



FAIR WORK
COMMISSION

5 January 2017

Ms Jessica Walsh
Secretary, Victorian Branch
United Voice

By email: jess.walsh@unitedvoice.org.au

Dear Ms Walsh

Re: Lodgement of Financial Statements and Accounts – United Voice, Victorian Branch - for year ended 30 June 2016 (FR2016/259)

I refer to the financial report for the Victorian Branch of United Voice. The report was lodged with the Fair Work Commission on 16 December 2016.

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

Please note that the financial report for the year ending 30 June 2017 may be subject to an advanced compliance review.¹

Reporting Requirements

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

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

Yours sincerely

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

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



16 December, 2016

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

Dear Ms O'Neill

RE: VICTORIAN BRANCH FINANCIAL REPORTS

I am writing to lodge the financial reports for the United Voice Victorian Branch for the year ended 30 June 2016. Enclosed is the full Financial Report including:

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

The financial reports were sent to the Branch Executive on 26 October, 2016. The Executive resolved:

- That the operating report be approved and signed
- To endorse the Branch Executive Statement
- That the Branch Secretary be authorised to sign the Branch Executive Statement
- That the financial reports be distributed to members by publication on the United Voice website and advertising that link in November edition of Union News.

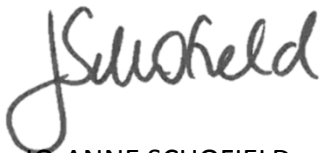
Subsequently the financial report including the General Purpose Financial Report, the Auditors statements and the operating report were supplied to members through publication on the United Voice website. Members also received a copy of Union News which contained an advertisement advising members how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

A full report was provided to the Committee of Management on the 14th December, 2016 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 14th

December, 2016.

On the basis of the above and the enclosed documentation it would seem that the United Voice Victorian Branch has complied with the audit and reporting requirements of the Fair Work Australia Act 2009.

Yours faithfully

A handwritten signature in black ink that reads "Jo-Anne Schofield". The signature is written in a cursive, flowing style with a large initial 'J'.

JO-ANNE SCHOFIELD
NATIONAL SECRETARY

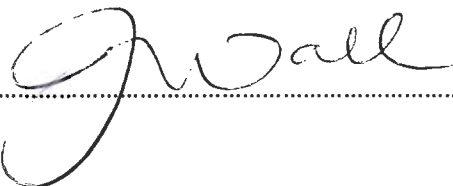
UNITED VOICE –VICTORIAN BRANCH

FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2016

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, Jess Walsh, being the Secretary of the United Voice –Victorian Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on the 25 November, 2016; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 14th of December 2016 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed 

Date 14 December 2016

**UNITED VOICE
VICTORIAN BRANCH**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2016**

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**UNITED VOICE
VICTORIAN BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2016**

The Committee of Management presents its report on the operation of United Voice - Victorian Branch for the financial year ended 30 June 2016.

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

The principal activities of the Victorian Branch of United Voice, during the past year fell into the following categories:

- Implementation of the decisions of the Branch Executive and Branch Council.
- Implementation of the union's organising agenda, including strategic industry or site organising projects.
- Industrial support including representation of individual member, site and industry grievances, disputes and/or industrial matters, advice on legal and legislative matters and specific advice and support on Occupational Health and Safety and WorkCover matters and the training of Officials and Members on industrial matters, including dispute resolution.
- The administration of federal awards operating in the State of Victoria, the variation of awards following major test cases (such as living wage) and making applications to vary federal awards.
- Communications to members through member magazines, member newsletters and specific media releases and targeted publications.
- Administration of membership system to maintain member records including a history of payments made by individual members.
- Participation in broader union campaigns at times auspiced through Victorian Trades Hall Council.

Operating Result

The operating result of the Branch for the year ended 30th June 2016 was a deficit of (\$539,097) [2015: Deficit (\$204,314)]. No provision for tax was necessary as the Branch is considered exempt.

Significant changes in financial affairs

There was no significant change in the financial affairs of the Branch during the year.

**UNITED VOICE
VICTORIAN BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2016**

Right of members to resign

All members have the right to resign from the Union in accordance with Rule 10 of the Union Rules (and Section 174 of the Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

Officers & employees who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee

There are no officers and/or employees of the Branch who are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation.

Number of members

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009:

The number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the Branch under sec. 244 of the Fair Work (Registered Organisations) Act 2009 was 15,734.

Number of employees

The number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 63.10;

**UNITED VOICE
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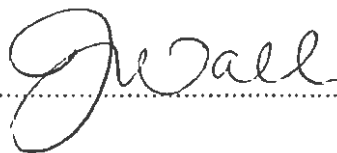
**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2016**

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

The names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were:

Name:	Position:	Period:
Kerrie Devir	Branch President	1/7/2015 to 30/6/2016
Stephen McGhie	Deputy President	1/7/2015 to 30/6/2016
Jessica Walsh	Branch Secretary	1/7/2015 to 30/6/2016
Ben Redford	Assistant Branch Secretary	1/7/2015 to 30/6/2016
Margarita Murray-Stark	Executive Member	1/7/2015 to 30/6/2016
Peter Dowling	Executive Member	1/7/2015 to 11/4/2016
Patrick Mullen	Executive Member	1/7/2015 to 24/2/2016
Jeanette Shepherd	Executive Member	1/7/2015 to 30/6/2016
Victor Barrientos	Executive Member	1/7/2015 to 30/6/2016
Emmanuel Tomazos	Executive Member	1/7/2015 to 30/6/2016
Anthony Hayman	Executive Member	1/7/2015 to 30/6/2016
Ian Lake	Executive Member	1/7/2015 to 4/5/2016
David Arthur	Executive Member	1/7/2015 to 30/6/2016
Lucinda Greed	Executive Member	1/7/2015 to 30/6/2016
Christine Aicken	Executive Member	20/4/2016 to 30/6/2016

Signature of designated officer:



Name and title of designated officer:

JESS WALSH SECRETARY

Dated:

26/10/16

**UNITED VOICE
VICTORIAN BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 30 JUNE 2016**

On the 26th October 2016 the Committee of Management of United Voice – Victorian Branch passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 30th June 2016:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act, it has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

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

Signature of designated officer: J Walsh

Name and title of designated officer: JESS WALSH SECRETARY

Dated: 26/10/16

**UNITED VOICE
VICTORIAN BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	2016 \$	2015 \$
INCOME			
Revenue			
Membership Subscriptions	3A	8,214,741	7,867,071
Interest	3B	690,524	770,886
Property Income	3C	241,482	209,858
Other revenue	3D	218,833	60,001
Total Revenue		9,365,580	8,907,816
Other Income			
Gain on Disposal of Assets	3E	-	668,295
Total Other Income		-	668,295
Total Revenue		9,365,580	9,576,111
EXPENSES			
Employee expenses	4A	6,661,426	6,839,631
Indirect employment costs	4B	84,728	70,926
Affiliation fees	4C	177,347	178,086
Administration expenses	4D	154,093	170,541
Campaign costs	4E	300,777	164,771
Communications costs	4F	13,961	9,859
Depreciation	4G	198,840	209,932
Finance costs	4H	109,974	129,798
Grants and Donations	4I	125,468	181,600
Information Technology costs	4J	39,019	37,919
Legal and Professional costs	4K	387,268	172,841
Losses on Disposal of Assets	4L	5,098	555
Meeting and Conference costs	4M	138,538	130,064
Member costs	4N	35,324	70,226
Property costs	4O	445,959	439,374
Sustentation fees	4P	1,026,857	974,302
Total expenses		9,904,677	9,780,425
Profit (loss) for the year		(539,097)	(204,314)
Other comprehensive income			
Items that will not be subsequently reclassified to profit or loss		-	-
Total comprehensive income (deficit) for the year		(539,097)	(204,314)

The accompanying notes form part of the financial statements.

UNITED VOICE
VICTORIAN BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

	Notes	2016 \$	2015 \$
ASSETS			
Current Assets			
Cash and cash equivalents	5	318,488	61,043
Trade and other receivables	6	364,511	323,771
Other current assets	7	222,798	385,528
Other investments	8	17,192,718	14,802,964
Total current assets		18,098,515	15,573,306
Non-Current Assets			
Property, plant and equipment	9	2,329,687	2,461,978
Other investments	8	3,207,100	6,214,433
Total non-current assets		5,536,787	8,676,411
Total assets		23,635,302	24,249,717
LIABILITIES			
Current Liabilities			
Trade and other payables	10	739,787	794,529
Provisions	11	1,278,728	1,212,138
Total current liabilities		2,018,515	2,006,667
Non-Current Liabilities			
Provisions	11	81,559	117,645
Total non-current liabilities		81,559	117,645
Total liabilities		2,100,074	2,124,312
Net assets		21,535,228	22,125,405
EQUITY			
Reserves	12	(51,080)	-
Accumulated Funds		21,586,308	22,125,405
Total equity		21,535,228	22,125,405

The accompanying notes form part of the financial statements.

UNITED VOICE
VICTORIAN BRANCH

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

	Reserves	Retained earnings	Total equity
	\$	\$	\$
Balance as at 1 July 2014	-	22,329,719	22,329,719
Profit/(Deficit) for the year	-	(204,314)	(204,314)
Transfer to reserve	-	-	-
Balance as at 30 June 2015	-	22,125,405	22,125,405
Balance as at 1 July 2015	-	22,125,405	22,125,405
Profit/(Deficit) for the year	-	(539,097)	(539,097)
Transfer to reserve	(51,080)	-	(51,080)
Balance as at 30 June 2016	(51,080)	21,586,308	21,535,228

The accompanying notes form part of the financial statements.

**UNITED VOICE
VICTORIAN BRANCH**

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

	Note	2016 \$	2015 \$
OPERATING ACTIVITIES			
Cash received			
Receipts from other reporting units	14B	89,564	108,120
Receipts from members		8,263,736	7,876,948
Interest		752,737	668,748
Other		344,499	262,018
Cash used			
Payments to Employees & Suppliers		(8,407,250)	(8,659,000)
Payment to other reporting units	14B	(1,273,260)	(1,045,609)
Net cash from (used by) operating activities	14A	(229,974)	(788,775)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of motor vehicles, plant and equipment		3,182	19,091
Proceeds from sale of Tootgarook property		-	710,000
Proceeds from Western Australia branch loan	14B	50,000	-
Proceeds from bank bills & term deposits		1,416,367	109,504
Cash used			
Purchase of plant and equipment		(82,130)	(84,169)
Purchase of investment portfolio		(900,000)	-
Net cash from (used by) investing activities		487,419	754,426
Net increase (decrease) in cash held		257,445	(34,349)
Cash & cash equivalents at the beginning of the reporting period		61,043	95,392
Cash & cash equivalents at the end of the reporting period	5	318,488	61,043

The accompanying notes form part of the financial statements.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

1. Summary of significant accounting policies

1a Basis of preparation of the financial statements

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

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

Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

1b Comparative amounts

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

1c Significant accounting judgements and estimates

The preparation of financial statements requires the Branch to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amount of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

1d New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

Future Australian Accounting Standards Requirements

There were no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on United Voice – Victorian Branch

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

1e Revenue

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

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

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Interest revenue is recognised on an accrual basis using the effective interest method which for floating rate financial assets is the rate inherent in the instrument.

Investment revenue is recognised in the period in which it is earned.

All revenue is stated net of the amount of goods and services tax (GST).

1f Gains

Sale of assets

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

1g Sustentation fees and levies

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

1h Employee benefits

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

Liabilities for short-term employee benefits which are expected to be settled within twelve months of the end of the 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 including related on costs.

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 outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

1h Employee benefits

The obligations are presented as current liabilities in the statement of financial position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

Contributions made by the Union to employee superannuation funds are charged as expenses when incurred.

1i 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.

1j 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 with original maturity of 3 months or less 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.

1k Financial instruments

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition.

1l Financial assets

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

11 Financial assets

Held-to-maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

Available-for-sale

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the reporting date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Subsequent to initial recognition, available-for-sale assets are measured at fair value and any movement in value is presented within equity in the available-for-sale asset reserve.

Dividends and distributions from available-for-sale equity instruments are recognised in profit or loss when received.

Loan and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

Impairment of financial assets

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

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

1l Financial assets

Derecognition of financial assets

The Union derecognises a financial asset when the rights to receive cash flows from the financial assets have expired or have been transferred and the Union has transferred substantially all the risks and rewards of ownership. When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

1m Financial liabilities

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

Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs. Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

Derecognition of financial liabilities

The Union derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

1n Property, plant and equipment

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

Depreciation

The depreciable amount of property, plant and equipment is depreciated on either a straight line or diminishing value basis over their useful lives commencing from the time the asset is held ready for use.

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

1n Property, plant and equipment

Depreciation

The depreciation rates used for each class of asset are:

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Buildings	2.5%
Motor Vehicles	22.5%
Furniture and Equipment	2.5% - 40%

All minor purchases of assets are considered by the Union as having a useful life relative only to the period of purchase and as such are written off during that period.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. Gains and losses on disposal are determined by comparing proceeds with the carrying amount. These gains and losses are included in the profit or loss in the statement of comprehensive income.

1o Taxation

The Union is exempt from income tax under Section 50.1 of the Income Tax Assessment Act 1997 however 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 these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables, in the statement of financial position are shown inclusive of GST.

1p Change in accounting policies

The Union management changed the following accounting policies during the current financial year –

- a) Fixed Assets are only capitalised if the amount exceeds \$1,000
- b) Prepayments are only bought to account if the amount exceeds \$1,000

The above changes had no material effect on the financial statements.

2 Events after the reporting period

There were no events that occurred after 30 June 2016, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of United Voice – Victorian Branch.

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
3. INCOME		
3A Contributions from Members	8,214,741	7,867,071
3B Interest Income		
Interest on deposits and loans	690,524	770,886
3C Property Income		
Rent - Capel Street	146,116	108,879
Rent - Tootgarook	3,331	13,428
Rent - Lakes Entrance	19,740	25,480
Rent - Drummond Street	72,295	62,071
	241,482	209,858
3D Other Revenue		
Sundry Income	59,993	60,001
Donations Received	-	-
Grants Received	-	-
Capitation Fees	-	-
Levies Received	96,601	-
Distributions Received – IFS Portfolio	62,239	-
Financial support from another reporting unit	-	-
	218,833	60,001
3E Gain on Disposal of Assets		
Tootgarook property	-	666,758
Motor vehicles	-	1,314
Furniture and equipment	-	223
	-	668,295

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
4. Expenses		
4A Employee expenses		
Holders of office:		
Wages and salaries	383,733	387,264
Superannuation	57,363	57,264
Leave and other entitlements	14,462	49,311
Separation and redundancies	-	-
Other employee expenses	32,801	29,567
Subtotal employee expenses holders of office	488,359	523,406
Employees other than office holders:		
Wages and salaries	4,914,628	4,963,812
Superannuation	733,087	715,173
Leave and other entitlements	16,043	43,381
Separation and redundancies	105,688	229,894
Other employee expenses	403,621	363,965
Subtotal employee expenses employees other than office holders	6,173,067	6,316,225
Total employee expenses	6,661,426	6,839,631
4B Indirect employment costs		
Advertising	807	1,287
Education and staff training	19,884	18,175
Entertainment expenses	14,616	896
Motor vehicle expenses	33,879	33,643
Staff amenities	14,749	14,514
Staff uniform	793	2,411
Total indirect employment costs	84,728	70,926
4C Affiliation fees		
Australian Labor Party	76,458	80,450
Victorian Trades Hall Council	88,623	86,782
Ballarat Trades & Labour Council	3,960	2,700
Bendigo Trades & Labour Council	1,136	850
Geelong Trades & Labour Council	3,266	3,717
Gippsland Trades & Labour Council	873	818
Goulburn Valley Trades & Labour Council	382	327
North East Border Trades & Labour Council	1,536	1,536
South West Trades & Labour Council	563	563
Sunraysia Trades & Labour Council	550	343
Total affiliation fees	177,347	178,086

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

	2016	2015
	\$	\$
4. Expenses		
4D Administration expenses		
General expenses	14,657	11,711
Office Equipment	8,129	-
Postage and couriers	39,327	31,904
Printing and stationery	45,722	71,814
Repairs and maintenance	4,776	5,347
Telephone expenses	41,482	49,765
Penalties - via RO Act or RO Regulations	-	-
Total administration expenses	154,093	170,541
4E Campaign costs		
Campaign costs	300,777	164,771
Total campaign costs	300,777	164,771
4F Communications costs		
Advertising	4,910	5,409
Publications	9,051	4,450
Total communications costs	13,961	9,859
4G Depreciation		
Depreciation		
Buildings	91,113	92,822
Motor Vehicles	10,636	10,531
Furniture and Equipment	97,091	106,579
Total depreciation	198,840	209,932
4H Finance costs		
Bank charges	87,226	84,801
Commissions on PRDs	2,520	27,924
Insurance	19,032	17,073
Investment fund charges	1,196	-
Total finance costs	109,974	129,798

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
4. Expenses		
4I Grants and Donations		
Donations		
Total paid that were \$1,000 or less	2,468	100
Total paid that exceeded \$1,000	123,000	181,500
Total donations	<u>125,468</u>	<u>181,600</u>
Grants		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants	<u>-</u>	<u>-</u>
4J Information technology costs		
Computer expenses	39,019	37,919
Total information technology costs	<u>39,019</u>	<u>37,919</u>
4K Legal and professional costs		
Accountancy fees	6,100	5,875
Audit fees	18,400	18,180
Awards and publications	3,241	3,502
Consultancy fees	11,374	33,548
Legal fees - Litigation	337,611	80,769
Legal fees - Other legal matters	10,542	30,967
Total legal and professional costs	<u>387,268</u>	<u>172,841</u>
4L Losses on disposal of assets		
Furniture and equipment	129	555
Motor vehicles	4,969	-
Total losses on disposal of assets	<u>5,098</u>	<u>555</u>
4M Meeting and conference costs		
Fees/allowances - meeting and conferences	12,938	15,535
Conference and meeting expenses	52,017	56,050
Delegate convention expenses	36,920	25,812
Travel expenses	36,663	32,667
Total meeting and conference costs	<u>138,538</u>	<u>130,064</u>

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
4. Expenses		
4N Member costs		
Education and training expenses	23,565	34,351
Insurance	11,759	35,875
Total member costs	<u>35,324</u>	<u>70,226</u>
4O Property costs		
Caretaker expenses	2,030	3,863
Cleaning	76,188	71,143
Electricity	75,431	69,955
Insurance	19,162	20,410
Rates and taxes	195,818	161,412
Repairs and maintenance	66,046	93,871
Sundry expenses	11,284	18,720
Total property costs	<u>445,959</u>	<u>439,374</u>
4P Sustentation fees		
United Voice -National Office	1,026,857	974,302
Total sustentation fees	<u>1,026,857</u>	<u>974,302</u>
5. Cash and cash equivalents		
Cash on hand	1,150	1,150
Cash at bank	317,338	59,893
Total cash and cash equivalents	<u>318,488</u>	<u>61,043</u>

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

6. Trade and other receivables

	2016	2015
	\$	\$
Receivables from other reporting units		
United Voice - National Office	28,705	5,535
Total receivables from other reporting units	<u>28,705</u>	<u>5,535</u>
Other receivables:		
Other trade receivables	335,806	318,236
Total other receivables	<u>335,806</u>	<u>318,236</u>
Total trade and other receivables	<u>364,511</u>	<u>323,771</u>

The carrying amounts of all current trade and other receivables are equal to their fair values as they are short term receivables and non-interest bearing.

7. Other current assets

	2016	2015
	\$	\$
Deposits	225	225
United Voice clothing on hand	26,403	36,456
Prepayments	34,857	89,362
Interest receivable	161,313	259,485
Total other current assets	<u>222,798</u>	<u>385,528</u>

8. Other Investments

	2016	2015
	\$	\$
Other investments - Current		
Held to Maturity investments		
- Term Deposits, Floating Rate Notes	17,092,718	14,802,964
Loan – Western Australia Branch	100,000	-
Total other investments – current	<u>17,192,718</u>	<u>14,802,964</u>

Other investments – Non-Current

Held to Maturity investments		
- Floating Rate Notes	1,998,150	5,700,000
Loan – Western Australia Branch	364,433	514,433
Available-for-sale financial asset - IFS Portfolio	844,517	-
Total other investments – non-current	<u>3,207,100</u>	<u>6,214,433</u>

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

9. Property, Plant and Equipment

	2016	2015
	\$	\$
Land & Buildings		
At Cost	4,528,658	4,528,658
Less Accumulated Depreciation	(2,686,465)	(2,595,352)
Net Land & Buildings	<u>1,842,193</u>	<u>1,933,306</u>
Motor Vehicles		
At Cost	77,233	77,459
Less Accumulated Depreciation	(36,839)	(49,305)
Net Motor Vehicles	<u>40,394</u>	<u>28,154</u>
Furniture & Equipment		
At Cost	3,329,273	3,325,166
Less Accumulated Depreciation	(2,882,173)	(2,824,648)
Net Furniture & Equipment	<u>447,100</u>	<u>500,518</u>
Total property, plant and equipment	<u>2,329,687</u>	<u>2,461,978</u>

Movements in Carrying Amounts

	Land & Buildings	Motor Vehicles	Furniture & Equipment	Total
	\$	\$	\$	\$
2016				
Balance at beginning of year	1,933,306	28,154	500,518	2,461,978
Additions	-	31,028	43,800	74,828
Depreciation expense	(91,113)	(10,636)	(97,091)	(198,840)
Disposals	-	(8,152)	(127)	(8,279)
Carrying amount at end of year	<u>1,842,193</u>	<u>40,394</u>	<u>447,100</u>	<u>2,329,687</u>
	Land & Buildings	Motor Vehicles	Furniture & Equipment	Total
	\$	\$	\$	\$
2015				
Balance at beginning of year	2,049,781	56,462	493,809	2,600,052
Additions	-	-	125,954	125,954
Depreciation expense	(92,822)	(10,531)	(106,579)	(209,932)
Disposals	(23,653)	(17,777)	(12,666)	(54,096)
Carrying amount at end of year	<u>1,933,306</u>	<u>28,154</u>	<u>500,518</u>	<u>2,461,978</u>

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

9. Property, Plant and Equipment

Land & Buildings – 117-131 Capel Street, North Melbourne

The property was independently valued at \$ 8,200,000 using the Continued Use Basis on the 8th September 2015 by Jones Lang LaSalle Advisory Services Pty Ltd.

10. Trade and other payables

Trade creditors and accruals	316,164	305,669
GST Payable	122,800	149,793
Consideration to employers for payroll deductions	-	-
Legal Fees Payable - Litigation	24,244	8,645
Legal Fees Payable – Other Legal Matters	-	-
Subtotal trade and other payables	463,208	464,107
Payables to other reporting units		
United Voice - National Office	276,579	330,422
Subtotal payables to other reporting unit[s]	276,579	330,422
Total trade and other payables	739,787	794,529

11. Provisions

	2016	2015
	\$	\$
Employee provisions - Current		
Office Holders:		
Annual leave	85,138	76,899
Long service leave	178,351	172,128
Separations and redundancies	-	-
Other	-	-
	263,489	249,027
Employees other than office holders:		
Annual leave	546,855	543,193
Long service leave	468,384	419,918
Separations and redundancies	-	-
Other	-	-
	1,015,239	963,111
Total employee provisions - current	1,278,728	1,212,138

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

11. Provisions

	2016	2015
	\$	\$
Employee provisions – Non-Current		
Office Holders:		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
	<hr/>	<hr/>
	-	-
Employees other than office holders:		
Annual leave	-	-
Long service leave	81,559	117,645
Separations and redundancies	-	-
Other	-	-
	<hr/>	<hr/>
	81,559	117,645
	<hr/>	<hr/>
Total employee provisions – non-current	81,559	117,645

12. Reserves

	2016	2015
	\$	\$
Available-for-Sale Asset Reserve		
Balance 1 July	-	-
Transfer to reserve	(51,080)	-
Balance 30 June	<hr/>	<hr/>
	(51,080)	-

13. Contingent liabilities

The members of the Committee of Management are unaware of any contingent liability, the effect of which may be material in relation to the financial statements.

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

14. Cash flow information

14A: Cash flow reconciliation

	2016	2015
	\$	\$
Reconciliation of surplus(deficit) to net cash from operating activities:		
Surplus/(deficit) for the year	(539,097)	(204,314)
Adjustments for non-cash items		
Depreciation	198,840	209,932
Loss on disposal of assets	5,098	555
Profit on disposal of assets	-	(668,295)
Building sale costs	-	(19,589)
Write off of shares	-	302
Changes in assets/liabilities		
(Increase)/decrease in trade and receivables	(40,740)	8,618
(Increase)/decrease in other assets	162,730	(98,552)
Increase/(decrease) in trade and other payables	(47,310)	(110,125)
Increase/(decrease) in employee provisions	30,505	92,693
Net cash from (used by) operating activities	(229,974)	(788,775)

14B: Cash flow information

Cash inflows

United Voice - National Office	50,679	65,217
United Voice – Western Australia Branch	36,079	40,328
United Voice – South Australia Branch	409	1,759
United Voice – Queensland Branch	1,587	-
United Voice – NSW Branch	810	816
Total cash inflows	89,564	108,120

Cash outflows

United Voice - National Office	1,272,952	1,041,738
United Voice – Queensland Branch	-	3,871
Poll Printing Limited	308	-
Total cash outflows	1,273,260	1,045,609

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

15. Remuneration of Auditors

	2016	2015
	\$	\$
Remuneration of auditors		
Financial statement audit services	17,850	17,500
Other services	6,650	6,500
Total remuneration of auditors	<u>24,500</u>	<u>24,000</u>

Other services include the audit of the political membership return and assistance in the preparation of the general purpose financial report.

16. Related party disclosures

16A: Related party transactions for the reporting period

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year. Transactions between the related parties occur for the provision of services, merchandise sales, sustentation fees paid and the reimbursement of expenses and loans.

	2016	2015
	\$	\$
<u>Amounts received includes the following:</u>		
United Voice – National Office	72,352	63,470
United Voice – Western Australia Branch	86,079	40,328
United Voice – NSW Branch	810	816
United Voice – South Australia Branch	409	1,759
United Voice – Queensland Branch	1,587	-

Amounts paid includes the following:

United Voice – Queensland Branch	-	3,871
United Voice – National Office	1,219,476	1,106,054
Poll Printing Limited	308	-

Amounts owed by -

United Voice - National Office	28,705	5,535
United Voice – Western Australia Branch	466,231	514,433

Amounts owed to -

United Voice – National Office	276,579	330,422
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UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

16. Related party disclosures (continued)

16B: Key management personnel remuneration for the reporting period

	2016	2015
	\$	\$
Short-term employee benefits		
Salary (including annual leave taken)	383,733	387,264
Annual leave accrued	8,239	4,710
Total short-term employee benefits	<u>391,972</u>	<u>391,974</u>
Post-employment benefits:		
Superannuation	57,363	57,264
Total post-employment benefits	<u>57,363</u>	<u>57,264</u>
Other long-term benefits:		
Long-service leave	6,223	44,601
Total other long-term benefits	<u>6,223</u>	<u>44,601</u>
Termination benefits	-	-
Total	<u>455,558</u>	<u>493,839</u>

16C: Executive remuneration packages

The following are the 2 highest Executive remuneration packages –

<u>Name</u>	<u>Wages</u>	<u>Allowances</u>	<u>Superannuation</u>
Jessica Walsh	\$124,441	\$13,987	\$17,955
Ben Redford	\$118,717	\$13,987	\$17,043

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

17. Financial instruments

The Union's activities expose it to the primary financial risks of market, liquidity, credit and interest rate risk. The Union's overall risk management approach is to identify the risks and implement safeguards which seek to minimise potential adverse effects on the financial performance of the Union.

Market Risk

The Union is exposed to equity securities price risk. This arises from investments held by the Union and classified on the statement of financial position either as available-for-sale or at fair value through profit or loss.

The table below summarises the impact of increases/(decreases) of the unit prices on the Union's equity. The analysis is based on the assumption that the unit prices had increased/(decreased) by 5% (2015 – Nil) with all other variables held constant and all the Union's equity instruments moved according to the historical correlation with the unit prices.

	2016	2015
	\$	\$
Effect on equity:		
Increase of unit prices by 5%	42,226	-
Decrease of unit prices by 5%	(42,226)	-

Liquidity Risk

Liquidity risk is the risk that the Union may not be able to meet its financial obligations as they fall due. The Union has both short term and long term investments which enable sufficient cash to be available to settle obligations as they fall due.

Credit Risk

Credit risk is the risk of financial loss to the Union if a member or counterparty to a financial instrument fails to meet its contractual obligations. Credit risk arises from cash and cash equivalents, receivables, deposits with banks and financial institutions and loans to branches.

There is no concentration of credit risk with respect to current receivables.

The maximum exposure to credit risk for receivables at the reporting date is the carrying amount of the financial assets as disclosed below:

	2016	2015
	\$	\$
Debtors - Branches	28,705	5,535
Other receivables	335,806	318,236
Total receivables	<u>364,511</u>	<u>323,771</u>

**UNITED VOICE
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

17. Financial instruments

Credit Risk

Cash transactions are limited to high credit quality financial institutions. Currently the investments are held in Australian banks. The Union has no significant concentrations of credit risk.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets. The credit quality of financial assets can be assessed by reference to external credit ratings as follows :

	2016	2015
	\$	\$
Cash at bank		
AA- Rating	-	59,893
A1+ Rating	317,338	-
Cash at call and Term Deposits		
A2 Rating	11,388,447	14,802,964
A- Rating	4,271	-
Floating Rate Notes		
A- Rating	-	3,700,000
A Rating	3,700,000	-
BBB+ Rating	1,998,150	2,000,000
BBB- Rating	2,000,000	-

Interest Rate Risk

Interest rate risk is the risk that a financial instrument's value and future cash flows will fluctuate as a result of changes in market interest rates. The Union's exposure to interest rate risk arises from cash at bank, term deposits and floating rate notes.

Sensitivity analysis

As at 30 June the effect on the surplus/(deficit) as a result of changes in interest rates, with all other variables remaining constant would be as follows:

	2016	2015
	\$	\$
Effect on results:		
Increase of interest rates by 1%	198,726	210,773
Decrease of interest rates by 1%	(198,726)	(210,773)

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

17. Financial instruments

Maturity profile of financial instruments

The maturity profile of financial assets and liabilities held are detailed below:

2016	Weighted Average Interest Rate	Floating Interest Rate	1 year or less	1 to 5 years	Non Interest Bearing	Total
	%	\$	\$	\$	\$	\$
Financial Assets						
Cash on hand		-	-	-	1,150	1,150
Cash at bank	3.61	7,698,150	-	-	-	7,698,150
Deposits at bank	3.02	-	11,710,056	-	-	11,710,056
Loans to branches	7.03	-	-	464,433	-	464,433
Other Receivables		-	-	-	364,511	364,511
Investments		844,517	-	-	-	844,517
		8,542,667	11,710,056	464,433	365,661	21,082,817
Financial Liabilities						
Trade & other payables		-	-	-	739,787	739,787
Net Financial Assets		8,542,667	11,710,056	464,433	(374,126)	20,343,030

2015	Weighted Average Interest Rate	Floating Interest Rate	1 year or less	1 to 5 years	Non Interest Bearing	Total
	%	\$	\$	\$	\$	\$
Financial Assets						
Cash on hand		-	-	-	1,150	1,150
Cash at bank	3.49	6,051,953	-	-	-	6,051,953
Deposits at bank	3.40	-	14,510,904	-	-	14,510,904
Loans to branches	7.12	-	-	514,433	-	514,433
Other Receivables		-	-	-	323,771	323,771
		6,051,953	14,510,904	514,433	324,921	21,402,211
Financial Liabilities						
Trade & other payables		-	-	-	794,529	794,529
Net Financial Assets		6,051,953	14,510,904	514,433	(469,608)	20,607,682

UNITED VOICE
VICTORIAN BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

18. Fair value measurement

AASB 13: Fair Value Measurement requires the disclosure of fair value information according to the relevant level in the fair value hierarchy as follows:

- Level 1 Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
- Level 2 Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 Unobservable inputs for the asset or liability.

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities of the Union approximates their carrying amounts.

The aggregate net fair values and carrying amounts of financial instruments held by the Union at year end are those values disclosed in the Statement of Financial Position and in the Notes to the Financial Statements.

The carrying value less impairment provision of trade receivables and payables are assumed to approximate their fair values due to their short-term nature.

The fair value of financial assets available-for-sale is based on quoted market prices at the end of the reporting period.

The table below shows the assigned level for each asset and liability held at fair value –

30th June 2016	Level 1	Level 2	Level 3	Total
Assets	\$	\$	\$	\$
Available-for-sale financial assets	844,517	-	-	844,517
30th June 2015	Level 1	Level 2	Level 3	Total
Assets	\$	\$	\$	\$
Available-for-sale financial assets	-	-	-	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

19. Section 272 Fair Work (Registered Organisations) Act 2009

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

Information to be provided to members or General Manager:

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

20. Other Information

(i) Going Concern

The branch's ability to continue as a going concern is not reliant on financial support from another reporting unit.

(ii) Financial Support

No financial support has been provided to another reporting unit to ensure that it continues as a going concern.

(iii) Acquisition of assets and liability under specific sections:

The branch did not acquire any asset or a liability during the financial year as a result of:

- An amalgamation under part 2 of Chapter 3, of the RO Act;
- A restructure of the Branches of the organization;
- A determination by the General Manager under s245(1) of the RO Act;
- A revocation by the General Manager under s249(1) of the RO Act;

(iv) Acquisition of assets and liability as part of a business combination:

If assets and liabilities were acquired during the financial year as part of a business combination, the requirement of the Australian Accounting Standards will be complied with.

No such acquisition has occurred during the financial year.



Eddy Partners Accountants

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF UNITED VOICE VICTORIAN BRANCH

We have audited the accompanying general purpose financial report of United Voice – Victorian Branch for the year ended 30th June 2016 comprising Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement, Notes to and Forming Part of the Financial Statements and Committee of Management Statement.

Committee of Management's Responsibility for the Financial Report

The Union's Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the Committee determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

Partners:

David J. Eddy CPA

Stephen J. Eedy CPA

Suzanne J. Eddy CPA



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under Professional Standards Legislation.



EddyPartners
Accountants

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Audit Opinion

In our opinion we have concluded that management's use of the going concern basis of accounting in the preparation of the Union's financial report is appropriate.

In our opinion the financial report presents fairly, in all material respects, the financial position as at 30 June 2016 and of its financial performance and cash flows for the year then ended and is in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Signed at Melbourne, this 26th day of October 2016.

Eddy Partners
8th Floor,
501 Latrobe Street
MELBOURNE, VIC, . 3000
Tel: (03) 9602 5177
Fax: (03) 9602 5766

EDDY PARTNERS,
Certified Practising Accountants.

David James Eddy, CPA
Registered Company Auditor.
Holder of a Current Public Practice Certificate



8 December 2016

Ms Jessica Walsh
Branch Secretary
United Voice - Victorian Branch

Sent via email: jess.walsh@unitedvoice.org.au

Dear Ms Walsh,

Lodgement of Financial Report - Reminder to lodge

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

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

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

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

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

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

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

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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

Yours sincerely,



Sam Gallichio
Adviser
Regulatory Compliance Branch



15 July 2016

Ms Jessica Walsh
VIC Branch Secretary
United Voice - Victorian Branch
By email: jess.walsh@unitedvoice.org.au

Dear Ms Walsh,

**Re: Lodgement of Financial Report - [FR2016/259]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

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

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

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

Fact sheets, guidance notes and model statements

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

Loans, grants and donations: our focus this year

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

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

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

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

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

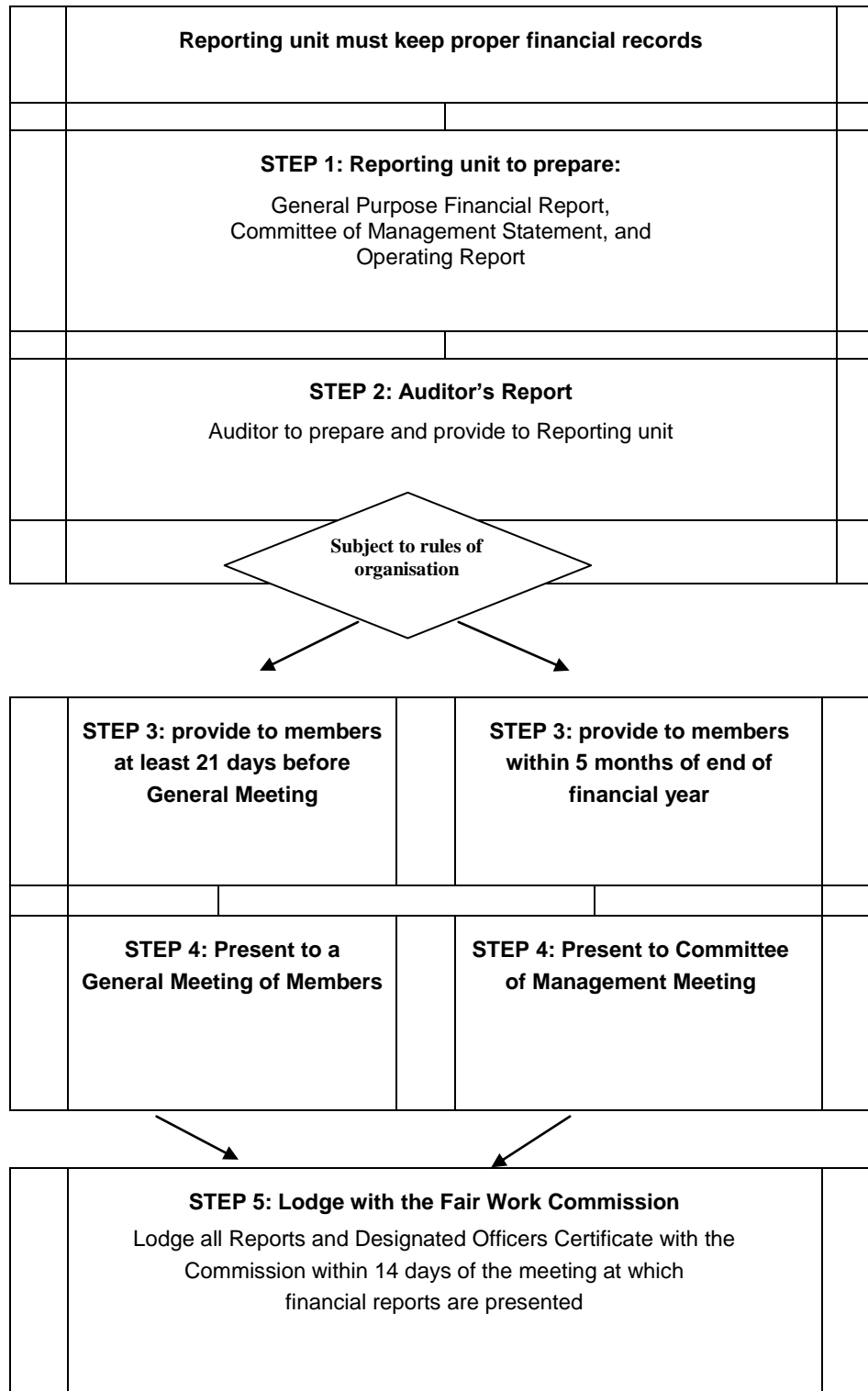


Anastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

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

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



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

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

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

The Loans, Grants & Donations Statement

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







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

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

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

Common misconceptions

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

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

Grants & Donations within the Financial Report

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

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

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

Note 4E: Grants or donations*

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

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

Implications for filing the Financial Report

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

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

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

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

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

Further information

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