



8 July 2014

Mr David Kelly
United Voice - Western Australian Branch
dave.kelly@unitedvoice.org.au

Dear Mr Kelly,

**United Voice - Western Australian Branch
Financial Report for the year ended 30 June 2013 - [FR2013/151]**

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

The financial report has now been filed. I make the following comments to assist you when you next prepare a financial report. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report:

Auditor's report must be signed before full report provided to members

One of the key requirements of the *Fair Work (Registered Organisations) Act 2009* is that a reporting unit must provide members with a full or concise report ([section 265\(1\)](#)). A full report must contain the signed auditor's report.

The Designated Officer's Certificate states that the full report was provided to members on 27 November 2013, however the auditor's report was signed on 28 November 2013. If the date on the auditor's report is correct, it would appear that either the auditor's report was not provided to members, or that an unsigned report was provided. It is necessary for compliance with section 265 of the RO Act for the Branch to re-circulate the full report to members. In future years, your organisation must ensure that the signed version of the auditor's report is presented to a meeting of members. Once this has taken place a fresh Designated Officer's Certificate and the full report need to be lodged with the Fair Work Commission within 14 days of the meeting.

General purpose financial report to be prepared on accrual basis (short version)

According to paragraph 101(27) of the Australian Accounting Standards, 'an entity shall prepare its financial statements except for cash flow information, using the accrual basis of accounting.' The notes to the financial statements state that with the exception of

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

Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

membership contributions, all income and expenditure of the Union has been brought to account on an accruals basis of accounting. In the future please ensure that membership contribution are brought to account on an accruals basis in accordance with the Australian Accounting Standards.

Disclosure of employee benefits to office holders and other employees

The Reporting Guidelines require reporting units to disclose in the income statement or in the notes to the financial statements employee benefits to holders of office (item 11(g)) and employee benefits to other employees (item 11(h)).

The financial statements have disclosed wages separately for officers and employees, but do not separately disclose superannuation, annual leave or long service leave provided for officers and employees. The Reporting Guidelines requires that all employee and officer benefits, not merely wages, are reported separately.

This information will need to be provided to the members of the organisation before the Fair Work Commission is able to file the report.

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

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

If you have any queries regarding this letter, please contact me on (03) 8661 7812 or via email at nick.salzberg@fwc.gov.au.

Yours sincerely



Nick Salzberg
Regulatory Compliance Branch
Fair Work Commission



20 December, 2013

Ms Bernadette O'Neill
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011

Dear Ms O'Neill

RE: NATIONAL COUNCIL FINANCIAL REPORTS

I am writing to lodge the financial reports for the United Voice WA Branch for the year ended 30 June 2013. 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 27 November, 2013. The Executive resolved:

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

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

A full report was provided to the Committee of Management on 11 December, 2013 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 19

December, 2013.

On the basis of the above and the enclosed documentation it would seem that the United Voice National Council has complied with the audit and reporting requirements of the Act.

If you have any questions please contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Louise Tarrant', written in a cursive style.

LOUISE TARRANT
NATIONAL SECRETARY

UNITED VOICE WA BRANCH

FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2013

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, Carolyn Smith, being the Branch Secretary of the United Voice, WA 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 27 November 2013 and
- That the full report was presented to a meeting of the committee of management of the reporting unit on 11 December, 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed

Carolyn Smith

Date:

19/12/2013

**UNITED VOICE WA BRANCH
(FEDERAL UNION)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2013

**UNITED VOICE WA BRANCH
(FEDERAL UNION)**

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Tel: +61 8 6382 4600
Fax: +61 8 6382 4601
www.bdo.com.au

38 Station Street
Subiaco, WA 6008
PO Box 700 West Perth WA 6872
Australia

INDEPENDENT AUDITOR'S REPORT

To the members of United Voice WA Branch (Federal Union)

Report on the Financial Report

We have audited the accompanying financial report of United Voice WA Branch (Federal Union, which comprises the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement of Committee of Management and Statement by Secretary.

The Committee of Management's Responsibility for the Financial Report

The Committee of Management are 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 of Management 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.

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 of Management as well as evaluating the overall presentation of the financial report.

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



Independence

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

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of United Voice WA Branch (Federal Union) as at 30 June 2013, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009.

Report on Other Legal and Regulatory Requirements

In accordance with the Industrial Relations Act 1979 (the Act), we also report that:

There are no matters indicating that any person contravened or failed to comply with *s74 - Duties of officers of organisations* of the Act.

BDO Audit (WA) Pty Ltd

BDO

A handwritten signature in black ink, appearing to read 'C Burton'.

Chris Burton

Director

Perth, 28 November 2013

**UNITED VOICE
WA BRANCH**

STATEMENT OF THE COMMITTEE OF MANAGEMENT

The Committee of Management have determined that the organisation is a reporting entity. In accordance with a resolution of the Committee of Management, we state that in the opinion of the Committee:

- (a) The accompanying financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year to 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 to which the general purpose financial report 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 the branch concerned; and
 - (ii) The financial affairs of the branch have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
 - (iii) The financial records of the branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) The information sought in any request of a member of the branch or a Registrar duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.

Signed on behalf of the Committee of Management.

Signed At Persh this 28th day of NOVEMBER 2013.



GEORGINA WENDY DEVLIN



MATT NUGENT

**UNITED VOICE
WA BRANCH**

STATEMENT BY SECRETARY

I, CAROLYN SMITH, being the officer responsible for keeping the accounting records of the UNITED VOICE - WA Branch, certify that as at 30 June 2013 the number of members of the Union was 22,622 (2012: 22,130).

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2013 and the result of operations for the period then ended;
- (ii) A register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the Fair Work (Registered Organisations) Act 2009;
- (iii) A copy of the records required to be kept under sections 230(1)(b), (c) and (d) of the Fair Work (Registered Organisations) Act 2009, have been provided to the Industrial Registry as required by section 233 of the Fair Work (Registered Organisations) Act 2009.

Signed at Perth this 28th day of NOVEMBER 2013.



CAROLYN SMITH
WA BRANCH SECRETARY

**UNITED VOICE
WA BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED
30 JUNE 2013**

	Notes	2013 \$	2012 \$
Movements in Value:			
Revenues from continuing operations	4	12,301,095	11,154,253
Administration expenses		(825,406)	(750,439)
Affiliation fees	5	(244,750)	(194,313)
Employee costs		(7,539,151)	(6,942,264)
Campaigns	23	(369,036)	(2,894)
Depreciation	5	(304,194)	(218,518)
Donations	22	(36,520)	(29,664)
Interest paid		(34,580)	(210,628)
Occupancy costs		(336,710)	(308,684)
Other property expenses		(53,977)	(68,832)
Organisers expenses		(188,001)	(129,314)
Sustentation fees	5	(1,349,376)	(1,272,847)
Other expenses from ordinary activities		(1,091,318)	(468,794)
Surplus/(Deficit) from continuing operations		<u>(71,924)</u>	<u>557,062</u>
Surplus/(Deficit) attributable to the Branch		<u>(71,924)</u>	<u>557,062</u>

Other Comprehensive Income for the Year

Total comprehensive income for the year attributable to the members of United Voice WA Branch

Attributable to:

General Fund	(71,924)	275,017
Building Fund	-	139,111
Election Fund	-	142,934
	-----	-----
	(71,924)	557,062
	=====	=====

**UNITED VOICE
WA BRANCH**

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
Assets			
Current Assets			
Cash and cash equivalents	6	1,041,004	1,964,609
Trade and other receivables	7	765,767	520,415
Inventories		3,767	3,768
Assets Held for Sale	9	117,707	657,188
		-----	-----
Total Current Assets		1,928,245	3,145,980
		-----	-----
Non-current Assets			
Property, plant and equipment	8	12,964,454	6,711,469
		-----	-----
Total Non-Current Assets		12,964,454	6,711,469
		-----	-----
Total Assets		14,892,699	9,857,449
		-----	-----
Liabilities			
Current Liabilities			
Trade and other payables	10	745,298	809,257
Borrowings	11	8,108,617	209,364
Provisions	12	170,102	146,727
		-----	-----
Total Current Liabilities		9,024,017	1,165,348
		-----	-----
Non-current Liabilities			
Borrowings	11	582,052	3,268,712
Provisions	12	151,354	216,189
		-----	-----
Total Non-current Liabilities		733,406	3,484,901
		-----	-----
Total Liabilities		9,757,423	4,650,249
		-----	-----
Net Assets		5,135,276	5,207,200
		=====	=====
Equity			
Retained surplus	13	5,135,276	5,207,200
		-----	-----
Total Equity		5,135,276	5,207,200
		=====	=====

**UNITED VOICE
WA BRANCH**

**STATEMENTS OF CHANGE IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013**

	2013	2012
	\$	\$
Total Equity at the beginning of the financial year		
General Fund	4,194,706	3,919,689
Building Fund	337,939	198,828
Election Fund	674,555	531,621
Total Recognised Surplus at the beginning of the Financial year	5,207,200	4,650,138
 Surplus for the Year		
General Fund	(71,924)	275,017
Building Fund	-	139,111
Election Fund	-	142,934
Total Recognised Surplus/(Deficit) for the Year	(71,924)	557,062
 Total equity at the end of the Financial year	13 5,135,276	5,207,200

**UNITED VOICE
WA BRANCH**

**STATEMENT OF CASH FLOW
FOR THE YEAR ENDED
30 JUNE 2013**

	Note	2013 \$	2012 \$
Cash flows from operating activities			
Contributions (including Goods and Services Tax)		11,257,386	10,685,862
Interest Received		90,374	93,549
Rent Received (including Goods and Services Tax)		133,471	143,973
Other Income (including Goods and Services Tax)		258,008	221,818
Interest Paid		(34,580)	(210,628)
Payments to Suppliers & Employees (including Goods and Services Tax)		(12,198,459)	(10,256,689)
		-----	-----
Net cash inflow from operating activities	14(a)	(493,800)	677,885
		-----	-----
Cash flows from investing activities			
Proceeds from Sale of PP&E		1,003,616	151,550
Payment for PP&E		(6,646,014)	(1,474,301)
		-----	-----
Net cash (outflow) from investing activities		(5,642,398)	(1,322,751)
		-----	-----
Cash flows from financing activities			
Proceeds from borrowings		6,196,684	1,073,421
Repayment of borrowings		(984,091)	-
		-----	-----
Net cash (inflow) from financing activities		5,212,593	1,073,421
		-----	-----
Net increase/(decrease) in cash held		(923,605)	428,555
Cash at beginning of the financial year		1,964,609	1,536,054
		-----	-----
Cash at the end of the financial year	6	1,041,004	1,964,609
		-----	-----

(j) Impairment of Assets

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

(k) Trade and Other Creditors

These amounts represent liabilities for goods and services provided to the entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Entitlements

Provision is made for the organisation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave, which will be settled after one year have been measured at their nominal amount.

Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Provision for employee entitlements have been measured to include salary on-costs including superannuation, payroll tax and workers compensation.

(m) Superannuation

Contributions are made by the organisation to an employee superannuation fund and are charged as expenses when incurred.

(n) Investment Property

Investment property, principally comprising freehold buildings, is held for long-term rental yields and is not occupied by the Union. Investment property is carried at historical cost less depreciation. Historical cost includes expenditure that is directly attributable to the acquisition of the properties.

(o) Assets Held for Sale

These amounts represent investment properties which the Branch Executive has decided to dispose of. The investment properties are available for immediate sale in their present condition.

(p) Inventories

Finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(q) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and redemption amount is recognised in the profit or loss over the period of the borrowing using the effective interest method.

(r) Borrowing costs

Borrowing costs are directly attributable to the refurbishment of the building at 61 Thomas Street, Subiaco, construction of 54 Cheriton Street, East Perth and the acquisition of the motor vehicles. Finance costs attributable to qualifying assets are capitalised as part of the asset. All other borrowing costs are expensed as they are incurred.

(s) Interest Rate Risk

With the exception of the business loan (disclosed in Note 3), the organisation's exposure to interest rate risk, which is the risk that financial instruments value will fluctuate as a result of changes in market interest rates, is considered negligible.

(t) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements. The organisation does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the organisation.

(u) Net Fair Values

The net fair value of assets and liabilities approximate their carrying values. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying amount exceeds net fair values have not been written down as the union intends to hold these assets to maturity.

The aggregate net fair value and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes and form part of the financial report.

(v) Comparatives

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

NOTE 2. INFORMATION TO BE PROVIDED TO THE MEMBERS OR REGISTRAR

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 of the Fair Work (Registered Organisations) Act 2009, which read as follows:

- (1) A member of the branch, or a Registrar, may apply to the branch for specified prescribed information in relation to the branch 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 branch.
- (3) The branch must comply with an application made under subsection (1).

NOTE 3. FINANCIAL RISK MANAGEMENT

The Union's activities expose it to a variety of financial risks: interest rate risk, credit risk and liquidity risk. The Union's overall risk management program seeks to minimise potential adverse effects on the financial performance of the Union. The Union uses different methods to measure different types of risk to which it is exposed. These methods include sensitivity analysis in the case of interest rate and other price risks, and aging analysis for credit risk.

The Union holds the following financial instruments:

	2013	2012
	\$	\$
Financial Assets		
Cash and cash equivalents	1,041,004	1,964,609
Trade and other receivables	692,137	438,740
	<u>1,733,141</u>	<u>2,403,349</u>
Financial Liabilities		
Trade and other payables	141,102	105,483
Borrowings	8,690,669	3,478,076
	<u>8,831,771</u>	<u>3,583,559</u>

The amounts above do not agree with the balance sheet as some items have been excluded from this note. Excluded items were prepayments, GST and income in advance

(a) Interest Rate Risk

The Union's main interest rate risk arises from borrowings, which are at fixed and variable rates and denominated in Australian dollars.

As at the year end, the Union had the following fixed and variable rate financial instruments outstanding:

	Weighted average interest rates	Floating interest rate	Fixed interest maturing within one year	Non- interest bearing	Total
As at 30 June 2013					
(i) Financial assets					
Cash	3.80%	1,041,004	-	-	1,041,004
Receivables	8.00%	-	279,312	692,137	692,137
Total financial assets		<u>1,041,004</u>	<u>279,312</u>	<u>692,137</u>	<u>1,733,141</u>

(ii) Financial liabilities					
Payables				141,102	141,102
Business loans	7.32%	8,690,669	-	-	8,690,669
Total financial liabilities		8,690,669	-	141,102	8,831,771

	Weighted average interest rates	Floating interest rate	Fixed interest maturing within one year	Non-interest bearing	Total
As at 30 June 2012					
(i) Financial assets					
Cash	4.28%	1,964,609	-	-	1,964,609
Receivables		-	-	438,740	438,740
Total financial assets		1,964,609	-	438,740	2,403,349

(ii) Financial liabilities					
Payables		-	-	105,483	105,483
Business loan	5.65%	3,478,076	-	-	3,478,076
Total financial liabilities		3,478,076	-	105,483	3,583,559

An analysis by maturities is provided at (c) below.

(b) Credit Risk

Credit risk arises from cash and cash equivalents, and deposits with banks and financial institutions, as well as credit exposures to wholesale and retail customers, including outstanding receivables and committed transactions. For banks and financial institutions, only independently rated parties with a minimum rating of 'A' are accepted. The credit quality of customers is assessed based on past experience, trading history, and other factors. Individual credit limits are set.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets as summarised above.

(c) Liquidity Risk

Prudent liquidity risk management involves maintaining sufficient cash reserves. The Union manages liquidity risk by continuously monitoring forecast and actual cash flows. Surplus funds are generally only deposited in savings accounts with high interest rates.

The table below analyses the Union's financial liabilities into relevant maturity groupings based on the remaining period at the reporting date to the contract maturity date.

NOTE 3. FINANCIAL RISK MANAGEMENT (Continued)

At 30 June 2013	Between 0 – 12 months	Between 2 and 5 years
Borrowings – variable rate	8,108,617	582,052

At 30 June 2012		
Borrowings – variable rate	274,549	3,203,527

(d) Sensitivity Analysis

The following table summarises the sensitivity of the Union's financial assets and financial liabilities to interest rate risk.

30 June 2013	Carrying Amount	Interest Rate Risk	
		+100/-100 bps	
		Profit	(Profit)
	\$	\$	\$
Financial Assets			
Cash and cash equivalents	1,041,004	10,410	(10,410)
Financial Liabilities			
Borrowings	8,690,669	(86,907)	86,907
Total increase/ (decrease)		(76,497)	76,497

(e) Capital Risk Management

The Union's objectives when managing capital are to safeguard their ability to continue as a going concern, so they can continue to provide benefits to members and to maintain an optimal capital structure to reduce the cost of capital.

	2013 \$	2012 \$
Total borrowings	8,690,669	3,478,076
Less: Cash and cash equivalents	(1,041,004)	(1,964,609)
Net borrowings	7,649,665	1,513,467
Total equity	(5,135,276)	(5,207,200)
Total Capital	2,514,389	(3,693,733)

(f) Impaired Trade Receivables

As at 30 June 2013 current trade receivables of the organisation with a nominal value of \$nil (2012: \$nil) were past due but not impaired.

NOTE 4.	REVENUE	2013	2012
		\$	\$
Operating activities			
Contributions		11,164,232	10,726,505
Rent received		133,471	143,973
Salary reimbursements		104,890	112,456
Sponsorship		41,000	50,182
Conferences		30,477	39,664
Other income		14,903	2,170
Sundry income		66,738	17,347
Non-operating activities			
Interest		90,374	93,549
Gain/(Loss) on sale of assets		655,010	(31,593)
		-----	-----
		12,301,095	11,154,253
		-----	-----

NOTE 5. SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES

The net surplus/(deficit) from ordinary activities has been determined after the following:

Expenses

Affiliation Fees:			
ALP		131,025	99,471
Trades & Labor Council of WA		113,725	94,842
		-----	-----
Total Affiliation Fees		244,750	194,313
		-----	-----
Depreciation			
Office Equipment		37,849	50,831
Furniture & Fittings		34,755	45,693
General		-	(26,781)
Library		10,665	-
Motor Vehicles		178,662	116,977
Buildings		42,263	31,798
		-----	-----
Total Depreciation		304,194	218,518
		-----	-----

NOTE 5. SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES (Continued)

	2013	2012
	\$	\$
Sustentation Fees – Federal Office*	1,349,376	1,272,847
<p>*Sustentation Fees are paid to the Federal Office of the United Voice Union in support of the Federal Offices' activities and oversight of the branches of the Union.</p>		
Legal Costs	28,929	49,789
Meeting and Conference Expenses	129,268	41,889
Remuneration of Auditor		
- Audit Services	36,670	28,000

NOTE 6. CURRENT ASSETS – CASH AND CASH EQUIVALENTS

Cash on Hand		
Petty Cash	200	-
Cash at Bank		
General Fund	(92,049)	(128,133)
Secretary's Advance Account	36,145	25,491
Members Equity Account - General Reserve	486,883	1,173,935
Building Fund	346,465	198,828
Education Levy	40,566	143,898
Election Fund	204,035	531,621
Excess Funds	18,759	18,969
	-----	-----
	1,041,004	1,964,609
	-----	-----

NOTE 7. CURRENT ASSETS – TRADE AND OTHER RECEIVABLES

Sundry Debtors	409,056	438,740
Other Debtors	279,312	-
Prepayments	77,399	81,675
	-----	-----
	765,767	520,415
	-----	-----

The other debtors balance relates to an amount which is secured against a guarantee from the purchaser of a property sold by United Voice.

NOTE 8.

PROPERTY, PLANT & EQUIPMENT

	2013	2012
	\$	\$
61 Thomas Street, Subiaco		
Land – at Cost	127,944	127,944
Buildings – at Cost	2,056,111	2,079,326
Accumulated Depreciation	(1,027,950)	(1,007,893)
	-----	-----
	1,156,105	1,199,377
	-----	-----
Cheriton Street, East Perth		
Land – at Cost	2,645,567	2,645,567
Buildings – at Cost	8,374,080	1,963,007
Accumulated Depreciation	-	-
	-----	-----
	11,019,647	4,608,574
	-----	-----
Unit 2, 101 Spencer Street, Bunbury		
Land – at Cost	20,000	20,000
Buildings – at Cost	36,543	36,543
Accumulated Depreciation	(11,089)	(10,359)
	-----	-----
	45,454	46,184
	-----	-----
Chattels – Bunbury Property		
Cost	29,251	28,658
Accumulated Depreciation	(25,922)	(24,357)
	-----	-----
	3,329	4,301
	-----	-----
Furniture & Fittings, Thomas Street		
Cost	288,021	297,246
Accumulated Depreciation	(234,220)	(221,174)
	-----	-----
	53,801	76,072
	-----	-----
Office Equipment		
Cost	619,718	623,865
Accumulated Depreciation	(560,801)	(542,363)
	-----	-----
	58,917	81,502
	-----	-----

NOTE 8. PROPERTY, PLANT & EQUIPMENT (Continued)

	2013	2012
	\$	\$
Library		
Cost	101,445	113,110
Accumulated Depreciation	(100,323)	(101,325)
	-----	-----
	1,122	11,785
	-----	-----
Motor Vehicles		
Cost	743,278	870,830
Accumulated Depreciation	(117,199)	(187,156)
	-----	-----
	626,079	683,674
	-----	-----
Total Property, Plant and Equipment	12,964,454	6,711,469
	=====	=====

Title to all properties, except for Unit 2, 101 Spencer Street, Bunbury are held by the United Voice, New South Wales (Federal Union) in accordance with Federal Policy concerning all new acquisitions of property.

A credit facility of \$300,000 is registered with the Commonwealth Bank of Australia. Security for the loan is an existing mortgage over the property at 61 Thomas Street, Subiaco.

The construction loan for the 54 Cheriton Street, Perth WA 6000, is secured against this property.

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are set out below:

	Carrying Amount at 1 July 2012	Additions	Disposals	Depreciation	Carrying Amount at 30 June 2013
Land & Buildings	5,854,136	6,409,333	-	(42,263)	12,221,206
Chattels	4,301	-	-	(972)	3,329
Furniture & Fittings	76,074	11,510	-	(33,783)	53,801
Office Equipment	81,502	15,265	-	(37,850)	58,917
Library	11,785	-	-	(10,663)	1,122
Motor Vehicles	683,671	209,906	(88,836)	(178,662)	626,079
TOTAL	6,711,469	6,646,014	(88,836)	(304,193)	12,964,454

NOTE 9. AVAILABLE FOR SALE ASSETS

	2013	2012
	\$	\$
Riverside Cottages, Molloy Street, Augusta		
Land – at Cost	-	269,854
Buildings – at Cost	-	418,914
Accumulated Depreciation	-	(179,854)
	-----	-----
	-	508,914
	-----	-----
Lot 100 Dhu Street, Guilderton		
Land – at Cost	37,129	37,129
Buildings – at Cost	131,542	131,542
Accumulated Depreciation	(54,978)	(54,978)
	-----	-----
	113,693	113,693
	-----	-----
Chattels – Augusta Property		
Cost	-	126,580
Accumulated Depreciation	-	(96,518)
	-----	-----
	-	30,062
	-----	-----
Chattels – Guilderton Property		
Cost	17,423	17,929
Accumulated Depreciation	(13,410)	(13,410)
	-----	-----
	4,014	4,519
	-----	-----
Total Investment Properties	117,707	657,188
	=====	=====

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are set out below

	Carrying Amount at 1 July 2012	Additions	Disposals	Depreciation	Carrying Amount at 30 June 2013
Land & Buildings	622,608	-	508,915	-	113,693
Chattels	34,580	-	30,566	-	4,014
TOTAL	657,188	-	539,481	-	117,707

(a) Amounts recognised in profit and loss for investment properties

Rental Income	101,858	143,973
Direct operating expenses from properties that generated rental income	(76,723)	(64,859)
	<u>25,135</u>	<u>79,114</u>

NOTE 10. CURRENT LIABILITIES - TRADE AND OTHER PAYABLES

	2013 \$	2012 \$
Current		
Sundry Creditors and Accrued Expenses	118,246	105,483
Rent received in advance	-	16,300
GST	(57,299)	23,513
Group Tax Payable	-	-
Accrued Annual Leave	607,570	540,009
Memberships Paid in Advance	76,781	123,952
	<u>745,298</u>	<u>809,257</u>

NOTE 11. BORROWINGS

	2013 \$	2012 \$
Current		
Unsecured		
Loan from Victorian Branch United Voice (MV)	-	209,364
	<u>-</u>	<u>209,364</u>
Current		
Secured		
Loan from Members Equity (Cheriton St, East Perth)	8,108,617	-
	<u>8,108,617</u>	<u>-</u>
Non-current		
Unsecured		
Loans from Victorian Branch United Voice (MV)	582,052	534,474
	<u>582,052</u>	<u>534,474</u>
Non-current		
Secured		
Loan from Members Equity (Cheriton St, East Perth)	-	2,734,238
Renovation Loan	-	2,734,238
	<u>-</u>	<u>2,734,238</u>

The branch has a loan from the Victorian Branch of United Voice.

The loan is for a maximum of \$715,000 for the purpose of purchasing staff motor vehicles. The loan is for a period of 2 years, and commenced on the 6th July 2007. The loan is repayable in 2 years from the drawdown date. The branch pays interest only on the amount advanced calculated at the interest rate monthly in arrears from the drawdown date. An interest rate of 7.5% is applicable on loans advanced prior to November 2007. Loans advanced after the 1st November 2007 have an interest rate of 8%.

The branch had a loan from Members Equity for the purchase of land at Lots 42 & 46 Cheriton Street, East Perth. This loan was consolidated with a loan for the purchase of the building at Cheriton Street, East Perth.

The loan is for a period of 20 years and commenced on the 14 March 2012. Repayments are made monthly and are interest only for 2 years. The interest rate applicable as at 30 June 2013 was 6.60%.

This loan has been recorded as a current liability at year end, however this loan is expected to be amended once construction has been completed at Cheriton Street.

NOTE 12. PROVISIONS

	2013 \$	2012 \$
Current		
Employee benefits - Long Service Leave	170,102	146,727
	-----	-----
Non-current		
Employee benefits - Long Service Leave	151,354	216,189
	-----	-----

NOTE 13. EQUITY

	Total Equity at the beginning of the financial year	Movement	Total Equity at the end of the financial year
General Fund	4,194,706	(71,924)	4,122,782
Building Fund	337,939	-	337,939
Election Fund	674,555	-	674,555
TOTAL	5,207,200	(71,924)	5,135,276

NOTE 14.**CASH FLOW INFORMATION****(a) Reconciliation of profit from ordinary activities to net Cash flows from operating activities**

	2013	2012
	\$	\$
Profit/(Loss) from ordinary activities	(71,924)	557,057
Depreciation	304,194	289,663
Loss/(Gain) on sale of assets	(655,010)	31,593
Change in assets and liabilities		
(Increase) decrease in sundry debtors	29,684	36,403
(Increase) decrease in prepayments	4,674	(28,906)
Increase (decrease) in sundry creditors & accruals	(63,959)	(240,922)
Increase (decrease) in provision for employee entitlements	(41,459)	32,997
	-----	-----
Net cash inflow/(outflow) from operating activities	(493,800)	677,885
	-----	-----

(b) Credit Stand-By Arrangements

The branch has a bank overdraft facility of \$20,000 (2012: \$20,000). At 30 June 2013 and 30 June 2012 this facility was not in use. Overdraft facility is currently with the Commonwealth Bank.

The branch also has a contingent liability facility of \$300,000 (2012: \$350,000). As at 30 June 2013 and 30 June 2012 \$100,000 of this facility was unused. There is no interest charge on the contingent liability facility. The purpose of the facility is to guarantee the funds for direct debit in relation to Membership Fees.

NOTE 15. RELATED PARTY TRANSACTIONS

(a) The following persons have held office in the WA Branch of the Union during the year:

	Office Held
DEVLIN, Georgina Wendy	Branch President
NUGENT, Matthew	Executive Member and Vice President
GATICA-LARA, Leo	Vice President
KELLY, David Joseph	Secretary (Resigned)
SMITH, Carolyn	Assistant Secretary and Secretary
SHAY, Kelly	Assistant Secretary
O'DONNELL, Patrick	Assistant Secretary
SANDERSON, Amber – Jade	Assistant Secretary
BIDDLE, Angelita	Executive Member
BLAGDANIC, Jackie	Executive Member
DE GOIS, Phyllis	Executive Member
GOINDEN, Alain	Executive Member
GODFREY, Brian George	Executive Member
LUSH, Jenni	Executive Member
PRESCOTT-BROWN Kim	Executive Member
ROSE, Malcolm	Executive Member
SNOW, Irene	Executive Member (Resigned)
WRIGHT, Brian	Executive Member

There were no transactions between the officers and the Union other than those relating to their membership in the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those, which it is reasonable to expect, would have been adopted by parties at arm's length.

(b) United Voice WA Branch has a loan payable to the Victorian Branch of United Voice. Details of this loan can be found at Note 11.

(c) The following transactions occurred with related parties:

	2013	2012
	\$	\$
Sustentation fees	1,349,376	1,272,814

NOTE 16. REMUNERATION OF ELECTED OFFICIALS

Income paid or payable to officers during the year	401,171	272,283
--	---------	---------

An elected official resigned during the year and entitlements were paid out in full. Another elected official was on parental leave and an official relieved in the position.

NOTE 17. SEGMENT REPORTING

The Union operates predominantly in one business and geographical segment, in its capacity to provide services to members of the Union throughout Western Australia.

NOTE 18. CAPITAL COMMITMENTS

The Union has set up a capital budget of \$12,989,802 for projects and other requirements as needed. In addition the Union has also set up a capital budget for the Building Project at Cheriton Street, East Perth. The Union has entered into commitments to fund the completion of the Cheriton Street construction project.

NOTE 19. CONTINGENT LIABILITIES

At the date of signing this report there are no known contingent liabilities that would have a material effect on the presentation of the annual financial statements except as those disclosed in note 14 (b).

NOTE 20. GEOGRAPHICAL LOCATIONS

The Union operates from 54 Cheriton Street, East Perth, (previously 61 Thomas Street, Subiaco) in the State of Western Australia.

NOTE 21. EMPLOYEE NUMBERS

	2013	2012
	Numbers	Numbers
Number of employees at the end of the financial year	111	110

NOTE 22. DONATIONS

2013 Donations Comprise of:

Gawlder Foundation	250
Starlight Foundation	395
Perth Netball Association	1,273
Reclaim the Night	300
Labour Movement – Work Experience Program	2,000
Movember Foundation	852
Netball Association	120
Members MSS Workers Fight	28,079
Unions WA Mayday Contribution	3,000

	36,520

NOTE 23. CAMPAIGNS

Campaign expenses include payments of donations towards the State and Federal Election Campaign of \$268,258.



Tel: +8 6382 4600
Fax: +8 6382 4601
www.bdo.com.au

38 Station Street
Subiaco, WA 6008
PO Box 700 West Perth WA 6872
Australia

**UNITED VOICE WA BRANCH
(FEDERAL UNION)**

DISCLAIMER

The additional financial data presented on the pages 29-30 is in accordance with the books and records of the Union, which have been subjected to the auditing procedures applied in our statutory audit of the Union for the year ended 30 June 2013. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than the United Voice WA Branch (Federal Union)) in respect of such data, including any errors or omissions therein however caused.

Dated this 28th day of November 2013.

BDO Audit (WA) Pty Ltd

BDO

Chris Burton
Director

**UNITED VOICE
WA BRANCH**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2013**

	2013	2012
	\$	\$
Revenue		
Members – Contributions	11,164,232	10,726,505
Building Fund Levy	-	-
Interest Received	90,374	93,549
Rent Received	133,471	143,973
Sponsorship	41,000	50,182
Salary reimbursements	104,890	112,456
Sale of Caps/Badges/Clothing	-	2,170
Sundry Income	81,640	17,347
Surplus on Disposal of Assets	655,010	(31,593)
Delegates Convention	30,477	39,664
	-----	-----
Total Revenue	12,301,094	11,154,253
	-----	-----
Expenditure		
Advertising	436,746	148,693
Affiliation Fees		
ALP	131,025	99,471
Unions WA	113,725	94,842
Airfares	34,128	40,071
Arbitration	19,931	4,200
Attendance Fees	2,124	3,252
Audit Fees	36,670	23,427
Bank Charges	106,960	106,514
Campaigns	369,036	2,894
Cleaning Expenses	9,847	7,998
Commissions	10,149	12,064
Computer Charges	37,192	54,098
Delegate Conference	38,828	28,880
Depreciation	304,194	218,518
Donations	36,520	29,664
	-----	-----
	1,687,075	874,586
	-----	-----

**UNITED VOICE
WA BRANCH**

**INCOME AND EXPENDITURE STATEMENT (Continued)
FOR THE YEAR ENDED 30 JUNE 2013**

	2013 \$	2012 \$
Total Brought Forward	1,687,075	874,586
Electricity	91,667	72,421
Freight	511	1,090
Fringe Benefits Tax	(27,723)	-
Honorarium	4,000	4,000
Insurance - Excluding Vehicles	95,321	103,948
Interest on Loan	34,580	210,628
Journals & Papers Issued (inc. Postage)	23,103	40,643
Lease Payments	45,944	43,729
Legal Costs	8,998	49,789
Meeting & Conference Expenses	129,268	41,889
Motor Vehicle Expenses	832,356	312,592
Organising Expenses	-	-
Payroll Tax	393,471	337,059
Postage	43,023	35,986
Printing & Stationery	79,778	79,702
Property	54,772	59,792
Publications & Subscriptions	31,726	-
Rates	67,044	65,200
Repairs & Maintenance	2,688	0
Salaries – Elected Officers	401,171	272,283
Salaries – Employees	5,254,391	5,241,690
Salaries – Annual leave provision	321,051	288,071
Salaries – Long service leave provision	5,027	50,751
Staff Amenities	121,703	108,413
Sundry Expenses (includes Office Costs)	426,992	219,461
Superannuation	725,155	674,917
Sustentation Fees - Federal Office	1,349,376	1,272,847
Telephone	145,792	105,771
Training & Education	24,758	29,933
	-----	-----
Total Expenditure	12,373,018	10,597,191
	-----	-----
Net Profit from ordinary activities	(71,924)	557,062
	-----	-----

UNITED VOICE WA BRANCH

OPERATING REPORT 2013

The principal activity of United Voice WA Branch, remains that of a Trade Union.

During the 2012/2013 financial year there was an increase in the number of staff employed. As a consequence the overall number of employees of the Union (full time, part time & casual) as at 30th June 2013 was 113 (2012: 110) and the total membership at that date was 22,622 (2012: 22,130).

The financial year ended with an operating deficit of \$71,924 (2012 surplus: \$557,062).

Assets

- There has been a decrease in the value of the cash & cash equivalents and prepayments held by the Branch. Depreciation has been applied to property, plant & equipment.

Liabilities

- Interest bearing liabilities have increased, due to the loan taken out for the premises at 54 Cheriton Street, Perth.
- Current payables have increased in relation to trade creditors and accrued annual leave expenses as at the end of the year. Overall current payables have reduced slightly in value.
- Current Leave Provisions have increased, yet overall leave provisions have reduced.

Equity

- The movement in equity is proportionate to the deficit for year ended 30 June 2013 of \$71,924.

Resignation of Membership

- As per the Fair Work (Registered Organisations) Act 2009 a member of the union may resign from membership by written notice or by electronic message to the Branch to which the member is attached. Resignation from membership of the union takes effect:
 - On the day on which the notice is received by the union
 - On the day specified in the notice
 - At the end of two (2) weeks after the notice is received by the union, whichever is later.
-

During 2012/2013 the union had two staff members who sat on the Board of a superannuation entity. They are:

- Robert Lewtas, Finance and Administration Manager, is a Director of the Government Employees Superannuation Board, Western Australia, which is an exempt public sector superannuation scheme.
- Kelly Shay, Assistant Branch Secretary, is a Director of H.E.S.T.A Australia Ltd which is a company that is a trustee of a superannuation fund.

The Executive of the union is also the Committee of Management. As at the 30th June 2013 the members of the committee of management were:

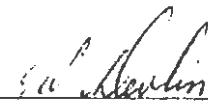
Office Held

DEVLIN, Georgina Wendy	Branch President
NUGENT, Matthew	Vice President
GATICA-LARA, Leo	Vice President
SMITH, Carolyn	Secretary
SHAY, Kelly	Assistant Secretary
O'DONNELL, Patrick	Assistant Secretary
BIDDLE, Angelita	Executive Member
BLAGDANIC, Jackie	Executive Member
DE GOIS, Phyllis	Executive Member
GOINDEN, Alain	Executive Member
GODFREY, Brian George	Executive Member
LUSH, Jenni	Executive Member
PRESCOTT-BROWN Kim	Executive Member
ROSE, Malcolm	Executive Member
WRIGHT, Brian	Executive Member

Signed on behalf of the Committee of Management

Signed at Perth this 28th day of November, 2013.


CAROLYN SMITH


GEORGINA WENDY DEVLIN

