DATED: 30/10/2014

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Liability is limited by a scheme approved under Professional Standards legislation



# United Voice Northern Territory Branch

## OPERATING REPORT

The Committee of Management presents its report on the operation of United Voice – NT Branch for the financial year ended 30 June, 2014.

### Review of Principal Activities

The principle activities of United Voice, Northern Territory Branch, are the provision of professional and industrial support to our members. S254(2)(a)

There were no significant changes in the nature of the Association's principal activities during the reporting period. S254(2)(a)

### Operating Result

The operating result of the Branch for the year ended 30 June, 2014 was a loss of \$114,225. This was less than the previous year. The increase in income was matched by a corresponding increase in expenditure. Allowances have been allocated to Office Holders and Employees in the notes and it was determined that entitlement provisions should include a motor vehicle allowance on annual leave and sick leave accruals as well as providing accruals for TOIL and RDO. This resulted in a significant increase in the annual accrual of \$59,106. LSL accruals also increased significantly.

### Significant Changes in Financial Affairs

There were no significant changes in financial affairs of the Branch during the year.

### Rights of Members to Resign

- (i) under section 254(2)(c) a member may resign from membership by written notice addressed and delivered to the Branch Secretary in which he or she is a member
- (ii) The register of members of the United Voice, Northern Territory Branch, was maintained in accordance with the RO Act.
- (iii) S254 of the RO Act outlines members and the registrar's rights to certain prescribed information.

### Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254(2)(d)

Nil


### Prescribed and other information

- (i) As at 30 June 2014 to which this report relates, the number of members of the United Voice, Northern Territory Branch was 3015.
- (ii) As at 30 June 2014, the total number of employees employed by the reporting entity was 13

## United Voice Northern Territory Branch

(iii) The current office bearers for the financial year were

Branch President	Martine Tulloch	1.7.13 to 30.6.14
Branch Vice President	Denise Ah Sam	1.7.13 to 30.6.14
Branch Secretary	Matthew Gardiner	1.7.13 to 30.6.14
Executive Members	Donald Henwood	1.7.13 to 30.6.14
	Manny Koulakis	1.7.13 to 30.6.14
	Graham Lyons	1.7.13 to 30.6.14
	Patricia Michels	1.7.13 to 30.6.14
	Phil Tilbrook	1.7.13 to 30.6.14

Signature of designated officer:  .....

Name and title of designated officer: Matthew Gardiner Branch Secretary

Dated: 13 August 2014



# United Voice Northern Territory Branch

## BRANCH EXECUTIVE STATEMENT

On 10<sup>th</sup> DECEMBER 2014 the Committee of Management of United Voice Northern Territory Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2014:

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 General Manager of Fair Work Australia (FWA);
- c) The financial statements and notes give a fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- d) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) During the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and the RO Regulations; and
  - (iv) the financial records of the Northern Territory Branch 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 Northern Territory Branch or the general manager of FWA duly made under section 272 of the RO Act; and
  - (v) no order for inspection of financial records has been made by FWA under section 273 of the RO Act.
- (f) During the financial year ended 30 June 2014 the Northern Territory Branch did not participate in any recovery of wages activity.

For the Branch Executive:



Mathew Gardiner

Date: 10 DEC 14

## United Voice Northern Territory Branch

### STATEMENT of COMPREHENSIVE INCOME For the year ended 30 June 2014

	Notes	2014 \$	2013 \$
<b>INCOME</b>			
Membership subscriptions		1,382,143	1,258,530
National Office support		285,423	216,213
Sponsorships		17,273	16,273
Interest		716	1,333
Rental income		27,690	23,689
Sundry Income		15,901	10,398
<b>Total Income</b>		<u>1,729,146</u>	<u>1,526,436</u>
<b>EXPENSES</b>			
Employee Expenses	3	1,224,139	1,066,452
Sustentation Fees		197,193	183,421
Affiliation Fees	4	26,653	16,044
Administration expenses	5	65,759	63,297
Depreciation on property		23,285	23,285
Donations paid		0	1,455
Sponsorship		16,435	5,574
Operational Expenses	6	200,256	205,653
Property Expense	7	76,400	66,136
Legal costs		1,600	17,894
Audit Fees	8	11,651	9,000
<b>TOTAL EXPENSES</b>		<u>1,843,371</u>	<u>1,658,211</u>
<b>Profit (Loss) for the year</b>		<u>(114,225)</u>	<u>(131,773)</u>
<b>Other Comprehensive Income</b>			
Items that will not be subsequently reclassified to profit or loss			
Gain on Revaluation of Land & Buildings		0	0
<b>Total Comprehensive Income for the Year</b>		<u>(114,225)</u>	<u>(131,773)</u>

The above statement should be read in conjunction with the accompanying notes.

**United Voice Northern Territory Branch**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 June 2014**

	Notes	2014 \$	2013 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	9A	42,829	53,844
Trade and Other Receivables	9B	141,633	19,316
<b>TOTAL CURRENT ASSETS</b>		<b>184,462</b>	<b>73,160</b>
<b>NON – CURRENT ASSETS</b>			
Land and Buildings	10	1,003,071	1,026,356
<b>TOTAL NON – CURRENT ASSETS</b>		<b>1,003,071</b>	<b>1,026,356</b>
<b>TOTAL ASSETS</b>		<b>1,187,533</b>	<b>1,099,516</b>
<b>CURRENT LIABILITIES</b>			
Trade Payables	11	293,520	200,789
Other Payables	11	33,708	34,672
Employee Provisions	12	255,831	165,274
<b>TOTAL CURRENT LIABILITIES</b>		<b>583,059</b>	<b>400,735</b>
<b>NON – CURRENT LIABILITIES</b>			
Loan – NTO Funds	13	19,480	0
<b>TOTAL NON – CURRENT LIABILITIES</b>		<b>19,480</b>	<b>0</b>
<b>TOTAL LIABILITIES</b>		<b>602,539</b>	<b>400,735</b>
<b>NET ASSETS</b>		<b>584,994</b>	<b>698,781</b>
<b>EQUITY</b>			
Accumulated Funds (General)		-380,656	-266,869
Asset Revaluation Reserve		965,650	965,650
<b>TOTAL EQUITY</b>		<b>584,994</b>	<b>698,781</b>

The above statement should be read in conjunction with the notes

United Voice Northern Territory Branch

STATEMENT OF CHANGES IN EQUITY  
for the Year Ended 30 June 2014

	Note	Retained Earnings
Balance at 30 June 2012		830,554
Loss for the year		(131,773)
Closing balance as at 30 June 2013		<u>698,781</u>
Equity Adjustment	9A	438
Loss for the year		<u>(114,225)</u>
Closing balance as at 30 June 2014		<u><u>584,994</u></u>

The above statement should be read in conjunction with the notes

## United Voice Northern Territory Branch

### CASH FLOW STATEMENT for the period ended 30 June 2014

	Notes	2014 \$	2013 \$
<b>OPERATING ACTIVITIES</b>			
Cash Receipts		1,666,544	1,527,190
Cash Payments		<u>(1,697,477)</u>	<u>(1,541,169)</u>
Net Cash Flows from (used by) Operating Activities	14	<u>(30,933)</u>	<u>(13,979)</u>
<b>FINANCING ACTIVITIES</b>			
<b>Cash Received</b>			
Contributed Equity		<u>19,918</u>	<u>0</u>
Net Cash Flows from (used by) Financing Activities		<u>19,918</u>	<u>0</u>
Net increase (decrease) in Cash Held		(11,015)	(13,979)
Cash & Cash Equivalents at the beginning of the Reporting Period		<u>53,844</u>	<u>67,823</u>
Cash & Cash Equivalents at the end of the Reporting Period	9A	<u>42,829</u>	<u>53,844</u>

The above statement should be read in conjunction with the accompanying notes.



## United Voice Northern Territory Branch

### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### 1.1 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the United Voice Northern Territory Branch is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

The Branch has net current liabilities and this may give rise to going concern issues. The parent entity the United Voice National Office has confirmed financial support for the Branch to meet its financial obligations when they fall due. On this basis, the Management Committee have prepared the financial statements on the going concern basis.

#### 1.2 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### 1.3 Significant Accounting Judgments and Estimates

There were no accounting assumptions or estimates identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### 1.4 New Australian Accounting Standards

Australian Accounting Standards require a statement of compliance with International Financial Reporting Standards (IFRS) to be made where the financial report complies with these standards.

## **United Voice Northern Territory Branch**

Some Australian Equivalents to IFRS and other Australian Accounting Standards contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements. The Branch is a not-for-profit entity and has applied these requirements, so while this financial report complies with Australian Accounting Standards including Australian Equivalents to International Financial Reporting Standards it cannot make this statement. There has been no accounting standards issued which will have a financial impact on the financial report in the future periods and which are not yet effective.

### **1.5 Recognition Revenue**

Revenue, including revenue from membership fees, interest on investments and rentals is recognised in the accounts at the fair value of the consideration received or receivable.

Income from the supply of goods and services including reimbursements is recognised at the point of delivery of those goods or services, or as and when the reimbursed expense is incurred.

Grants are recognised when they are received. All revenue is stated net of the amount of goods and services tax (GST). Unexpended grants are shown as a liability.

### **1.6 Government Grants**

Government grants are not recognised until there is reasonable assurance that the United Voice Northern Territory Branch will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the United Voice Northern Territory Branch recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the United Voice Northern Territory Branch should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the United Voice Northern Territory Branch with no future related costs are recognised in the Statement of Comprehensive Income in the period in which they become receivable.

## United Voice Northern Territory Branch

### 1.7 Gains – Sale of Assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

### 1.8 Sustentation fees and levies

Sustentation fees and levies are to be recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

### 1.9 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured at their current value. This value is calculated with regard to the rates expected to be paid on settlement of the liability as at the date of this report.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

### 1.10 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

### 1.11 Borrowing costs

All borrowing costs are recognised in the Statement of Comprehensive Income in the period in which they are incurred.



## United Voice Northern Territory Branch

### 1.12 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

### 1.13 Financial instruments

Financial assets and financial liabilities are recognised when the United Voice Northern Territory Branch entity becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

### 1.14 Other Financial Liabilities

This classification pertains to financial liabilities that are not held for trading. Included in this category are liabilities arising from operations or borrowings. The financial liabilities are recognised initially at fair value. This category includes the Branch's payables and interest bearing liabilities. A financial liability is de-recognised when the obligation under the liability is discharged or cancelled or has expired.

### 1.15 Impairment of Financial Assets

The carrying amounts of property, plant & 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 income statement for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the assets 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 Branch is a not-for-profit organisation.

## United Voice Northern Territory Branch

### 1.16 Property, plant and equipment

Each class of property, plant & equipment is carried at historical cost less, where applicable less any accumulated depreciation. The Branch has adopted a policy of expensing capital items with a purchase value of less than \$5,000.

Depreciation on property, plant and equipment is calculated on the Prime Cost method and is charged against income so as to provide for the write down of cost over the estimated life of the asset to the Branch.

	2014	2013
Buildings	2%	2%

An item of property, plant and equipment is de-recognised upon disposal or when no further future economic benefits are expected from its use or disposal. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These are included in the Statement of Comprehensive Income.

### 1.17 Taxation

United Voice Northern Territory Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.



## United Voice Northern Territory Branch

### NOTE 2      EVENTS AFTER THE REPORTING PERIOD

There were no events that occurred after 30 June 2014, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of United Voice Northern Territory Branch.

## United Voice Northern Territory Branch

	2014	2013
	\$	\$
<b>NOTE 3 EMPLOYEE EXPENSES</b>		
<b>Holders of Office</b>		
Wages and salaries	102,478	97,485
Superannuation	14,183	13,185
Leave and other entitlements	27,808	0
Other Employee Expenses	13,636	0
<b>Subtotal employee expenses holders of office</b>	<u>158,105</u>	<u>110,670</u>
 <b>Employees other than office holders</b>		
Wages and salaries	702,387	639,269
Superannuation	98,692	85,159
Leave and other entitlements	67,248	147,697
Other Employee Expenses	197,707	83,657
<b>Subtotal employee expenses employees other than office holders</b>	<u>1,066,034</u>	<u>955,782</u>
<b>TOTAL EMPLOYEE EXPENSES</b>	<b>1,224,139</b>	<b>1,066,452</b>
<b>NOTE 4 AFFILIATION FEES</b>		
Australian Labor Party	17,730	10,627
NT Trades and Labour Council	8,923	5,417
	<u>26,653</u>	<u>16,044</u>
<b>NOTE 5 ADMINISTRATION EXPENSES</b>		
General administration expense	35,488	40,839
Insurance	7,733	2,087
Printing expense	12,815	14,946
Stationery & postage	9,723	10,998
	<u>65,759</u>	<u>68,870</u>

## United Voice Northern Territory Branch

	2014	2013
	\$	\$
<b>NOTE 6 OPERATIONAL EXPENSES</b>		
Advertising and publications	1,770	456
Travel costs	144,212	120,939
JD Training and conference	2,864	17,894
Campaigns & political/Reporting	167	14,815
Communication expense	40,340	35,181
Other operational expenses	10,903	16,368
	<b>200,256</b>	<b>205,653</b>
 <b>NOTE 7 PROPERTY EXPENSES</b>		
Rates	3,351	3,168
Body Corporate	43,916	32,505
Electricity	5,143	4,733
Cleaning	3,920	3,936
Repairs and maintenance Office	857	1,443
Repairs and maintenance Equipment	0	427
Alice Springs Branch rental	16,728	16,319
Alice Springs Branch overheads	2,485	3,605
	<b>76,400</b>	<b>66,136</b>
 <b>NOTE 8 AUDIT FEES</b>		
Audit Services	<b>11,651</b>	<b>9,000</b>
 <b>NOTE 9 CURRENT ASSETS</b>		
<b>Note 9A Cash &amp; Cash Equivalents</b>		
Cash at Bank	42,629	53,644
Cash on Hand	200	200
<b>Total Cash &amp; Cash Equivalents</b>	<b>42,829</b>	<b>53,844</b>
<p>A bank account, ANZ Social Club, with a balance of \$438.06 was added to cash at bank through an equity adjustment after the 2013 audit was completed. To ensure the comparatives are correct this account has been included in the 2013/2014 accounts.</p>		
 <b>Note 9B Trade &amp; Other Receivables</b>		
Trade Receivables	70,620	5,528
Prepayments & Accrued Revenue	51,350	13,788
Net GST Receivable	19,663	0
<b>Total Trade &amp; Other Receivables</b>	<b>141,633</b>	<b>19,316</b>

## United Voice Northern Territory Branch

### NOTE 10 NON-CURRENT ASSETS

	2014	2013
	\$	\$
<b>Note 10A Land &amp; Buildings</b>		
Fair Value	1,003,071	1,026,356
Accumulated depreciation	(213,829)	(190,544)
Improvements	34,562	34,562
Accumulated depreciation	(34,562)	(34,562)
<b>Total Land &amp; Buildings</b>	<b>1,003,071</b>	<b>1,026,356</b>

### NOTE 11 CURRENT LIABILITIES

#### Note 11A Trade Payables

United Voice – National Office	124,497	124,312
United Voice – NT Branch	193	378
ACTU	360	0
ALP-NT Branch	9,836	0
Superannuation	9,439	10,965
ATO	52,544	39,803
Body Corporate	51,250	0
KPMG	13,697	0
Other Trade Payables	31,704	25,311
Trade Creditors	<b>293,520</b>	<b>200,789</b>

#### Note 11B Other Payables

Subscriptions in Advance		
Credit Card	1,404	1,912
Audit Accrual	6,600	8,000
Other Accruals	237	19,105
GST Payable/(Receivable)	0	(12,415)
Wages Accrual	25,467	18,070
<b>Other Total Other Payables</b>	<b>33,708</b>	<b>34,672</b>

**United Voice Northern Territory Branch**

<b>NOTE 12 PROVISIONS</b>	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
<b>Note 12A Employee Provisions</b>		
<b>Office Holders</b>		
Annual Leave	48,596	36,513
Long Service Leave	18,734	16,198
Motor Vehicle Allowance	7,751	0
<b>Sub-total Employee provisions – Office Holders</b>	<b>75,081</b>	<b>52,711</b>
<b>Employees other than Office Holders</b>		
Annual Leave	73,853	40,940
Long Service Leave	79,540	71,623
Motor Vehicle Allowance	20,744	0
RDO	3,876	0
TOIL	486	0
Airfares	2,250	0
<b>Sub-total Employee provisions – Others</b>	<b>180,749</b>	<b>112,563</b>
<b>Total Employee Provisions</b>	<b>255,830</b>	<b>165,274</b>

**NOTE 13 NON-CURRENT LIABILITIES**

NTO Loan	19,480	0
	<b>19,480</b>	<b>0</b>



## United Voice Northern Territory Branch

### NOTE 14 CASH FLOWS

	2014 \$
<b>a) Reconciliation of cash and cash equivalent as per Balance Sheet to Cash Flow Statement</b>	
<b>Cash and cash equivalent as per</b>	
Cash at the beginning of the period	54,282
Cash at the end of the period	23,349
<b>Difference</b>	<b>-30,933</b>
 <b>b) Reconciliation of the profit (deficit) to the net cash flows from operations:</b>	
Profit (Deficit) for Year	<b>-114,225</b>
 <b>Adjustments for Non-cash Items</b>	
Depreciation	23,285
 <b>Changes in Assets/Liabilities</b>	
(Increase)/ decrease in receivables	(65,092)
Decrease/ (increase) in prepayments	(37,562)
Increase/ (decrease) in supplier payables	92,223
Increase/ (decrease) in payables/other	(20,119)
Increase/(decrease) in provisions for employee entitlements	90,557
<b>Net cash from (used by) Operating Activities</b>	<b>-30,933</b>

## United Voice Northern Territory Branch

### NOTE 15 CONTINGENT LIABILITIES

	2014
	\$
No contingent liabilities exist as at 30 June 2014	

### NOTE 16 RELATED PARTY DISCLOSURES

#### (a) Sustentation & Affiliation Fees

	2014
	\$
Sustentation Fees	197,193
Affiliation Fee - ALP	17,730
Affiliation Fee NT Trades & Labour Council	8,923
<b>Total Related Party Disclosures</b>	<b>223,846</b>

#### (b) Remuneration Paid to Office Holders

	2014		
	\$ Salaries & Wages	\$ Superannuation	\$ Other Benefits
Branch Secretary	102,478	14,183	13,636
No Other Office Holders	0	0	0

### NOTE 17 FINANCIAL INSTRUMENTS

The Branch's business activities are exposed to a variety of financial risks, which include credit risk, liquidity risk and market risk. Management ensures that it has sound policies and strategies in place to minimize potential adverse effects of these risks on the Branch's financial performance.

#### (a) Credit risk

Credit risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to the Branch. Credit risk arises from deposits with banks and receivables from third parties. The maximum exposure to credit risk at balance date is the carrying amount of financial assets as disclosed in the statement in the balance sheet and notes to the financial statements. The Branch does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Branch.

## United Voice Northern Territory Branch

### (b) Liquidity risk

Liquidity risk refers to the risk that the Branch will not be able to meet its financial obligations as they fall due and lack of funding to finance its growth and capital expenditures and working capital requirements.

The following summarizes the maturity profile of the Branch's non-derivative financial liabilities based on contractual undiscounted payments:

*At June 30, 2014*

	On Demand-1 Year \$	1-5 Years \$	> 5 Years \$	Total \$
Trade creditors and accruals	300,357	0	0	300,357
Subscriptions in advance	17,709	0	0	17,709
	<b>318,066</b>	<b>0</b>	<b>0</b>	<b>318,066</b>

*At June 30, 2013*

	On Demand-1 Year \$	1-5 Years \$	>5 Years \$	Total \$
Trade creditors and accruals	227,894	0	0	227,894
Subscriptions in advance	13,788	0	0	13,788
	<b>241,682</b>	<b>0</b>	<b>0</b>	<b>241,682</b>

### (c) Market risk

Market risk refers to the risk that changes in market prices, such as foreign exchange rates, interest rates and other market prices that will affect the Branch's income or the value of its holdings of financial statements. The Branch is only subject to risk on changes in interest rates.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Branch's exposure to the risk of changes in market interest rates relates primarily to the interest bearing liabilities, which are subject to floating interest rates. The United Voice NT Branch has a loan of \$19,480 which has a zero interest rate and no fixed term.

## United Voice Northern Territory Branch

### NOTE 18 SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the General Manager of Fair Work Australia:

- (1) A member of a reporting unit, 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).



31 July 2014

Mr Matthew Gardiner  
Branch Secretary  
United Voice - Northern Territory Branch  
Sent by email: [matthew.gardiner@unitedvoice.org.au](mailto:matthew.gardiner@unitedvoice.org.au)

Dear Mr Gardiner,

**Re: Lodgement of Financial Report - [FR2014/96]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Northern Territory Branch of the United Voice (the reporting unit) ended on 30 June 2014.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2015 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The 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. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2014, are also available on the website. For your convenience, our webinar video and slides on the Reporting Guidelines have also been placed on the website.

The Fair Work Commission has also developed a model set of financial statements. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Financial Reporting](#).

The financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) can be emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). A sample statement of loans, grants or donations is available at [sample documents](#).

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) .

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch



## TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(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.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /	<p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where 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.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of 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.