



23 April 2014

Mr David Di Troia  
SA Branch Secretary  
United Voice - South Australian Branch  
DavidD@unitedvoice.org.au

Dear Mr Di Troia,

**United Voice - South Australian Branch  
Financial Report for the year ended 30 June 2013 - [FR2013/161]**

I acknowledge receipt of the financial report of the United Voice - South Australian Branch. The documents were lodged with the Fair Work Commission on 20 December 2013.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

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

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

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

**Notes to the financial statements**

Application of Tier 1 reporting requirements

Paragraph 8 of the Reporting Guidelines states *'it is a requirement that all reporting units apply the Tier 1 reporting requirements as per the Australian Accounting Standard AASB 1053 Application for Tiers of Australian Accounting Standards'*. In the future please ensure that the reporting unit adheres to paragraph 8 of the Reporting Guidelines.

General purpose financial report to be prepared on accrual basis

Section 252 of the RO Act places obligations upon reporting units to *keep* financial records. Under section 252(4) an organisation may *keep* the financial records for its membership subscriptions on a cash basis.

This is distinct from the obligation under section 253 to *prepare* a general purpose financial report (GPFR). Section 253 requires that *'...a reporting unit must cause a general purpose financial report to be prepared, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...'* Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that *'an entity shall*

prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

The notes to the financial statements state that with the exception of membership subscriptions and cash flow information, all income and expenditure of the Union has been brought to account on an accruals basis of accounting. In the future please ensure that membership subscriptions are brought to account on an accruals basis in accordance with the Australian Accounting Standards. It is further noted that this will result in a change of accounting policy that will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You may need to discuss this with your auditor.

If you have any queries regarding this letter, please contact me on (03) 8661 7026 or via email at [sarah.wilkin@fwc.gov.au](mailto:sarah.wilkin@fwc.gov.au).

Yours sincerely



Sarah Wilkin  
Senior Adviser  
Regulatory Compliance Branch

UNITED VOICE  
SOUTH AUSTRALIAN BRANCH

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2013

**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 2013.

**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 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.

**Significant changes in financial affairs**

The Branch's income from membership fees remained steady against the previous financial year. The Branch recorded a surplus 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 officer 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 16,741 members of the Branch as at 30 June 2013.

**Number of employees of the Branch**

As at 30 June 2013 the Branch employed 46 full time employees, 5 part time employees, and 7 casual employees with a total number of 49 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 2013.

Name	Period	Position Held
Judith Aldridge	01.07.12 to 30.06.13	
Alex Bone	01.07.12 to 30.06.13	
Robyn Buckler	01.07.12 to 30.06.13	
Cathy Daniels	01.07.12 to 30.06.13	
David Di Troia	01.07.12 to 30.06.13	
Christopher Field	01.07.12 to 30.06.13	
David Gray	01.07.12 to 30.06.13	
John Inglis	01.07.12 to 30.06.13	
Chris Karlsons	01.07.12 to 30.06.13	
Anna Mann	01.07.12 to 30.06.13	
John Naylor	01.07.12 to 21.05.13	
Barbara Possingham	01.07.12 to 30.06.13	
Timothy Rowbottom	01.07.12 to 30.06.13	
Dianna Ryan	01.07.12 to 09.03.13	
Allan Spark	01.07.12 to 30.06.13	
Rick Trozise	01.07.12 to 30.06.13	

**Officers and employees who are a director of a company or member of a board**

The following officers and employees are a director of a company or a member of a board as a result of being an officer or employee of the Branch:

Name	Company or Board	Company or Board Principal Activity
Tony Boyle	SA Health & Community Skills Service Board	Skills training and development
Robyn Buckler	WorkCover	Workers compensation
Robyn Buckler	Hospitality Group Training	Training
Robyn Buckler	Australian Institute of Superannuation Trustees	Superannuation training and policy
Robyn Buckler	FTI Skills Council	Skills training and development
Robyn Buckler	Manufacturing Industry Skills Council	Skills training and development
Robyn Buckler	Education & Early Childhood Services Registration & Standards Board of SA	Regulation
Robyn Buckler	Work Life Balance Advisory Committee	Advice to minister
Robyn Buckler	SA Unions - OHS Committee	Workplace health and safety
Robyn Buckler	Hospitality Industry OH&S Association of SA Inc	Workplace health and safety
David Di Troia	SA Unions Executive	Running unions in SA
David Di Troia	Hospitality Group Training	Skills training and development
David Gray	SA Unions Executive	Running unions in SA
David Gray	Industrial Relations Advisory Committee	Industrial relations advice
Donna Douglas	SA Unions - Womens Committee	Women in unions
Donna Duke	SA Unions - Workers Rehabilitation & Compensation Committee	Workers compensation
Scott Cowen	SA Unions - Youth Committee	Young people in unions
Brett Rankine	Early Childhood Education and Care Advisory Group for Department of Education	Advice to minister
Brett Rankine	Early Childhood Education and Care Legislative Advisory Committee	Advice to minister

Signed:   
 David Di Troia, Branch Secretary  
 Date: 21/10/13

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT**

On 21 October, 2013 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 2013:

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 of Fair Work Australia;
- (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 2013;
- (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 2013 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 of Fair Work Australia duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 this has been provided to the member or General Manager of Fair Work Australia; 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.

Signed:  .....

David Di Troia, Branch Secretary

Date: 2/10/13 .....





**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 2013, 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 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.

***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 2013, 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.



**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 2013 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

*Stephen Camilleri*

Stephen Camilleri  
Partner

Adelaide  
South Australia

Dated *21 October 2013*



**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	30.06.13 \$	30.06.12 \$
<b>INCOME</b>			
<b>Revenue</b>			
Membership Subscriptions		6,661,567	6,562,292
Capitation Fees		-	-
Levies		-	-
Interest		162,252	195,543
Rental Revenue	3	225,087	217,551
Other Revenue	4	311,748	284,575
<b>Total Revenue</b>		<u>7,390,674</u>	<u>7,259,961</u>
<b>Other Income</b>			
Grants and Donations		-	-
Net Gain on Disposal of Plant and Equipment		-	17,427
Financial Support from National Council or Other Branches		-	-
Sundry Income		45,213	48,465
<b>Total Other Income</b>		<u>45,213</u>	<u>65,892</u>
<b>Total Income</b>		<u>7,435,887</u>	<u>7,325,853</u>
<b>EXPENSES</b>			
Employee Expenses	5	3,880,862	4,235,000
Capitation Fees - National Council Sustainment Fees		914,968	933,584
Affiliation Fees	6	174,519	150,984
Administration Expenses	7	1,716,570	1,418,613
Grants and Donations	8	124,338	26,349
Depreciation	11	240,606	224,355
Legal Costs for Litigation		145,015	51,294
Audit Fees		18,481	24,550
Net Loss on Disposal of Plant and Equipment		84,985	-
Penalties imposed Under RO Act or Regulations		-	-
<b>Total Expenses</b>		<u>7,296,724</u>	<u>7,064,689</u>
<b>Profit / (Loss) for the Year</b>		<u>139,164</u>	<u>261,154</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		537,588	-
<b>Total Other Comprehensive Income</b>		<u>537,588</u>	<u>-</u>
<b>Total Comprehensive Income for the Year</b>		<u>773,252</u>	<u>261,154</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 2013**

	Note	30.06.13 \$	30.06.12 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	9	844,373	1,140,787
Investments in Short Term Deposits		3,510,856	3,001,964
Trade and Other Receivables	10	107,571	87,244
Prepayments		52,434	50,717
<b>Total Current Assets</b>		<u>4,515,236</u>	<u>4,280,712</u>
<b>Non-Current Assets</b>			
Land and Buildings	11	7,120,000	6,577,199
Plant and Equipment	11	872,622	909,110
Investments		96	96
<b>Total Non-Current Assets</b>		<u>7,992,718</u>	<u>7,576,414</u>
<b>Total Assets</b>		<u>12,507,954</u>	<u>11,857,126</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	12	504,913	543,764
Employee Provisions - Annual Leave	13	650,734	686,085
Employee Provisions - Long Service Leave	13	495,122	558,152
<b>Total Current Liabilities</b>		<u>1,650,769</u>	<u>1,788,001</u>
<b>Non-Current Liabilities</b>			
Employee Provisions - Long Service Leave	13	68,653	54,345
<b>Total Non-Current Liabilities</b>		<u>68,653</u>	<u>54,345</u>
<b>Total Liabilities</b>		<u>1,719,422</u>	<u>1,842,346</u>
<b>Net Assets</b>		<u>10,788,532</u>	<u>10,014,780</u>
<b>EQUITY</b>			
General Fund		5,244,671	5,108,507
Asset Revaluation Reserve		5,543,861	4,906,273
<b>Total Equity</b>		<u>10,788,532</u>	<u>10,014,780</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 2013

	Note	30.06.13 \$	30.06.12 \$
<b>GENERAL FUND</b>			
Accumulated Funds at the Beginning of the Year		5,108,507	4,847,367
Surplus/(Deficit) for the Year		138,164	261,154
Accumulated Funds at the End of the Year		<u>5,244,671</u>	<u>5,108,507</u>
<b>ASSET REVALUATION RESERVE</b>			
Reserve at the Beginning of the Year		4,906,273	4,906,273
Land and Building Revaluation		637,588	-
Reserve at the End of the Year		<u>5,543,861</u>	<u>4,906,273</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 2013**

	Note	30.06.13 \$	30.06.12 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Membership Subscriptions		7,360,746	7,218,521
Interest		148,065	216,411
Rent		247,595	239,306
Board Fees		72,970	82,110
Workers Compensation Representation Costs Reimbursed		206,097	186,267
Staff Expenses Reimbursed		29,195	34,457
Sundry Receipts		45,213	48,466
<b>Total Receipts</b>		<u>8,109,881</u>	<u>8,005,538</u>
<b>Payments</b>			
Payments to Suppliers and Employees		(6,256,675)	(6,245,786)
Capitation Fees - National Council Subscription Fees		(1,063,302)	(977,472)
Other Payments to National Council		(157,300)	(42,487)
Affiliation Fees		(792,011)	(168,081)
Donations		(124,338)	(28,349)
<b>Total Payments</b>		<u>(7,793,626)</u>	<u>(7,458,175)</u>
<b>Net Cash Provided By / (Used in) Operating Activities</b>	14	<u>316,255</u>	<u>547,363</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Receipts</b>			
Proceeds from Sale of Plant and Equipment		157,312	132,817
<b>Total Receipts</b>		<u>157,312</u>	<u>132,817</u>
<b>Payments</b>			
Payments for Plant & Equipment		(281,087)	(302,986)
Payments for Investments		(508,892)	(521,964)
<b>Total Payments</b>		<u>(789,979)</u>	<u>(824,950)</u>
<b>Net Cash Provided By / (Used in) Investing Activities</b>		<u>(632,667)</u>	<u>(692,133)</u>
<b>Net Increase / (Decrease) in Cash Held</b>		<u>(296,412)</u>	<u>(144,770)</u>
Cash and Cash Equivalents at the Beginning of the Year		<u>1,140,787</u>	<u>1,285,557</u>
<b>Cash and Cash Equivalents at the End of the Year</b>	8	<u>844,375</u>	<u>1,140,787</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 2013**

**F SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations of the Australian Accounting Standards Board and the *Fair Work (Registered Organisations) Act 2009* (RFO Act). United Voice SA Branch is a not-for-profit entity for financial reporting purposes under the Australian Accounting Standards.

Membership contributions and cash flow information 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) Revenue is measured at the fair value of the consideration received or receivable.

Revenue from membership subscriptions and donations are 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 lease.

Government grants are recognised when the Branch will comply with the condition attached to the grant and the grant will be received.

- c) Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, at call deposits with banks or financial institutions and investments in money market instruments that are readily convertible into known amounts of cash with insignificant risks of change in value, and bank overdrafts.

- d) Property, plant and equipment are initially brought to account at cost.

Land and buildings are carried at fair value less accumulated depreciation on buildings and impairment losses. Revaluations are carried out with sufficient frequency to ensure that the carrying amount does not differ materially from the fair value. Any revaluation increment is credited to the asset revaluation reserve in equity except to the extent that it reverses a previous revaluation decrement previously recognised in profit or loss. Revaluation decrements are recognised in profit or loss except to the extent that they reverse previous revaluation increments. Any accumulated depreciation at revaluation date is eliminated against the carrying value of the asset and then the asset is restated to the revalued amount.

Plant and equipment is carried at cost less accumulated depreciation and impairment losses. The carrying value 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 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:

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



**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**1 SIGNIFICANT ACCOUNTING POLICIES (cont)**

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.

Property, plant and equipment is derecognised on disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss on disposal is determined as the difference between the sales proceeds and the carrying amount of the asset, and is recognised in the profit or loss when control has passed to the buyer.

- e) 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.
- f) 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, and provisions for 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. Provisions 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.
- g) The Branch is exempt from income tax under section 50.1 of the *Income Tax Assessment Act 1997* but still has an obligation for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). 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.
- 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 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.
  - 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 if 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 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.
  - 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.

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**1 SIGNIFICANT ACCOUNTING POLICIES (cont)**

At each reporting date, the Committee of Management reviews the carrying values of its financial assets, other than those measured at fair value, to determine whether there is any indication that those assets have been impaired. If such an indication exists, asset's carrying value is compared to the recoverable amount of the asset, being the present value of estimated future cash flows discounted at the original effective interest rate for assets carried at amortised cost. Any excess of the asset's carrying value over its recoverable amount is expensed to the profit or loss for the period.

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.

- j) The asset revaluation reserve records revaluations of non-current assets.
- k) When required by Accounting Standards, comparative figures have been adjusted to conform to changes in the presentation of the current financial year.
- l) 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 value;
- simplifying the requirements for embedded derivatives;
- removing the timing 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.

- m) 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.

**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.

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	30.06.13 \$	30.06.12 \$
<b>3 RENTAL REVENUE</b>			
Property Rent - Government of Australia		59,238	52,162
Property Rent - Uniting Care Whyalla		54,206	65,543
Property Rent - CPSU		101,543	99,846
<b>Total Rental Revenue</b>		<u>225,087</u>	<u>217,551</u>
<b>4 OTHER REVENUE</b>			
Board Fees		72,970	82,110
Workers Compensation Representation Costs Reimbursed		212,237	171,140
Staff Expenses Reimbursed		26,541	31,325
<b>Total Other Revenue</b>		<u>311,748</u>	<u>284,575</u>
<b>5 EMPLOYEE EXPENSES</b>			
<b>Office Holders</b>	17		
<b>Short-term employee benefits</b>			
Wages and Salaries		352,483	345,162
Annual Leave		32,686	23,733
Separation and Redundancies		-	-
<b>Total Short-term employee benefits</b>		<u>385,169</u>	<u>368,895</u>
<b>Post-employment benefits</b>			
Superannuation		43,752	40,168
<b>Other long-term benefits</b>			
Long Service Leave		15,322	11,125
<b>Total Office Holders Employee Expenses</b>		<u>444,243</u>	<u>420,128</u>
<b>Other Employees</b>			
Wages and Salaries		2,680,020	2,790,303
Annual Leave		385,764	490,650
Separation and Redundancies		-	-
Superannuation		339,985	422,239
Long Service Leave		21,851	111,680
<b>Total Other Employees Employee Expenses</b>		<u>3,436,619</u>	<u>3,814,872</u>
<b>Total Employee Expenses</b>		<u>3,880,862</u>	<u>4,235,000</u>
<b>6 AFFILIATION FEES</b>			
Australian Labor Party		84,414	63,874
SA Unions		79,755	86,700
Campaign Action Ltd		10,000	-
SA May Day Committee		350	319
UTLC - Whyalla		-	91
<b>Total Affiliation Fees</b>		<u>174,519</u>	<u>150,984</u>

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SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	30.06.13	30.06.12
	\$	\$
<b>7 ADMINISTRATION EXPENSES</b>		
Consideration to Employers for Payroll Deductions	7,309	6,433
Compulsory Levies		
Attendance Fees at Meetings and Conferences - Office Holders	1,944	1,632
Attendance Fees at Meetings and Conferences - Other	7,140	4,961
Meeting and Conference Expenses	180,284	170,993
Contractors and Consultants - Temporary Staff	41,538	19,377
Property Expenses	246,522	202,496
Computer Expenses	90,004	38,399
Accountancy Fees	12,709	5,700
Advertising	90,076	931
Bank Charges	35,949	35,521
Campaign Fund	136,580	95,197
Fringe Benefits Tax	70,961	50,348
Insurance	68,302	64,907
Media Service Fees	35,077	15,532
Motor Vehicle Expenses	122,112	137,066
Payroll Tax	183,023	160,579
Postage	41,209	41,111
Printing & Stationery	74,064	77,164
Publications/Subscriptions	9,349	31,954
Repairs & Maintenance	1,624	12,278
SA Magazine	22,050	1,800
Staff Amenities	11,824	7,972
Sundry Expenses	8,253	1,894
Telephone	79,408	81,389
Training	9,438	6,785
Workcover Disbursements	121,195	98,551
Workcover Levy	68,001	53,647
<b>Total Administration Expenses</b>	<u>1,716,570</u>	<u>1,418,613</u>
<b>8 GRANTS AND DONATIONS</b>		
Grants	-	-
Donations	124,338	28,349
<b>Total Grants and Donations</b>	<u>124,338</u>	<u>28,349</u>
<b>9 CASH &amp; CASH EQUIVALENTS</b>		
Cash at Bank	842,577	1,138,787
Cash on Hand	1,698	2,000
<b>Total Cash and Cash Equivalents</b>	<u>844,275</u>	<u>1,140,787</u>
<b>10 TRADE AND OTHER RECEIVABLES</b>		
Receivables from National Council and Other Branches		
less Provision for Doubtful Debts		
Trade Receivables	53,683	47,743
Other Receivables	53,688	39,600
<b>Total Trade and Other Receivables</b>	<u>107,371</u>	<u>87,343</u>

**UNITED VOICE  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	30.06.13 \$	30.06.12 \$
<b>11 PROPERTY, PLANT &amp; EQUIPMENT</b>		
<b>Land and Buildings</b>		
Land at Valuation	3,200,000	3,151,000
Buildings at Valuation	3,920,000	3,899,000
Less: Accumulated Depreciation		(272,802)
Total Buildings	<u>3,920,000</u>	<u>3,426,198</u>
<b>Total Land and Buildings</b>	<u>7,120,000</u>	<u>6,577,198</u>
<b>Plant and Equipment</b>		
Motor Vehicles at Cost	716,269	814,103
Less: Accumulated Depreciation	(186,076)	(256,971)
Total Motor Vehicles	<u>530,193</u>	<u>558,132</u>
Other Plant and Equipment at Cost	899,142	1,032,802
Less: Accumulated Depreciation	(556,719)	(591,814)
Total Other Plant and Equipment	<u>342,423</u>	<u>440,988</u>
<b>Total Plant and Equipment</b>	<u>872,622</u>	<u>999,120</u>
<b>Total Property, Plant and Equipment</b>	<u>7,992,622</u>	<u>7,576,318</u>
<b>Reconciliation of Opening and Closing Total Balances</b>		
Land at Valuation at 1 July	3,151,000	3,151,000
Revaluations	49,000	-
Land at Valuation at 30 June	<u>3,200,000</u>	<u>3,151,000</u>
Buildings at Valuation at 1 July	3,426,198	3,516,362
Revaluations	586,588	-
Depreciation Expense	(94,786)	(90,164)
Buildings at Valuation at 30 June	<u>3,920,000</u>	<u>3,426,198</u>
Motor Vehicles at Cost at 1 July	558,132	581,897
Additions purchased	250,888	203,577
Disposals	(173,291)	(115,391)
Depreciation Expense	(105,530)	(112,051)
Motor Vehicles at Cost at 30 June	<u>530,193</u>	<u>558,132</u>
Other Plant and Equipment at Cost at 1 July	440,988	363,718
Additions purchased	10,199	89,410
Disposals	(89,474)	-
Depreciation Expense	(40,290)	(22,140)
Other Plant and Equipment at Cost at 30 June	<u>342,423</u>	<u>440,988</u>

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. The revaluation surplus was credited to the asset revaluation reserve in equity.



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	30.06.13 \$	30.06.12 \$
<b>12 TRADE AND OTHER PAYABLES</b>		
Capitalisation Fees Payable - National Council Subscription	259,387	251,143
Other Payables to National Council	3,380	5,983
Payables to Other Branches	-	-
Trade Creditors and Accruals	155,143	117,881
Consideration Payable to Employees for Payroll Deductions	-	-
Legal Costs Payable	-	-
Unearned Revenue	5,077	-
GST Payable	86,082	118,987
<b>Total Trade and Other Payables</b>	<u>504,913</u>	<u>543,764</u>
<b>13 PROVISIONS</b>		
<b>Current Employee Provisions</b>		
<b>Office Holders</b>		
Annual Leave	174,782	109,893
Long Service Leave	142,744	217,890
<b>Total Office Holders Employee Provisions</b>	<u>317,506</u>	<u>387,883</u>
<b>Other Employees</b>		
Annual Leave	475,972	516,192
Long Service Leave	352,378	340,162
<b>Total Other Employees Employee Provisions</b>	<u>828,350</u>	<u>856,354</u>
<b>Total Current Employee Provisions</b>	<u>1,145,856</u>	<u>1,244,237</u>
<b>Non-Current Employee Provisions</b>		
<b>Office Holders</b>		
Long Service Leave	-	-
<b>Total Office Holders Employee Provisions</b>	<u>-</u>	<u>-</u>
<b>Other Employees</b>		
Long Service Leave	68,653	54,345
<b>Total Other Employees Employee Provisions</b>	<u>68,653</u>	<u>54,345</u>
<b>Total Non-Current Employee Provisions</b>	<u>68,653</u>	<u>54,345</u>
<b>14 RECONCILIATION OF NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES WITH PROFIT / (LOSS) FOR THE YEAR:</b>		
Profit / (Loss) for the Year	136,164	261,154
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	240,600	224,355
- (Profit)/Loss on Sale of Plant and Equipment	84,385	(17,427)
Changes to Assets & Liabilities		
- Decrease/(Increase) in Trade and Other Receivables	(20,327)	15,995
- Decrease/(Increase) in Prepayments	(1,549)	4,585
- Increase/(Decrease) in Trade and Other Payables	(78,851)	71,886
- Increase/(Decrease) in Leave Liabilities	(84,073)	(12,976)
<b>Net Cash Provided By/(Used In) Operating Activities</b>	<u>316,255</u>	<u>547,583</u>

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	30.06.13	30.06.12
	\$	\$
<b>15 REMUNERATION OF AUDITORS</b>		
Financial Statement Audit Services	18,461	24,550
Other Services	12,709	5,700
<b>Total Remuneration of Auditors</b>	31,170	30,250

**16 FINANCIAL INSTRUMENTS**

**Categories of Financial Instruments**

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

<b>Financial Assets</b>		
Cash and cash equivalents	944,370	1,140,787
Loans and Receivables		
Trade and Other Receivables	107,571	67,244
Held to Maturity Investments		
Investments in Short Term Deposits	3,510,656	3,001,964
Available for Sale Financial Assets		
Shares in unlisted companies	96	96
<b>Financial Liabilities</b>		
Other Liabilities		
Trade and Other Payables	504,913	543,764

**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 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 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 Due:		
	\$	\$	21 - 60 Days	61 - 90 Days	> 90 Days
	\$	\$	\$	\$	\$
2013	107,571	85,276	9,427	5,029	7,839
2012	67,244	55,922	6,462	2,806	22,032

**UNITED VOICE  
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**16 FINANCIAL INSTRUMENTS (cont)**

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.

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.

**17 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 12 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 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 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.

Key management personnel remuneration is disclosed in Note 5 to the Financial Statements.

Attendance fees at meetings and conferences paid to office holders is disclosed at Note 7 to the Financial Statements.

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

**18 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 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 Australia:

- (1) A member of a reporting unit, or the General Manager of Fair Work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

UNITED VOICE  
SOUTH AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013

**19 RECOVERY OF WAGES ACTIVITY**

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

**20 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.

**UNITED VOICE  
South Australian Branch**

**FINANCIAL REPORTS FOR THE YEAR ENDED  
30 JUNE 2013**

**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 2013 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 10 December 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



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David Di Troia, Branch Secretary

Date

15/12/13