



FAIR WORK
COMMISSION

24 April 2013

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

Dear Ms Tarrant

Re: Lodgement of Financial Accounts and Statements – United Voice, South Australian Branch - for year ending 30 June 2012 (FR2012/257)

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

The documents have been filed.

Yours sincerely,

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch



FAIR WORK
COMMISSION

24 April 2013

Mr David Di Troia
Branch Secretary, South Australian Branch
United Voice
PO Box 220
TORRENSVILLE PLAZA SA 5031

Dear Mr Di Troia

Re: Lodgement of Financial Accounts and Statements – United Voice, South Australian Branch - for year ending 30 June 2012 (FR2012/257)

I refer to the above financial statements and accounts lodged with the Fair Work Commission on 20 December 2012.

I must draw your attention to the following detail where future reports may more correctly reflect the requirements of the *Fair Work (Registered Organisations) Act 2009*.

Reporting Guidelines - Donations

Paragraph 11(f) of the Reporting Guidelines states “Balances for the following items of expense must be disclosed by the reporting unitgrants and donations”.

The Loans, Grants and Donations Statements lodged by the National Secretary of the organisation make clear that the item described in the Income and Expenditure Statement as “Election Campaigns” is included in the total amount disclosed as donations. This description has been consistently used in previous reports.

In the interests of promoting consistency in reporting across reporting units, and in the interests of greater transparency, FWC would suggest that there be no doubt on the face of the financial statements that balances for “Election Campaigns” are indeed “donations” and that accordingly they be described in some way as such (e.g. “Donations - Election Campaigns”). You should bring this to the attention of the Auditor for his future reference.

The documents have been filed. There is no further action required in respect of this return. .

Yours sincerely,

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Ms Louise Tarrant, National Secretary



20 December, 2012

Ms Bernadette O'Neill
Fair Work Australia
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 SA Branch for the year ended 30 June 2012. Enclosed is the full Financial Report including:

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

The financial reports were sent to the Branch Executive on 21 August. 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 11 December, 2012 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 12

December, 2012.

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 'Louise Tarrant', written in a cursive style.

LOUISE TARRANT
NATIONAL SECRETARY

**UNITED VOICE
South Australian Branch**

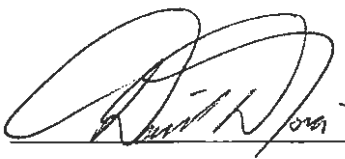
FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2012

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, David Di Troia, being the Branch Secretary of the United Voice, South Australian Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on 30 November 2012 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 11 December 2012 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



David Di Troia, Branch Secretary

Date:

12/12/12

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2012

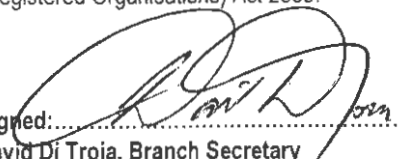
**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

COMMITTEE OF MANAGEMENT'S STATEMENT

I, David Di Troia being a designated officer of the United Voice, South Australian Branch, report that the Committee of Management of the branch at a meeting of the Committee held on 21st August, 2012 resolved that the following declarations, passed by the Committee at the meeting, in relation to the financial statements and notes of the branch for the year ending 30 June 2012 be included in the financial report.

In the opinion of the Committee of Management:

- 1 the financial statements and notes comply with the Australian Accounting Standards;
- 2 the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- 3 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 2012;
- 4 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
- 5 during the financial year ended 30 June 2012 and since the end of the financial year:
 - (a) meetings of the Committee of Management were held in accordance with the rules of the organization and the rules of the branch; and
 - (b) the financial affairs of the branch have been managed in accordance with the rules of the organization and the rules of the branch; and
 - (c) the financial records of the branch have been kept and maintained in accordance with the requirements of the Reporting Guidelines of Division 3 of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
 - (d) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national council of the organization; and
 - (e) the information sought in any request of a member of the branch or the General Manager of Fair Work Australia duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 have been furnished to the member or General Manager of Fair Work Australia; and
 - (f) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.

Signed: 

David Di Troia, Branch Secretary

Date: 21/8/12

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

OPERATING REPORT

This Operating Report covers the activities of United Voice, South Australian Branch, for the financial year ended 30 June 2012.

1 Principal Activities of the Branch

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 involving several hundred days at the Union office each year of general skills training 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 many dozens of 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.

2 The Branch's Financial Affairs

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

3 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.

4 Superannuation Trustees.

Robyn Buckler is a member of the Branch and is a Trustee and Member of the Board of Directors of the HOSTPLUS Superannuation Fund.

5 Membership of the Branch.

There were 16,621 members of the Branch as at 30 June 2012.

6 Employees of the Branch

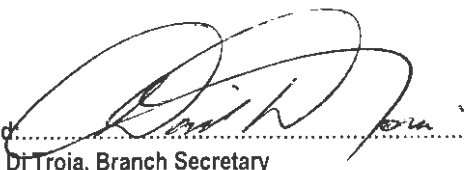
As at 30 June 2012 the Branch employed 47 full time employees, 3 part time employees, and 6 casual employees with a total number of 49 employees on a full time equivalent basis.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH
OPERATING REPORT (cont)**

7 Committee of Management

The following persons were a member of the Committee of Management of the Branch, namely the Branch Executive, during the year ending 30 June 2012;

Judith	ALDRIGE	01.07.11 to 30.06.12
Alex	BONE	01.07.11 to 30.06.12
Robyn	BUCKLER	01.07.11 to 30.06.12
Cathy	DANIELS	01.07.11 to 30.06.12
David	DITROIA	01.07.11 to 30.06.12
Christopher John	FIELD	01.07.11 to 30.06.12
David	GRAY	01.07.11 to 30.06.12
John	INGLIS	01.07.11 to 30.06.12
Chris	KARTSONIS	01.07.11 to 30.06.12
Anna	MARTN	01.07.11 to 30.06.12
John	NAYLOR	01.07.11 to 30.06.12
Barbara	POSSINGHAM	01.07.11 to 30.06.12
Timothy	ROWBOTTOM	01.07.11 to 30.06.12
Dianna	RYAN	01.07.11 to 09.03.12
Allan	SPARK	01.07.11 to 30.06.12
Rick	TREZISE	01.07.11 to 30.06.12

Signed: .....
David Di Troia, Branch Secretary

Date: 21/8/12.....



**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 Balance Sheet as at 30 June 2012, the Income and Expenditure Statement, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, Notes to and forming part of the Financial Statements and the Committee of Management’s Statement.

Committee of Management Responsibility for the Financial Report

The Committee of Management and the Branch Secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the requirements of the Reporting Guidelines of Division 3 of 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.



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

Matters Relating to the Electronic Presentation of the Audited Financial Report

This audit report relates to the financial report of the United Voice, South Australian Branch for the year ended 30 June 2012, including its presentation on the United Voice web site. The National Executive and the National Secretary of United Voice – National Council 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 reports to confirm the information included in the audited financial report presented on the web site.

Independence

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

Audit Opinion

In our opinion the financial report present fairly, in all material respects, the financial position of United Voice South Australia Branch as at 30 June 2012 and of its financial performance and its cash flows for the year then ended in accordance Australian Accounting Standards and the requirements of the Reporting Guidelines of Division 3 of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

Edwards Marshall

Edwards Marshall
Chartered Accountants

Camilleri

Stephen Camilleri
Partner

Adelaide
South Australia

Dated *21 August 2012*

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2012**

	Note	30.06.12 \$	30.06.11 \$
Current Assets			
Cash at Bank and Cash Equivalents	3*	1,140,787	1,285,557
Receivables		87,244	103,239
Investments		3,001,964	2,480,000
Prepayments		50,717	55,083
		<u>4,280,712</u>	<u>3,923,879</u>
Non Current Assets			
Fixed Assets	4*	7,576,318	7,613,077
Investments		96	96
		<u>7,576,414</u>	<u>7,613,173</u>
Total Assets		<u>11,857,126</u>	<u>11,537,052</u>
Current Liabilities			
National Council Sustentation Fees Payable		251,143	243,172
Creditors and Accruals		292,621	228,696
Accrued Annual Leave		686,085	665,220
Accrued Long Service Leave		558,152	592,041
		<u>1,788,001</u>	<u>1,729,129</u>
Non Current Liabilities			
Provision for Long Service Leave		54,345	54,297
		<u>54,345</u>	<u>54,297</u>
Total Liabilities		<u>1,842,346</u>	<u>1,783,426</u>
Net Assets		<u>10,014,780</u>	<u>9,753,626</u>
Accumulated Funds			
General Fund		5,108,507	4,847,353
Asset Revaluation Reserve		4,906,273	4,906,273
		<u>10,014,780</u>	<u>9,753,626</u>

The accompanying notes form part of this financial report

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	30.06.12 \$	30.06.11 \$
Income			
Contributions		6,562,292	6,311,153
Interest		195,543	170,642
Rent - Govt of Aust		52,162	59,449
Rent – Uniting Care Wesley		65,543	81,527
Rent – CPSU		99,846	91,443
Board Fees		82,110	128,590
Workers Compensation Representation Costs		171,140	156,669
Staff Expenses Reimbursements		31,325	66,257
Sundry Income		48,465	40,471
Total Income		<u>7,308,426</u>	<u>7,106,201</u>
 Expenditure			
Accountancy Fees		5,700	10,753
Advertising		931	5,101
Affiliation Fees		150,983	140,918
Attendance Fees - Officers		1,632	3,766
Attendance Fees - Other		4,961	3,302
Audit Fees		24,550	19,015
Bank Charges		35,521	33,709
Building Expenses - Mile End		202,496	226,004
Campaign Fund – ACTU		-	19,299
Campaign Fund		95,197	37,522
Commission		6,430	13,508
Computer Expenses		38,399	49,590
Depreciation		224,355	241,468
Donations		4,555	7,600
Election Campaigns		21,794	135,409
Fringe Benefits Tax		50,348	67,586
Funeral Benefits		-	1,000
General Expenses		633	241
Insurance		64,907	64,346
Legal & Professional Fees – Other		51,284	30,749
Meeting Expenses		170,993	183,960
Carried Forward		1,155,669	1,294,846

The accompanying notes form part of this financial report

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**INCOME AND EXPENDITURE STATEMENT (cont)
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	30.06.12 \$	30.06.11 \$
Brought Forward		1,155,669	1,294,846
Media Service Fees		15,532	-
Motor Vehicle Expenses		137,065	125,871
National Council Sustentation Fees		933,564	878,306
OH&S Expenses		-	7,160
Payroll Tax		160,579	164,769
Postage		41,111	37,758
Printing & Stationery		77,164	81,471
Provision for Annual Leave - Officers		52,746	13,729
Provision for Annual Leave - Employees		461,637	424,051
Provision for Long Service Leave - Officers		23,727	12,819
Provision for Long Service Leave - Employees		99,078	120,167
Publications/Subscriptions		31,954	20,853
Repairs & Maintenance		12,278	14,937
SA Magazine		1,800	28,925
Salaries – Officers		326,545	312,802
Salaries – Employees		2,808,861	2,675,398
Sponsorship		1,159	1,659
Staff Amenities		7,972	10,476
Superannuation - Officers		40,168	42,863
Superannuation - Employees		422,239	395,741
Temp Admin		13,377	16,811
Telephone		81,389	87,665
Training		6,785	14,774
Translating		102	262
Workcover Disbursements		98,551	79,816
Workcover Levy		53,647	55,181
Total Expenditure		<u>7,064,699</u>	<u>6,919,110</u>
Operating Surplus/(Deficit) for the Year		243,727	187,091
Profit/(Loss) on Disposal of Fixed Assets		<u>17,427</u>	<u>11,900</u>
Surplus/(Deficit) for the Year		<u>261,154</u>	<u>198,991</u>

The accompanying notes form part of this financial report

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	30.06.12 \$	30.06.11 \$
General Fund			
Accumulated Funds at the Beginning of the Year		4,847,353	4,648,362
Surplus/(Deficit) for the Year		261,154	198,991
Accumulated Funds at the End of the Year		<u>5,108,507</u>	<u>4,847,353</u>
Asset Revaluation Reserve			
Reserve at the Beginning of the Year		4,906,273	4,906,273
Land and Building Revaluation		-	-
Reserve at the End of the Year		<u>4,906,273</u>	<u>4,906,273</u>

The accompanying notes form part of this financial report

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	30.06.12 \$	30.06.11 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Contributions Received		7,218,521	6,942,269
Interest		216,411	170,671
Rent		239,306	255,660
Refund of Board Fees		82,110	128,590
Workers Compensation Representation Costs		166,267	149,659
Reimbursement of Staff Expenses		34,457	72,882
Sundry Income		48,466	41,724
		<u>8,005,538</u>	<u>7,761,455</u>
Payments			
Payments to Suppliers and Employees		(6,288,273)	(6,081,198)
Affiliation Fees		(166,081)	(155,010)
Donations & Election Campaigns		(26,349)	(143,009)
National Council Sustentation Fees		(977,472)	(980,363)
		<u>(7,458,175)</u>	<u>(7,359,580)</u>
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	6	<u>547,363</u>	<u>401,875</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant & equipment		132,817	115,265
Payments for property, plant & equipment		(302,986)	(278,967)
Payments for Investments		(521,964)	-
		<u>(692,133)</u>	<u>(163,702)</u>
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		<u>(692,133)</u>	<u>(163,702)</u>
NET INCREASE/(DECREASE) IN CASH HELD		<u>(144,770)</u>	<u>238,173</u>
CASH AT BEGINNING OF THE YEAR		<u>1,285,557</u>	<u>1,047,384</u>
CASH AT END OF THE YEAR	3	<u>1,140,787</u>	<u>1,285,557</u>

The accompanying notes form part of this financial report

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

1. SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Membership contributions are accounted for on a cash receipts basis. Otherwise, the financial report is prepared using the accruals basis of accounting and on the basis of historical costs except where applicable non-current asset, financial assets and financial liabilities are measured at fair value, being the amount they could be exchanged between knowledgeable willing parties in an arms length transaction. The accounting policies have been consistently applied unless otherwise stated.

In particular:

- a) The rules of the Union provide that all property and assets are held in the name of the Union. This particularly applies to property acquired from Branch funds but which is registered in the name of the Union. Branch funds themselves form part of the property of the Union. The Union policy is for assets and property acquired from Branch funds to be accounted for in the financial report of the Branch from whose funds the assets were acquired. Similarly, all income received by a Branch (whether in the form of entrance fees, contributions, fines, fees, levies, dues or penalties or by way of investments and the like) is accounted for in the financial report of that Branch even though such income is the property of the Union.
- b) Cash and cash equivalents includes cash on hand, at call deposits with banks or financial institutions and investments in money market instruments maturing in less than two months.
- c) Property, plant and equipment are brought to account at cost or Committee of Management valuation less where applicable any accumulated depreciation. The carrying value of property, plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from the assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected cash flows have not been discounted to their present values in determining recoverable amounts. Depreciation of fixed assets 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:-

Class of Fixed Asset	Depreciation rate
Buildings	2.50%
Motor Vehicles	18.75% - 22.5%
Plant and Equipment	2.5% - 37.5%

At each reporting date, the Committee of Management reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the profit or loss for the period.

- d) Provisions are recognised when there is a legal or constructive obligation as a result of past events, for which it is probable that an outflow of economic benefits, that can be reliably estimated, will result.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

1. SIGNIFICANT ACCOUNTING POLICIES (cont)

- e) Provisions and Accruals are made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Accrued employee benefits arising from wages and salaries, annual leave and long service leave which are expected to be settled within one year, have been measured at the amounts expected to be paid when the liability is settled. 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. Contributions made by the Branch to employee superannuation funds are charged as an expense when incurred.
- f) Revenues, expenses and assets are recognised net of Goods and Services Tax (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.
- g) No provision for income tax is necessary as United Voice is exempt from income tax under Section 23(f) of the Income Tax Assessment Act.
- h) Financial instruments, including financial assets and financial liabilities, are recognised when the Branch becomes a party to the contractual provisions of the instrument. There are four types of financial assets:
- i. Financial assets at fair value through profit of 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.
 - ii. 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.
 - iii. 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.
 - iv. 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 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.

There are two types of financial liabilities:

- i. Financial liabilities at fair value through profit of 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.
- ii. Other financial liabilities are initially measured at fair value plus transaction costs and are subsequently measured at amortised cost using the effective interest rate method.

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the Branch no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss. At each reporting date, the Branch assesses whether there is objective evidence that a financial asset has been impaired. Impairment losses are recognised in the profit or loss for the period.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

1. SIGNIFICANT ACCOUNTING POLICIES (cont)

- i) The asset revaluation reserve records revaluations of non current assets.
- j) When required by Accounting Standards, comparative figures have been adjusted to conform to changes in the presentation of the current financial year
- k) The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Branch. The Branch has decided not to early adopt any of the new and amended pronouncements. 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 (December 2010) and AASB 2010-7: Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) applicable for annual reporting periods commencing on or after 1 January 2013.

This Standard is applicable retrospectively and includes revised requirements for the classification and measurement of financial instruments, as well as recognition and derecognition requirements for financial instruments.

The key changes made to accounting requirements include:

- simplifying the classifications of financial assets into those carried at amortised cost and those carried at fair E22;
- simplifying the requirements for embedded derivatives;
- removing the tainting rules associated with held-to-maturity assets;
- removing the requirements to separate and fair value embedded derivatives for financial assets carried at amortised cost;
- allowing an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or recycling on disposal of the instrument;
- requiring financial assets to be reclassified where there is a change in an entity's business model as they are initially classified based on: (a) the objective of the entity's business model for managing the financial assets; and (b) the characteristics of the contractual cash flows; and
- requiring an entity that chooses to measure a financial liability at fair value to present the portion of the change in its fair value due to changes in the entity's own credit risk in other comprehensive income, except when that would create an accounting mismatch. If such a mismatch would be created or enlarged, the entity is required to present all changes in fair value (including the effects of changes in the credit risk of the liability) in profit or loss.

The Branch has not yet been able to reasonably estimate the impact of these pronouncements on its financial statements.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK AUSTRALIA

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 which reads as follows:-

- (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).

3. CASH & CASH EQUIVALENTS

	30.06.12	30.06.11
	\$	\$
Cash at Bank	1,138,787	1,283,557
Cash on Hand	2,000	2,000
	1,140,787	1,285,557

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

4. FIXED ASSETS

Land at valuation	3,151,000	3,151,000
Buildings at valuation Mile End	3,699,000	3,699,000
Less: Accumulated Depreciation	<u>(272,802)</u>	<u>(182,638)</u>
	<u>3,426,198</u>	<u>3,516,362</u>
 Total Land and Buildings	 6,577,198	 6,667,362
Motor Vehicle at cost	814,103	820,380
Less: Accumulated Depreciation	<u>(255,971)</u>	<u>(238,383)</u>
	<u>558,132</u>	<u>581,997</u>
Plant and Equipment at cost	1,032,802	933,392
Less: Accumulated Depreciation	<u>(591,814)</u>	<u>(569,674)</u>
	<u>440,988</u>	<u>363,718</u>
 Total Fixed Assets	 <u>7,576,318</u>	 <u>7,613,077</u>

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

4. FIXED ASSETS (cont)

Movements in carrying amounts:

2012	Land	Buildings	Motor Vehicles	Plant and Equipment	Total
Balance at the beginning of the year	3,151,000	3,516,362	581,997	363,718	7,613,077
Additions	-	-	203,577	99,410	302,987
Transfers	-	-	-	-	-
Disposals	-	-	(115,391)	-	(115,391)
Revaluations	-	-	-	-	-
Depreciation Expense	-	(90,164)	(112,051)	(22,140)	(224,355)
Balance at the end of the year	3,151,000	3,426,198	558,132	440,988	7,576,318

2011	Land	Buildings	Motor Vehicles	Plant and Equipment	Total
Balance at the beginning of the year	3,151,000	3,606,525	621,839	299,579	7,678,943
Additions	-	-	175,865	103,101	278,966
Transfers	-	-	-	-	-
Disposals	-	-	(103,364)	-	(103,364)
Revaluations	-	-	-	-	-
Depreciation Expense	-	(90,163)	(112,343)	(38,962)	(241,468)
Balance at the end of the year	3,151,000	3,516,362	581,997	363,718	7,613,077

An independent valuation of freehold Land and Buildings was undertaken on 30 June 2009. The valuation was based on an assessment of the property's current market value using the capitalisation approach. The revaluation surplus was credited to the asset revaluation reserve in the accumulated funds.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

5. KEY MANAGEMENT PERSONNEL COMPENSATION

The totals of remuneration paid to key management personnel (KMP) of the Branch during the year are as follows:

	30.06.12	30.06.11
	\$	\$
Short-term employee benefits	380,923	330,297
Post-employment benefits	40,168	42,863
Other long-term benefits	23,727	12,819
	<u>444,818</u>	<u>385,979</u>

**6. RECONCILIATION OF NET CASH PROVIDED BY / (USED IN) OPERATING
ACTIVITIES WITH OPERATING SURPLUS / (DEFICIT) FOR THE YEAR:**

	30.06.12	30.06.11
	\$	\$
Operating Surplus/(Deficit) for the Year	261,154	198,991
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	224,355	241,468
- (Profit)/Loss on Sale of Fixed Assets	(17,427)	(11,900)
Changes to Assets & Liabilities		
- Decrease/(Increase) in Interest Receivable	20,868	29
- Decrease/(Increase) in Sundry Debtors	(4,873)	(5,757)
- Decrease/(Increase) in Prepayments	4,366	22,465
- Increase/(Decrease) in Sustainment Fees Payable	49,449	(14,226)
- Increase/(Decrease) in Sundry Creditors and Accruals	22,447	(56,948)
- Increase/(Decrease) in Leave Liabilities	(12,976)	27,753
Net Cash Provided By/(Used In) Operating Activities	<u>547,363</u>	<u>401,875</u>

7. RELATED PARTY INFORMATION

Transactions with related parties are on normal commercial terms on conditions no more favourable than those available to other parties unless otherwise stated.

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

(b) Directors and Executive Members are disclosed in the Operating Report. For details of disclosures relating to these key management personnel, refer to Note 5: Key Management Personnel Compensation.

(c) Sustainment fees paid or payable to the National Council for the year ended 30th June 2012 were \$933,564 (2011 \$878,306).

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

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

8. FINANCIAL INSTRUMENTS

The Branch's financial instruments consist mainly of deposits with banks, accounts receivable, local money market instruments, unlisted shares and accounts payable classified as follows.

	30.06.12	30.06.11
	\$	\$
Loans and Receivables	87,244	103,239
Held to Maturity Investments	3,001,964	2,480,000
Available for Sale Financial Assets	96	96
Other Liabilities - National Council Sustentation Fees Payable	251,143	243,172
Other Liabilities - Sundry Creditors and Accruals	292,621	228,696

Fair Values

The fair value of sundry debtors and receivables, which are classified as loans and receivables, as well as term deposits and debentures which are classified as held to maturity assets, are determined by discounting the cash flows to their present value at market interest rates of similar assets. The fair value of unlisted shares classified as available for sale assets has been based on a reasonable estimate of the underlying net assets or the discounted cash flows of the shares. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The fair value of these items approximates their carrying value as disclosed in the balance sheet and the notes to and forming part of the financial report.

Financial Risk Management

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

The Branch manages liquidity risk by monitoring forecast cash flows and ensuring that adequate short term cash balances are maintained to meet liabilities.

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. The Branch does not have any material credit risk exposure to any single debtor or group of debtors. Only reputable financial institutions are utilised for cash, term deposits and local money market instruments.

The Branch does not have any material exposure to interest rate risk as it does not maintain any debt.

The Branch does not have any material exposure to foreign currency risk as it does not transact in foreign currencies.

The Branch does not have any material exposure to price risk as it does not have any traded investments or commodities.

Due to the Branch's low exposure to these financial risks the sensitivity of fluctuations in these risks is immaterial.



FAIR WORK
AUSTRALIA

16 July 2012

Mr David Di Troia
Secretary, South Australian Branch
United Voice
PO Box 220
TORRENSVILLE PLAZA SA 5031

Dear Mr Di Troia

Lodgement of Financial Documents for year ended 30 June 2012 - Fair Work (Registered Organisations) Act 2009 (“the FW(RO) Act”) - United Voice, South Australian Branch (FR2012/257)

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

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

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

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

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

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Yours sincerely,

Stephen Kellett
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

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

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

As soon as practicable after end of financial year

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

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

3. Provide full report free of charge to members – s265 The full report must include: <ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	/ /
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*(a) if the report is to be presented to a General Meeting the report must be provided to members 21 days before the General Meeting,

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

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

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

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

5. Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of presentation at second meeting

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

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

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