



Australian Government
Registered Organisations Commission

30 January 2019

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

By e-mail: DavidD@unitedvoice.org.au

CC: gkent@mgisq.com.au

Dear Mr Di Troia,

United Voice - South Australian Branch

Financial Report for the year ended 30 June 2018 - [FR2018/32]

I acknowledge receipt of the financial report of the United Voice - South Australian Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 14 December 2018.

The financial report has now been filed.

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

Please note that the financial report for the year ending 30 June 2019 may be subject to an advanced compliance review.

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

General purpose financial report (GPFR)

Nil activities disclosure

Item 21 of the reporting guidelines (RGs) states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. The notes contained nil activity information for all prescribed RG categories except the following:

- Having a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch (RG 17(a));
- Transferring to or withdrawing from a fund (other than the general fund), account, asset or controlled entity (RG 17(b));

- Having another entity administer the financial affairs of the reporting unit (RG 19); and
- Making a payment to a former related party of the reporting unit (RG 20).

Please ensure in future years that the above mentioned items are disclosed in either the financial statements, the notes or in the officer's declaration statement as per the RGs.

Committee of management statement

Recovery of wages disclosure

The 5th edition of the RGs made under section 255 of the RO Act issued 4 May 2018 no longer requires a statement regarding recovery of wages activity in the committee of management statement.

Please do not include this statement in future reports.

Auditor's report

Audit scope - officer's declaration statement

Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* paragraph 24(c) requires the auditor's statement to list the elements of the GPFR. In the lodged auditor's report reference is made to an officer's declaration statement, however an officer's declaration statement was not included in the copy of the documents lodged with the ROC.

Please ensure in future years that only those statements which formed part of the auditor's scope are identified in the auditor's report.

Redaction of Information

Officer-Related party remuneration and payment disclosures

In the financial report, certain information disclosed in the operating report under the heading, *Remuneration and Non-Cash Benefits of Highest Paid Officers* has been redacted from the copy of the 2018 financial report by the ROC before publishing it on its website. Similar information was contained in previous financial reports and this information appears to reflect the requirement of the organisation's previous rule (*rule number 26C*) since 7 January 2014 that such information be disclosed in the financial statements of the branch. This rule has been removed from the organisation's rulebook as the result of the rule alteration on 31 January 2018.

Part 2A of Chapter 9 contains new provisions which supersede those former provisions of the RO Act which had required organisations and branches to have, and comply with, their own rules concerning similar disclosure in relation to officer remuneration.

Section 293J of Part 2A now requires a branch of an organisation to provide its members and lodge with the ROC a copy of an officer and related party disclosure statement in respect of certain remuneration¹ and payments² paid during the relevant financial year. This requirement applied to the financial year ending 30 June 2018.

The reporting unit's officer and related party disclosure statement was lodged with the ROC on 14 December 2018.

Please note that the officer and related party disclosure statement is separate from, and does not form part of, the general purpose financial report required under section 253 of Part 3 of Chapter 8.

¹ see section 293BC

² see section 293G

Further information about officer and related party statements may be found on the ROC website at the following link: [Disclosure Obligations](#).

The ROC takes its obligations relating to privacy seriously and endeavours to ensure compliance with the requirements under the *Privacy Act 1988* (**Privacy Act**). The redactions have been effected in accordance with the ROC privacy policy to protect the personal information of persons identified in the financial report. A copy of the ROC privacy policy can be found via [this link](#).

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 RGs and a model set of financial statements. The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at Kylie.Ngo@roc.gov.au.

Yours sincerely



Kylie Ngo
Financial Reporting Assistant
Registered Organisations Commission



14 December, 2018

Mr Mark Bielecki
Registered Organisations Commission

By email: regorgs@roc.gov.au

Dear Mr Bielecki

RE: SOUTH AUSTRALIAN BRANCH FINANCIAL REPORTS

I am writing to lodge both the financial reports and the Officer and Related Party Disclosure Statement for the United Voice SA Branch for the year ended 30 June 2018.

The financial reports were sent to the Branch Executive on 18 September, 2018. 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.

Both the financial report and the Officer and Related Party Disclosure Statement were then supplied to members through publication on the United Voice website.

A full report was provided to the Committee of Management on 11th December, 2018 and was adopted. We enclose is a copy of the Branch Secretary's certificate.

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

JO-ANNE SCHOFIELD
NATIONAL SECRETARY

13th December 2018

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

Copy by email to: Elaine Hudson Elaine.Hudson@unitedvoice.org.au

Dear Jo

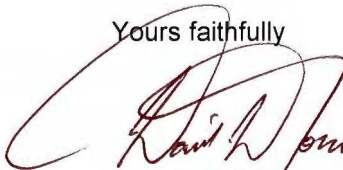
Re: SA Branch Accounts: 2017/18

The second meeting of Executive to consider the 2017/18 Accounts was held on 11th December 2018.

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

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

Yours faithfully



DAVID DI TROIA
Branch Secretary

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UNITED VOICE SOUTH AUSTRALIA BRANCH

FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2018

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

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

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on the 18th September 2018 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 11th December 2018 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



Date

12th December 2018

6.3 Publication of Accounts

Moved: Deidre Meneaud

Seconded: Debbie Christie

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

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

The Certificate declares that the financial statements being lodged are:

- Copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on the 24th November, 2018; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 11th December 2018 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

CARRIED



SOUTH AUSTRALIAN BRANCH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2018**

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

OPERATING REPORT

The Committee of Management, being the Branch Executive presents its report on United Voice, South Australia Branch for the financial year ended 30 June 2018 and the auditor's report thereon.

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

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

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

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

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

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

Significant changes in financial affairs

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

Right of members to resign

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

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

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

Number of members of the Branch

There were 15,928 members of the Branch as at 30 June 2018.

Number of employees of the Branch

As at 30 June 2018 the Branch employed 41 full time employees, 3 part time employees and 4 casual employees with a total number of 46 employees on a full time equivalent basis.

Remuneration and Non-Cash Benefits of Highest Paid Officers

The highest paid officers of the Branch (as required by Rule 26C - Disclosure of Officers' Remuneration) for the 30 June 2018 financial year were:

████	████
██████	██████
██████	██████
████████	██████

These figures include both cash and non-cash benefits as well as Superannuation.

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 ended 30 June 2018:

Name	Period Position Held
Deborah Christie	01.07.17 to 30.06.18
Georgina Cosson	01.07.17 to 05.07.17
Cathy Daniels	01.07.17 to 30.06.18
David Di Troia	01.07.17 to 30.06.18
Donna Duke	01.07.17 to 30.06.18
David Gray	01.07.17 to 30.06.18
Anna Martin	01.07.17 to 30.06.18
Pamela Mazey	01.07.17 to 30.06.18
John McCallum	01.07.17 to 19.12.17
Debbie Newell	01.07.17 to 20.11.17
Demeter Pnevmatikos	01.07.17 to 30.06.18
Barbara Possingham	01.07.17 to 30.06.18
Radek Prokesh	01.07.17 to 30.06.18
Timothy Rowbottom	01.07.17 to 30.06.18
Rick Trezise	01.07.17 to 30.06.18
Arthur Tsimopoulos	01.07.17 to 30.06.18

Events subsequent to reporting date

There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Committee of Management, to affect significantly the operations of the Branch, the results of those operations, or the state of affairs of the Branch.

Signature: 
David Di Troia, Branch Secretary

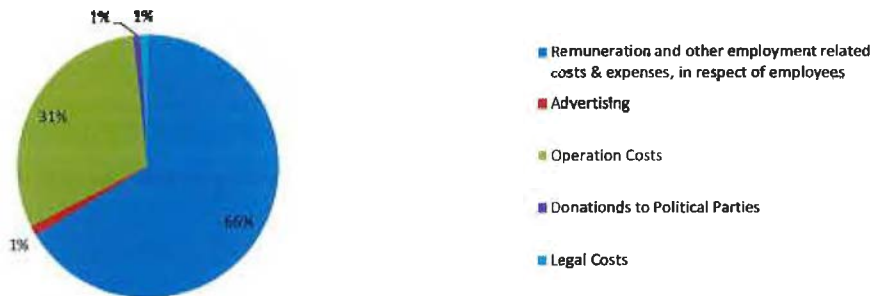
Date: 14/9/18

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

REPORT REQUIRED UNDER SUBSECTION 255(2A)

The Committee of Management presents the expenditure report as required under subsection 255(2A) of the *Fair Work (Registered Organisations) Act 2009* on the Branch for the year ended 30 June 2018.

2018 - Expenditure as required under s.255(2A) RO Act



2017 - Expenditure as required under s.255(2A) RO Act



For the purposes of the subsection 255(2A) statement, the following assumptions were utilised:

Remuneration and other employment-related costs and expenses, in respect of employees

Costs comprise of:

- Salaries & Wages
- Superannuation
- Payroll tax
- Fringe Benefits tax
- Motor vehicle allowances
- Workers compensation & other employment insurances
- All other employment associated costs (for example; staff training etc.).

Donations to Political Parties

Donations comprise of:

- Cash donations
- In-kind donations (such as printing costs, postage costs etc)

Legal Costs

Legal costs comprise of all costs associated with engaging external legal services as well as any court fees and charges. In house industrial staff costs are disclosed in remuneration and other employment costs and expenses.

Operating Costs

All costs associated with the Branch pursuing the objects of the Union were deemed by the Committee of Management to be an operating cost (unless disclosed elsewhere within the subsection 255(2A) Statement).

Advertising Costs

Advertising costs include any costs incurred by the Branch for the promotion of a product, service or idea. Advertising costs include paid advertising space in print or online, broadcast and/or radio and direct mail advertising.

Signed: 
David Di Troia, Branch Secretary

Date: 18/9/18

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

COMMITTEE OF MANAGEMENT STATEMENT

On 18th September, 2018 the Committee of Management 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 2018:

The Committee of Management 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 any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act)
- (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 2018;
- (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 2018 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 United Voice; 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 Commissioner duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 this has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records made by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.

Signed: 

David Di Trola, Branch Secretary

Date: 18/9/18

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Independent Audit Report to the Members of United Voice – South Australia Branch

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of United Voice – South Australia Branch (the Branch), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement, the subsection 255(2A) report and the Officer Declaration Statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of United Voice – South Australia Branch as at 30 June 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We declare that management's use of the going concern basis in the preparation of the financial statements of the Branch is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Branch in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Branch is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Branch or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Branch to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Branch's audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Declaration

I declare I am a member of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

I declare that I am an auditor registered under the RO Act.

Opinion on the recovery of wages activity financial report

The scope of my work extended to the recovery of wages activity and we have audited the recovery of wages activity financial report for the year ended 30 June 2018.

In our opinion, the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the Commissioner, including:

- a) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- b) any donations or other contributions deducted from recovered money.

Responsibilities

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines of the Commission. Our responsibility is to express an opinion on the recovery of wages activity financial report, based on our audit conducted in accordance with Australian Auditing Standards.

M.G.I

MGI Audit Pty Ltd



G I Kent

Director – Audit & Assurance

Adelaide

18 September 2018

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/2

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2018

	Note	30.06.18 \$	30.06.17 \$
Revenue			
Membership Subscriptions		7,054,750	6,919,744
Capitation Fees		-	-
Levies		-	-
Interest		100,428	109,231
Rental Revenue	3	165,970	215,170
Other Revenue	4	257,869	272,138
Total Revenue		<u>7,579,017</u>	<u>7,516,283</u>
Other Income			
Grants and/or Donations		-	-
Net Gain on Disposal of Plant and Equipment		3,045	-
Financial Support from National Council or Other Branches		-	-
Sundry Income		48,191	26,909
Total Other Income		<u>51,236</u>	<u>26,909</u>
TOTAL INCOME		<u>7,630,253</u>	<u>7,543,192</u>
EXPENSES			
Employee Expenses	5A	5,145,114	4,692,083
Indirect Employment Expenses	5B	121,915	132,159
Affiliation Fees	5C	168,137	164,395
Administration Expenses	5D	190,352	181,036
Depreciation	5E	310,893	269,424
Grants or Donations	5F	71,900	11,027
Finance Costs	5G	91,389	90,636
Legal & Professional Costs	5H	70,978	62,844
Audit Fees	15	20,950	26,150
Meeting & Conference Costs	5I	181,098	178,115
Campaign Costs	5J	33,222	38,149
Communication Costs	5K	148,233	86,104
IT Costs	5L	67,879	84,822
Property Costs	5M	312,686	257,981
Research Costs	5N	9,820	4,101
National Council Sustentation/Capitation	5O	977,687	999,779
Member Services	5P	36,488	41,608
Penalties Imposed Under RO Act or Fair Work Act 2009		-	-
Net Loss on Disposal of Plant and Equipment		-	13,815
Total Expenses		<u>7,958,741</u>	<u>7,334,228</u>
Profit / (Loss) for the Year		<u>(328,488)</u>	<u>208,964</u>
OTHER COMPREHENSIVE INCOME			
Items that will not be subsequently reclassified to Profit or Loss:			
Gain on Revaluation of Land and Buildings		2,570,000	-
Total Other Comprehensive Income		<u>-</u>	<u>-</u>
Total Comprehensive Income for the Year		<u>2,241,514</u>	<u>208,964</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 2018**

	Note	30.06.18 \$	30.06.17 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	6	1,260,560	1,225,505
Investments in Short Term Deposits		3,597,305	3,585,585
Trade and Other Receivables	7	282,597	169,746
Prepayments		147,859	130,007
Total Current Assets		<u>5,288,321</u>	<u>5,110,843</u>
Non-Current Assets			
Land and Buildings	8	9,200,000	6,728,000
Plant and Equipment	8	1,070,069	1,164,567
Investments		96	96
Total Non-Current Assets		<u>10,270,165</u>	<u>7,892,663</u>
Total Assets		<u>15,558,486</u>	<u>13,003,506</u>
LIABILITIES			
Current Liabilities			
Trade and Other Payables	9	808,424	656,004
Employee Provisions - Annual Leave	10	658,413	614,419
Employee Provisions - Long Service Leave	10	816,493	719,190
Total Current Liabilities		<u>2,283,330</u>	<u>1,989,613</u>
Non-Current Liabilities			
Employee Provisions - Long Service Leave	10	87,786	68,039
Total Non-Current Liabilities		<u>87,786</u>	<u>68,039</u>
Total Liabilities		<u>2,371,116</u>	<u>2,057,652</u>
Net Assets		<u>13,187,369</u>	<u>10,945,854</u>
EQUITY			
General Fund		5,073,508	5,401,993
Asset Revaluation Reserve		8,113,861	5,543,861
Total Equity		<u>13,187,369</u>	<u>10,945,854</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 2018

	Note	30.06.18 \$	30.06.17 \$
GENERAL FUND			
Accumulated Funds at the Beginning of the Year		5,401,994	5,193,030
Surplus/(Deficit) for the Year		<u>(328,486)</u>	<u>208,564</u>
Accumulated Funds at the End of the Year		<u>5,073,508</u>	<u>5,401,594</u>
ASSET REVALUATION RESERVE			
Reserve at the Beginning of the Year		5,543,861	5,543,861
Land and Building Revaluation		<u>2,570,000</u>	<u>-</u>
Reserve at the End of the Year		<u>8,113,861</u>	<u>5,543,861</u>

The financial statements should be read in conjunction with the notes

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018

	Note	30.06.18 \$	30.06.17 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Membership Subscriptions		7,760,973	7,677,362
Interest		101,945	111,177
Rent		195,218	216,225
Board Fees		67,501	-
Workers Compensation Representation Costs Reimbursed		140,387	243,321
Staff Expenses Reimbursed		-	-
Sundry Receipts		1,222	6,777
Receipts from National Council		76,256	114,119
Receipts from Other Branches		<u>0</u>	<u>6,081</u>
Total Receipts		8,343,502	8,375,062
Payments			
Payments to Suppliers and Employees		(6,674,651)	(6,432,763)
National Council Sustentation		(1,107,436)	(1,093,828)
Other Payments to National Council		(141,619)	(81,744)
Payments to Other Branches		(824)	(675)
Affiliation Fees		(184,951)	(164,395)
Donations		<u>(71,900)</u>	<u>(11,027)</u>
Total Payments		(8,181,381)	(7,784,432)
Net Cash Provided By / (Used In) Operating Activities	11	<u>162,121</u>	<u>590,630</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Proceeds from Sale of Plant and Equipment		<u>4,119</u>	<u>278,364</u>
Total Receipts		4,119	278,364
Payments			
Payments for Plant & Equipment		(119,466)	(441,462)
Payments for Investments and Loans		<u>(11,720)</u>	<u>(11,437)</u>
Total Payments		(131,186)	(452,899)
Net Cash Provided By / (Used In) Investing Activities		<u>(127,067)</u>	<u>(174,535)</u>
Net Increase / (Decrease) In Cash Held		<u>35,055</u>	<u>416,095</u>
Cash and Cash Equivalents at the Beginning of the Year		<u>1,225,505</u>	<u>809,410</u>
Cash and Cash Equivalents at the End of the Year	6	<u>1,260,560</u>	<u>1,225,505</u>

The financial statements should be read in conjunction with the notes

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NOTES TO THE FINANCIAL STATEMENTS
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**NOTES TO THE FINANCIAL STATEMENTS
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1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1A Basis of preparation of the financial statements

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

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

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

1B Comparative amounts

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

1C Significant accounting judgements and estimates

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

Key Estimates:

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

Key Judgments:

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

1D New Australian Accounting Standards

Adoption of New Australian Accounting Standard requirements

The Account Policies adopted are consistent with those of the prior year except for the following standards and amendments, which have been adopted for the first time this financial year.

AASB 2016-2: Amendment to Australian Accounting Standards - Disclosure Initiative Amendments to AASB 107 which amends Statement of Cash Flows (August 2015) to require entities preparing financial statements in accordance with Tier 1 reporting requirements to produce disclosures that enable viewers of financial statements to evaluate changes in liabilities arising from financial activities including both changes arising from cash flows and non-cash flows. As the Branch does not have any financing activities, there was no impact on adoption of this new standard.

Future Australian Accounting Standards Requirements

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

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

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AASB 15: Revenue from Contracts with Customers (applicable to annual reporting periods commencing on or after 1 January 2018). When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

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

- identify the contract(s) with a customer;
 - identify the performance obligations in the contract(s);
 - determine the transaction price;
 - allocate the transaction price to the performance obligations in the contract(s); and
 - recognise revenue when (or as) the performance obligations are satisfied.
- This Standard will require retrospective restatement, as well as enhanced disclosures regarding revenue.

AASB 15 is not expected to have a material impact on the Branch.

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

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

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

The main changes introduced by the new Standard include:

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

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

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

1E Revenue

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

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

Donation income is recognised when it is received.

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

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

1F Government grants

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

1G Gains

Sale of assets

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

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1H Capitation fees and levies

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

1I Employee benefits

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

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

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash flows to be made by the Branch in respect of services provided by employees up to reporting date.

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

1J Leases

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

1K Cash

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

1L Financial instruments

Financial instruments, including financial assets and financial liabilities, are recognised when the Branch becomes a party to the contractual provisions of the instrument.

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

1M Financial assets

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

Fair value through profit or loss

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

The Branch does not hold any financial assets that are held for trade for the purpose of short term profit taking.

Held-to-maturity investments

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

Available-for-sale financial assets

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

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Loans and receivables

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

Effective interest method

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

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

Impairment of financial assets

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

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

Derecognition of financial assets

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

1N Financial Liabilities

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

Fair value through profit or loss

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

Other financial liabilities

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

Derecognition of financial liabilities

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

1O Provisions

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. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

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1P Contingent Liabilities and Contingent Assets

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

1Q Property, Plant and Equipment

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

Revaluations - Land and Buildings

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

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

Depreciation

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

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Buildings	2.50%
Motor Vehicles	13 - 25 %
Plant and Equipment	2.5 - 34%

Derecognition

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

1R Impairment for non-financial assets

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

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

1S Taxation

The Branch is exempt from Income tax under section 50.1 of the Income Tax Assessment Act 1997 but still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office, in which case the GST is recognised as part of the asset or as part of an item of expense. Receivables and payables in the balance sheet are shown inclusive of GST. Cash flows are presented in the Cash Flow Statement on a gross basis except for the GST component of investing activities which are including in operating cash flows.

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1T Fair Value Measurement

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

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

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

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

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

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

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

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

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

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

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2 EVENTS AFTER THE REPORTING PERIOD

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

	Note	30.06.18 \$	30.06.17 \$
3 RENTAL REVENUE			
Property Rent - Government of Australia		-	57,838
Property Rent - Uniting Care Wesley		-	48,327
Property Rent - CPSU		111,213	109,005
Property Rent - Baptcare		33,460	-
Property Rent - Ingenia		21,297	-
Total Rental Revenue		<u>165,970</u>	<u>215,170</u>
4 OTHER REVENUE			
Board Fees		52,139	40,535
Workers Compensation Representation Costs Reimbursed		153,613	179,928
Staff Expenses Reimbursed		17,116	4,648
Sponsorship		35,000	47,027
Total Other Revenue		<u>257,869</u>	<u>272,138</u>
5 EXPENSES			
5A EMPLOYEE EXPENSES	14		
Holders of Office			
Wages and Salaries		532,036	527,151
Superannuation		56,459	57,379
Leave and other entitlements		67,875	45,176
Separation and Redundancies		-	-
Other Employee Expenses		-	-
Subtotal Holders of Office Employee Expenses		<u>656,370</u>	<u>629,706</u>
Employees Other than Office Holders			
Wages and Salaries		2,917,082	2,728,712
Superannuation		517,498	478,395
Leave and other entitlements		595,212	538,379
Separation and Redundancies		138,696	-
Other Employee Expenses		320,256	316,891
Total Employees Other than Office Holders Employee Expenses		<u>4,488,744</u>	<u>4,062,377</u>
Total Employee Expenses		<u>5,145,114</u>	<u>4,692,083</u>
5B INDIRECT EMPLOYMENT COSTS			
Temporary Staff		5,848	11,881
Staff Training		8,859	17,437
Motor Vehicle Expenses		107,209	102,841
Total Indirect Employment Costs		<u>121,915</u>	<u>132,159</u>
5C AFFILIATION FEES			
Australian Labor Party		79,587	77,645
SA Unions		88,200	86,400
SA May Day Committee		350	350
Total Affiliation Fees		<u>168,137</u>	<u>164,395</u>

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	Note	30.06.18 \$	30.06.17 \$
5D ADMINISTRATION EXPENSES			
General Expenses		17,483	11,710
Postage and Freight		18,025	20,988
Printing and Stationery		80,051	72,983
Compulsory Levies		-	-
Office Running Costs		6,443	4,598
Telephones		68,349	70,757
Total Administration Expenses		<u>190,352</u>	<u>181,036</u>
5E DEPRECIATION			
Depreciation - Computer Equipment		18,956	18,637
Depreciation - Fixtures and Fittings		43,575	39,589
Depreciation - Library		816	898
Depreciation - Motor Vehicles		146,139	108,816
Depreciation - Office Fixtures		3,407	3,484
Depreciation - Building Mile End		98,000	98,000
Total Depreciation		<u>310,893</u>	<u>269,424</u>
5F GRANTS AND DONATIONS			
Grants: Total paid that were \$1,000 or less		-	-
Grants: Total paid that exceeded \$1,000		-	-
Donations: Total paid that were \$1,000 or less		900	1,027
Donations: Total paid that exceeded \$1,000		71,000	10,000
Total Grants and Donations		<u>71,900</u>	<u>11,027</u>
5G FINANCE COSTS			
Bank Charges		29,897	28,622
Commission on Membership payroll deductions		7,848	10,802
Insurance Premiums		53,644	51,210
Total Finance Costs		<u>91,389</u>	<u>90,634</u>
5H LEGAL AND PROFESSIONAL COSTS			
Litigation	19	70,978	62,843
Other Legal Matters		-	-
Professional Services		-	-
Total Legal and Professional Costs		<u>70,978</u>	<u>62,843</u>
5I MEETING AND CONFERENCE COSTS			
Accommodation		16,114	18,328
Airfares		22,638	29,132
Attendance Fees - Holders of Office	14	1,142	3,490
Attendance Fees - Other		7,633	5,971
Travel allowance		22,435	24,038
Parking and cabcharges		17,556	15,181
Other meeting costs		22,950	15,135
Conference Costs		70,630	66,840
Total Meeting and Conference Costs		<u>181,098</u>	<u>178,115</u>
5J CAMPAIGN COSTS			
Campaign Costs		33,222	38,149
Total Campaign Costs		<u>33,222</u>	<u>38,149</u>

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	30.06.18	30.06.17
	\$	\$
5K COMMUNICATION COSTS		
Advertising/Promotions/Clothing	101,863	37,149
Promotions	46,370	48,955
Total Communication Costs	<u>148,233</u>	<u>86,104</u>
5L IT COSTS		
IT Maintenance and Support	17,534	31,791
Internet - internet and website & SMS Messaging	50,344	53,031
Total IT Costs	<u>67,879</u>	<u>84,822</u>
5M PROPERTY COSTS		
Electricity	77,908	77,300
Rates - Council & Water	90,983	67,951
Other property expenses	83,727	111,801
Repairs and Maintenance	60,068	929
Total Property Costs	<u>312,686</u>	<u>257,981</u>
5N RESEARCH COSTS		
Research	-	-
Subscriptions and Journals	9,820	4,101
Total Research Costs	<u>9,820</u>	<u>4,101</u>
5O NATIONAL COUNCIL SUSTENTATION/CAPITATION		
United Voice National Council	977,687	999,779
Total National Council Sustentation	<u>977,687</u>	<u>999,779</u>
5P MEMBER SERVICES		
Professional Indemnity Insurance	11,909	11,981
Delegates Training, Functions & other services	24,579	29,627
Total Member Services	<u>36,488</u>	<u>41,608</u>
6 CASH & CASH EQUIVALENTS		
Cash at Bank	1,259,868	1,225,323
Cash on Hand	692	182
Total Cash and Cash Equivalents	<u>1,260,560</u>	<u>1,225,505</u>
7 TRADE AND OTHER RECEIVABLES		
CURRENT		
Receivables from Other Reporting Units	-	-
Receivables from United Voice National Council	111,285	-
less Provision for Doubtful Debts	-	-
Trade Receivables	134,209	131,126
Other Receivables	37,103	38,620
Total Trade and Other Receivables	<u>282,597</u>	<u>169,746</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	30.06.18 \$	30.06.17 \$
6 PROPERTY, PLANT & EQUIPMENT		
Land and Buildings		
Land at Valuation	3,675,000	3,200,000
Buildings at Valuation	5,525,000	3,920,000
Less: Accumulated Depreciation	<u>-</u>	<u>(392,000)</u>
Total Buildings	<u>5,525,000</u>	<u>3,528,000</u>
Total Land and Buildings	<u>9,200,000</u>	<u>6,728,000</u>
Plant and Equipment		
Motor Vehicles at Cost	732,832	732,832
Less: Accumulated Depreciation	<u>(246,916)</u>	<u>(100,777)</u>
Total Motor Vehicles	<u>485,916</u>	<u>632,055</u>
Other Plant and Equipment at Cost	1,305,987	1,187,595
Less: Accumulated Depreciation	<u>(721,834)</u>	<u>(655,082)</u>
Total Other Plant and Equipment	<u>584,153</u>	<u>532,513</u>
Total Plant and Equipment	<u>1,070,069</u>	<u>1,164,568</u>
Total Property, Plant and Equipment	<u>10,270,069</u>	<u>7,892,567</u>
Reconciliation of Opening and Closing Total Balances		
Land at Valuation at 1 July	3,200,000	3,200,000
Revaluations	<u>475,000</u>	<u>-</u>
Land at Valuation at 30 June	<u>3,675,000</u>	<u>3,200,000</u>
Buildings at Valuation at 1 July	3,528,000	3,626,000
Revaluations	2,095,000	-
Depreciation Expense	<u>(98,000)</u>	<u>(98,000)</u>
Buildings at Valuation at 30 June	<u>5,525,000</u>	<u>3,528,000</u>
Motor Vehicles at Cost at 1 July	632,055	579,938
Additions purchased	-	436,279
Disposals	-	(275,347)
Depreciation Expense	<u>(146,139)</u>	<u>(108,814)</u>
Motor Vehicles at Cost at 30 June	<u>485,916</u>	<u>632,055</u>
Other Plant and Equipment at Cost at 1 July	532,514	606,770
Additions purchased	119,466	5,183
Disposals	(1,072)	(16,831)
Depreciation Expense	<u>(68,755)</u>	<u>(52,608)</u>
Other Plant and Equipment at Cost at 30 June	<u>584,153</u>	<u>532,514</u>

The fair value of land and buildings is categorised as a level 3 fair value. An independent valuation of freehold land and buildings was undertaken on 30 June 2018. The valuation was based on an assessment of the property's current market value using the market based direct comparison approach where valuations performed by the valuer are based on active market prices, significantly adjusted for difference in the nature, location or condition of the specific property. As at the date of revaluation, the properties' fair values are based on valuations performed by Barry Curzons of Valuations SA, who are Certified Practising Valuers. The revaluation surplus was credited to the asset revaluation reserve in equity.

The valuation has been performed on a "highest and best use" basis permissible under AASB 13 - Fair Value Measurement. The Committee of Management believe that the land and buildings current use as a commercial office building is considered to be the highest and best use as at 30 June 2018, as the current use is deemed to be the use that maximises the value of the asset when considering physical, legal and financial feasibility of the asset.

The key assumptions adopted in the valuation of the land and buildings are as follows:

- Capitalisation Rate: 5.75%
- CPI Rate: Adelaide CPI (2.7% at 30 June)
- Net Market Rental: \$3,500/m2

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	30.06.18 \$	30.06.17 \$
9 TRADE AND OTHER PAYABLES		
National Council Sustentation Payable	220,640	274,295
Other Payables to National Council	-	-
Payables to Other Branches	-	-
Trade Creditors and Accruals	446,069	259,582
Consideration Payable to Employers for Payroll Deductions	368	796
Legal Costs Payable - Litigation	-	-
Legal Costs Payable - Other Legal Matters	-	-
Unearned Revenue	-	-
GST Payable	141,347	121,331
Total Trade and Other Payables	<u>808,424</u>	<u>656,004</u>
10 PROVISIONS		
Current Employee Provisions		
Holders of Office		
Annual Leave	36,273	36,273
Long Service Leave	95,056	95,056
Separation and Redundancies	-	-
Other	-	-
Total Holders of Office Employee Provisions	<u>131,329</u>	<u>131,329</u>
Employees Other than Office Holders		
Annual Leave	622,140	578,146
Long Service Leave	721,437	624,134
Separation and Redundancies	-	-
Other	-	-
Total Employees Other than Office Holders Employee Provisions	<u>1,343,577</u>	<u>1,202,280</u>
Total Current Employee Provisions		
Total Annual Leave	658,413	614,419
Total Long Service Leave	816,493	719,190
Total Separation and Redundancies	-	-
Total Other	-	-
Total Current Employee Provisions	<u>1,474,906</u>	<u>1,333,609</u>
Non-Current Employee Provisions		
Holders of Office		
Long Service Leave	-	-
Total Holders of Office Employee Provisions	<u>-</u>	<u>-</u>
Employees Other than Office Holders		
Long Service Leave	87,786	68,039
Total Employees Other than Office Holders Employee Provisions	<u>87,786</u>	<u>68,039</u>
Total Non-Current Employee Provisions	<u>87,786</u>	<u>68,039</u>
11 CASH FLOW RECONCILIATION		
Reconciliation of Profit/(Deficit) to Net Cash from Operating Activities		
Profit / (Loss) for the Year	(328,486)	208,964
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	310,893	269,424
- (Profit)/Loss on Sale of Plant and Equipment	(3,045)	13,815
- Loan Impairment	-	-
Changes to Assets & Liabilities		
- Decrease/(Increase) in Trade and Other Receivables	(112,851)	104,290
- Decrease/(Increase) in Prepayments	(17,852)	9,855
- Increase/(Decrease) in Trade and Other Payables	152,420	(12,650)
- Increase/(Decrease) in Leave Liabilities	161,044	(3,038)
Net Cash Provided By/(Used In) Operating Activities	<u>162,123</u>	<u>590,630</u>
Reconciliation of Cash and Cash Equivalents as per Statement of Financial Position to Cash Flow Statement		
Cash and Cash Equivalents as per:		
Cash Flow Statement	1,260,560	1,225,505
Statement of Financial Position	<u>1,260,560</u>	<u>1,225,505</u>
Difference	<u>-</u>	<u>-</u>

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	30.06.18 \$	30.06.17 \$
11A CREDIT STANDBY ARRANGEMENTS AND LOAN FACILITIES		
The branch has a credit card facility amounting to \$54,000 (2017: \$54,000). This may be terminated at any time at the option of the bank. The balance of this facility is cleared monthly and interest rates are variable.		
11B NON-CASH TRANSACTIONS		
There have been no non-cash financing or investing activities during the year (2017: Nil)		
11C NET DEBT RECONCILIATION		
Cash and cash equivalents	1,260,560	1,225,505
Borrowings - repayable within one year	-	-
Borrowings - repayable after one year	-	-
Net Debt	<u>1,260,560</u>	<u>1,225,505</u>

11D RECONCILIATION OF MOVEMENTS OF LIABILITIES TO CASH FLOWS ARISING FROM FINANCING ACTIVITIES

	<u>Other Assets</u>	<u>Liabilities from financing activities</u>	
	<u>Cash assets</u>	<u>Finance lease - Finance lease Total</u>	
Net debt at 1 July 2016	809,410	-	809,410
Cash flows	416,095	-	416,095
Net debt at 30 June 2017	<u>1,225,505</u>	<u>-</u>	<u>1,225,505</u>
Cash flows	<u>35,055</u>	<u>-</u>	<u>35,055</u>
Net Debt at 30 June 2018	<u>1,260,560</u>	<u>-</u>	<u>1,260,560</u>

12 FINANCIAL INSTRUMENTS

Categories of Financial Instruments

The Branch's financial instruments are classified as follows:

Financial Assets

Cash and cash equivalents	1,260,560	1,225,505
Loans and Receivables		
Trade and Other Receivables	282,597	169,746
Loans	-	-
Held to Maturity Investments		
Investments in Short Term Deposits	3,597,305	3,585,585
Available for Sale Financial Assets		
Shares in unlisted companies	96	96
Financial Liabilities		
Other Liabilities		
Trade and Other Payables	808,424	656,004

Fair Values

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

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

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

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

Financial Risk Management

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

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

The Branch does not have any material credit risk exposure to any single debtor or group of debtors. The following table details the trade and other receivables exposed to credit risk with ageing 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.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

	Gross Amount	Within Initial Trade Terms	Past Due but Not Impaired and Days Past		
	\$	\$	31 - 60 Days	61 - 90 Days	> 90 Days
2018	282,597	274,889	1,069	1,321	5,318
2017	169,746	165,597	1,176	-	2,973

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.

12 FINANCIAL INSTRUMENTS (cont)

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

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

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

13 RELATED PARTY INFORMATION

For financial reporting purposes, under the Fair Work (Registered Organisations) Act 2009, United Voice is divided into the following separate reporting units (and deemed related parties):

United Voice - National Council (incorporating the ACT, Tasmania & NT)
United Voice - Queensland Branch
United Voice - New South Wales Branch
United Voice - Victoria Branch
United Voice - Western Australia Branch

30.06.18
\$

30.06.17
\$

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year

Revenue received from United Voice - National Council includes the following:

Reimbursement of flights and accommodation costs	19,616	31,183
Redundancy pooled costs	77,345	-
Sponsorship and director fees	72,139	72,562
	<u>169,100</u>	<u>103,745</u>

Expenses paid to United Voice - National Council includes the following:

Sustentation fees	977,687	999,779
IT costs	33,271	35,941
Printing, postage and merchandise	3,829	7,985
Campaign expenses	96,045	28,903
Research	-	-
Donations to National Council	-	-
Other expenses	1,689	1,484
	<u>1,112,521</u>	<u>1,074,092</u>

Amounts owed to United Voice - National Council include the following:

Sustentation fees	220,640	274,295
Other	-	-
	<u>220,640</u>	<u>274,295</u>

Revenue received from United Voice - NSW Branch includes the following:

Reimbursement of membership fees	-	1629
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Revenue received from United Voice - VIC Branch includes the following:

Transfer of staff member entitlements	-	3737
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Expenses paid to Poll Printing - QLD Branch

Printing	340	-
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Expenses paid to United Voice - VIC includes the following:

United Voice Clothing	409	614
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Transactions with National Council and Other Branches are on normal commercial terms on conditions no more favourable than those available to other parties unless otherwise stated. Payables are unsecured and interest free and no guarantees have been provided in relation to these.

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

14 KEY MANAGEMENT PERSONNEL REMUNERATION	30.06.18	30.06.17
	\$	\$
Short-term employee benefits		
Wages and Salaries (including annual leave taken)	532,036	527,151
Annual Leave accrued	37,219	34,694
Other Employee Expenses	-	-
Total short-term employee benefits	569,255	561,845
Post-employment benefits		
Superannuation	56,459	57,379
Other long-term benefits		
Long Service Leave	30,657	10,482
Termination benefits	-	-
	656,370	629,706

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

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

15 REMUNERATION OF AUDITORS

Financial Statement Audit Services	20,350	24,550
Financial Report Preparation Assistance Services	-	-
ECSA Disclosure Audits	600	1600
Total Remuneration of Auditors	20,950	24,550

INFORMATION TO BE PROVIDED TO MEMBERS OR THE COMMISSIONER OF THE REGISTERED ORGANISATIONS

16 COMMISSION

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

Information to be provided to the members or the Commissioner of Registered Organisations Commission:

- (1) A member of a reporting unit, or the Commissioner of Registered Organisations Commission, 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
- (3) A reporting unit must comply with an application made under subsection (1).

17 RECOVERY OF WAGES ACTIVITY

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

18 ACQUISITION OF ASSETS OR LIABILITIES

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

19 LITIGATION

All litigation relates to action on behalf of members.

20 CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

At 30 June 2018 the Branch did not have any Contingent Liabilities, assets or commitments (2017: NIL).



7 December 2018

Mr David Di Troia
Branch Secretary
United Voice - South Australian Branch
Sent via email: DavidD@unitedvoice.org.au

Dear Mr Di Troia,

Lodgement of Financial Report - Reminder to lodge

The Registered Organisations Commission's (the ROC) records disclose that the financial year of the United Voice - South Australian Branch (the reporting unit) ended on the 30 June 2018.

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

The maximum period of time allowed under the RO Act for the full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s.254, s.265, s.266, s.268). The full report must be lodged with the ROC within 14 days of that meeting.

The ROC encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the Commissioner instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the Commissioner following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$105,000 per contravention on the organisation and up to \$21,000 per contravention on an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to regorgs@roc.gov.au. That is the official email address for electronic lodgements of material related to registered organisations matters.

Should you seek any clarification in relation to the above, please contact me on (03) 9954 2931 or via email at Sam.Gallichio@roc.gov.au.

Yours faithfully,

Sam Gallichio
Registered Organisations Commission



30 August 2018

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

Dear Mr Di Troia,

**Re: Lodgement of Financial Report - [FR2018/32]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the United Voice - South Australian Branch (the reporting unit) ended on 30 June 2018. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, namely on or before 28 September 2018.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty. Currently penalties are up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual and may be imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on its rules) no later than 30 December 2018 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported (see attached *Loans Grants and Donations* fact sheet FS 009). The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement.

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the

ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty, as set out above, being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into operation with effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (also available on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,

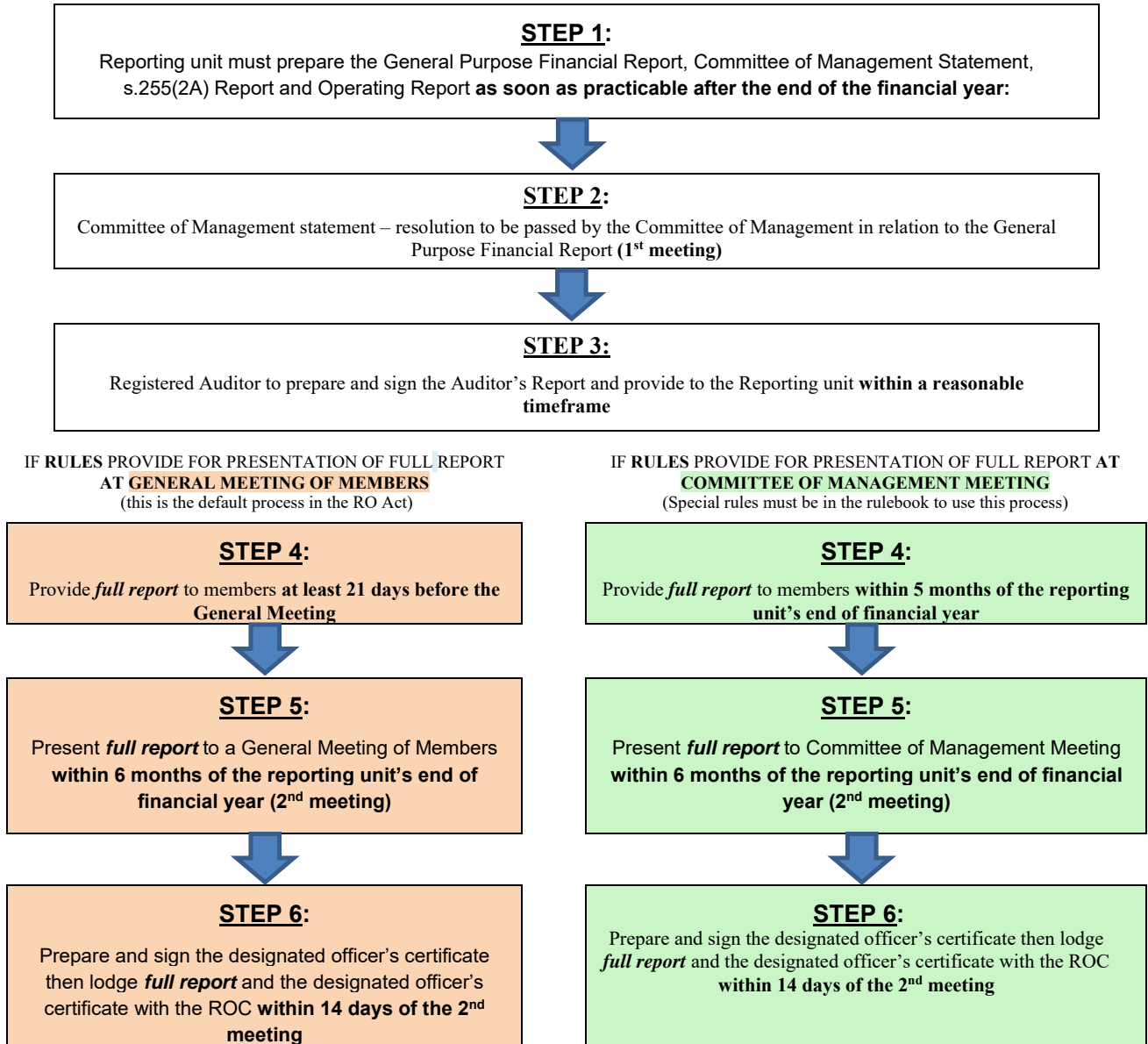
Sarah Wilkin
Registered Organisations Commission

Fact sheet

Summary of financial reporting timelines – s.253 financial reports

General Information:

- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



Fact sheet



Australian Government
Registered Organisations Commission

FS 009
(19 June 2017)

Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

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

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





The Loans, Grants & Donations Statement



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

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

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

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL. Common misconceptions Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.

	Statements can be lodged with the financial report.		The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.
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Grants & Donations within the Financial Report

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

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants OR donations*

Grants:	[Current year]	[Previous year]
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

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

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

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

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

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice