

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**CONCISE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009**

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**STATEMENT OF INCOME
FOR THE YEAR ENDED 30 JUNE 2009**

	Notes	2009 \$	2008 \$
Revenues from ordinary activities	4	2698173	2684379
Employee expenses	5	(1777480)	(1907115)
Depreciation and amortisation expenses	5	(84588)	(80374)
Borrowing cost expenses	5	(3199)	-
Other expenses from ordinary activities	5	<u>(699834)</u>	<u>(820290)</u>
Profit/(Loss) from ordinary activities before income tax expense		<u>133072</u>	<u>(123400)</u>
Income tax expense relating to ordinary activities		<u>-</u>	<u>-</u>
Net profit/(loss) from ordinary activities after income tax expense attributable to the union		<u>133072</u>	<u>(123400)</u>

The accompanying notes should be read in conjunction with these financial statements.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2009**

	2009 \$	2008 \$
CURRENT ASSETS		
Cash assets	543552	540399
Receivables	31935	48773
Other	<u>56261</u>	<u>43188</u>
TOTAL CURRENT ASSETS	<u>631748</u>	<u>632360</u>
NON-CURRENT ASSETS		
Property, Plant & Equipment	<u>1131469</u>	<u>664633</u>
TOTAL NON-CURRENT ASSETS	<u>1131469</u>	<u>664633</u>
TOTAL ASSETS	<u>1763217</u>	<u>1296993</u>
CURRENT LIABILITIES		
Payables	290660	408912
Provisions	<u>128805</u>	<u>111966</u>
TOTAL CURRENT LIABILITIES	<u>419465</u>	<u>520878</u>
NON-CURRENT LIABILITIES		
Provisions	<u>74567</u>	<u>78731</u>
TOTAL NON-CURRENT LIABILITIES	<u>74567</u>	<u>78731</u>
TOTAL LIABILITIES	<u>494032</u>	<u>599609</u>
NET ASSETS	<u>1269185</u>	<u>697384</u>
EQUITY		
Retained profits	560706	427634
Asset Revaluation Reserve	<u>708479</u>	<u>269750</u>
TOTAL EQUITY	<u>1269185</u>	<u>697384</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members and others	2733048	2640870
Interest received	2105	6952
Payments to suppliers and employees	(2616106)	(2547200)
Interest paid	<u>(3199)</u>	<u>-</u>
Net cash provided by operating activities	115848	100622
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for property, plant and equipment	<u>(62192)</u>	<u>(7902)</u>
Net cash used in investing activities	(62192)	(7902)
Net increase/(decrease) in cash held	<u>53656</u>	<u>92720</u>
Cash at the beginning of the period	<u>190399</u>	<u>97679</u>
Cash at the end of the period	<u>244055</u>	<u>190399</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2009**

NOTE 1: INFORMATION ON THE CONCISE FINANCIAL REPORT

The financial statements and disclosures in the concise financial report have been derived from the financial report of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch for the year ended 30 June 2009.

A copy of the full financial report and auditors report will be sent to any member, free of charge, on request.

NOTE 2. BASIS OF PREPARATION OF THE CONCISE FINANCIAL REPORT

The financial statements, specific disclosures and other information in the concise financial report is derived from and is consistent with the full financial report of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch.

The concise financial report cannot be expected to provide as detailed an understanding of the financial performance and financial position of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch as the full financial report. The accounting policies have been consistently applied by the union and are consistent with those of the previous financial year.

NOTE 3. NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272 which reads as follows:

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

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**NOTES TO THE CONCISE FINANCIAL REPORT (Cont'd)
FOR THE YEAR ENDED 30 JUNE 2009**

NOTE 4: REVENUE	2009	2008
	\$	\$
Operating Activities		
Member Subscriptions	2638908	2623053
Doubtful Debts Provision	-	12000
Other Revenue	<u>57160</u>	<u>42374</u>
	2696068	2677427
Non-operating Activities		
Interest	<u>2105</u>	<u>6952</u>
Total Revenue	<u>2698173</u>	<u>2684379</u>

NOTE 5: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities before income tax expense has been determined after:

a. Expenses:

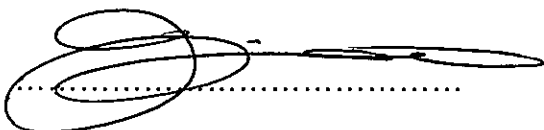
Audit Fees	5600	7195
Borrowing Costs	3199	-
Depreciation of Property, Plant and Equipment	84588	80374
Branch Council/Conference Expenses	10015	8964
Provision for Doubtful Debts	10000	-
Employee Expenses	1777480	1907115
Affiliation Fees	84466	72312
Sustentation – ASU National	174914	180826
Commission – Employers (subscription collection)	8639	9232
Branch Journal	1589	15948
Legal Expenses	16558	18675
Motor Vehicle Expenses	64298	76703
Telephone	41329	51252
General and Administrative Expense	<u>278826</u>	<u>379183</u>
Total Expenses	<u>2565101</u>	<u>2807779</u>

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2009**

I, Julie Bignell the Secretary of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive on the *12th JANUARY 2009: 2010 Q3.*

- (A) The Financial Statements and Notes comply with Australian Accounting Standards;
- (B) The Financial Statements and Notes comply with the reporting guidelines of the Industrial Registrar;
- (C) The Financial Statements and Notes give a true and fair view of the financial performance, financial position and cash flows of the 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 ended 30 June 2009 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch 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 RAO Schedule and the RAO Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
- (F) There has been no recovery of wages activity during the financial year ended 30 June 2009.



12th JANUARY, 2009 2010 Q3.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2009**

To the members of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch

Scope

The Concise Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The concise financial report comprises the Statement of Income, Balance Sheet, Statement of Cash Flows and the Certificate of Committee of Management for the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch, for the year ended 30 June 2009.

The committee of management and secretary are responsible for the preparation and true and fair presentation of the concise financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the concise financial report.

Audit Approach

We have conducted an independent audit in order to express an opinion to the members of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the concise financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the concise financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the concise financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

**AUSTRALIAN SERVICES UNION
CENTRAL AND SOUTHERN QUEENSLAND
CLERICAL AND ADMINISTRATIVE BRANCH**

**INDEPENDENT AUDIT REPORT (Cont'd)
FOR THE YEAR ENDED 30 JUNE 2009**

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

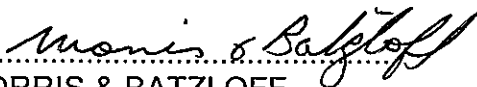
Independence

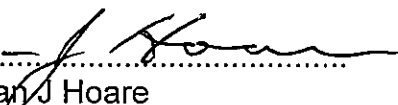
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the concise financial report of the Australian Services Union Central and Southern Queensland Clerical and Administrative Branch is in accordance with:

- (a) The Workplace Relations Act 1996, Schedule 1.
- (b) Applicable Australian Accounting Standards.
- (c) Other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the RAO Schedule.
- (d) Other mandatory professional reporting requirements in Australia.


.....
MORRIS & BATZLOFF
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor
Member of Institute of Chartered Accountants and
Holder of current Public Practice Certificate
96 Lytton Road, East Brisbane

13 TH JANUARY, 2010

PART A

OPERATING REPORT

The Operating Report is produced in compliance with the RAO Schedule of the Workplace Relations Act 1996, and must contain the following:

- a) principal activities
- b) significant financial changes
- c) information regarding the right to resign under section 174 of the Workplace Relations Act
- d) details of any officer or member who is a trustee, or director of a company which is a trustee, of a superannuation entity or exempt public sector fund
- e) any other relevant information
- f) prescribed information.

A. PRINCIPAL ACTIVITIES

The vision for our union originally determined at the Delegates Conference in 2002 is:

ASU members work to improve their lives through industrial, political and social activism.

The principal activities of the Branch during the financial year ended 30 June 2009 were:

- to uphold the rights of organised labour, to improve, protect and foster the best interests of its members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of its members
- to watch over, improve, foster and protect the interests of its members
- to obtain an maintain for its members reasonable hours of work and fair wages and industrial conditions

Collective Bargaining

Average outcomes in the last year have ranged between 3 and 6%. All industry sectors have been involved in bargaining campaigns.

Training and Development

Training courses have been regularly advertised and reasonably attended during the year.

Delegate Secondment Program

No secondments in 2008/09.

Publications

Our activists magazine *ASU Focus* continues to be produced and various industry-specific publications have been distributed.

The *ASU News* continues to be produced fortnightly, and the *ASU Journal* was produced twice yearly.

Wages Recovery

Nil Activity

B. SIGNIFICANT FINANCIAL CHANGES

There have been no significant changes in the finances of the union.

C. SECTION 174

Provides for resignation from the union by members in accordance with the union Rule 32 – Resignation.

Members are advised of the mechanism for resigning on their joining the union and all members are provided with the rules for resignation on an annual basis with their yearly membership card.

Rule 32 - Resignation

- a. A member may resign membership of the Union by written notice addressed and delivered to the Branch Secretary.
- b. A notice of resignation takes effect :
 - i. where the member ceases to be eligible for membership of the Union:
 1. on the day on which the notice is received; or
 2. the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is the later; or
 - ii. in any other case:
 1. at the end of 2 weeks after the notice is received; or
 2. on the day specified in the notice;whichever is the later.
- c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the Union under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.
- e. Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by instalments shall not be liable to pay any instalment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the Union as hereinbefore mentioned shall be entitled to the same remission.
- f. A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- g. A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered to the Branch Secretary.
- h. A resignation from membership of the Union is valid, even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.
- i. A member on leaving the Union after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

D. MEMBERS AS TRUSTEES OF SUPER FUNDS

To the best of our knowledge, there are currently no members in this category.

E. PRESCRIBED INFORMATION

- a. The number of persons who were, at the end of the financial year to which the report relates, recorded in the register of members for the purposes of s230 of the RAO Schedule and who are taken to be members of the reporting unit under s244 of the RAO is 7963.
- b. The number of persons who were at the end of the financial year to which the report relates, employees of the reporting unit, where the number of employees includes both full-time and part-time employees measured on a full time equivalent basis is 26.
- c. 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 are set out below:

UNIONPOS	MEMNU	LAST NAME	FIRST NAME	START DATE	END DATE	Current Position
Branch Conference Delegate	1408157	Barnes	Elizabeth	26/04/2007		Yes
Branch Conference Delegate	1409473	Chandler	Maree	26/04/2007		Yes
Branch Conference Delegate	364189	Fisher	Amanda	10/04/2003		Yes
Branch Conference Delegate	1403888	Fulton	John	6/09/2002		Yes
Branch Conference Delegate	1160085	Krauksts	Edwin	30/04/1999		Yes
Branch Conference Delegate	1402927	McMaster	Rebecca	26/04/2007		Yes
Branch Conference Delegate	1409903	McPherson	Toni	26/04/2007		Yes
Branch Conference Delegate	320913	Merritt	Graham	30/04/1999		Yes
Branch Conference Delegate	1401911	Oaklands	Ray	26/04/2007		Yes
Branch Conference Delegate	1407248	Redmond	Eileen	26/04/2007		Yes
Branch Conference Delegate	568323	Robertson	Peter	10/04/2003		Yes
Branch Conference Delegate	1339872	Rosin	Darryl	26/04/2007		Yes
Branch Conference Delegate	176910	Ryan	Sean	30/01/2002		Yes
Branch Conference Delegate	1403120	Taylor	Mark	26/04/2007		Yes
Branch Conference Delegate	1407103	Timm	Patricia	26/04/2007		Yes
Branch Council Delegate	1401384	Adams	Gillian	04/09/2006		Yes
Branch Council Delegate	1405958	Amos	Gail	4/09/2006		Yes
Branch Council Delegate	1089928	Anisimow	Tamara	26/04/2007		Yes
Branch Council Delegate	1389461	Beckham	Maureen	9/02/2005		Yes
Branch Council Delegate	1106839	Bloomfield	Lenore	4/09/2006		Yes
Branch Council Delegate	1403853	Carlyon	Gerard	10/04/2003		Yes
Branch Council Delegate	1269926	Comerford	Janelle	10/04/2003		Yes
Branch Council Delegate	1402826	Ellis	Debbie	26/04/2007		Yes
Branch Council Delegate	1402442	Ffrench	Helen	26/04/2007		Yes
Branch Council Delegate	1261863	Lowrie	Christine	26/04/2007		Yes
Branch Council Delegate	1215927	Mayo	Susan	26/04/2007		Yes
Branch Council Delegate	1406636	McMillan	Cindy	9/02/2005		Yes
Branch Council Delegate	1406591	Siemens	Carolyn	26/02/2009		Yes
Branch Council Delegate	1405528	Slocombe	Janet	26/04/2007		Yes
Branch Council Delegate	1090600	Stark	Barry	26/04/2007		Yes
Branch Council Delegate	723090	Starkey	Mark	30/04/1999		Yes
Branch Council Delegate	1401556	Strachotta	Tanya	30/01/2002		Yes
Branch Council Delegate	763822	Waldron	Beverley	30/04/1999		Yes
Branch Council Delegate	1402200	Walsh	Scott	26/04/2007		Yes

PART B

COMMITTEE OF MANAGEMENT STATEMENT

Resolution:

That pursuant to the requirements of the Committee of Management Statement (section254) of the RAO Schedule of the WRA 1996:

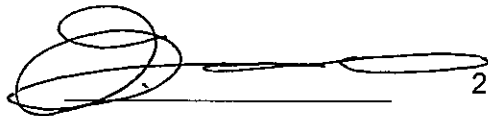
(a) The total amount paid by the reporting unit during the financial year to employers as consideration for the employers making payroll deductions of membership subscriptions is \$8,638.88.

(b) The total amount of legal costs and other expenses related to litigation or other legal matters paid by the reporting unit during the financial year is \$18,558.21

Attached as a separate document is the Certificate of Committee of Management.

DIVISION 5 REPORTING REQUIREMENTS

These reports were received by the Branch Executive on the 27 August 2009 and adopted at the Branch Executive on the 25 November 2009. True copies of these documents were also posted to the ASU web-site (www.qld.asu.net.au) on 28 October 2009 and link to the website was supplied to all members in the ASU News on 28 October 2009, emailed and posted to members.



23 December 2009

Julie Bignell
Branch Secretary