



25 February 2020

Paul Richardson
Director - Finance, Governance and Administration
United Voice - South Australian Branch
Sent via email: paul.richardson@unitedworkers.org.au
CC: gkent@mgisq.com.au

Dear Paul,

**United Voice - South Australian Branch
Financial Report for the year ended 30 June 2019 – (FR2019/214)**

I acknowledge receipt of the financial report for the year ended 30 June 2019 for the United Voice - South Australian Branch. The documents were lodged with the Registered Organisations Commission (**the ROC**) on 19 December 2019.

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 (**RGs**) have been complied with. A primary review does not examine all disclosure requirements.

You are not required to take any further action in respect of the report lodged. I make the following comments in relation to the lodged financial report.

General purpose financial report

Officer's declaration statement – to include all nil activity disclosures not elsewhere disclosed

Item 21 of the 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. I note that the officer's declaration statement includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the body of the notes:

- "Pay separation and redundancy expense for employees (other than holders of offices)" is disclosed in Note 5A and the officer's declaration statement;
- "Pay legal costs relating to other legal matters" is disclosed in both Note 5H and the officer's declaration statement;
- "Have a payable in respect of legal costs relating to litigation" and "have a payable in respect of the legal costs relating to other legal matters" are disclosed in both Note 8 and the officer's declaration statement; and

- “Have a liability for separation and redundancy for holders of offices” and “have a liability for separation and redundancy for employees (other than holders of offices)” are disclosed in both Note 10 and the officer’s declaration statement.

Please note that nil activities only need to be disclosed once.

Inconsistency in disclosure of financial information

Note 5I *Meeting and conference costs* discloses attendance fees of \$2,999 for holders of office and \$8,722 for others and expenses for travel allowances of \$35,813 for the 2019 financial year. The officer’s declaration statement, however includes a nil disclosure of paying to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit.

Note 7 Trade and other receivables discloses receivables from United Voice – National Council of \$16,579 for 2019 financial year (2018: \$111,285). The officer’s declaration statement, however includes a nil disclosure of having a receivable with another reporting unit.

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 RGs 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
Registered Organisations Commission

REGISTERED ORGANISATIONS COMMISSION

s 268 - Fair Work (Registered Organisations) Act 2009

United Voice – South Australian Branch

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

I, Timothy John Kennedy being the National Secretary of the United Workers' Union (**the Union**) certify:

1. That the document lodged with the Registered Organisations Commission on 19 December 2019 is the full report of the former **United Voice – South Australian Branch (the Branch)** referred to in section 268 of the *Fair Work (Registered Organisations) Act 2009*.
2. That the full report was provided to members of the Branch on 22 November 2019.
3. That the full report was presented to the National Executive of the Union on 17 December 2019 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.



A handwritten signature in black ink, appearing to read 'T. Kennedy', written over a horizontal line.

TIMOTHY JOHN KENNEDY
NATIONAL SECRETARY
UNITED WORKERS' UNION

Dated this 19th day of December 2019



SOUTH AUSTRALIAN BRANCH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2019**

**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 2019 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

On 30 August 2019, members of both the National Union of Workers and United Voice voted to amalgamate and create the United Workers Union. A copy of the declarations of the amalgamation ballot conducted by the Australian Electoral Commission are available at www.fwc.gov.au/cases-decisions-orders/major-cases/united-voice-national-union-workers-proposed-amalgamation

The Fair Work Commission (FWC) at the conclusion of a hearing on 1 October 2019 to determine an amalgamation date for the United Workers Union pursuant to s73 of the *Fair Work (Registered Organisations) Act 2009* fixed the date as 11 November 2019.

As a result, these financial statements have been prepared on a liquidated basis, as the reporting unit will not continue to operate post amalgamation. As a result, the Branch's assets and liabilities have been recorded at their fair value.

No other significant changes in the financial affairs of the Branch's operations have occurred during the year.

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

Nil

Number of members of the Branch

There were 15,806 members of the Branch as at 30 June 2019.

Number of employees of the Branch

As at 30 June 2019 the Branch employed 49 full time employees, 2 part time employees and 3 casual employees with a total number of 51.55 employees on a full time equivalent basis.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

OPERATING REPORT (cont)

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

The following persons were a member of the Committee of Management of the Branch, being the Branch Executive, during the year ended 30 June 2019:

Name	Period Position Held
Anne Ashwood	03.07.18 to 21.01.19
Deborah Christie	01.07.18 to 30.06.19
Cathy Daniels	01.07.18 to 30.06.19
David Di Troia	01.07.18 to 30.06.19
Craig Dodgson	03.07.18 to 30.06.19
Donna Duke	01.07.18 to 30.06.19
Mira Ghamrawi	03.07.18 to 30.06.19
Suzanne Gounder	03.07.18 to 30.06.19
David Gray	01.07.18 to 30.06.19
Brendan Jericho	03.07.18 to 11.02.19
Anna Martin	01.07.18 to 30.06.19
Pamela Mazey	01.07.18 to 03.07.18
Deirdre Meneaud	03.07.18 to 30.06.19
Demeter Pnevmatikos	01.07.18 to 30.06.19
Barbara Possingham	01.07.18 to 30.06.19
Radek Prokesh	01.07.18 to 03.07.18
Timothy Rowbottom	01.07.18 to 30.06.19
Rick Trezise	01.07.18 to 03.07.18
Arthur Tsimopoulos	01.07.18 to 30.06.19
Kathryn Williams	03.07.18 to 30.06.19
Bernd Winkler	03.07.18 to 30.06.19
Maria Wynn	03.07.18 to 11.12.18

After Balance Date Events

As detailed in Note 2 the members of both the National Union of Workers and United Voice voted to amalgamate and create the United Workers Union (expected to commence on 11 November 2019).

Signed:.....
David Gray, Acting Branch Secretary

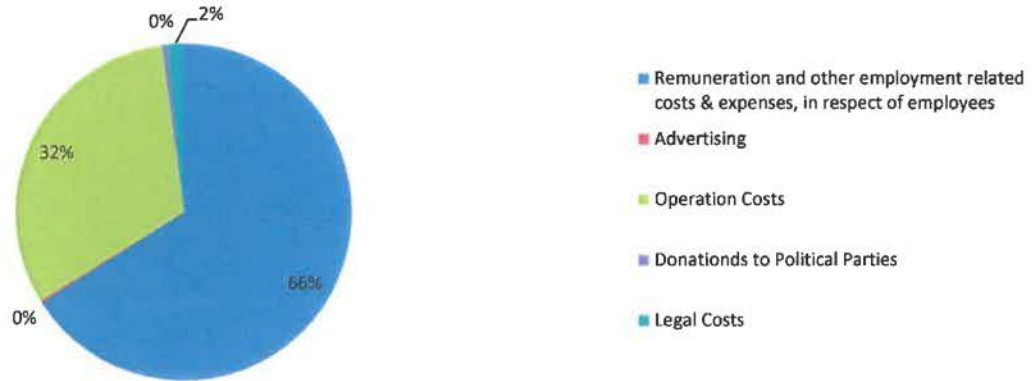
Date:.....22/10/2019.....

UNITED VOICE
SOUTH AUSTRALIAN BRANCH

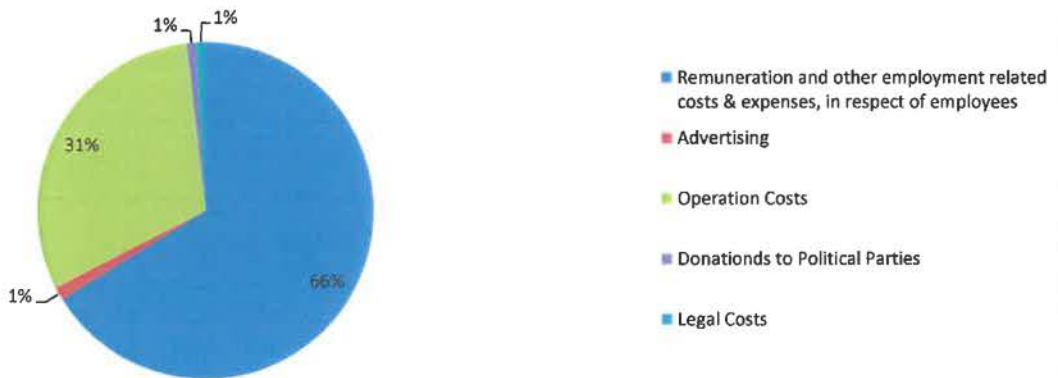
REPORT REQUIRED UNDER SUBSECTION 255(2A)

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 2019.

2019 - Expenditure as required under s.255(2A) RO Act



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



Signed:.....

David Gray, Acting Branch Secretary

Date:.....

David Gray
22/10/2019

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 22nd October 2019 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 2019:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the
- (b) *Fair Work (Registered Organisations) Act 2009* (the RO Act);
the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the
- (c) Branch for the financial year in which they relate;
- (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 2019 and since the end of that financial year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the organisation and the rules of the Branch concerned; and
the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch concerned; and
 - (ii) the financial records of the Branch have been kept and maintained in accordance with the RO Act; and
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
 - (iii) where information has been sought in any request by a member of the Branch or the Commissioner duly made under section 272 of the RO Act, that information has been provided to the member or Commissioner; and
 - (iv) where any order for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act there has been compliance.
 - (v) (vi)

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

Signed:.....
David Gray, Acting Branch Secretary

Date:.....
22/10/2019

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 2019, 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 2019, 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).

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.

Emphasis of Matter Regarding Liquidation Valuation Basis

Without qualifying the opinion expressed above, attention is drawn to Note 1 in the financial report which states that the report of the Branch has been prepared on a liquidation basis, given the members of both the National Union of Workers and United Voice have agreed to amalgamate to form the United Workers Union. The assets and liabilities of the Branch therefore have been measured at their estimated net realisable value and expected settlement amounts respectively.

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.

Auditor's Responsibilities for the Audit of the Financial Report (Continued)

- 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.

M.G.I

MGI Audit Pty Ltd



G I Kent

Director – Audit & Assurance

Adelaide

22 October 2019

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 2019**

	Note	30.06.19 \$	30.06.18 \$
Revenue			
Membership Subscriptions		7,013,144	7,054,750
Interest		89,420	100,428
Rental Revenue	3	217,564	165,970
Other Revenue	4	375,833	257,869
Total Revenue		<u>7,695,961</u>	<u>7,579,017</u>
Other Income			
Net Gain on Disposal of Plant and Equipment		-	3,045
Sundry Income		31,917	48,191
Total Other Income		<u>31,917</u>	<u>51,236</u>
TOTAL INCOME		<u>7,727,878</u>	<u>7,630,253</u>
EXPENSES			
Employee Expenses	5A	5,358,516	5,145,114
Indirect Employment Expenses	5B	147,328	121,915
Affiliation Fees	5C	172,689	168,137
Administration Expenses	5D	193,138	190,352
Depreciation	5E	381,573	310,893
Grants or Donations	5F	40,900	71,900
Finance Costs	5G	112,928	91,389
Legal & Professional Costs	5H	133,044	70,978
Audit Fees	15	22,812	20,950
Meeting & Conference Costs	5I	235,898	181,098
Campaign Costs	5J	43,568	33,222
Communication Costs	5K	65,591	148,233
IT Costs	5L	60,827	67,879
Property Costs	5M	295,819	312,686
Research Costs	5N	5,799	9,820
National Council Sustainment/Capitation	5O	1,032,804	977,687
Member Services	5P	35,206	36,488
Net Loss on Disposal of Plant and Equipment		5,212	-
Total Expenses		<u>8,343,649</u>	<u>7,958,741</u>
Deficit for the Year		<u>(615,769)</u>	<u>(328,486)</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>2,570,000</u>
Total Comprehensive Income for the Year		<u>(615,769)</u>	<u>2,241,514</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 2019**

	Note	30.06.19 \$	30.06.18 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	6	842,487	1,260,560
Investments in Short Term Deposits		3,597,305	3,597,305
Trade and Other Receivables	7	203,977	282,597
Prepayments		69,483	147,859
Land and Buildings	8	9,061,875	-
Plant and Equipment	8	1,078,284	-
Investments		96	-
Total Current Assets		<u>14,853,507</u>	<u>5,288,321</u>
Non-Current Assets			
Land and Buildings		-	9,200,000
Plant and Equipment		-	1,070,069
Investments		-	96
Total Non-Current Assets		<u>-</u>	<u>10,270,165</u>
Total Assets		<u>14,853,507</u>	<u>15,558,486</u>
LIABILITIES			
Current Liabilities			
Trade and Other Payables	9	754,004	808,424
Employee Provisions - Annual Leave	10	689,403	658,413
Employee Provisions - Long Service Leave	10	838,500	816,493
Total Current Liabilities		<u>2,281,907</u>	<u>2,283,330</u>
Non-Current Liabilities			
Employee Provisions - Long Service Leave	10	-	87,786
Total Non-Current Liabilities		<u>-</u>	<u>87,786</u>
Total Liabilities		<u>2,281,907</u>	<u>2,371,116</u>
Net Assets		<u>12,571,600</u>	<u>13,187,369</u>
EQUITY			
General Fund		4,457,739	5,073,508
Asset Revaluation Reserve		8,113,861	8,113,861
Total Equity		<u>12,571,600</u>	<u>13,187,369</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 2019**

	Note	30.06.19 \$	30.06.18 \$
GENERAL FUND			
Accumulated Funds at the Beginning of the Year		5,073,508	5,401,994
Surplus/(Deficit) for the Year		<u>(615,769)</u>	<u>(328,486)</u>
Accumulated Funds at the End of the Year		<u>4,457,739</u>	<u>5,073,508</u>
ASSET REVALUATION RESERVE			
Reserve at the Beginning of the Year		8,113,861	5,543,861
Other comprehensive income (gain on fair value revaluation of land and buildings)		<u>-</u>	<u>2,570,000</u>
Reserve at the End of the Year		<u>8,113,861</u>	<u>8,113,861</u>
TOTAL EQUITY		<u>12,571,600</u>	<u>13,187,369</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 2019**

	Note	30.06.19 \$	30.06.18 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Receipts from other reporting units	11E	143,629	76,256
Receipts from members and other customers		8,515,687	8,165,301
Interest received		70,053	101,945
Total Receipts		<u>8,729,369</u>	<u>8,343,502</u>
Payments			
Payments to suppliers and employees		(7,753,580)	(6,931,502)
Payments to other reporting units	11E	(1,136,989)	(1,249,879)
Total Payments		<u>(8,890,569)</u>	<u>(8,181,381)</u>
Net Cash Provided By / (Used In) Operating Activities	11	<u>(161,200)</u>	<u>162,121</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Proceeds from Sale of Plant and Equipment		115,711	4,119
Total Receipts		<u>115,711</u>	<u>4,119</u>
Payments			
Payments for Plant & Equipment		(372,585)	(119,466)
Payments for Investments and Loans		-	(11,720)
Total Payments		<u>(372,585)</u>	<u>(131,186)</u>
Net Cash Provided By / (Used In) Investing Activities		<u>(256,874)</u>	<u>(127,067)</u>
Net Increase / (Decrease) In Cash Held		<u>(418,073)</u>	<u>35,055</u>
Cash and Cash Equivalents at the Beginning of the Year		<u>1,260,560</u>	<u>1,225,505</u>
Cash and Cash Equivalents at the End of the Year	6	<u>842,487</u>	<u>1,260,560</u>

The financial statements should be read in conjunction with the notes

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

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**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

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 the United Voice South Australian Branch is a not-for-profit entity.

Liquidated Basis of Preparation

As referred to in the Operating Report, on 30 August 2019, the members of both the National Union of Workers and United Voice voted to amalgamate and create the United Workers Union.

Due to the intention to amalgamate and therefore no longer operate out of the Branch, the Committee of Management have determined that the going concern basis of preparation (as applied in previous years) is no longer appropriate. Accordingly the financial statements are not prepared on a going concern basis. The Committee of Management have applied the requirements of paragraph 25 of AASB 101 Preparation of Financial Statements which states that *'when the financial report is not prepared on a going concern basis, that fact shall be disclosed, together with the basis on which the financial report is prepared and the reason why the entity is not regarded as a going concern'*.

Impact of adopting the liquidation basis of preparation on measurement, classification of assets and liabilities, and disclosures in the financial report

Under the liquidation basis of preparation, assets and liabilities are measured at their liquidation value. The liquidation value of assets is their net realisable value. Net realisable value is based on the proceeds receivable on disposal less restructure and liquidation costs as detailed in the accounting policies noted below. The liquidation value of liabilities is their expected settlement amount as detailed in the accounting policies noted below. Any gains or losses resulting from measuring assets and liabilities to the liquidation value are recognised in profit and loss.

Under the liquidation basis of accounting, all assets and liabilities are classified as current. In adopting the liquidation basis, the Committee of Management have continued to apply the disclosure requirements of Australian Accounting Standards, to the extent they are relevant to the liquidation basis, and have modified them where this is considered appropriate. In particular, the financial report does not include all of the disclosures required by the following standards on the basis that the disclosures are not considered relevant for decision-making by users as described below:

- ***AASB 5 Non-current Assets Held for Sale and Discontinued Operations***
Given that the entire reporting unit is to be discontinued, the disclosures under AASB 5 that separate between continuing and discontinuing operations are not considered relevant to users.
- ***AASB 7 Financial Instruments: Disclosures***
The information on exposures to financial risks are not considered relevant to users given that the financial risk exposures are not representative of the risks that will exist going forward.

The accounting policies adopted are consistent with those of the previous financial year except for changes specified related to the adoption of the liquidation basis of preparation.

Comparative information has not been restated, and is measured and presented on a going concern basis.

Significant accounting estimates, judgements and assumptions

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the reporting unit's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in below:

The preparation of financial statements requires estimates and assumptions concerning the application of accounting policies to be made by the reporting unit. Estimates are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Liquidation value and liquidation expenses

Under the liquidation basis of accounting, assets and liabilities are measured at liquidation value. The liquidation value of assets and liabilities is the estimated value for which assets are realised and liabilities settled.

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1B 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 9 Financial Instruments and relevant amending standards, which replaces AASB 139 Financial Instruments: Recognition and Measurement.*

Impact on adoption of AASB 9

(a) Initial application

AASB 9 Financial Instruments (AASB 9) replaces AASB139 Financial Instruments: Recognition and Measurement (AASB 139) for annual periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Branch has applied AASB 9 retrospectively, with an initial application date of 1 July 2018.

The adoption of AASB 9 did not have any material impact on the amount disclosed in the comparative financial year.

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 1058 Income of Not-for-Profit Entities (AASB 1058) and AASB 15 Revenue from Contracts with Customers (AASB 15)*

AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, in conjunction with AASB 15 Revenue from Contracts with Customers. These Standards supersede all the income recognition requirements relating to private sector NFP entities, and the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 Contributions.

Under AASB 1058, the timing of income recognition depends on whether a NFP transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.

This standard applies when a NFP entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. In the latter case, the entity will recognise and measure the asset at fair value in accordance with the applicable Australian Accounting Standard (e.g. AASB 116 Property, Plant and Equipment).

Upon initial recognition of the asset, AASB 1058 requires the entity to consider whether any other financial statement elements (called 'related amounts') should be recognised, such as:

- Contributions by owners;
- Revenue, or a contract liability arising from a contract with a customer;
- A lease liability;
- A financial instrument; or
- A provision.

These related amounts will be accounted for in accordance with the applicable Australian Accounting Standard.

The Branch is yet to undertake a detailed assessment of the impact of AASB 1058 and AASB 15. However, based on the Branch's preliminary assessment, the Standards are not expected to have a material impact on the transactions and balances recognised in the financial statements when it is first adopts for the year ending 30 June 2020.

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• *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 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: Accounting Policies, Changes in Accounting Estimates and Errors or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

The Committee of Management does not believe the effects of AASB 16 will significantly affect the Branch.

1C 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.

1D 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.

1E Gains

Sale of assets

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

1F 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.

1G 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.

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1H 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.

1I 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.

1J 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.

1K Financial assets

Initial recognition and Measurement

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Branch's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the Branch initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Branch's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Branch commits to purchase or sell the asset.

Subsequent measurement

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss

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Financial assets at amortised costs

The reporting unit measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding

Financial assets at amortised cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The Branch's financial assets at amortised cost includes trade receivables and loans to related parties.

Financial assets at fair value through profit or loss (including designated)

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term. Derivatives, including separated embedded derivatives, are also classified as held for trading unless they are designated as effective hedging instruments. Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model. Notwithstanding the criteria for debt instruments to be classified at amortised cost or at fair value through OCI, as described above, debt instruments may be designated at fair value through profit or loss on initial recognition if doing so eliminates, or significantly reduces, an accounting mismatch.

Financial assets at fair value through profit or loss are carried in the statement of financial position at fair value with net changes in fair value recognised in profit or loss.

Derecognition

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The Branch has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
 - a) The Branch has transferred substantially all the risks and rewards of the asset, or
 - b) the Branch has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Branch has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the Branch continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

Offsetting

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

Impairment

(i) Trade receivables

For trade receivables that do not have a significant financing component, the Branch applies a simplified approach in calculating expected credit losses (ECLs) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the Branch does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Branch has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

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(ii) Debt instruments other than trade receivables

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the Branch recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Branch expects to receive, discounted at an approximation of the original effective interest rate.

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The Branch considers a financial asset in default when contractual payments are 60 days past due. However, in certain cases, the Branch may also consider a financial asset to be in default when internal or external information indicates that the Branch is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

1L Financial Liabilities

Financial liabilities are classified at initial recognition, at amortised cost unless or at fair value through profit or loss. All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

Subsequent Measurement

Financial liabilities at fair value through profit or loss (including designated)

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

Gains or losses on liabilities held for trading are recognised in profit or loss.

Financial liabilities designated upon initial recognition at fair value through profit or loss are designated at the initial date of recognition, and only if the criteria in AASB 9 are satisfied.

Financial liabilities at amortised cost

After initial recognition, trade payables and interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

1M 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.

1N 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.

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10 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.

1P 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.

1Q 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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1R 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.

2 EVENTS AFTER THE REPORTING PERIOD

On 30 August 2019, members of both the National Union of Workers and United Voice voted to amalgamate and create the United Workers Union. A copy of the declarations of the amalgamation ballot conducted by the Australian Electoral Commission are available at www.fwc.gov.au/cases-decisions-orders/major-cases/united-voice-national-union-workers-proposed-amalgamation

Under the proposed structure, all reporting units of the National Union of Workers (80V) and United Voice (108V) (with the exception of the National Council) are to be abolished. Under the scheme the following is to occur:

- 1 All assets and liabilities of the National Union of Workers and United Voice will be consolidated into the United Voice - National Council.
- 2 United Voice - National Council is to be renamed the United Workers Union
- 3 Officers of both the former National Union of Workers and United Voice will be transferred into the new offices of the United Workers Union.
- 4 Members of the former National Union of Workers and United Voice will become members of the United Workers Union.
- 5 Employees of the National Union of Workers and United Voice will become employees of the United Workers Union.

A copy of the rules of the United Workers Union which include at Schedule 5 the transitional matters is available at: www.anewunion.org.au/blog/

Upon the amalgamation date the United Workers Union will commence operations, resulting in the existing National Union of Workers and United Voice reporting units to cease operations.

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	Note	30.06.19 \$	30.06.18 \$
3 RENTAL REVENUE			
Property Rent - CPSU		103,132	111,213
Property Rent - Baptistcare		66,320	33,460
Property Rent - Ingenia		48,112	21,297
Total Rental Revenue		<u>217,564</u>	<u>165,970</u>
4 OTHER REVENUE			
Board Fees		(22,059)	52,139
Workers Compensation Representation Costs Reimbursed		209,749	153,613
Staff Expenses Reimbursed		142,689	17,116
Sponsorship		45,455	35,000
Total Other Revenue		<u>375,833</u>	<u>257,869</u>
5 EXPENSES			
5A EMPLOYEE EXPENSES			
Holders of Office			
Wages and Salaries		544,802	532,036
Superannuation		60,491	56,459
Leave and other entitlements		18,138	67,875
Subtotal Holders of Office Employee Expenses		<u>623,431</u>	<u>656,370</u>
Employees Other than Office Holders			
Wages and Salaries		3,165,624	2,917,082
Superannuation		560,690	517,498
Leave and other entitlements		651,007	595,212
Separation and Redundancies		-	138,696
Other Employee Expenses		357,764	320,256
Total Employees Other than Office Holders Employee Expenses		<u>4,735,085</u>	<u>4,488,744</u>
Total Employee Expenses		<u>5,358,516</u>	<u>5,145,114</u>
5B INDIRECT EMPLOYMENT COSTS			
Temporary Staff		17,245	5,848
Staff Training		10,952	8,859
Motor Vehicle Expenses		119,132	107,209
Total Indirect Employment Costs		<u>147,328</u>	<u>121,915</u>
5C AFFILIATION FEES			
Australian Labor Party		82,034	79,587
SA Unions		89,850	88,200
SA May Day Committee		805	350
Total Affiliation Fees		<u>172,689</u>	<u>168,137</u>
5D ADMINISTRATION EXPENSES			
General Expenses		9,624	17,483
Postage and Freight		16,072	18,025
Printing and Stationery		93,010	80,051
Office Running Costs		5,680	6,443
Telephones		68,752	68,349
Total Administration Expenses		<u>193,138</u>	<u>190,352</u>
5E DEPRECIATION			
Depreciation - Computer Equipment		15,301	18,956
Depreciation - Fixtures and Fittings		48,809	43,575
Depreciation - Library		742	816
Depreciation - Motor Vehicles		174,787	146,139
Depreciation - Office Fixtures		3,809	3,407
Depreciation - Building Mile End		138,125	98,000
Total Depreciation		<u>381,573</u>	<u>310,893</u>
5F GRANTS AND DONATIONS			
Donations: Total paid that were \$1,000 or less		900	900
Donations: Total paid that exceeded \$1,000		40,000	71,000
Total Grants and Donations		<u>40,900</u>	<u>71,900</u>

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5G FINANCE COSTS			
Bank Charges		33,245	29,897
Commission on Membership payroll deductions		8,459	7,848
Insurance Premiums		71,224	53,644
Total Finance Costs		<u>112,928</u>	<u>91,389</u>
5H LEGAL AND PROFESSIONAL COSTS			
Litigation	17	133,044	70,978
Other Legal Matters		-	-
Professional Services		-	-
Total Legal and Professional Costs		<u>133,044</u>	<u>70,978</u>
5I MEETING AND CONFERENCE COSTS			
Accommodation		21,481	16,114
Airfares		43,421	22,638
Attendance Fees - Holders of Office		2,999	1,142
Attendance Fees - Other		8,722	7,633
Travel allowance		35,813	22,435
Parking and cabcharges		17,193	17,556
Other meeting costs		29,688	22,950
Conference Costs		76,582	70,630
Total Meeting and Conference Costs		<u>235,898</u>	<u>181,098</u>
5J CAMPAIGN COSTS			
Campaign Costs		43,568	33,222
Total Campaign Costs		<u>43,568</u>	<u>33,222</u>
5K COMMUNICATION COSTS			
Advertising/Promotions/Clothing		17,791	101,863
Promotions		47,800	46,370
Total Communication Costs		<u>65,591</u>	<u>148,233</u>
5L IT COSTS			
IT Maintenance and Support		19,449	17,534
Internet - internet and website & SMS Messaging		41,378	50,344
Total IT Costs		<u>60,827</u>	<u>67,879</u>
5M PROPERTY COSTS			
Electricity		83,883	77,908
Rates - Council & Water		85,844	90,983
Other property expenses		90,420	83,727
Repairs and Maintenance		35,672	60,068
Total Property Costs		<u>295,819</u>	<u>312,686</u>
5N RESEARCH COSTS			
Research		-	-
Subscriptions and Journals		5,799	9,820
Total Research Costs		<u>5,799</u>	<u>9,820</u>
5O NATIONAL COUNCIL SUSTENTATION/CAPITATION			
United Voice National Council		1,032,804	977,687
Total National Council Sustentation		<u>1,032,804</u>	<u>977,687</u>
5P MEMBER SERVICES			
Professional Indemnity Insurance		-	11,909
Delegates Training, Functions & other services		35,206	24,579
Total Member Services		<u>35,206</u>	<u>36,488</u>
6 CASH & CASH EQUIVALENTS			
Cash at Bank		841,604	1,259,868
Cash on Hand		884	692
Total Cash and Cash Equivalents		<u>842,487</u>	<u>1,260,560</u>

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7 TRADE AND OTHER RECEIVABLES

CURRENT

Receivables from Other Reporting Units	-	-
Receivables from Other Reporting Units - United Voice- National Council	16,579	111,285
less Provision for Doubtful Debts	-	-
Trade Receivables	47,085	36,675
Accrued membership income	83,843	97,534
Accrued interest income	56,470	37,103
Total Trade and Other Receivables	<u>203,977</u>	<u>282,597</u>

8 PROPERTY, PLANT & EQUIPMENT

Land and Buildings

Land at Valuation	3,675,000	3,675,000
Buildings at Valuation	5,525,000	5,525,000
Less: Accumulated Depreciation	(138,125)	-
Total Buildings	<u>5,386,875</u>	<u>5,525,000</u>
Total Land and Buildings	<u>9,061,875</u>	<u>9,200,000</u>

Plant and Equipment

Motor Vehicles at Cost	868,482	732,832
Less: Accumulated Depreciation	(344,060)	(246,916)
Total Motor Vehicles	<u>524,421</u>	<u>485,916</u>
Other Plant and Equipment at Cost	1,343,112	1,305,987
Less: Accumulated Depreciation	(789,249)	(721,834)
Total Other Plant and Equipment	<u>553,862</u>	<u>584,153</u>
Total Plant and Equipment	<u>1,078,284</u>	<u>1,070,069</u>
Total Property, Plant and Equipment	<u>10,140,159</u>	<u>10,270,069</u>

Reconciliation of Opening and Closing Total Balances

Land at Valuation at 1 July	3,675,000	3,200,000
Revaluations	-	475,000
Land at Valuation at 30 June	<u>3,675,000</u>	<u>3,675,000</u>
Buildings at Valuation at 1 July	5,525,000	3,528,000
Revaluations	-	2,095,000
Depreciation Expense	(138,125)	(98,000)
Buildings at Valuation at 30 June	<u>5,386,875</u>	<u>5,525,000</u>
Motor Vehicles at Cost at 1 July	485,917	632,055
Additions purchased	333,734	-
Disposals	(120,444)	-
Depreciation Expense	(174,787)	(146,139)
Motor Vehicles at Cost at 30 June	<u>524,421</u>	<u>485,917</u>
Other Plant and Equipment at Cost at 1 July	584,153	532,514
Additions purchased	38,851	119,466
Disposals	(480)	(1,072)
Depreciation Expense	(68,661)	(66,755)
Other Plant and Equipment at Cost at 30 June	<u>553,862</u>	<u>584,153</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 performed on a "highest and best use" basis permissible under AASB 13 - Fair Value Measurement. The Committee has adopted the key assumptions in the valuation of the land and buildings are as follows:

- Capitalisation Rate: 5.75%
- CPI Rate: Adelaide CPI 2.7%
- Net Market Rental: \$3,500/m²

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

	30.06.19	30.06.18
Payable to other reporting units	284,576	220,690
Payables to Other Branches	-	-
Trade Creditors and Accruals	184,755	446,069
Consideration Payable to Employers for Payroll Deductions	654	368
Legal Costs Payable - Litigation	-	-
Legal Costs Payable - Other Legal Matters	-	-
Unearned Revenue	156,427	-
GST Payable	127,592	141,347
Total Trade and Other Payables	754,004	808,424
10 PROVISIONS		
 Holders of Office		
Annual Leave	38,228	36,273
Long Service Leave	116,647	95,056
Separation and Redundancies	-	-
 Employees Other than Office Holders		
Annual Leave	651,175	622,140
Long Service Leave	721,853	721,437
Separation and Redundancies	-	-
 Total Current Employee Provisions		
Total Annual Leave	689,403	658,413
Total Long Service Leave	838,500	816,493
Total Separation and Redundancies	-	-
Total Other	-	-
 Total Current Employee Provisions	1,527,903	1,474,906
 Non-Current Employee Provisions		
 Holders of Office		
Long Service Leave	-	-
 Total Holders of Office Employee Provisions	-	-
 Employees Other than Office Holders		
Long Service Leave	-	87,786
 Total Employees Other than Office Holders Employee Provisions	-	87,786
 Total Non-Current Employee Provisions	-	87,786
11 CASH FLOW RECONCILIATION		
 Reconciliation of Profit/(Deficit) to Net Cash from Operating Activities		
Profit / (Loss) for the Year	(615,769)	(328,486)
Non Cash Flows in operating Surplus/(Deficit)		
- Depreciation	381,573	310,893
- (Profit)/Loss on Sale of Plant and Equipment	5,212	(3,045)
Changes to Assets & Liabilities		
- Decrease/(Increase) in Trade and Other Receivables	78,620	(112,851)
- Decrease/(Increase) in Prepayments	78,376	(17,852)
- Increase/(Decrease) in Trade and Other Payables	(54,420)	152,420
- Increase/(Decrease) in Leave Liabilities	(34,791)	161,044
Net Cash Provided By/(Used In) Operating Activities	(161,200)	162,123
 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	842,487	1,260,560
Statement of Financial Position	842,487	1,260,560
Difference	-	-

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

	30.06.19	30.06.18
	\$	\$
11A CREDIT STANDBY ARRANGEMENTS AND LOAN FACILITIES		
The branch has a credit card facility amounting to \$54,000 (2018: \$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 (2018: Nil).		
11C NET DEBT RECONCILIATION		
Cash and cash equivalents	842,487	1,260,560
Borrowings - repayable within one year	-	-
Borrowings - repayable after one year	-	-
Net Debt	842,487	1,260,560

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

	Other Assets		Liabilities from financing activities	
	Cash assets	Borrowings -	Borrowings -	Total
Net debt at 1 July 2018	1,225,505	-	-	1,225,505
Cash flows	35,055	-	-	35,055
Net debt at 30 June 2019	1,260,560	-	-	1,260,560
Cash flows	(418,073)	-	-	(418,073)
Net Debt at 30 June 2019	842,487	-	-	842,487

11E CASH FLOW INFORMATION

Cash inflows from other reporting units			
United Voice - National Council	143,629		76,256
Total Cash inflows	143,629		76,256
Cash outflows to other reporting units			
United Voice - National Council	1,136,175		1,249,055
United Voice - Victoria Branch	814		824
Total cash outflows	1,136,989		1,249,879

12 FINANCIAL INSTRUMENTS

Categories of Financial Instruments

The Branch's financial instruments are classified as follows:

Financial Assets		
Cash and cash equivalents	842,487	1,260,560
Loans and Receivables		
Trade and Other Receivables	203,977	282,597
Loans	-	-
Held to Maturity Investments		
Investments in Short Term Deposits	3,597,305	3,597,305
Available for Sale Financial Assets		
Shares in unlisted companies	96	96
Financial Liabilities		
Other Liabilities		
Trade and Other Payables	754,004	808,424

Fair Values

Cash and cash equivalents, trade and other receivables, and investments in term deposits are short term instruments in nature whose fair value is measured at cost. The fair value of loans receivable is categorised as a level 2 fair value using a discounted cash flow methodology and based on the carrying amount. 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.

**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

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. The Branch does not have any material credit risk exposure to any single debtor or group of debtors. The following table details the trade

	Gross Amount	Within Initial Trade Terms	Past Due but Not Impaired	31 - 60 Days	61 - 90 Days	Days Past > 90 Days
	\$	\$	\$	\$	\$	\$
2019	203,977	195,120	-	-	-	8,857
2018	282,597	274,889	1,069	1,321	-	5,318

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

Interest rate risk arises from a potential change in interest rates will affect future cash flows or the fair value of fixed rate financial

Foreign currency risk arises when movements in the foreign exchange rates of currencies in which the Branch holds financial instruments

Price risk arises when changes in market prices of traded investments or commodities, largely due to demand and supply factors, may

13 RELATED PARTY INFORMATION

For financial reporting purposes, under the *Fair Work (Registered Organisations) Act 2009*, United Voice is divided into the following

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

30.06.19	30.06.18
\$	\$

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	42,186	19,616
Redundancy pooled costs	-	77,345
Sponsorship and director fees	30,455	72,139
	72,641	169,100

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

Sustentation fees	1,032,804	977,687
IT costs	34,164	33,271
Printing, postage and merchandise	3,980	3,829
Campaign expenses	-	96,045
Research	-	-
Donations to National Council	-	-
Other expenses	-	1,689
	1,070,948	1,112,521

Reimbursement of membership fees

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

Transfer of staff member entitlements	-	-
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Amounts owed by United Voice - National Council include the following:

Reimbursement of flights and accommodation costs	16,579	111,285
	16,579	111,285

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	818	409
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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 2019**

14 KEY MANAGEMENT PERSONNEL REMUNERATION	30.06.19	30.06.18
	\$	\$
Short-term employee benefits		
Wages and Salaries (including annual leave taken)	544,802	532,036
Annual Leave	10,928	37,219
Other Employee Expenses	-	-
Total short-term employee benefits	<u>555,730</u>	<u>569,255</u>
Post-employment benefits		
Superannuation	60,491	56,459
Other long-term benefits		
Long Service Leave	7,210	30,657
Termination benefits	-	-
	<u>623,432</u>	<u>656,370</u>

Attendance fees at meetings and conferences paid to holders of office that are not employees is disclosed at Note 5I to the Financial

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

15 REMUNERATION OF AUDITORS

Financial Statement Audit Services	22,412	20,350
Financial Report Preparation Assistance Services	-	-
ECSA Disclosure Audits	400	600
Total Remuneration of Auditors	<u>22,812</u>	<u>20,950</u>

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

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the 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
- (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 LITIGATION

All litigation relates to action on behalf of members.

18 CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

At 30 June 2019 the Branch did not have any Contingent Liabilities, assets or commitments (2018: NIL).


**UNITED VOICE
SOUTH AUSTRALIAN BRANCH**

OFFICERS DECLARATION STATEMENT

I, David Gray, being the Acting Branch Secretary of United Voice – South Australian Branch, declare that the following activities did not occur during the reporting period ending 30 June 2019:

The reporting unit did not:

- agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not
- agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial
- acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a
- receive capitation fees from another reporting unit
- receive revenue via compulsory levies
- receive donations or grants
- receive revenue from undertaking recovery of wages activity
- pay compulsory levies
- pay a grant that was \$1,000 or less
- pay a grant that exceeded \$1,000
- pay separation and redundancy to holders of office
- pay other employee expenses to holders of office
- pay separation and redundancy to employees (other than holders of office)
- pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- pay legal costs relating to other legal matters
- pay a penalty imposed under the RO Act or the *Fair Work Act 2009*
- have a receivable with other reporting unit(s)
- have a payable in respect of legal costs relating to litigation
- have a payable in respect of legal costs relating to other legal matters
- have a separation and redundancy provision in respect of holders of office
- have other employee provisions in respect of holders of office
- have a separation and redundancy provision in respect of employees (other than holders of office)
- have other employee provisions in respect of employees (other than holders of office)
- have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- have another entity administer the financial affairs of the reporting unit
- make a payment to a former related party of the reporting unit

Signed:.....

David Gray, Acting Branch Secretary

Date:.....22/10/2019.....



Australian Government
Registered Organisations Commission

10 December 2019

Paul Richardson
Director - Finance, Governance and Administration
United Workers' Union
Sent via email: paul.richardson@unitedworkers.org.au



URGENT REMINDER:

The United Voice - New South Wales Branch's financial report is due (FR2019/218)

Dear Paul Richardson,

We are writing to remind you of the United Voice - New South Wales Branch's obligation to lodge a financial report under section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We hope you are on track to complete your financial report on time. If not, please contact us as soon as possible to discuss ways we can assist you to meet the deadline.

Did you know? The ROC is currently seeking to improve non-compliance with these three areas:

- Providing the full report to members
- Providing the report to members within the deadlines
- Lodging the full report with the ROC within 14 days of the s.266 meeting.



Compliance Calculator

If you are not sure whether your planned dates are consistent with the RO Act, have a look at our [compliance calculator](#). The compliance calculator will help you work out your unique dates for when your report needs to be provided, presented and lodged.

Your steps checklist

Your financial year ended on 30 June 2019. You should be well into the following process.

Pre-lodgement checklist	✓
Draft the financial report and have the committee of management pass the Committee of Management resolution Did you know? This is the first meeting in the financial reporting process	<input type="checkbox"/>
Have the auditor complete and sign the auditor's report Tips: You must use a registered auditor. The SIGNED report is part of the full report. Make sure it is included in what is provided to members	<input type="checkbox"/>
Provide the full report to members This must be done: <ul style="list-style-type: none">• If you are going to a committee of management meeting (requires a 5% rule), within 5 months of 30 June 2019• If you are going to a general meeting of members, 21 days before the meeting	<input type="checkbox"/>
Present the full report to the second meeting. Hints: This meeting must be within 6 months of 30 June 2019. This is either a committee of management meeting (requires a 5% rule) or a general meeting of members	<input type="checkbox"/>
Lodge with the ROC within 14 days of the meeting – regorgs@roc.gov.au TIP: lodge it straight away – there's no need to wait the full 14 days	<input type="checkbox"/>

If you require further advice or assistance please email regorgs@roc.gov.au or call us on 1300 341 665.

Yours sincerely,

Registered Organisations Commission



Penalties apply

We emphasise that sections 253, 254, 265(1)(a), 266 and 268 of the RO Act are civil penalty provisions.

Failure of an organisation to prepare a full report, provide it to members, present it to a meeting and lodge with the ROC within legislative time frames may expose your organisation to Federal Court proceedings with the possibility of a pecuniary penalty being imposed upon an officer and/or the organisation.



2 July 2019

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

Dear David Di Troia,

**Re: Lodgement of Financial Report - FR2019/214
*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 2019. 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, that is on or before 28 September 2019.

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 (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being 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 your rules) no later than 31 December 2019 (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. 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 (see attached *Loans Grants and Donations* fact sheet FS 009).

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 (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) 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 effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located 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,

Kylie Ngo
Registered Organisations Commission

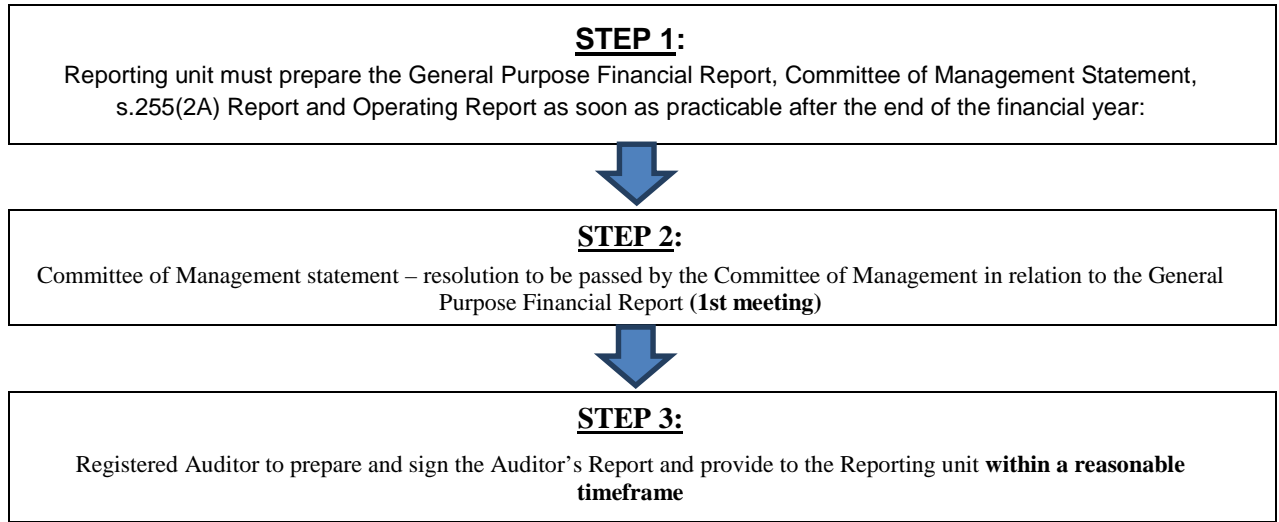


Fact sheet

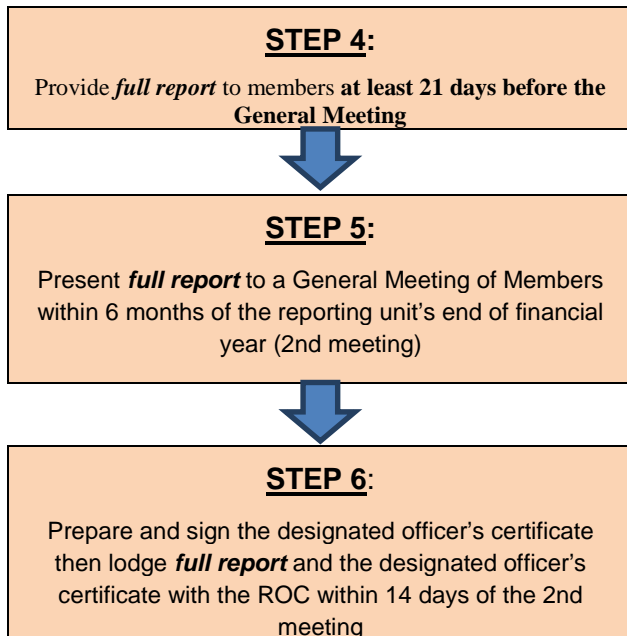
Summary of financial reporting timelines – s.253 financial reports

General Information:

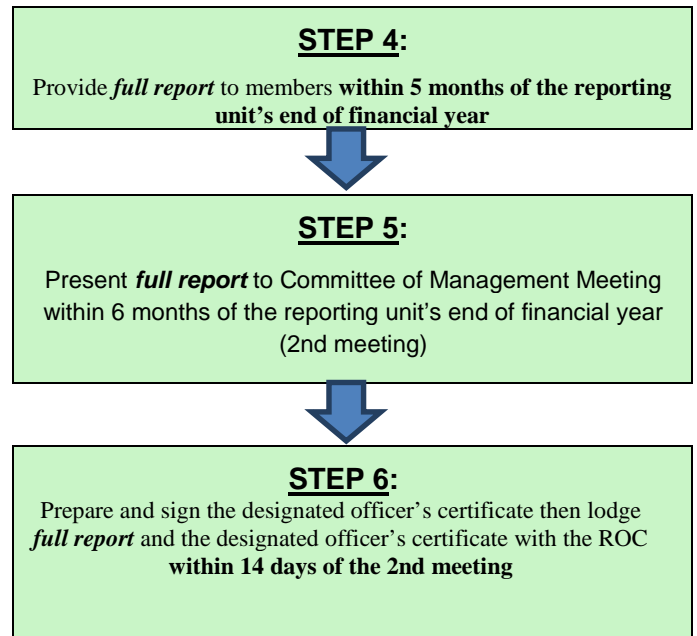
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT GENERAL MEETING OF MEMBERS
(this is the default process in the RO Act)





















IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT COMMITTEE OF MANAGEMENT MEETING
(Special rules must be in the rulebook to use this process)



Misconceptions

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

Misconception	Requirement
<p> The Committee of Management statement is just copied from the Reporting Guidelines</p>	<p> The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p>
<p> The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p>	<p> The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p>
<p> The Designated Officer's Certificate must be signed before the report is sent to members</p>	<p> The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p>
<p> Documents can be dated when they should have been signed or when the events in the document occurred</p>	<p> Documents must always be dated at the date they are actually signed by an officer or auditor</p>
<p> Any auditor can audit a financial report</p>	<p> Only registered auditors can audit the financial report</p>
<p> The Committee of Management statement can be signed at any time</p>	<p> The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p>
<p> Any reporting unit can present the Full Report to a second COM meeting</p>	<p> Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p>
<p> Everything can be done at one Committee of Management meeting</p>	<p> If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p>
<p> The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p>	<p> The reporting unit must lodge the financial report within 14 days of the second meeting</p>

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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.



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.

Grants & Donations within the Financial Report

Item 14(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:	2017	2016
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer's declaration statement, 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