



15 January 2019

Ms Carolyn Smith
WA Branch Secretary
United Voice - Western Australian Branch

By e-mail: carolyn.smith@unitedvoice.org.au

CC: Jarrad.Prue@bdo.com.au

Dear Ms Smith,

**United Voice - Western Australian Branch
Financial Report for the year ended 30 June 2018 - [FR2018/30]**

I acknowledge receipt of the financial report of the United Voice - Western Australian Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 17 December 2018. I also acknowledge receipt of page 46 and 47 of the reporting unit's financial statements which was lodged on 11 January 2019.

The financial report has now been filed.

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

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

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

General purpose financial report (GPFR)

Nil activities disclosures

Item 21 of the reporting guidelines (**RGs**) states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. I note that the notes of the financial statements include the following nil activity disclosures for which there was already an equivalent form of disclosure in the financial statements:

- "Receiving capitation fees from another reporting unit" is disclosed in both the Statement of Comprehensive Income and Note 3A; and
- "Receiving donations or grants" is disclosed in both the Statement of Comprehensive Income and Note 3D.

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

References to legislation and the ROC

Following the enactment of the *Fair Work (Registered Organisations) Amendment Act 2016*, the ROC is the new regulator for registered organisations, with effect from 1 May 2017. All references to the Fair Work Commission and General Manager must be changed to the Registered Organisations Commission and Commissioner except in relation to declaration (e)(vi) in the committee of management statement.

I note that item (e)(v) of the committee of management statement and note 19 of the financial statements refer to the General Manager instead of the Commissioner.

Key management personnel compensation – redaction of information

In the financial report, certain information disclosed in Note 12B, on page 40 and 41, has been redacted from the copy of the 2018 financial report by the ROC before publishing it on its website.

The Australian Accounting Standard *AASB 124 Related Party Disclosures* (paragraph 17) requires the disclosure of certain information relating to key management personnel compensation however, AASB 124 does not require a reporting entity to identify those individuals who meet the definition of key management personnel.

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

Auditor's report

Audit scope to include subsection 255(2A) report

A GPFR prepared under section 253 of the RO Act also includes the expenditure report required to be prepared under subsection 255(2A) as prescribed by RG 22.

The subsection 255(2A) report must be identified by title in the auditor's statement in accordance with paragraph 24(c) of Australian Auditing Standard *ASA 700 Forming an Opinion and Reporting on a Financial Report*.

A subsection 255(2A) report was included in the copy of the documents lodged with the ROC but the auditor did not refer to the statement in the auditor's report.

Please ensure in future years that the subsection 255(2A) report is audited before provided to members and lodged with the ROC.

Registered auditor's details

Item 29(b) of the RGs state that the auditor's statement must specify the registered auditor's name and registration number. The auditor's statement provided states the name of the registered auditor but not the registration number.

Please ensure that in future years the auditor's statement includes both the name and registration number of the registered auditor.

Operating report

Prescribed information in Operating report

Regulation 159(c) requires an operating report to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position. The ROC takes the words "at any time" to mean that all persons, whether they held their position for the full year or for part of the year, must be included.

I note that the name of Steven Ellis appeared in the previous year's operating report but did not appear in this year's operating report. There was no indication that Steven Ellis had resigned during, or at the end of, the previous year, and without any such indication the question arises whether their names have been inadvertently omitted.

In future years, please ensure that all persons are included and the periods for which they held their position are clearly indicated.

Reporting Requirements

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Kylie', written over a horizontal line.

Kylie Ngo
Financial Reporting Assistant
Registered Organisations Commission



14 December, 2018

Mr Mark Bielecki
Registered Organisations Commission

By email: regorgs@roc.gov.au

Dear Mr Bielecki

RE: WESTERN AUSTRALIAN BRANCH FINANCIAL REPORTS

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

The financial reports were sent to the Branch Executive on 14 November, 2018. The Executive resolved:

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

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

A full report was provided to the Committee of Management on 12th December, 2018 and was adopted. We enclose is a copy of the Branch Secretary's certificate.

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

Yours faithfully

JO-ANNE SCHOFIELD
NATIONAL SECRETARY

United Voice – WA Branch (Federal Union)

General Purpose Financial Statements *(Full Financial Report - Federal)*

As at 30 June 2018

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

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

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the year ended 30 June 2018

I, Carolyn Smith, being the Secretary of United Voice - WA Branch certify:

- that the set of documents lodged herewith with the Registered Organisations Commission is a copy of the full report for United Voice - WA Branch for the period ended 30 June 2018 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit by being posted to the Branch's website by 20th November 2018; and the notice about this posting was included in the Branch journal sent to members by the 7th of November 2018; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 12 December 2018 and was adopted in accordance with section s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated officer: Carolyn Smith

Title of prescribed designated officer: Branch Secretary

Dated: 12 December 2018



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Australia

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Report

Opinion

I have audited the financial report of United Voice WA Branch (Federal Union), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2018, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of United Voice WA Branch (Federal Union) as at 30 June 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

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

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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

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

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

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.



- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

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

Report on Other Legal and Regulatory Requirements

1. In accordance with the Reporting Guidelines for the purpose of Section 253, the following declarations are made in reference to the auditor:

- a) Is a registered company auditor and a director of BDO (WA) Pty Ltd
- b) Is a member of the Institute of Chartered Accountants Australia and New Zealand, and holds a current Public Practice Certificate.

2. Use of Going Concern Assumption

As part of our audit of the financial report, we have concluded that management's use of the going concern assumption as set out in Note 1.26 in the preparation of the financial statements is appropriate. Because not all future events or conditions can be predicted, this statement is not a guarantee as to the entity's ability to continue as a going concern.

BDO Audit (WA) Pty Ltd

A handwritten signature in blue ink that reads 'BDO' above 'J Prue'.

Jarrad Prue

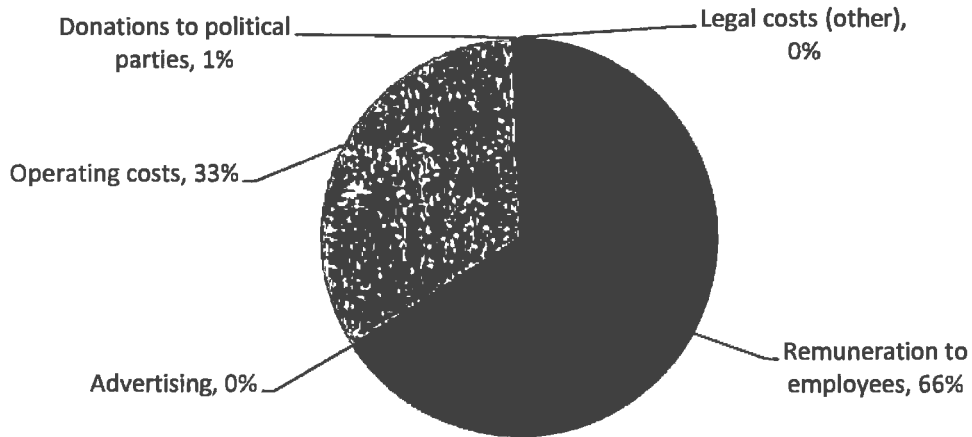
Director

Perth, 14 November 2018

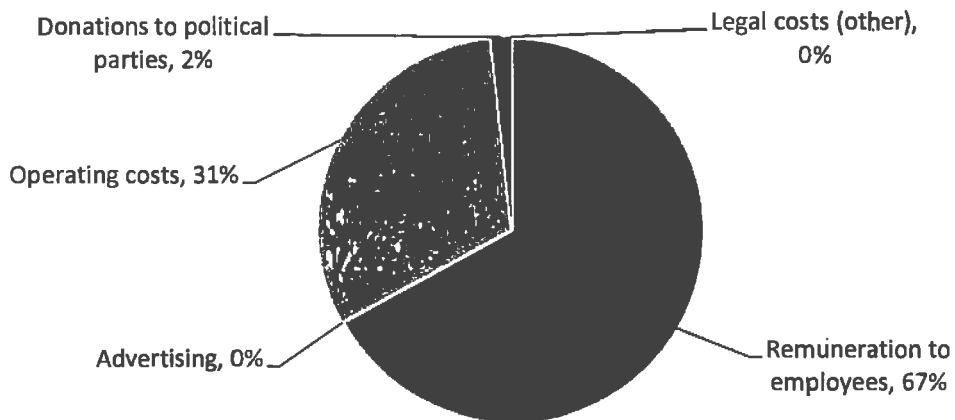
**UNITED VOICE - WA BRANCH
(FEDERAL UNION)**

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2018.

Categories of Expenditure 2018 (%)



Categories of Expenditure 2017 (%)



Signature of designated officer:

Name and title of designated officer: Carolyn Smith - Branch Secretary

Dated: 14 November 2018

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

OPERATING REPORT

for the period ended 30 June 2018

The committee presents its report on the reporting unit for the financial year ended 30 June 2018.

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

As per Section 254(2)(a) of the Fair Work (Registered Organisations) Act 2009, the principal activities of United Voice - WA Branch, for the reporting period were:

- Administration of the membership system.
- Representation of member, site or industry grievances, disputes and / or industrial matters.
- Provision to members of advice and support on legal and legislative matters.
- Provision of training to officials and members on industrial issues and dispute resolution.
- Communication to members through magazines, newsletters or journals.
- Implementation of the decisions of the Branch Executive and Branch Council.
- Implementation of the union's agenda, including strategic industry, site organizing projects or campaigns.

These activities have allowed members to bargain for better pay and conditions, job security, protection in individual and collective grievance procedures and gain a voice in their workplace, industries and community.

There has been no substantial change in the way services have been provided to members during the year.

Significant changes in financial affairs

There has been no significant change in the Branch's financial affairs during the year.

Right of members to resign

As per Section 254(2)(c) of 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.

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

As per Section 254(2)(d) of the Fair Work (Registered Organisations) Act 2009, during 2017-2018 the union had one staff member who sat on the Board of a superannuation entity:

- Government Employees Superannuation Board, Western Australia, an exempt public sector superannuation scheme:

1 July 2017 – 30 June 2018 Philippa Clarke, Research Officer

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

Number of members

As per Section 254(2)(f) and regulation 159(a) of the Fair Work (Registered Organisations) Act 2009 the total membership as at 30 June 18 was 17,314 (2017: 18,334).

Number of employees


As per Section 254(2)(f) and regulation 159(a) of the Fair Work (Registered Organisations) Act 2009 during the 2017/2018 financial year there was a decrease 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 2018 was 77 FTE (2017: 81 FTE).

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

As per regulation 159(c) of the Fair Work (Registered Organisations) Act 2009 the Executive of the union is also the Committee of Management. As at the 30th June 2018 the members of the Committee of Management were:

Name	Position	Period that positions were held	
NUGENT, Matthew	Branch President	01/07/2017	30/06/2018
PRESCOTT-BROWN, Kim	Vice President	01/07/2017	30/06/2018
MCCRAE, Naomi	Vice President	01/07/2017	30/06/2018
SMITH, Carolyn	Branch Secretary	01/07/2017	30/06/2018
LORD, Karma	Assistant Secretary	01/07/2017	30/06/2018
O'DONNELL, Patrick	Assistant Secretary	01/07/2017	30/06/2018
ROSE, Malcolm	Executive Member	01/07/2017	30/06/2018
DEGOIS, Phyllis	Executive Member	01/07/2017	30/06/2018
CLARKE, Judeth	Executive Member	01/07/2017	30/06/2018
RANASINGHE, Sunitha	Executive Member	01/07/2017	30/06/2018
GODFREY, Brian George	Executive Member	01/07/2017	30/06/2018
LUSH, Jennifer	Executive Member	01/07/2017	30/06/2018
BENJAMIN, Zaytoon	Executive Member	01/07/2017	30/06/2018
MCDADE, Wanita	Executive Member	01/07/2017	04/08/2017
TOMS, Sheridan	Executive Member	01/07/2017	30/06/2018
MANGAWEA, Siontuwu	Executive Member	01/07/2017	30/06/2018
SMALLWOOD, Hayden	Executive Member	01/07/2017	30/06/2018

Signature of designated officer



Name and title of designated officer: Carolyn Smith – Branch Secretary

Dated: 14th November 2018

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

COMMITTEE OF MANAGEMENT STATEMENT

for the period ended 30 June 2018

On the 14th of November 2018 the Committee of Management of United Voice - WA Branch passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2018.

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the 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 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.

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

Signature of designated officer:



Name and title of designated officer: Carolyn Smith - Branch Secretary

Dated:

14th November 2018

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

STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2018

	Notes	2018 \$	2017 \$
Revenue			
Membership subscription		10,229,017	10,764,712
Capitation (sustentation) fees	3A	0	0
Conferences		3,476	2,722
Levies		0	0
Interest	3B	27,337	38,902
Rental revenue	3C	179,369	194,104
Salary reimbursements		56,471	89,576
Sponsorships		27,000	45,454
Other revenue		18,380	19,470
Total revenue		10,541,050	11,154,940
Other Income			
Grants and donations	3D	0	400,000
Share of net profit from associate	6E	0	0
Net gains from sale of assets	3E	0	0
Collection of trade receivables written off		32,644	0
Total other income		32,644	400,000
Total income		10,573,694	11,554,940
Expenses			
Employee expenses	4A	8,091,314	7,506,489
Capitation (sustentation) fees	4B	1,141,492	1,171,825
Affiliation fees	4C	259,191	272,318
Administration expenses	4D	876,895	1,110,168
Grants and donations	4E	88,669	193,764
Depreciation and impairment	4F	1,547,666	503,372
Finance costs	4G	211,002	253,151
Legal costs	4H	4,767	7,015
Audit fees	13	30,646	30,419
Share of net loss from associate	6E	0	0
Write-down and impairment of financial assets	4I	0	150,325
Net loss from sale of assets	4J	21,663	2,392
Other expenses	4K	0	0
Total expenses		12,273,305	11,201,238
Profit / (loss) for the year		(1,699,611)	353,702
Other comprehensive income			
Items that will be subsequently reclassified to profit or loss:			
Net gain on available for sale investments that will not be subsequently reclassified to profit or loss		0	0
Gain / (loss) on revaluation of land and buildings		0	0
Total comprehensive income for the year		(1,699,611)	353,702

The above statement should be read in conjunction with the notes.

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

**STATEMENT OF FINANCIAL POSITION
As at 30 June 2018**

	Notes	2018 \$	2017 \$
ASSETS			
Current assets			
Cash and cash equivalents	5A	1,291,682	1,986,240
Trade and other receivables	5B	317,311	165,949
Inventories		0	6,229
Non-current assets held for sale	5C	115,558	115,558
Total current assets		1,724,551	2,273,976
Non-current assets			
Land and buildings	6A	7,963,559	8,245,282
Plant and equipment	6B	642,543	723,568
Investment Property	6C	2,474,213	3,626,169
Intangibles	6D	0	0
Investments in associates	6E	0	0
Other investments	6F	0	0
Other non-current receivables	6G	0	0
Total non-current assets		11,080,315	12,595,019
Total assets		12,804,866	14,868,995
LIABILITIES			
Current liabilities			
Trade payables	7A	13,756	0
Loans	7B	100,000	118,145
Other payables	7C	801,960	818,455
Employee provisions	8A	971,748	878,929
Total current liabilities		1,887,464	1,815,529
Non-current liabilities			
Employee provisions	8A	171,030	204,243
Loans	7B	3,326,838	3,730,078
Other financial liabilities		0	0
Total non-current liabilities		3,497,868	3,934,321
Total liabilities		5,385,332	5,749,850
NET ASSETS		7,419,534	9,119,145
EQUITY			
Total equity	9A	7,419,534	9,119,145

The above statement should be read in conjunction with the notes.

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

**STATEMENT OF CHANGES IN EQUITY
For the period ended 30 June 2018**

	Notes	Reserve Funds	Retained earnings	Total equity
		\$	\$	\$
Opening balance as at 1 July 2016		8,765,443	0	8,765,443
Profit or loss for the year		353,702	(353,702)	0
Other comprehensive income for the year		0	0	0
Net transfers to / (from) funds		0	353,702	353,702
Closing balance as at 30 June 2017		9,119,145	0	9,119,145
Profit or loss for the year		(1,699,611)	1,699,611	0
Other comprehensive income for the year		0	0	0
Net transfers to / (from) funds		0	(1,699,611)	(1,699,611)
Closing balance as at 30 June 2018	9A	7,419,534	0	7,419,534

The above statement should be read in conjunction with the notes.

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

CASH FLOW STATEMENT

For the period ended 30 June 2018

	Notes	2018 \$	2017 \$
OPERATING ACTIVITIES			
Cash received			
Receipts from members		11,302,267	11,903,493
Receipts from other reporting units	10B	663,512	682,093
Receipts from non-political donation		0	400,000
Interest received		27,337	38,902
Other		312,818	385,715
Cash used			
Payments to suppliers and employees		(10,324,796)	(10,221,213)
Interest paid		(210,029)	(253,151)
Payment to other reporting units	10B	(1,989,655)	(2,069,250)
Net cash from (used by) operating activities	10A	<u>(218,546)</u>	<u>866,589</u>
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment		152,273	143,936
Cash used			
Purchase of property, plant and equipment		(206,900)	(295,387)
Net cash from (used by) investing activities		<u>(54,627)</u>	<u>(151,451)</u>
FINANCING ACTIVITIES			
Cash received			
Proceeds from vendor financing		0	229,000
Proceeds from borrowings		0	0
Cash used			
Repayment of borrowings		(421,385)	(400,000)
Net cash from (used by) financing activities		<u>(421,385)</u>	<u>(171,000)</u>
Net increase (decrease) in cash held		(694,558)	544,138
Cash & cash equivalents at the beginning of the reporting period		1,986,240	1,442,102
Cash & cash equivalents at the end of the reporting period	5A	<u>1,291,682</u>	<u>1,986,240</u>

RECOVERY OF WAGES ACTIVITY

United Voice – WA Branch did not derive any revenue from undertaking recovery of wages activity during the reporting period.

The above statement should be read in conjunction with the notes.

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

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

Note 1 Summary of significant accounting policies

1.1 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 – WA 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.

1.2 Comparative amounts

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

1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

- Assets held for sale in Guilderton WA carried at cost (Note 5C, p31) \$115,558 (2017: \$115,558).
- Land and building carried at cost (Note 6A, p31) \$7,921,760 (2017: \$8,202,752) for Perth and \$41,800 (2017: \$42,530) for Bunbury.
- Investment property held at appraised market value in July 2018 (Note 6C, p33) \$2,474,213 (2017: 3,626,169).

The Branch intends to have these properties duly appraised / re-appraised for current market values in July 2020.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted in the reporting period that are inconsistent with those applied in the previous periods.

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

Future Australian Accounting Standards Requirements

A number of new standards, amendment of standards and interpretations have recently been issued but are not yet effective and have not been adopted by WA Branch as at the financial reporting date.

United Voice –WA Branch has reviewed these standards and interpretations, and with the exception of the items listed below for which the final impact is yet to be determined, none of the new or amended standards will significantly affect the Entity’s accounting policies, financial position or performance.

Reference and title	Summary	Application date of standard *	Application date for Entity *
AASB 9 <i>Financial Instruments</i>	AASB 9 (December 2014) is a new Principal standard which replaces AASB 139. This new Principal version includes a model for classification and measurement, a single, forward-looking ‘expected loss’ impairment model and a substantially-reformed approach to hedge accounting. Based on an initial impact assessment, the new standard is not expected to significantly impact revenue recognition.	1 January 2018	1 July 2018
AASB 15 <i>Revenue from Contracts with Customers</i>	AASB 15 provides a single, principles-based five-step model to be applied to all contracts with customers. Guidance is provided on topics such as the point at which revenue is recognised, accounting for variable consideration, costs of fulfilling and obtaining a contract and various related matters. New disclosures regarding revenue are also introduced. Based on an initial impact assessment, the new standard is not expected to significantly impact assessment of financial instruments.	1 January 2018	1 July 2018
AASB 16 <i>Leases</i>	This Standard introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligation to make lease payments.	1 January 2019	1 July 2019

* Designates the beginning of the applicable annual reporting period

1.5 Investment in associates and joint arrangements

WA Branch has not made any investment in an associate nor has it entered into any joint arrangement with any entity.

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1.6 Acquisition of assets and or liabilities that do not constitute a business combination

WA Branch has not engaged in any business activity itemised in a) to d) of RG12 s253 of the RO Act.

1.7 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. The Branch did not sell goods except for Union uniforms, etc. such items, predominantly to staff.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

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

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

1.8 Government grants

United Voice – WA Branch did not receive any government grant during the reporting period.

1.9 Gains

Sale of assets

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

1.10 Capitation (sustentation) fees and levies

WA Branch has not derived any income from capitation (sustentation) fees and levies during the reporting period.

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1.11 Employee benefits

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

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

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

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

All branches of United Voice have been implementing a national integration of the membership software system. Consequently, administrative staff redundancies had to happen in the reporting period. As WA Branch is yet to be fully transitioned, a provision for redundancy has been identified and provided for in the next reporting period, only for the purpose.

1.12 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

The Branch has not made any finance nor operating lease payments in the reporting period.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

Refer to note 3C for rental revenue earned by WA Branch during the reporting period.

1.13 Borrowing costs

All borrowing costs are recognised in profit and loss in the period in which they are incurred unless they are attributable to a qualifying asset. These costs are then capitalised. No qualifying asset has been identified in the reporting period.

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1.14 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. No overdraft arrangement was entered into over the reporting period.

1.15 Financial (instruments) assets and liabilities

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

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

1.16 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. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Fair value through profit or loss

Financial assets are classified at fair value through profit or loss when the financial asset is either held for trading or it is designated at fair value through profit or loss.

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in

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accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or

- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on re-measurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

Held-to-maturity investments

WA Branch did not have any financial investments that were held-to-maturity during the reporting period.

Available-for-sale

WA Branch did not have any financial investments that were available for sale during the reporting period.

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.

WA Branch holds financial assets only in loans and receivables.

Effective interest method

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

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

Impairment of financial assets

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

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a

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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.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

Derecognition of financial assets

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

No financial asset has been derecognised by the Branch.

1.17 Financial liabilities

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

Fair value through profit or loss

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

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A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on re-measurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

No financial liability has been classified as at fair value through profit or loss by the Branch.

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

A financial liability is derecognised when, and only when, the 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.

No financial liability has been derecognised by the Branch.

1.18 Contingent liabilities and contingent assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in

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respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

1.19 Land, buildings, plant and equipment

Asset recognition threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations - land and buildings

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

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

Land and buildings are being held at cost.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting period, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	Depreciation rate
Buildings	2 to 5%
Plant and equipment	15 to 20%
Motor Vehicles	10%

Derecognition

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

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1.20 Investment property

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties have been evaluated twice and depreciated over their useful lives (see also Note 1.3 above). The Branch applied a depreciation rate of 2.875%.

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

No investment property has been derecognized.

1.21 Intangibles

Intangible assets with finite lives that are acquired separately are carried at cost less accumulated amortisation and accumulated impairment losses. Amortisation is recognised on a straight-line basis over their estimated useful life. The estimated useful lives and amortisation method are reviewed at the end of each reporting period, with the effect of any changes in estimate being accounted for on a prospective basis. Intangible assets with indefinite useful lives that are acquired separately are carried at cost less accumulated impairment losses.

No intangible asset has been recognised by the Branch.

Derecognition

An intangible asset is derecognised on disposal, or when no future economic benefits are expected from use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset are recognised in profit and loss when the asset is derecognised.

1.22 Impairment for non-financial assets

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

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

The Branch carries its non-financial assets at cost.

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1.23 Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the non-current asset is available for immediate sale in its present condition. Management must be committed to the sale, which should be expected to qualify for recognition as a completed sale within one year from the date of classification.

The Branch carries its non-current assets held for sale at cost.

1.24 Taxation

United Voice - WA Branch 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; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

1.25 Fair value measurement

Fair value measures financial instruments such as, financial asset at fair value through the profit and loss and available for sale financial assets at fair value at each balance date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 16A.

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

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

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

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and

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best use or by selling it to another market participant that would use the asset in its highest and best use.

The Branch uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained.

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.

1.26 Going concern

United Voice – WA Branch has not been reliant on an agreed financial support of any entity to continue on a going concern basis.

United Voice – WA Branch (Federal Union) has been providing United Voice Legal – WA (State Union) with financial support and will continue to do so in the years to come. Some administrative operations of the State Union are being provided by the Federal Union and these costs are being invoiced accordingly on a monthly basis.

1.27 Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements.

Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

- Estimation of useful lives of assets

WA Branch's management determines the estimated useful lives and related depreciation charges for its property, plant and equipment. The useful lives could change significantly as a result of use or some other event. Management will increase the depreciation charge where useful lives are less than previously estimated lives, or it will write off assets that have been abandoned or sold.

- Long service leave provision

As presented in note 8A, the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date.

- Provision for impairment of receivables

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The provision for impairment of receivables assessment requires a degree of estimation and judgement. The level of provision is assessed by taking into account the recent sales experience, the ageing of receivables, historical collection rates and specific knowledge of the individual debtors' financial position and investment property.

Note 2 Events after the reporting period

As at the signing of this report, there is no other known subsequent event that would materially affect the reporting period.

Note 3 Income

Note 3A: Capitation (sustentation) fees

WA Branch does not charge any capitation (sustentation) fees and no financial support was required from related branches.

	2018	2017
	\$	\$
Note 3B: Interest		
Deposits	27,337	29,609
Vendor finance	0	9,293
Total interest	27,337	38,902

Note 3C: Rental revenue

Level 3 Cheriton St. building – Me Bank	104,173	142,778
Level 3 Cheriton St. building – Host Plus	12,437	2,333
Car park – Cheriton St.	39,374	28,466
Other – Cheriton St.	16,915	14,862
Guilderton holiday home accommodation	6,470	5,665
Total rental revenue	179,369	194,104

Me Bank has a lease contract with WA Branch for a 7 year term commencing 1 January 2014 with an option to renew for another 3 years. The leased area of 339.6sqm is part of level 3, at 54 Cheriton St building in Perth for \$131,670pa rental, subject to an initial 10 month rent free incentive and annual review every January. This last review reduced the contract amount.

Host Plus has a lease contract with WA Branch for a 3 year term commencing 1 May 2017 with an option to renew for another 3 years. The leased area of 120sqm is part of level 3, at 54 Cheriton St building in Perth for \$24,000pa rental, subject to \$30,000 fit-out cost reimbursement as rent incentive and annual review every May.

There have been short-term and or casual rentals received during the year.

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	2018	2017
	\$	\$
Note 3D: Grants and donations		
Grants	0	0
Donations – political	0	0
Donations – other receipts	0	400,000
Total grants or donations	0	400,000
 Note 3E: Net gains from sale of assets		
Land and buildings	0	0
Motor Vehicle	0	0
Intangibles	0	0
Total net gain from sale of assets	0	0

Motor vehicles that were sold in the current year resulted in net loss and classified as such below in note 4J.

Note 3F: Collection of trade receivables written off

In conjunction with note 5B Trade and Other Receivables, trade receivables from other reporting unit - WA Branch of United Voice (State Union) reduced by \$32,644 in 2018 from 2017 when 100% of the receivables was deemed impaired and written off.

Note 4 Expenses

Note 4A: Employee expenses

Employees who are office holders:

Wages and salaries	406,928	306,858
Leave and other entitlements	78,522	60,188
Separation and redundancies	0	0
Superannuation, payroll tax and insurances	107,391	73,681
Other employee expenses	46,247	26,965
Subtotal employee expenses holders of office	639,088	467,692

Employees other than office holders:

Wages and salaries	4,650,696	4,539,850
Leave and other entitlements	1,088,380	1,106,714
Separation and redundancies	230,169	12,478
Superannuation, payroll tax and insurances	1,267,682	1,116,093
Indirect employee expenses	215,299	263,662
Subtotal employee expenses employees other than office holders	7,452,226	7,038,797
Total employee expenses	8,091,314	7,506,489

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	2018	2017
	\$	\$
Note 4B: Capitation (sustentation) fees		
United Voice – National Council	<u>1,141,492</u>	<u>1,171,825</u>
Total capitation(sustentation) fees	<u>1,141,492</u>	<u>1,171,825</u>
Note 4C: Affiliation fees		
Australian Labor Party	142,357	147,029
Unions WA	<u>116,834</u>	<u>125,289</u>
Total affiliation fees	<u>259,191</u>	<u>272,318</u>
Note 4D: Administration expenses		
Advertising, publications and subscriptions	16,519	49,866
Consideration to employers for payroll deductions	5,834	6,751
Campaigns (other than compulsory levies)	22,059	233,354
Compulsory levies	0	0
Fees/allowances - meeting and conferences	22,571	16,809
Conference and meeting expenses	105,040	86,888
Contractors/consultants/professional fees	3,840	1,530
Property expenses	366,513	368,015
Office expenses	271,105	289,566
Information communications technology	52,384	45,139
Member services	11,030	12,250
Other	<u>0</u>	<u>0</u>
Operating lease rentals:		
Minimum lease payments	<u>0</u>	<u>0</u>
Total administration expenses	<u>876,895</u>	<u>1,110,168</u>
Note 4E: Grants and donations		
Grants:		
Total paid that were \$1,000 or less	0	0
Total paid that exceeded \$1,000	0	0
Donations:		
Total paid that exceeded \$1,000	86,660	192,900
Total paid that were \$1,000 or less	<u>2,009</u>	<u>864</u>
Total grants or donations	<u>88,669</u>	<u>193,764</u>

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	2018	2017
	\$	\$
Note 4F: Depreciation and impairments		
Depreciation		
Land & buildings	281,723	125,170
Chattels, plant and equipment	111,987	249,615
Property held for sale	0	0
Property held for lease	128,587	128,587
Total depreciation	524,297	503,372
Impairment – property held for lease	1,023,369	0
Intangibles	0	0
Total impairments	1,023,369	0
Total depreciation and impairments	1,547,666	503,372

A valuation of the properties for lease was as at 9 July 2018 has further reduced the market valuation in October 2016 by \$1,023,369 or 23% of the booked building cost.

Note 4G: Finance costs

Finance leases	0	0
Overdrafts/loans (including bank charges)	211,002	253,151
Total finance costs	211,002	253,151

Note 4H: Legal costs

Litigation	0	0
Arbitration	0	0
Other legal matter	4,767	7,015
Total legal costs	4,767	7,015

Note 4I: Write-down and impairment of financial assets

In 2018 no additional impairment was taken up (2017 – \$150,325) of WA Branch of United Voice (State Union) trade debtors; instead the amount referred to in Note 3F was written-up.

Note 4J: Net losses from sale of assets

The net loss from sale of motor vehicles in 2017-18 increased to 21,663 (2016-17 - \$2,392). Vehicles sold in the reporting period (18 units) was three more than that for the previous period.

Note 4K: Other expenses

Penalties - via RO Act or RO Regulations	0	0
Total other expenses	0	0

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	2018	2017
	\$	\$
Note 5 Current assets		
Note 5A: Cash and cash equivalents		
Cash at bank	1,288,682	1,983,240
Cash on hand	3,000	3,000
Short term deposits	0	0
Other	0	0
Total cash and cash equivalents	1,291,682	1,986,240
Note 5B: Trade and other receivables		
Receivables from other reporting units		
WA Branch of United Voice (State Union)	425,117	464,810
United Voice National Council	28,918	3,958
Total receivables from other reporting units	454,035	468,768
Less provision for doubtful debts		
WA Branch of United Voice (State Union)	(425,117)	(454,761)
Total provision for doubtful debts	(425,117)	(454,761)
Receivable from other reporting units	28,918	14,007
Other receivables:		
GST receivable from the Australian Taxation Office	0	0
Trade receivables	7,899	11,798
Accrued income receivable	0	1,790
Property rent receivable	0	3,933
Prepaid and other expenses	280,494	134,421
Total other receivables	288,393	151,942
Total trade and other receivables	317,311	165,949
Note 5C: Non-current assets held for sale		
Assets Held for Sale		
Lot 100 Dhu St, Guilderton		
Land at cost	37,129	37,129
Buildings at cost	131,542	131,542
Accumulated depreciation	(60,239)	(60,239)
Subtotal assets held for sale Guilderton	108,432	108,432
Chattels Lot 100 Dhu St, Guilderton		
Cost	24,507	24,507
Accumulated depreciation	(17,381)	(17,381)
Subtotal chattels held for sale Guilderton	7,126	7,126
Total assets held for sale	115,558	115,558

**UNITED VOICE - WA BRANCH
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	2018	2017
	\$	\$
Note 6 Non-current assets		
Note 6A: Land and buildings		
54 Cheriton St Perth:		
Land at cost	2,645,567	2,645,567
Building at cost	4,974,174	4,974,174
Fit out at cost	1,566,375	1,566,375
Accumulated Depreciation	<u>(1,264,357)</u>	<u>(983,364)</u>
Subtotal land and building Perth	<u>7,921,760</u>	<u>8,202,752</u>
U2 101 Spencer St Bunbury:		
Land at cost	20,000	20,000
Building at cost	36,543	36,543
Accumulated Depreciation	<u>(14,743)</u>	<u>(14,013)</u>
Subtotal land and buildings Bunbury	<u>41,800</u>	<u>42,530</u>
Total land and buildings	<u>7,963,559</u>	<u>8,245,282</u>

Reconciliation of the opening and closing balances of land and buildings

As at 1 July		
Gross book value - at cost	9,242,659	9,242,659
Accumulated depreciation and impairment	<u>(997,378)</u>	<u>(715,569)</u>
Net book value 1 July	8,245,282	8,527,090
Additions:		
By purchase	0	0
From acquisition of entities (including restructuring)	0	0
Revaluations	0	0
Impairments	0	0
Depreciation expense	(281,722)	(281,808)
Disposals:		
From disposal of entities (including restructuring)	0	0
Other	0	0
Net book value 30 June	<u>7,963,559</u>	<u>8,245,282</u>
Net book value as of 30 June represented by:		
Gross book value	9,242,659	8,808,696
Accumulated depreciation and impairment	<u>(1,279,100)</u>	<u>(563,414)</u>
Net book value 30 June	<u>7,963,559</u>	<u>8,245,282</u>

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	2018	2017
	\$	\$
Note 6B: Plant and equipment		
Plant and equipment:		
Chattels U2 101 Spencer St Bunbury:		
Cost	34,105	32,298
Accumulated Depreciation	(32,461)	(29,813)
Subtotal chattels Bunbury	1,644	2,485
Furniture and fittings Cheriton St Perth:		
Cost	5,825	4,195
Accumulated Depreciation	(2,067)	(1,230)
Subtotal furniture and fittings Perth	3,758	2,965
Office Equipment Cheriton St Perth		
Cost	202,442	152,844
Accumulated Depreciation	(120,271)	(86,419)
Subtotal office equipment Perth	82,171	66,425
Motor vehicles		
Cost	690,296	791,019
Accumulated Depreciation	(135,326)	(139,326)
Subtotal motor vehicles	554,970	651,693
Total plant and equipment	642,543	723,568

Reconciliation of the opening and closing balances of plant and equipment

As at 1 July		
Gross book value	980,357	926,450
Accumulated depreciation and impairment	(256,791)	(231,754)
Net book value 1 July	723,566	694,696
Additions:		
By purchase	206,899	295,388
From acquisition of entities (including restructuring)	0	0
Impairments	0	0
Depreciation expense	(33,336)	(54,849)
Other movement	0	0
Disposals:		
From disposal of entities (including restructuring)		0
Sale of Plant and Equipment	(254,586)	(211,667)
Other		0
Net book value 30 June	642,543	723,568
Net book value as of 30 June represented by:		
Gross book value	932,669	980,357
Accumulated depreciation and impairment	(290,126)	(256,789)
Net book value 30 June	642,543	723,568

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	2018	2017
	\$	\$
Note 6C: Investment property		
Property available for lease 54 Cheriton St Perth		
Gross book value allocation	4,472,584	4,472,584
Accumulated depreciation	(610,787)	(482,200)
Provision for Impairment	(1,387,584)	(364,214)
Net book value 30 June	2,474,213	3,626,169

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

In compliance with AASB 140, the downward trend in all property markets indicated impairment. An independent valuation made in October 2016 resulted in the recognition of an estimated decrease in the investment property's carrying amount by \$364,214 for 2015-16 reporting period. Another valuation was held in July 2018 significantly decreased the value by \$1,023,370.

Rental income earned and received from the investment property during the year was \$179,369 (2017: \$194,104).

Note 6D: Intangibles

WA Branch has not taken up any intangible asset during the reporting period.

Note 6E: Investments in associates

WA Branch has not acquired any investment in an associated entity.

Note 6F: Other investments

WA Branch did not acquire any other investment in the reporting period.

Note 6G: Other non-current receivables

Prepayments	0	0
Other current receivables	0	0
Total other non-current receivables	0	0

Note 7 Liabilities

Note 7A: Trade payables

Trade creditors	13,756	0
Operating lease rentals	0	0
Subtotal trade creditors	13,756	0
Payables to other reporting unit	0	0
Total trade payables	13,756	0

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	2018	2017
	\$	\$
Note 7B: Loans		
Current liability - loans		
Cheriton St building loan	0	18,145
Motor vehicle unsecured loan – United Voice Victoria Branch	100,000	100,000
Subtotal current liability - loans	100,000	118,145
Non-current liabilities - loans		
Cheriton St building loan	3,162,405	3,456,646
Motor vehicle unsecured loan – United Voice Victoria Branch	164,433	264,432
Subtotal non-current liabilities - loans	3,326,838	3,730,078
Total loans	3,426,838	3,848,223

WA Branch has a loan from the Victoria Branch of United Voice for a maximum of \$715k for the purpose of purchasing staff motor vehicles. The loan was for a period of 2 years and commenced on the 6th of July 2007, repayable in two years from the drawdown date. The current loan term variation is reduction of the outstanding principal by \$100k per annum payable in monthly instalments of \$8,333 per month commencing January 2016. There is no change of interest terms - being calculated at the agreed rate monthly in arrears. A rate of 7.5% is applicable on loans redrawn prior to November 2007; 8% from 1 November 2007 and 6% on loans redrawn from 10 June 2012. From July 2018 Victoria Branch has reduced interest rate to 4.34% for both tranches.

The Branch has another loan from RedZed Lending Solutions (Me Bank) for the purchase of land at Lots 42 & 46 Cheriton Street, Perth. This loan was consolidated with a loan for the construction of the building at Cheriton Street. The term of the loan varied to a period of 20 years commencing 14 March 2014. Repayments are made monthly and are interest only for two years – effective 1 July 2014 to 1 July 2016, re-extended to 1 July 2019.

The interest rate applicable as at 30 June 2018 was 5.15% (2017: 4.7%).

Note 7C: Other payables

Wages and salaries accrual	0	0
Superannuation	0	0
Consideration to employers for payroll deductions	0	0
Legal costs	0	0
GST payable	217,366	233,419
Accrued expenses – other reporting units:		
United Voice - National Office Capitation (Sustentation)	293,717	261,079
Accrued expenses – other	58,854	45,547
Deferred revenue	232,023	278,410
Total other payables	801,960	818,455

Total other payables are expected to be settled in:

No more than 12 months	801,960	818,455
More than 12 months	0	0
Total other payables	801,960	818,455

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	2018	2017
	\$	\$
Note 8 Provisions		
Note 8A: Employee provisions		
Office Holders:		
Annual leave	76,734	43,794
Long service leave	96,244	163,621
Separations and redundancies	0	0
Other	0	0
Subtotal employee provisions—office holders	172,978	207,415
Employees other than office holders:		
Annual leave	516,302	528,772
Long service leave	389,998	346,985
Separations and redundancies	63,500	0
Other	0	0
Subtotal employee provisions—employees other than office holders	969,800	875,757
Total employee provisions	1,142,778	1,083,172
 Current liability – employee provisions		
Annual leave	593,036	572,566
Long service leave	315,212	306,363
Redundancy	63,500	0
Subtotal current liability - employee provisions	971,748	878,929
 Non-current liability - employee provisions	171,030	204,243
Total employee provisions	1,142,778	1,083,172
 Note 9 Equity		
Note 9A: Reserve funds		
<i>General fund</i>		
Balance as at start of year	9,119,145	8,745,568
Transfer to general fund	0	373,577
Transferred from general fund	(1,699,611)	0
Balance as at end of year	7,419,534	9,119,145
<i>Election fund</i>		
Balance as at start of year	0	19,875
Transfer to election fund	0	0
Transfer from election fund	0	(19,875)
Balance as at end of year	0	0
Total equity as at start of year	9,119,145	8,765,443
Net transfers to / (from) funds	(1,699,611)	353,702
Total equity as at end of year	7,419,534	9,119,145

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	2018	2017
	\$	\$

Note 10 Cash flow

Note 10A: Cash flow reconciliation

Reconciliation of cash and cash equivalents as per Statement of Financial Position to Cash Flow Statement:

Cash and cash equivalents per Cash Flow Statement	1,291,682	1,986,240
Statement of Financial Position	1,291,682	1,986,240
Difference	0	0

Reconciliation of profit/(deficit) to net cash from operating activities:

Profit/(deficit) for the year	(1,699,611)	353,702
Adjustments for non-cash items		
Depreciation/amortisation	524,297	503,372
Net (gain) / loss on disposal of assets	21,663	2,392
Fair value movement in investment property	1,023,369	0
Write down of financial assets	0	150,325
Changes in assets/liabilities		
(Increase)/decrease in merchandise	6,229	(3,799)
(Increase)/decrease in vendor finance	0	0
(Increase)/decrease in prepayments	(143,338)	24,018
(Increase)/decrease in other receivables	(8,024)	(7,015)
Increase/(decrease) in supplier payables	13,757	0
Increase/(decrease) in deferred revenue	(46,387)	(56,029)
Increase/(decrease) in other payables	29,892	(76,003)
Increase/(decrease) in employee provisions	59,607	(24,374)
Net cash from (used by) operating activities	(218,546)	866,589

Note 10B: Cash flow information – associated and other reporting entities

Cash inflows

WA Branch of United Voice (State Union)	611,559	536,789
United Voice National Office	51,267	144,002
United Voice NSW Branch	0	1,302
United Voice Victoria Branch	686	0
Total cash inflows	663,512	682,093

Cash outflows

WA Branch of United Voice (State Union)	571,865	590,649
United Voice National Office	1,296,513	1,347,614
United Voice Victoria Branch	121,085	129,108
United Voice – Queensland Branch	192	1,879
Total cash outflows	1,989,655	2,069,250

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	2018	2017
	\$	\$
Note 11 Contingent liabilities, assets and commitments		
Note 11A: Commitments and Contingencies		
Operating lease commitments—as lessor		
Future minimum rentals receivable under non-cancellable operating leases as at 30 June are:		
Within one year	151,646	151,646
After one year but not more than five years	207,390	359,996
After five years	0	0
Total	359,576	511,642

Capital commitments

At 30 June 2018 the Branch does not have any budgeted capital commitment.

Credit Stand-By Arrangements

WA Branch had migrated from Commonwealth Bank to Westpac Bank for its operational banking requirements. No overdraft facility has been entered into with the current banker.

The branch has no capital commitments.

At the date of signing this report there is no known contingent liability that would have a material effect on the presentation of the annual financial statements

Note 12 Related party disclosures

Note 12A: Related party transactions for the reporting period

The list of the Committee of Management members of United Voice – WA Branch is detailed in the last section of the Operating Report. Payments were or will be made for items in Note 12B below. The Branch’s Related Party Register did not contain any other transaction with a related current or former related party.

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

Revenue received from the following parties include:

There has not been any revenue received from a related party.

Expense reimbursements received from related parties (ex GST):

WA Branch of United Voice (State Union)	596,055	526,782
United Voice – NSW Branch	0	1,245
United Voice – National Office	46,606	130,911
United Voice – Victoria Branch	624	0

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	2018	2017
	\$	\$
Expenses paid to related parties (ex GST)		
United Voice – National Office		
Sustentation	1,199,463	1,182,016
Other expense recoveries	20,276	3,088
United Voice Victoria Branch	21,084	129,108
United Voice Queensland Branch	175	0
Amounts owed by the following related parties (incl GST)		
WA Branch of United Voice (State Union)	571,866	464,810
United Voice National Council	0	3,958
Amounts owed to the following related parties:		
United Voice National Council – accrued sustentation (incl GST)	323,089	287,187
United Voice Victoria Branch – motor vehicle loan	264,433	354,433

Assets transferred from/to the following related parties:

No asset was transferred to/from any related party in the reporting period.

Terms and conditions of transactions with related parties

The sales to and purchases from related parties are made on terms equivalent to those that prevail at arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. No guarantee was provided or received for any related party receivables or payables other than that for WA Branch of United Voice (State Union) as in Note 4I. This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

Note 12B: Key Management Personnel Remuneration for the Reporting Period

The top four key management personnel of the Branch are enumerated below and the value of the motor vehicle assigned to each one averages no more than \$15k per vehicle.

- Carolyn Smith - Branch Secretary (no vehicle)
- Karma Lord - Assistant Branch Secretary (with vehicle)
- Patrick O'Donnell - Assistant Branch Secretary (with vehicle)
- Naomi McCrae – Director Industrial / Vice President of the COM (with vehicle)

Key management salary benefits 2017-18

Short-term employee benefits:	Total				
Salaries:					
Salaries	406,930				
Leave and other entitlements	78,520				
Separation and redundancies	0				
Super, payroll tax & insurances	107,391				
Indirect employee expenses (share of)	44,959				
Subtotal salaries	637,800				

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Other short-term benefits:	Total				
Accrued annual leave	76,735				
Accrued long-service leave	96,244				
Subtotal other short-term benefits	172,979				
Total key management short-term salary benefits	810,779				
Other long-term benefits:					
Accrued annual leave	0				
Accrued long-service leave	0				
Post-employment benefits:					
Superannuation	0				
Subtotal other long-term salary benefits	0				
Total key management salary benefits	810,779				

Key management salary benefits 2016-17

Short-term employee benefits:	Total				
Salaries:					
Salaries	413,792				
Leave and other entitlements	70,307				
Separation and redundancies	0				
Super, payroll tax & insurances	97,178				
Indirect employee expenses (share of)	35,517				
Subtotal salaries	616,794				
Other short-term benefits:					
Accrued annual leave	65,888				
Other Accrued long-service leave	73,813				
Subtotal other short-term benefits	139,701				
Total key management short-term salary benefits	756,495				
Other long-term benefits:					
Accrued annual leave	0				
Accrued long-service leave	89,808				
Post-employment benefits:					
Superannuation	0				
Subtotal other long-term salary benefits	89,808				
Total key management salary benefits	846,303				

The Branch does not offer employees any defined benefit scheme post-termination of employment.

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Note 12C: Transactions with key management personnel and their close family members

No loan to/from its key management personnel occurred during the reporting period.

The Branch did not have any other transaction with its key management personnel and their close family members 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.

	2018	2017
	\$	\$

Note 13 Remuneration of Auditors

Value of the services provided

Financial statement audit services	30,646	30,419
Other services	0	0
Total remuneration of auditors	30,646	30,419

The auditors of United Voice – WA Branch did not provide any other service to the branch than those related to audit services.

Note 14 Financial instruments

WA Branch'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 its financial performance. 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'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:

Note 14A: Categories of financial instruments

Financial assets

Cash and receivables:

Cash – floating interest rate	1,291,682	1,986,240
Receivables – interest bearing	0	0
Receivables – non-interest bearing	10,633	15,731
Carrying amount of financial assets	1,302,315	2,001,971

Financial liabilities

Other financial liabilities:

Payables – non-interest bearing	13,756	0
Business loan – interest bearing	3,162,405	3,483,790
Motor vehicle loan – interest bearing	264,433	364,433
Carrying amount of financial liabilities	3,440,594	3,848,223

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	2018	2017
	\$	\$
Financial liabilities		
Other financial liabilities:		
Payables – non-interest bearing	13,756	0
Business loan – interest bearing	3,162,405	3,483,790
Motor vehicle loan – interest bearing	264,433	364,433
Carrying amount of financial liabilities	3,440,594	3,848,223

Note 14B: Net income and expense from financial assets

Cash and receivables		
Interest revenue	27,337	38,902
Exchange gains/(loss)	0	0
Impairment	0	0
Gain/(loss) on disposal	0	0
Net gain/(loss) from cash and receivables	27,337	38,902
Available for sale	0	0
Fair value through profit and loss	0	0
Net gain/(loss) from financial assets	27,337	38,902

Note 14C: Net income and expense from financial liabilities

Other financial liabilities:		
Change in fair value	0	0
Interest expense	172,242	198,240
Total designated as fair value through profit and loss	0	0
Net gain/(loss) other financial liabilities	172,242	198,240
Net gain/(loss) from financial liabilities	172,242	198,240

Note 14D: Credit risk

The following table illustrates the entity's gross exposure to credit risk, excluding any collateral or credit enhancements.

Financial assets		
Cash	1,291,682	1,986,240
Receivables	10,633	15,731
Total financial assets	1,302,315	2,001,971

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.

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The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets as summarised above. The receivables balance includes two private organisations which do not have a formal credit rating.

As at 30 June 2018 current trade receivables with a nominal value of \$454,035 (\$425,117 deemed impaired) was past due. As at 30 June 2017 current trade receivables with a nominal value of \$468,768 (\$454,761 deemed impaired) was past due.

Note 14E: Liquidity risk

WA Branch manages liquidity risk by monitoring forecast and actual cash flows. Surplus funds are generally only deposited in savings accounts with high interest rate.

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

Contractual maturities for financial liabilities 2018

	On Demand	< 1 year \$	1– 2 years \$	>3 years \$	Carrying Amount \$
Payables	0	13,756	0	0	13,756
Business Loan	0	366,874	733,748	4,341,343	5,441,966
Motor Vehicle Loan	0	109,190	169,765	0	278,955
Total maturities for financial liabilities	0	489,281	903,513	4,341,343	5,734,677

Maturities for financial liabilities 2017

	On Demand	< 1 year \$	1– 2 years \$	>3 years \$	Carrying Amount \$
Payables	0	0	0	0	0
Business Loan	0	3,633,622	0	0	3,633,622
Motor Vehicle Loan	0	120,982	113,102	172,336	406,419
Total maturities for financial liabilities	0	3,754,604	113,102	172,336	4,040,041

Note 14F: Market risk

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

	Weighted average interest rates	Floating interest rate	Fixed interest	Non-interest bearing	Total
As at 30 June 2018					
(i) Financial assets					
Cash	1.5%	1,291,682	0	0	1,291,682
Receivables	0%	0	0	10,633	10,633
Total financial assets		1,291,682	0	15,731	1,302,315

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	Weighted average interest rates	Floating interest rate	Fixed interest	Non- interest bearing	Total
(ii) Financial liabilities					
Payables		0	0	13,756	13,756
Business loans	5.15%	3,162,405	0	0	3,162,405
Motor Vehicle Loan	4.34%	0	264,433	0	264,433
Total financial liabilities		3,162,406	264,433	13,756	3,440,594

	Weighted average interest rates	Floating interest rate	Fixed interest	Non- interest bearing	Total
As at 30 June 2017					
(i) Financial assets					
Cash	1.5%	1,986,240	0	0	1,986,240
Receivables	0%	0	0	15,731	15,731
Total financial assets		1,986,240	0	15,731	2,001,971

(ii) Financial liabilities					
Payables		0	0	0	0
Business loan	4.7%	3,483,791	0	0	3,483,791
Motor Vehicle Loan	8.00%	0	139,110	0	139,110
Motor Vehicle Loan	6.00%	0	225,322	0	225,322
Total financial liabilities		3,483,791	364,432	0	3,848,223

Sensitivity analysis of the risk that the entity is exposed to for 2018

30 June 2018	Carrying Amount	Interest Rate Risk	
		+100/-100 bps	
		Profit	(Profit)
	\$	\$	\$
Financial Assets			
Cash and cash equivalents	1,291,682	12,916	(12,916)
Financial Liabilities			
Business loans	(3,440,594)	(34,405)	34,405
Total increase/ (decrease)	(2,148,912)	(21,489)	21,489

30 June 2017	Carrying Amount	Interest Rate Risk	
		+100/-100 bps	
		Profit	(Profit)
	\$	\$	\$
Financial Assets			
Cash and cash equivalents	1,986,240	19,862	(19,862)
Financial Liabilities			
Business loans	(3,848,223)	(38,482)	38,482
Total increase/ (decrease)	(1,861,983)	(18,620)	18,620

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Note 14G: Asset pledged/or held as collateral

As at the end of 30 June 2018, the property at Cheriton St. and Guilderton have been pledged as collateral against the building loan for Cheriton St.

Note 15 Fair value measurements

The net fair value of assets and liabilities approximate their carrying values except for investment property. The fair value is disclosed in Note 6C. No financial asset and financial liability 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.

Note 15A: Financial assets and liabilities

Management of the reporting unit assessed that cash, trade receivables, trade payables, and other current liabilities approximate their carrying amounts largely due to the short term maturities of these instruments.

The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values for borrowings:

- Fair values of the reporting unit's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The own performance risk as at 30 June 2018 was assessed to be insignificant.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the Group based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at 30 June, the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

Note 15B: Fair value hierarchy

Not applicable to United Voice – WA Branch.

Note 16: Business combinations -subsidiaries acquired

United Voice – WA Branch does not have acquired subsidiaries.

Note 17: Segment reporting

United Voice – WA Branch operates predominantly in one business and geographical segment in its capacity to provide services to its members throughout Western Australia.

Note 18 Administration of financial affairs by a third party

United Voice – WA Branch's financial affairs has not been administered by another entity.

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

Note 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, as follows:

Information to be provided to members or General Manager:

- (1) A member of United Voice – WA Branch or the General Manager, may apply to the Branch 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 Branch.
- (3) with an application made under subsection (1).

Note 20 Geographical locations

United Voice – WA Branch operates from Level 2 54 Cheriton St. Perth in the state of Western Australia.



7 December 2018

Ms Carolyn Smith
Branch Secretary
United Voice - Western Australian Branch
Sent via email: carolyn.smith@unitedvoice.org.au

Dear Ms Smith,

Lodgement of Financial Report - Reminder to lodge

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

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

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

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

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

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sam Gallichio'.

Sam Gallichio
Registered Organisations Commission



30 August 2018

Ms Carolyn Smith
WA Branch Secretary
United Voice - Western Australian Branch

By Email: carolyn.smith@unitedvoice.org.au

Dear Ms Smith,

**Re: Lodgement of Financial Report - [FR2018/30]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

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

Loans Grants and Donations Statement

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

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

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

Financial report

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

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

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

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

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

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

Auditor's report

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

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

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

Contact

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

Yours faithfully,



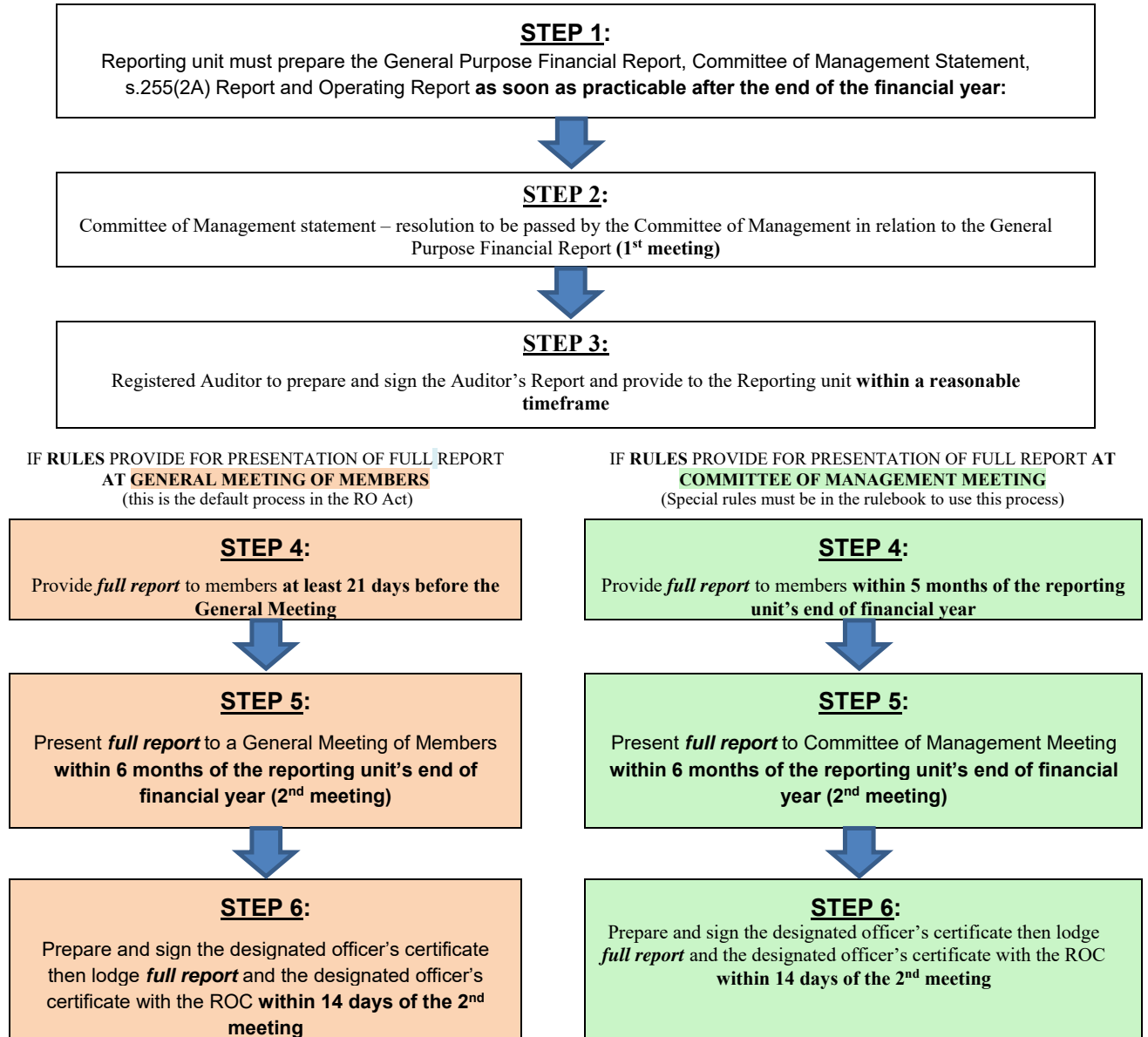
Sarah Wilkin
Registered Organisations Commission

Fact sheet

Summary of financial reporting timelines – s.253 financial reports

General Information:

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



Fact sheet



Australian Government
Registered Organisations Commission

FS 009
(19 June 2017)

Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

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

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





The Loans, Grants & Donations Statement



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

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

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

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

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

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

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

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

Note 4E: Grants OR donations*

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

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

Implications for filing the Financial Report

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

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

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

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

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

Further information

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