



FAIR WORK  
COMMISSION

29 December 2016

Mr David Di Troia  
Secretary, South Australian Branch  
United Voice

By email: [DavidD@unitedvoice.org.au](mailto:DavidD@unitedvoice.org.au)

Dear Mr Di Troia

**Re: Lodgement of Financial Statements and Accounts – United Voice, South Australian Branch - for year ended 30 June 2016 (FR2016/80)**

I refer to the financial report for the South Australian Branch of United Voice. The report was lodged with the Fair Work Commission on 14 December 2016.

The financial report has been filed based on a primary review. This involved confirming whether 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.

You do not have to take any further action in relation to the report lodged but I make the following comment to assist you when preparing the next report. Please note that the financial report for the year ending 30 June 2017 may be subject to an advanced compliance review.<sup>1</sup>

Difference in figure reporting in LGD statement and financial report

The figure for grants disclosed in the Loans, Grants and Donations statement for the Branch lodged with the FWC on 26 September differed from the figure disclosed at Note 5F in the general purpose financial report. Upon enquiry, the difference was confirmed as due to a GST component being included in the former figure. This suggested that the transaction was not, in fact, a grant, and should not have been disclosed as such in either the statement of Loans, Grants and Donations or in the financial report. Similar transactions for which GST is charged should not be disclosed as grants<sup>2</sup> in future reports.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

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<sup>1</sup> The full range of disclosure requirements that may apply can be found itemised on the advanced assessment form available at <https://www.fwc.gov.au/documents/documents/organisations/factsheets/org-financial-report-checklist-advanced.pdf>

<sup>2</sup> The same applies for donations

Should you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or 0429 462 979 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch



15 December, 2016

The General Manager  
Fair Work Commission  
80 William Street  
EAST SYDNEY NSW 2011

Dear Ms O'Neill

**RE: SOUTH AUSTRALIAN BRANCH FINANCIAL REPORTS**

I am writing to lodge the financial reports for the United Voice South Australian Branch for the year ended 30 June 2016. 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 20 September, 2016. 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.

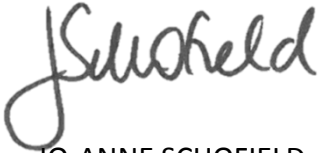
Subsequently the financial report including the General Purpose Financial Report, the Auditors statements and the operating report were supplied to members through publication on the United Voice website. Members also received a copy of Union News which contained an advertisement advising members how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

A full report was provided to the Committee of Management on 13<sup>th</sup> December, 2016 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 13<sup>th</sup>

December, 2016.

On the basis of the above and the enclosed documentation it would seem that the United Voice SA 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 "Jo-Anne Schofield". The signature is written in a cursive, flowing style with a large initial 'J'.

JO-ANNE SCHOFIELD  
NATIONAL SECRETARY

14 December 2016

Ms Jo Schofield  
National Secretary  
United Voice  
Locked Bag 9  
**HAYMARKET NSW 1240**

Copy by email to: Elaine Hudson [Elaine.Hudson@unitedvoice.org.au](mailto:Elaine.Hudson@unitedvoice.org.au)

Dear Jo

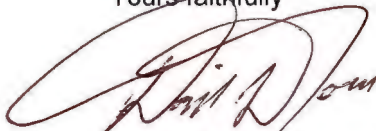
**Re: SA Branch Accounts: 2015/16**

The second meeting of Executive to consider the 2015/2016 Accounts was held on 13 December 2016.

I enclose an original signed Certificate along with the resolution passed at that meeting.

You have already been provided with original copies of the relevant reports.

Yours faithfully



**DAVID DI TROIA**  
**Branch Secretary**

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## UNITED VOICE NATIONAL COUNCIL

## FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2016

## CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, David Di Troia, being the Secretary of the United Voice South Australia 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 the 25 November, 2016; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 13<sup>th</sup> December 2016 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



David Di Troia, Branch Secretary

Date:

18<sup>th</sup> DECEMBER 2016

**6.3 Publication of Accounts**

**Moved:** Arthur Tsimopoulos

**Seconded:** *Debbie Christie*

Branch Executive notes that the full financial reports of United Voice, South Australian Branch were published on the website and members were advised of that link in the November edition of the Union News.

Branch Executive adopts those reports and resolves that the Branch Secretary may sign the Certificate by the Prescribed Officer in accordance with section 266 of the Fair Work (Registered Organisations) Act and forward the reports and Certificate to the National Secretary for lodgement with Fair Work Australia.

The Certificate declares that the financial statements being lodged 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 the 25 November, 2016; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 13<sup>th</sup> December 2016 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

**CARRIED**

UNITED VOICE  
SOUTH AUSTRALIAN BRANCH

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2016



**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**OPERATING REPORT**

The Committee of Management, being the Branch Executive presents its report on United Voice, South Australia Branch for the financial year ended 30 June 2016.

**Review of the principal activities, the results of those activities and any changes in the nature of those activities during the year**

As in past years, the principal activities of the Branch during the year fell into the following three categories:

- Organising existing members and new members.
- Bargaining, negotiating and arbitrating for improvements in wages and conditions of employment of members of the Union.
- Representing individual members in work related grievances or other individual matters.

The Branch has a comprehensive training programme for Delegates conducted at the Union office. Topics covered include general skills training and effective communication. This is in addition to training at the Annual Delegates Convention and industry specific training courses scheduled from time to time.

Over the course of the year, the Branch negotiated numerous Collective Agreements delivering improvements in wages and conditions to United Voice members.

The Branch has also been involved in lobbying and negotiations with different levels of Government around issues of importance to United Voice members.

**Significant changes in financial affairs**

The Branch's income from membership fees remained steady against the previous financial year. The Branch recorded a profit for the year.

**Right of members to resign**

All Members of the Branch have the right to resign from the Union in accordance with Rule 10 of the Union Rules; namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

**Officers and employees who are a superannuation fund trustee or a director of a company that is a superannuation fund trustee**

Robyn Buckler is an employee of the Branch and is a director of the trustee of the HOSTPLUS Superannuation Fund. This position is held because it is a criterion that a United Voice representative acts as a director.

**Number of members of the Branch**

There were 15,656 members of the Branch as at 30 June 2016.

**Number of employees of the Branch**

As at 30 June 2016 the Branch employed 44 full time employees, 3 part time employees, and 5 casual employees with a total number of 46.42 employees on a full time equivalent basis.

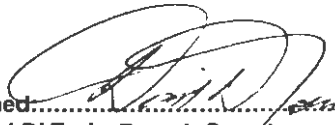
**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**OPERATING REPORT (cont)**

**Names of Committee of Management members and period position held during the financial year**

The following persons were a member of the Committee of Management of the Branch, being the Branch Executive, during the year ending 30 June 2016:

Name	Period Position Held
Deborah Christie	01.07.15 to 30.06.16
Georgina Cosson	01.07.15 to 30.06.16
Cathy Daniels	01.07.15 to 30.06.16
David Di Troia	01.07.15 to 30.06.16
Donna Duke	01.07.15 to 30.06.16
David Gray	01.07.15 to 30.06.16
Rebecca Hutt	01.07.15 to 12.10.15
Chris Kartsonis	01.07.15 to 30.06.16
Anna Martin	01.07.15 to 30.06.16
Pamela Mazey	01.07.15 to 30.06.16
John McCallum	01.07.15 to 30.06.16
Debbie Newell	01.07.15 to 30.06.16
Demeter Pnevmatikos	01.07.15 to 30.06.16
Barbara Possingham	01.07.15 to 30.06.16
Radek Prokesh	01.07.15 to 30.06.16
Timothy Rowbottom	01.07.15 to 30.06.16
Rick Trezise	01.07.15 to 30.06.16
Arthur Tsimopoulos	01.07.15 to 30.06.16

  
Signed.....  
David Di Troia, Branch Secretary  
Date: 20/9/16.....

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

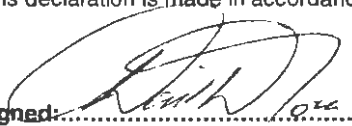
**COMMITTEE OF MANAGEMENT STATEMENT**

On 20th September, 2016 the Branch Executive of United Voice South Australian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 30 June 2016:

The Branch Executive declares 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;
- (c) the financial statements 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 2016;
- (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 2016 and since the end of that 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 requirements of 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 the national council of United Voice; and
  - (v) where information has been sought in any request by a member of the Branch or the General Manager duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 this has been provided to the member or General Manager; and
  - (vi) where any order for inspection of financial records made by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Branch Executive.

Signed:  .....

**David Di Troia, Branch Secretary**

Date: 20/9/16 .....

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF UNITED VOICE SOUTH AUSTRALIAN BRANCH**

We have audited the accompanying financial report of United Voice South Australian Branch, which comprises the Statement of Financial Position as at 30 June 2016, the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity and Cash Flow Statement for the year then ended, Notes to the Financial Statements and the Committee of Management's Statement.

***Committee of Management's Responsibility for the Financial Report***

The Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the requirements of the Fair Work Commission Reporting Guidelines and Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* and for such internal control as they determine are necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

***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 Branch'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 Branch'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.

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

***Matters Relating to the Electronic Presentation of the Audited Financial Report***

This audit report relates to the financial report of United Voice South Australian Branch for the year ended 30 June 2016, including its presentation on the United Voice web site. The National Executive of United Voice are responsible for the integrity of the United Voice web site. This audit report refers only to the statements named above for the South Australian Branch. It does not provide an opinion on any other information that may be hyper linked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the web site.

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF UNITED VOICE SOUTH AUSTRALIAN BRANCH (CONT)**

***Independence***

In conducting our audit, we have complied with the independence requirements of the Australian Professional and Ethical Standards.

***Audit Declarations***

We have concluded that management's use of the going concern basis of accounting in preparation of the financial statements is appropriate.

The auditor is an approved auditor in accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, is a member of the Institute of Chartered Accountants in Australia and holds a current Public Practice Certificate.

***Audit Opinion***

In our opinion the financial report present fairly, in all material respects, the financial position of United Voice South Australian Branch as at 30 June 2016 and of its financial performance and its cash flows for the year then ended in accordance Australian Accounting Standards and the requirements of the Fair Work Commission Reporting Guidelines and Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009*.

*Nexia Edwards Marshall*

Nexia Edwards Marshall  
Chartered Accountants



Damien Pozza  
Partner

Adelaide  
South Australia

Dated 20/9/16

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	30.06.16 \$	30.06.15 \$
<b>Revenue</b>			
Membership Subscriptions		6,803,227	6,591,040
Capitation Fees		-	-
Levies		-	-
Interest		115,673	146,551
Rental Revenue	3	243,463	239,760
Other Revenue	4	488,299	364,367
<b>Total Revenue</b>		<u>7,650,662</u>	<u>7,341,718</u>
<b>Other Income</b>			
Grants and/or Donations		-	-
Net Gain on Disposal of Plant and Equipment		-	-
Financial Support from National Council or Other Branches		-	-
Sundry Income		26,269	31,575
<b>Total Other Income</b>		<u>26,269</u>	<u>31,575</u>
<b>TOTAL INCOME</b>		<u>7,676,931</u>	<u>7,373,294</u>
<b>EXPENSES</b>			
Employee Expenses	5A	4,712,392	4,760,953
Indirect Employment Expenses	5B	113,319	161,549
Affiliation Fees	5C	165,024	141,588
Administration Expenses	5D	198,154	243,736
Depreciation	5E	254,820	241,110
Grants or Donations	5F	133,191	3,827
Finance Costs	5G	133,014	133,659
Legal & Professional Costs	5H	88,119	185,725
Audit Fees	15	21,150	20,250
Meeting & Conference Costs	5I	184,523	177,904
Campaign Costs	5J	128,229	20,823
Communication Costs	5K	71,978	64,496
IT Costs	5L	38,908	28,328
Property Costs	5M	240,527	241,532
Research Costs	5N	16,211	6,090
National Council Sustentation/Capitation	5O	952,032	973,938
Member Services	5P	30,865	100,791
Loan Impairment	5Q	-	300,000
Penalties Imposed Under RO Act or Regulations		-	-
Net Loss on Disposal of Plant and Equipment		36,706	44,756
<b>Total Expenses</b>		<u>7,519,163</u>	<u>7,851,054</u>
<b>Profit / (Loss) for the Year</b>		<u>157,767</u>	<u>(477,761)</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be subsequently reclassified to Profit or Loss:</b>			
Gain on Revaluation of Land and Buildings		-	-
<b>Total Other Comprehensive Income</b>		-	-
<b>Total Comprehensive Income for the Year</b>		<u>157,767</u>	<u>(477,761)</u>

The financial statements should be read in conjunction with the notes

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2016**

	Note	30.06.16 \$	30.06.15 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	6	809,410	607,735
Investments in Short Term Deposits		3,574,148	3,560,122
Trade and Other Receivables	7	274,036	249,900
Prepayments		139,863	177,458
<b>Total Current Assets</b>		<u>4,797,456</u>	<u>4,595,216</u>
<b>Non-Current Assets</b>			
Land and Buildings	8	6,826,000	6,924,000
Plant and Equipment	8	1,186,708	1,055,689
Loan		-	-
Investments		96	96
<b>Total Non-Current Assets</b>		<u>8,012,804</u>	<u>7,979,785</u>
<b>Total Assets</b>		<u>12,810,260</u>	<u>12,575,002</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	9	644,216	662,782
Employee Provisions - Annual Leave	10	667,519	628,420
Employee Provisions - Long Service Leave	10	658,207	576,567
<b>Total Current Liabilities</b>		<u>1,969,942</u>	<u>1,867,769</u>
<b>Non-Current Liabilities</b>			
Employee Provisions - Long Service Leave	10	78,990	103,672
<b>Total Non-Current Liabilities</b>		<u>78,990</u>	<u>103,672</u>
<b>Total Liabilities</b>		<u>2,048,932</u>	<u>1,971,441</u>
<b>Net Assets</b>		<u>10,761,328</u>	<u>10,603,560</u>
<b>EQUITY</b>			
General Fund		5,217,467	5,059,699
Asset Revaluation Reserve		5,543,861	5,543,861
<b>Total Equity</b>		<u>10,761,328</u>	<u>10,603,560</u>

The financial statements should be read in conjunction with the notes

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	30.06.16 \$	30.06.15 \$
<b>GENERAL FUND</b>			
<b>Accumulated Funds at the Beginning of the Year</b>		5,059,699	5,537,460
Surplus/(Deficit) for the Year		157,767	(477,761)
<b>Accumulated Funds at the End of the Year</b>		<u>5,217,466</u>	<u>5,059,699</u>
 <b>ASSET REVALUATION RESERVE</b>			
<b>Reserve at the Beginning of the Year</b>		5,543,861	5,543,861
Land and Building Revaluation		-	-
<b>Reserve at the End of the Year</b>		<u>5,543,861</u>	<u>5,543,861</u>

The financial statements should be read in conjunction with the notes



**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	30.06.16 \$	30.06.15 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Membership Subscriptions		7,477,753	7,353,752
Interest		126,333	147,165
Rent		264,013	266,003
Board Fees		-	-
Workers Compensation Representation Costs Reimbursed		402,877	315,192
Staff Expenses Reimbursed		6,694	8,380
Sundry Receipts		34,483	43,561
Receipts from National Council		97,032	112,500
Receipts from Other Branches		-	-
<b>Total Receipts</b>		<u>8,409,184</u>	<u>8,246,553</u>
<b>Payments</b>			
Payments to Suppliers and Employees		(6,405,813)	(6,896,603)
National Council Sustentation		(1,039,687)	(1,079,319)
Other Payments to National Council		(201,652)	(52,660)
Payments to Other Branches		(4,028)	-
Affiliation Fees		(165,024)	(141,588)
Donations		(52,737)	(2,800)
<b>Total Payments</b>		<u>(7,868,941)</u>	<u>(8,172,970)</u>
<b>Net Cash Provided By / (Used In) Operating Activities</b>	11	<u>540,243</u>	<u>73,583</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Receipts</b>			
Proceeds from Sale of Plant and Equipment		128,500	100,000
<b>Total Receipts</b>		<u>128,500</u>	<u>100,000</u>
<b>Payments</b>			
Payments for Plant & Equipment		(453,042)	(416,758)
Payments for Investments and Loans		(14,026)	(26,886)
<b>Total Payments</b>		<u>(467,068)</u>	<u>(443,644)</u>
<b>Net Cash Provided By / (Used In) Investing Activities</b>		<u>(338,568)</u>	<u>(343,644)</u>
<b>Net Increase / (Decrease) in Cash Held</b>		<u>201,675</u>	<u>(270,061)</u>
Cash and Cash Equivalents at the Beginning of the Year		<u>607,735</u>	<u>877,796</u>
<b>Cash and Cash Equivalents at the End of the Year</b>	6	<u>809,410</u>	<u>607,735</u>

The financial statements should be read in conjunction with the notes

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

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**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**1A 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 United Voice South Australian 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 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 financial report has been prepared using the going concern basis of accounting. The Branch's ability to continue as a going concern is not reliant on financial support of the National Council or another branch. The Branch has not agreed to provide financial support to the National Council or another branch to ensure they have the ability to continue as a going concern.

**1B Comparative amounts**

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

**1C Significant accounting judgements and estimates**

Estimates and judgements are incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Branch.

**Key Estimates:**

Provision for employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In calculating the present value of future cash flows the probability of leave being taken is based on historical data and the cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of the cash flows.

**Key Judgments:**

The fair value of land and buildings has been based on an assessment of the property's current market value using the market based direct comparison approach based on active market prices, adjusted for difference in the nature, location or condition of the specific property.

**1D New Australian Accounting Standards**

***Adoption of New Australian Accounting Standard requirements***

There were no new or amended Accounting Standards and Interpretations issued by the AASB with mandatory applicability to the current financial year which resulted in changes to the accounting policies or presentation of the financial report.

***Future Australian Accounting Standards Requirements***

No new or amended Accounting Standards and Interpretations issued by the AASB that are not yet mandatorily applicable have been adopted earlier than the application date. The Branch's assessment of the new and amended pronouncements that are relevant to the Branch but applicable in future reporting periods is set out below:

AASB 9: Financial Instruments and associated Amending Standards (applicable to annual reporting periods beginning on or after 1 January 2018). The Standard will be applicable retrospectively and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting. The key changes that may affect the Branch on initial application include certain simplifications to the classification of financial assets and upfront accounting for expected credit loss. AASB 9 is not expected to have a material impact on the Branch.

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**AASB 15: Revenue from Contracts with Customers** (applicable to annual reporting periods commencing on or after 1 January 2017). When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the goods or services. To achieve this objective, AASB 15 provides the following five-step process:

- identify the contract(s) with a customer;
- identify the performance obligations in the contract(s);
- determine the transaction price;
- allocate the transaction price to the performance obligations in the contract(s); and
- recognise revenue when (or as) the performance obligations are satisfied.

This Standard will require retrospective restatement, as well as enhanced disclosures regarding revenue.

Although it is anticipated that the adoption of AASB 15 may have an impact on the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

**AASB 16: Leases** (applicable to annual reporting periods beginning on or after 1 January 2019).

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: Leases and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

The new Standard does not make any significant changes to lessor accounting and as such is only expected to impact lease accounting from a lessee's perspective.

The main changes introduced by the new Standard include:

- recognition of a right-to-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-to-use assets in line with AASB 116: Property, Plant and Equipment in profit or loss and unwinding of the liability in principal and interest components;
- variable lease payments that depend on an index or a rate are included in the initial measurement of the lease liability using the index or rate at the commencement date;
- by applying a practical expedient, a lessee is permitted to elect not to separate non-lease components and instead account for all components as a lease; and
- additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108 or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

Although it is anticipated that the adoption of AASB 16 will impact the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

## **1E Revenue**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Donation income is recognised when it is received.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

## **1F Government grants**

Government grants are recognised when the Branch will comply with the conditions attached to the grant and the grant will be received. United Voice South Australian Branch did not receive any government grants.

## **1G Gains**

### ***Sale of assets***

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

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**1H Capitation fees and levies**

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

**1I 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 which are expected to be settled 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 which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash flows to be made by the Branch in respect of services provided by employees up to reporting date.

Payments made by the Branch to employee superannuation funds are charged as expenses when incurred.

**1J Leases**

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

**1K 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 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 consolidated statement of financial position.

**1L Financial instruments**

Financial instruments, including financial assets and financial liabilities, are recognised when the Branch 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.

**1M Financial assets**

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

***Fair value through profit or loss***

Financial assets at fair value through profit or loss are financial assets held for trading for the purpose of short term profit taking, or financial assets designated as such to avoid an accounting mismatch or to enable performance evaluation where they are managed in accordance with a documented risk management or investment strategy. They are initially measured at fair value and realised and unrealised gains and losses arising from subsequent changes in fair value are included in profit or loss in the period in which they arise.

***Held-to-maturity investments***

Held-to-maturity investments are financial assets that have fixed maturities and fixed or determinable payments, and it is the intention to hold these investments to maturity. They are initially measured at fair value plus transaction costs and are subsequently measured at amortised cost using the effective interest rate method.

***Available-for-sale financial assets***

Available-for-sale financial assets are financial assets that are either designated as such or that are not classified in any of the other categories. They comprise of investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments. They are initially measured at fair value plus transaction costs and realised and unrealised gains and losses arising from subsequent changes in fair value are included in equity in the period in which they arise.

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***Loans and receivables***

Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. They are initially measured at fair value plus transaction costs and are subsequently measured at amortised cost using the effective interest rate method.

***Effective interest method***

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

***Impairment of financial assets***

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

***Derecognition of financial assets***

The Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive and accumulated in equity is recognised in profit or loss.

**1N Financial Liabilities**

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

***Fair value through profit or loss***

Financial liabilities at fair value through profit or loss are financial liabilities held for trading for the purpose of short term profit taking, or financial liabilities designated as such to avoid an accounting mismatch or to enable performance evaluation where they are managed in accordance with a documented risk management or investment strategy. They are initially measured at fair value and realised and unrealised gains and losses arising from subsequent changes in fair value are included in profit or loss in the period in which they arise.

***Other financial liabilities***

Other financial liabilities are initially measured at fair value net of transaction costs and are subsequently measured at amortised cost using the effective interest rate method.

***Derecognition of financial liabilities***

The Branch derecognises financial liabilities when, and only when, the Branch's obligations are discharged, cancelled or they expire. The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

**10 Provisions**

Provisions are recognised when there is a legal or constructive obligation as a result of past events, for which it is probable than an outflow of economic benefits, that can be reliably estimated, will result. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

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**1P Contingent Liabilities and Contingent Assets**

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

**1Q Property, Plant and Equipment**

Property, plant and equipment are initially brought to account at cost, less where applicable, any accumulated depreciation or amortisation.

***Revaluations - Land and Buildings***

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

**1R Impairment for non-financial assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

**1S Summary of significant accounting policies (continued)**

***Depreciation***

Depreciation of property, plant and equipment is calculated under the diminishing value and straight line methods in order to write the assets off over their useful life. The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. The depreciation rates used for each class of assets are:

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Buildings	2.50%
Motor Vehicles	13 - 19 %
Plant and Equipment	2.5 - 34%

***Derecognition***

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

**1T Taxation**

The Branch is exempt from income under section 50.1 of the Income Tax Assessment Act 1997 but 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, in which case the GST is recognised as part of the asset or as part of an item of expense. Receivables and payables in the balance sheet are shown inclusive of GST. Cash flows are presented in the Cash Flow Statement on a gross basis except for the GST component of investing activities which are included in operating cash flows.

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**1U Fair Value Measurement**

The Branch measures financial measurements, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 12.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Branch. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Branch uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 - Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 - Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3 - Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Branch determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Branch has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.



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**2 EVENTS AFTER THE REPORTING PERIOD**

There were no events that occurred after the end of the financial year and prior to signing of the financial report that would affect the ongoing structure and financial activities of the Branch.

	Note	30.06.16 \$	30.06.15 \$
<b>3 RENTAL REVENUE</b>			
Property Rent - Government of Australia		60,903	62,547
Property Rent – Uniting Care Wesley		65,424	70,321
Property Rent – CPSU		117,136	106,892
<b>Total Rental Revenue</b>		<u>243,463</u>	<u>239,760</u>
<b>4 OTHER REVENUE</b>			
Board Fees		40,107	50,134
Workers Compensation Representation Costs Reimbursed		388,924	266,886
Staff Expenses Reimbursed		6,085	7,619
Sponsorship		53,182	39,727
<b>Total Other Revenue</b>		<u>488,299</u>	<u>364,367</u>
<b>5 EXPENSES</b>			
<b>5A EMPLOYEE EXPENSES</b>	14		
<b>Holders of Office</b>			
Wages and Salaries		404,211	390,173
Superannuation		58,333	54,161
Leave and other entitlements		49,393	96,939
Separation and Redundancies		-	-
Other Employee Expenses		8,177	8,231
<b>Subtotal Holders of Office Employee Expenses</b>		<u>520,114</u>	<u>549,504</u>
<b>Employees Other than Office Holders</b>			
Wages and Salaries		2,902,622	2,922,010
Superannuation		461,628	458,357
Leave and other entitlements		528,755	495,077
Separation and Redundancies		-	18,216
Other Employee Expenses		299,274	317,789
<b>Total Employees Other than Office Holders Employee Expenses</b>		<u>4,192,278</u>	<u>4,211,449</u>
<b>Total Employee Expenses</b>		<u>4,712,392</u>	<u>4,760,953</u>
<b>5B INDIRECT EMPLOYMENT COSTS</b>			
Temporary Staff		2,574	39,098
Staff Training		7,799	5,933
Motor Vehicle Expenses		102,946	116,518
<b>Total Indirect Employment Costs</b>		<u>113,319</u>	<u>161,549</u>
<b>5C AFFILIATION FEES</b>			
Australian Labor Party		79,324	56,970
SA Unions		85,350	84,300
Campaign Action Ltd		-	-
SA May Day Committee		350	318
<b>Total Affiliation Fees</b>		<u>165,024</u>	<u>141,588</u>

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	Note	30.06.16 \$	30.06.15 \$
<b>5D ADMINISTRATION EXPENSES</b>			
General Expenses		11,039	13,470
Postage and Freight		42,942	61,814
Printing and Stationery		77,944	86,854
Compulsory Levies		-	-
Office Running Costs		5,469	6,935
Telephones		60,760	74,662
<b>Total Administration Expenses</b>		<u>198,154</u>	<u>243,736</u>
<b>5E DEPRECIATION</b>			
Depreciation - Computer Equipment		21,939	15,726
Depreciation - Fixtures and Fittings		42,557	25,995
Depreciation - Library		989	1,088
Depreciation - Motor Vehicles		87,344	91,698
Depreciation - Office Fixtures		3,992	8,603
Depreciation - Building Mile End		98,000	98,000
<b>Total Depreciation</b>		<u>254,820</u>	<u>241,110</u>
<b>5F GRANTS AND DONATIONS</b>			
Grants: Total paid that were \$1,000 or less		455	1,027
Grants: Total paid that exceeded \$1,000		-	-
Donations: Total paid that were \$1,000 or less		2,737	1,300
Donations: Total paid that exceeded \$1,000		130,000	1,500
<b>Total Grants and Donations</b>		<u>133,191</u>	<u>3,827</u>
<b>5G FINANCE COSTS</b>			
Bank Charges		63,857	57,762
Commission on Membership payroll deductions		11,929	19,923
Insurance Premiums		57,228	55,975
<b>Total Finance Costs</b>		<u>133,014</u>	<u>133,659</u>
<b>5H LEGAL AND PROFESSIONAL COSTS</b>			
Litigation	20	2,119	28,120
Other Legal Matters		84,111	144,155
Professional Services	15	1,890	13,450
<b>Total Legal and Professional Costs</b>		<u>88,119</u>	<u>185,725</u>
<b>5I MEETING AND CONFERENCE COSTS</b>			
Accommodation		9,746	17,126
Airfares		27,754	27,452
Attendance Fees - Holders of Office	14	3,744	5,255
Attendance Fees - Other		6,478	5,395
Travel allowance		13,542	15,317
Parking and cabcharges		16,416	24,731
Other meeting costs		48,139	29,296
Conference Costs		58,705	53,333
<b>Total Meeting and Conference Costs</b>		<u>184,523</u>	<u>177,904</u>
<b>5J CAMPAIGN COSTS</b>			
Campaign Costs		128,229	20,823
<b>Total Campaigning Costs</b>		<u>128,229</u>	<u>20,823</u>

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	<b>30.06.16</b>	<b>30.06.15</b>
	<b>\$</b>	<b>\$</b>
<b>5K COMMUNICATION COSTS</b>		
Advertising	28,672	20,359
Promotions	43,305	44,136
<b>Total Communication Costs</b>	<u>71,978</u>	<u>64,496</u>
<b>5L IT COSTS</b>		
IT Maintenance and Support	22,953	12,373
Internet - internet and website	15,955	15,955
<b>Total IT Costs</b>	<u>38,908</u>	<u>28,328</u>
<b>5M PROPERTY COSTS</b>		
Electricity	70,895	88,839
Rates - Council & Water	72,159	66,016
Other property expenses	92,698	85,917
Repairs and Maintenance	4,775	760
<b>Total Property Costs</b>	<u>240,527</u>	<u>241,532</u>
<b>5N RESEARCH COSTS</b>		
Research	6,936	-
Subscriptions and Journals	9,275	6,090
<b>Total Research Costs</b>	<u>16,211</u>	<u>6,090</u>
<b>5O NATIONAL COUNCIL SUSTENTATION/CAPITATION</b>		
United Voice National Council	952,032	973,938
<b>Total National Council Sustentation</b>	<u>952,032</u>	<u>973,938</u>
<b>5P MEMBER SERVICES</b>		
Professional indemnity Insurance	17,911	55,097
Delegates Training & Functions	12,953	45,693
<b>Total Member Services</b>	<u>30,865</u>	<u>100,791</u>
<b>5Q LOAN IMPAIRMENT</b>		
HGT Loan written off	-	300,000
<b>Total Loan Impairment</b>	<u>-</u>	<u>300,000</u>
<b>6 CASH &amp; CASH EQUIVALENTS</b>		
Cash at Bank	807,949	607,463
Cash on Hand	1,461	273
<b>Total Cash and Cash Equivalents</b>	<u>809,410</u>	<u>607,735</u>
<b>7 TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Receivables from National Council and Other Branches	-	-
less Provision for Doubtful Debts	-	-
Trade Receivables	233,470	198,674
Other Receivables	40,566	51,226
<b>Total Trade and Other Receivables</b>	<u>274,036</u>	<u>249,900</u>

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	<b>30.06.16</b>	<b>30.06.15</b>
	<b>\$</b>	<b>\$</b>
<b>8 PROPERTY, PLANT &amp; EQUIPMENT</b>		
<b>Land and Buildings</b>		
Land at Valuation	3,200,000	3,200,000
Buildings at Valuation	3,920,000	3,920,000
Less: Accumulated Depreciation	<u>(294,000)</u>	<u>(196,000)</u>
Total Buildings	<u>3,626,000</u>	<u>3,724,000</u>
<b>Total Land and Buildings</b>	<u>6,826,000</u>	<u>6,924,000</u>
<b>Plant and Equipment</b>		
Motor Vehicles at Cost	731,999	727,426
Less: Accumulated Depreciation	<u>(152,061)</u>	<u>(146,784)</u>
Total Motor Vehicles	<u>579,938</u>	<u>580,641</u>
Other Plant and Equipment at Cost	1,248,382	1,067,156
Less: Accumulated Depreciation	<u>(641,612)</u>	<u>(592,108)</u>
Total Other Plant and Equipment	<u>606,770</u>	<u>475,048</u>
<b>Total Plant and Equipment</b>	<u>1,186,708</u>	<u>1,055,689</u>
<b>Total Property, Plant and Equipment</b>	<u>8,012,708</u>	<u>7,979,689</u>
<b>Reconciliation of Opening and Closing Total Balances</b>		
Land at Valuation at 1 July	3,200,000	3,200,000
Revaluations	-	-
Land at Valuation at 30 June	<u>3,200,000</u>	<u>3,200,000</u>
Buildings at Valuation at 1 July	3,724,000	3,822,000
Revaluations	-	-
Depreciation Expense	<u>(98,000)</u>	<u>(98,000)</u>
Buildings at Valuation at 30 June	<u>3,626,000</u>	<u>3,724,000</u>
Motor Vehicles at Cost at 1 July	580,641	576,020
Additions purchased	236,487	199,164
Disposals	<u>(149,847)</u>	<u>(102,846)</u>
Depreciation Expense	<u>(87,344)</u>	<u>(91,698)</u>
Motor Vehicles at Cost at 30 June	<u>579,938</u>	<u>580,641</u>
Other Plant and Equipment at Cost at 1 July	475,048	350,776
Additions purchased	216,558	217,594
Disposals	<u>(15,359)</u>	<u>(41,910)</u>
Depreciation Expense	<u>(69,477)</u>	<u>(51,412)</u>
Other Plant and Equipment at Cost at 30 June	<u>606,770</u>	<u>475,048</u>

The fair value of land and buildings is categorised as a level 2 fair value. An independent valuation of freehold land and buildings was undertaken on 30 June 2013. The valuation was based on an assessment of the property's current market value using the market based direct comparison approach where valuations performed by the valuer are based on active market prices, significantly adjusted for difference in the nature, location or condition of the specific property. As at the date of revaluation, the properties' fair values are based on valuations performed by John Richardson and Matthew Singleton of Propell National Valuers, who are Certified Practising Valuers. The revaluation surplus was credited to the asset revaluation reserve in equity.

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>30.06.16</b>	<b>30.06.15</b>
	<b>\$</b>	<b>\$</b>
<b>9 TRADE AND OTHER PAYABLES</b>		
National Council Sustentation Payable	268,366	260,818
Other Payables to National Council	4,388	9,913
Payables to Other Branches	-	-
Trade Creditors and Accruals	220,774	260,736
Consideration Payable to Employers for Payroll Deductions	994	1,522
Legal Costs Payable - Litigation	-	-
Legal Costs Payable - Other Legal Matters	-	-
Unearned Revenue	11,762	10,971
GST Payable	137,932	118,823
<b>Total Trade and Other Payables</b>	<u>644,216</u>	<u>662,782</u>
<b>10 PROVISIONS</b>		
<b>Current Employee Provisions</b>		
<b>Holders of Office</b>		
Annual Leave	45,404	72,511
Long Service Leave	90,932	161,218
Separation and Redundancies	-	-
Other	-	-
<b>Total Holders of Office Employee Provisions</b>	<u>136,335</u>	<u>233,729</u>
<b>Employees Other than Office Holders</b>		
Annual Leave	622,115	555,909
Long Service Leave	567,275	415,349
Separation and Redundancies	-	-
Other	-	-
<b>Total Employees Other than Office Holders Employee Provisions</b>	<u>1,189,390</u>	<u>971,258</u>
Total Annual Leave	667,519	628,420
Total Long Service Leave	658,207	576,567
Total Separation and Redundancies	-	-
Total Other	-	-
<b>Total Current Employee Provisions</b>	<u>1,325,726</u>	<u>1,204,987</u>
<b>Non-Current Employee Provisions</b>		
<b>Holders of Office</b>		
Long Service Leave	-	-
<b>Total Holders of Office Employee Provisions</b>	<u>-</u>	<u>-</u>
<b>Employees Other than Office Holders</b>		
Long Service Leave	78,990	103,672
<b>Total Employees Other than Office Holders Employee Provisions</b>	<u>78,990</u>	<u>103,672</u>
<b>Total Non-Current Employee Provisions</b>	<u>78,990</u>	<u>103,672</u>
<b>11 CASH FLOW RECONCILIATION</b>		
<b>Reconciliation of Profit/(Deficit) to Net Cash from Operating Activities</b>		
Profit / (Loss) for the Year	157,767	(477,761)
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	254,820	241,110
- (Profit)/Loss on Sale of Plant and Equipment	36,706	44,756
- Loan Impairment	-	300,000
Changes to Assets & Liabilities		
- Decrease/(Increase) in Trade and Other Receivables	(24,136)	116,590
- Decrease/(Increase) in Prepayments	37,595	(108,180)
- Increase/(Decrease) in Trade and Other Payables	(18,566)	6,446
- Increase/(Decrease) in Leave Liabilities	96,057	(49,377)
<b>Net Cash Provided By/(Used In) Operating Activities</b>	<u>540,243</u>	<u>73,583</u>

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>30.06.16</b>	<b>30.06.15</b>
	<b>\$</b>	<b>\$</b>
<b>12 FINANCIAL INSTRUMENTS</b>		
<b>Categories of Financial Instruments</b>		
The Branch's financial instruments are classified as follows:		
<b>Financial Assets</b>		
Cash and cash equivalents	809,410	607,735
Loans and Receivables		
Trade and Other Receivables	274,036	249,900
Loans	-	-
Held to Maturity Investments		
Investments in Short Term Deposits	3,574,148	3,560,122
Available for Sale Financial Assets		
Shares in unlisted companies	96	96
<b>Financial Liabilities</b>		
Other Liabilities		
Trade and Other Payables	644,216	662,782

**Fair Values**

Cash and cash equivalents, trade and other receivables, and investments in term deposits are short term instruments in nature whose carrying amount is equivalent to fair value.

The fair value of loans receivable is categorised as a level 2 fair value using a discounted cash flow methodology and based on observable interest rates. The carrying amount approximates the fair value.

The fair value of unlisted shares classified as available for sale assets is categorised as a level 3 fair value and has been based on a reasonable estimate of the underlying net assets or the discounted cash flows of the shares and are not based on observable market data. The carrying amount approximates the fair value.

No financial assets and financial liabilities are readily traded on organised markets in standardised form.

**Financial Risk Management**

Potential financial risks include credit risk, liquidity risk and market risk, which comprises interest rate risk, foreign currency risk and price risk.

Credit risk arises from the potential non-performance by counterparties of contract obligations to pay financial assets when they are due which could result in the Branch incurring a financial loss. The Branch manages credit risk by monitoring exposure to single debtors, groups of debtors and financial institutions holding cash, term deposits and local money market instruments. Only reputable financial institutions are utilised for cash and term deposits.

The Branch does not have any material credit risk exposure to any single debtor or group of debtors. The following table details the trade and other receivables exposed to credit risk with aging analysis. The receivables that remain within the initial trade terms are considered to be of high credit quality. Receivables are considered past due when the debt has not been settled within the trade terms provided to the counterparty. These debtors have been assessed for impairment.

	Gross Amount	Within Initial Trade Terms	Past Due but Not Impaired and Days Past		
	\$	\$	31 - 60 Days \$	61 - 90 Days \$	> 90 Days \$
<b>2016</b>	274,036	183,118	75,527	5,722	9,669
<b>2015</b>	249,900	181,622	38,552	10,648	19,078

Liquidity risk arises from the possibility that the Branch might encounter difficulty settling its debts or otherwise meeting its obligations related to financial liabilities. The Branch manages this risk by monitoring forecast cash flows and ensuring that adequate short term cash balances are maintained to meet liabilities. All financial liabilities mature within 1 year and all financial assets, other than available for sale financial assets, mature within 1 year and will be available to meet these liabilities.

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**12 FINANCIAL INSTRUMENTS (cont)**

Interest rate risk arises from a potential change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The Branch does not have any material exposure to interest rate risk as financial assets are short term instruments in nature and the rate is fixed until maturity, and the Branch does not maintain any debt financial liabilities. Due to the Branches low exposure to this risk the sensitivity of fluctuations to this risk is immaterial.

Foreign currency risk arises when movements in the foreign exchange rates of currencies in which the Branch holds financial instruments may result in the fair value or future cash flows of those instruments fluctuating. The Branch does not have any material exposure to foreign currency risk as it does not transact or hold any financial instruments in foreign currencies. Due to the Branches low exposure to this risk the sensitivity of fluctuations to this risk is immaterial.

Price risk arises when changes in market prices of traded investments or commodities, largely due to demand and supply factors, may result in the fair value or future cash flows of those instruments fluctuating. The Branch does not have any material exposure to price risk as it does not have any traded investments or commodities. Due to the Branches low exposure to this risk the sensitivity of fluctuations to this risk is immaterial.

**13 RELATED PARTY INFORMATION**

The ultimate controlling entity of the Branch is the United Voice National Council.

Amounts payable to National Council are disclosed in Note 9 to the Financial Statements.

Amounts paid to National Council are disclosed in the Statement of Cash Flows. These amounts were reimbursements to National Council for expenses incurred on behalf of the Branch.

Amounts paid to Other Branches are disclosed in the Statement of Cash Flows. These amounts were reimbursements to Other Branches for expenses incurred on behalf of the Branch.

Amounts received from National Council are disclosed in the Statement of Cash Flows. These amounts were received from the National Council for income received on behalf of the Branch.

Transactions with National Council and Other Branches are on normal commercial terms on conditions no more favourable than those available to other parties unless otherwise stated. Payables are unsecured and interest free and no guarantees have been provided in relation to these.

**14 KEY MANAGEMENT PERSONNEL REMUNERATION**

	<b>30.06.16</b>	<b>30.06.15</b>
	<b>\$</b>	<b>\$</b>
<b>Short-term employee benefits</b>		
Wages and Salaries (including annual leave taken)	482,593	408,389
Annual Leave accrued	37,655	73,972
Other Employee Expenses	8,177	8,231
<b>Total short-term employee benefits</b>	<u>528,426</u>	<u>490,592</u>
<b>Post-employment benefits</b>		
Superannuation	58,333	54,161
<b>Other long-term benefits</b>		
Long Service Leave	11,738	22,967
Termination benefits	-	-
	<u>598,496</u>	<u>567,720</u>

Attendance fees at meetings and conferences paid to holders of office that are not employees is disclosed at Note 51 to the Financial Statements.

There are no other transaction with key management personnel or their close family members.

**15 REMUNERATION OF AUDITORS**

Financial Statement Audit Services		21,150	20,250
Financial Report Preparation Assistance Services	5H	1,890	13,450
<b>Total Remuneration of Auditors</b>		<u>23,040</u>	<u>33,700</u>

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**16 INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK COMMISSION**

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 the members or the General Manager of Fair Work Commission:

- (1) A member of a reporting unit, or the General Manager of Fair Work Commission, may apply to the reporting unit for specified
- (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
- (3) A reporting unit must comply with an application made under subsection (1).

**17 RECOVERY OF WAGES ACTIVITY**

The Branch does not undertake recovery of wages activity from which it derives revenue.

**18 ACQUISITION OF ASSETS OR LIABILITIES**

The Branch has not acquired any assets or liabilities during the financial year as a result of an amalgamation, a restructure of branches, a determination of an alternative reporting structure, a revocation of such a determination, or as part of a business combination.

**19 LITIGATION**

All litigation relates to action on behalf of members.





7 December 2016

Mr David Di Troia  
Branch Secretary  
United Voice - South Australian Branch

Sent via email: [DavidD@unitedvoice.org.au](mailto:DavidD@unitedvoice.org.au)

Dear Mr Di Troia,

### **Lodgement of Financial Report - Reminder to lodge**

The Fair Work Commission's (the Commission) records disclose that the financial year of the United Voice - South Australian Branch (the reporting unit) ended on the 30 June 2016.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). The full report must be lodged with the Commission within 14 days of that meeting.

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). That is the official email address for electronic lodgements of material related to registered organisations matters.

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone : (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

Should you seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at [Sam.Gallichio@fwc.gov.au](mailto:Sam.Gallichio@fwc.gov.au).

Yours sincerely,



Sam Gallichio  
Adviser  
Regulatory Compliance Branch



15 July 2016

Mr David Di Troia  
SA Branch Secretary  
United Voice - South Australian Branch  
By email: [DavidD@unitedvoice.org.au](mailto:DavidD@unitedvoice.org.au)

Dear Mr Di Troia,

**Re: Lodgement of Financial Report - [FR2016/80]  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Voice - South Australian Branch (the reporting unit) ended on 30 June 2016.

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 under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

### **Timelines**

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, guidance notes and model statements**

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

### **Loans, grants and donations: our focus this year**

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone : (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

## Civil penalties may apply

**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 \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

## Contact

Should you wish to seek any clarification in relation to the above, email [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

Yours sincerely,

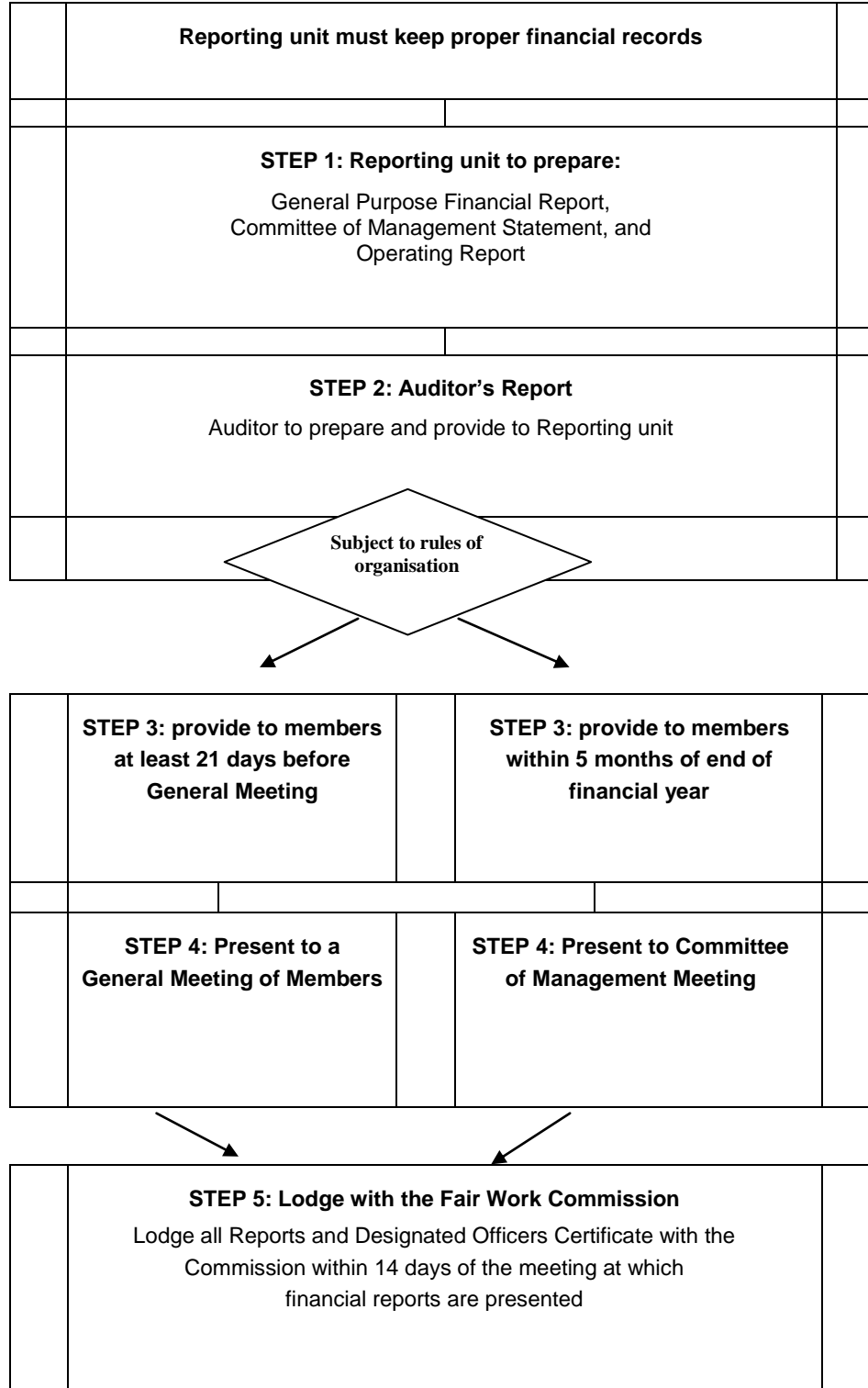


Anastasia Kyriakidis  
Adviser  
Regulatory Compliance Branch

# Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



# Fact Sheet - Loans, Grants & Donations

## The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

## The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:







- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,\* and
- the arrangements for repaying the loan.\*

\*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

## Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

## Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

### Note 4E: Grants or donations\*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

### Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

### Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)