

**CIVIL SERVICE ASSOCIATION OF  
WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2018**

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2018**

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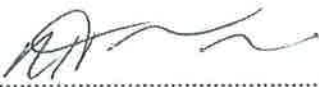
**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

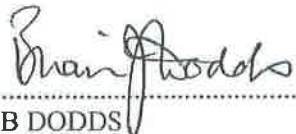
**STATEMENT BY MEMBERS OF THE EXECUTIVE COMMITTEE**

In the opinion of the Committee the financial report as set out on pages 5 to 29;

1. Presents fairly the financial position of the Civil Service Association of Western Australia (Incorporated) and its controlled entities as at 30 June 2018 and its performance for the year ended on that date in accordance with Australian Equivalents to International Financial Reporting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Civil Service Association of Western Australia (Incorporated) and its controlled entities will be able to pay its debts as and when they become due and payable for the next 12 months from the date of signing the financial report.
3. The financial report for the year ended 30 June 2018 has been properly drawn up in accordance with the Western Australia Industrial Relations Act 1979 (as amended).

This statement is made in accordance with a resolution of the Committee and is signed for and on the behalf of the Committee by:

  
.....  
R HENDON  
Assistant General Secretary

  
.....  
B DODDS  
President

Dated at Perth this 5<sup>th</sup> day of September 2018



## Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY  
AUDITORS AND REGISTERED SMSF AUDITORS

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED) AND ITS CONTROLLED ENTITIES

#### Report on the Financial Report

##### Opinion

We have audited the accompanying financial report of The Civil Service Association of Western Australia (Incorporated) and its controlled entities ("the union") which comprises the statement of financial position as at 30 June 2018, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

##### Auditors' Opinion

In my opinion:

- (1) The special purpose financial report of the Civil Service Association of Western Australia (Incorporated) and its controlled entities is in accordance with:
  - a. the *Industrial Relations Act 1979 (WA)* ("IR Act") and *Industrial Relations Commission Regulations 2005 (WA)* ("IRC Regulations"), including:
    - (i) giving a true and fair view of the Union's financial position as at 30 June 2018 and of its performance for the year ended on that date;
    - (ii) complying with applicable Australian Accounting Standards (including Australian Accounting Interpretations);
    - (iii) No person has contravened or failed to comply with s. 74 of the IR Act; and
  - b. the financial statements also complies with International Financial Reporting Standards as disclosed in Note 1.
- (2) The Union has kept satisfactory accounting records for the financial year including records of:
  - a. the sources and nature of the Union's income, including membership subscriptions and other income from members; and
  - b. the nature of and reasons for the Union's expenditure.
- (3) All the information and explanations that officers or employees of the Union were required to provide have been provided;
- (4) There was no deficiency, failure or shortcoming in any matter referred to in (1) to (3) above; and
- (5) Management's use of the going concern basis of accounting in the preparation of the Union's financial statements is appropriate.



### **Basis for opinion**

We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free of material misstatement. Our responsibilities under those standards are further described in the *Auditor's responsibility* section of our report. We are independent of the Union in accordance with the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### **Committee's responsibility for the financial report**

The committee of the Union is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and *Industrial Relations Act 1979 (WA)* ("IR Act") and *Industrial Relations Commission Regulations 2005 (WA)* ("IRC Regulations") and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error. In note 1.1, the committee also state, in accordance with Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Industrial Relations Act 1979 (WA)* ("IR Act") and *Industrial Relations Commission Regulations 2005 (WA)* ("IRC Regulations").

In preparing the financial report, the committee is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee's either intend to liquidate the Union or to cease operations, or have no realistic alternative to do so.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report.

The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.

We 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.

We obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Union to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Union audit. We remain solely responsible for our audit opinion.

We communicate with the committee regarding, amongst other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements. We also provide the committee with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the committee, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

**ANDERSON MUNRO & WYLLIE**

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

**MARTIN SHONE**

Principal & Registered Company Auditor

Dated at Perth, Western Australia this 10<sup>th</sup> day of September 2018

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2018**

	NOTES	CONSOLIDATED ENTITY		ASSOCIATION	
		2018	2017	2018	2017
		\$	\$	\$	\$
Revenues from continuing operations	2	9,039,438	9,108,963	9,035,733	9,101,722
Employee benefits expense		(6,769,740)	(6,980,036)	(6,769,740)	(6,980,036)
Legal fees		(87,200)	(87,097)	(87,200)	(87,097)
Depreciation expense	3	(373,640)	(379,092)	(373,640)	(379,092)
Loss on Disposal of Fixed Assets		(4,431)	-	(4,431)	-
Other expenses from ordinary activities		(1,652,546)	(1,789,268)	(1,651,835)	(1,784,527)
		<u>151,881</u>	<u>(126,530)</u>	<u>148,887</u>	<u>(129,030)</u>
Operating result before income tax expense	4	151,881	(126,530)	148,887	(129,030)
Income tax expense	4	(1,019)	(713)	-	-
		<u>150,862</u>	<u>(127,243)</u>	<u>148,887</u>	<u>(129,030)</u>
Operating result for the year		<u>150,862</u>	<u>(127,243)</u>	<u>148,887</u>	<u>(129,030)</u>
<b><u>Other Comprehensive Income</u></b>					
Other Comprehensive Income for the period net of tax		-	-	-	-
Total Comprehensive Income for the Period		<u>150,862</u>	<u>(127,243)</u>	<u>148,887</u>	<u>(129,030)</u>

*The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes.*



CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2018**

	NOTE	CONSOLIDATED ENTITY		ASSOCIATION	
		2018	2017	2018	2017
		\$	\$	\$	\$
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	5	2,875,000	3,031,118	2,709,649	2,869,081
Trade and other receivables	6	388,347	294,433	368,740	276,025
<b>TOTAL CURRENT ASSETS</b>		<u>3,263,347</u>	<u>3,325,551</u>	<u>3,078,389</u>	<u>3,145,106</u>
<b>NON-CURRENT ASSETS</b>					
Receivables	6	-	-	-	-
Other financial assets	7	-	-	-	-
Property, plant and equipment	8	5,967,528	5,773,687	5,967,528	5,773,687
<b>TOTAL NON-CURRENT ASSETS</b>		<u>5,967,528</u>	<u>5,773,687</u>	<u>5,967,528</u>	<u>5,773,687</u>
<b>TOTAL ASSETS</b>		<u>9,230,875</u>	<u>9,099,238</u>	<u>9,045,917</u>	<u>8,918,793</u>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	9	696,638	772,596	687,505	766,001
Provisions	10	1,315,155	1,229,010	1,315,155	1,229,010
Income Tax Provision	4	-	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>2,011,793</u>	<u>2,001,606</u>	<u>2,002,660</u>	<u>1,995,011</u>
<b>NON-CURRENT LIABILITIES</b>					
Trade and other payables	9	-	-	220,000	220,000
Provisions	10	62,320	91,732	62,320	91,732
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>62,320</u>	<u>91,732</u>	<u>282,320</u>	<u>311,732</u>
<b>TOTAL LIABILITIES</b>		<u>2,074,113</u>	<u>2,093,338</u>	<u>2,284,980</u>	<u>2,306,743</u>
<b>NET ASSETS</b>		<u>7,156,762</u>	<u>7,005,900</u>	<u>6,760,937</u>	<u>6,612,050</u>
<b>EQUITY</b>					
Retained Profits	11	7,156,762	7,005,900	6,760,937	6,612,050
<b>TOTAL EQUITY</b>		<u>7,156,762</u>	<u>7,005,900</u>	<u>6,760,937</u>	<u>6,612,050</u>

*The above statement of financial position should be read in conjunction with the accompanying notes.*



**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**STATEMENTS OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Total equity at the beginning of the financial year	7,005,900	7,133,143	6,612,050	6,741,080
Operating result for the year	150,862	(127,243)	148,887	(129,030)
Other comprehensive income	-	-	-	-
Total comprehensive income for the period	150,862	(127,243)	148,887	(129,030)
Total equity at the end of the financial year	7,156,762	7,005,900	6,760,937	6,612,050

*The above statement of changes in equity should be read in conjunction with the accompanying notes.*

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Cash Flows from Operating Activities</b>				
Receipts from customers and members	8,997,084	9,045,464	8,993,454	9,037,342
Payments to suppliers and employees	(8,623,507)	(8,755,530)	(8,623,118)	(8,753,992)
Interest received	42,354	44,235	42,280	44,153
Tax Paid	-	(4,264)	-	-
Net cash inflow from operating activities (Note 14 (b))	415,931	329,905	412,616	327,503
<b>Cash Flows from Investing Activities</b>				
Payments for property, plant & equipment	(601,593)	(383,601)	(601,593)	(383,601)
Proceeds from sale of property, plant & equipment	29,545	-	29,545	-
Net cash (outflow) inflow from investing activities	(572,048)	(383,601)	(572,048)	(383,601)
Net (decreases) in cash and cash equivalents held	(156,117)	(53,696)	(159,432)	(56,098)
Cash and cash equivalents at the beginning of the financial year	3,031,117	3,084,813	2,869,081	2,925,179
Cash and cash equivalents at end of year (Note 14 (a))	2,875,000	3,031,117	2,709,649	2,869,081

*The above statement of cash flows should be read in conjunction with the accompanying notes.*

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**NOTE 1 - STATEMENT OF ACCOUNTING POLICIES**

**a. Basis of preparation**

This general purpose financial report has been prepared on a going concern basis in accordance with Australian equivalents to International Financial Reporting Standards (AIFRSs), other authoritative pronouncements of the Australian Accounting Standards Boards and Urgent Issues Group Interpretations. The going concern basis assumes continuity of normal business activities, realisation of assets and the settlement of liabilities in the ordinary course of business for the next 12 months from the date of signing the financial report.

The financial report covers the consolidated entity of Civil Service Association of Western Australia (Incorporated) and its controlled entities and Civil Service Association of Western Australia (Incorporated) as an individual parent.

Civil Service Association of Western Australia (Incorporated) is a Trade Union registered under the Western Australia Industrial Relations Act 1979.

***Compliance with IFRSs***

Australian Accounting Standards include AIFRSs. Compliance with AIFRSs ensures that the consolidated financial statements and notes of Civil Service Association of Western Australia (Incorporated) comply with International Financial Reporting Standards (IFRSs).

***New accounting standards and interpretations***

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2018 reporting periods. These standards have been reviewed but are not considered to effect the financial statements of Civil Service Association of Western Australia.

***Historical Cost Convention***

These financial statements have been prepared on an accrual basis under the historical cost convention.

The following is a summary of the significant accounting policies adopted by the consolidated entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**b. Principles of Consolidation**

The consolidated financial statements comprise the financial statements of the Association and all entities controlled by the Association. A list of these controlled entities appears in Note 7. All inter-entity balances and unrealised profits resulting from inter-entity transactions at reporting date have been eliminated.

**c. Income Tax**

The Association is exempt from the payment of income tax under the provisions of Section 50-15 of the Income Tax Assessment Act 1997.

In relation to the subsidiaries of Civil Service Association of Western Australia (Incorporated) that are taxable entities, the income tax expense or revenue for the period is the tax payable on the current period's taxable income based on the national income tax rate for each jurisdiction adjusted by changes in deferred tax assets and liabilities attributable to temporary differences between the tax bases of assets and liabilities and their carrying amounts in the financial statements, and to unused tax losses.

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**NOTE 1 - STATEMENT OF ACCOUNTING POLICIES (*cont'd*)**

Deferred tax assets and liabilities are recognised for temporary differences at the tax rates expected to apply when the assets are recovered or liabilities settled, based on those tax rates which are enacted or substantively enacted for each jurisdiction. The relevant tax rates are applied to the cumulative amounts of deductible and taxable temporary differences to measure the deferred tax asset or liability. An exception is made for certain temporary differences arising from the initial recognition of an asset or a liability. No deferred tax asset or liability is recognised in relation to these temporary differences if they arose in a transaction, other than a business combination, that at the time of the transaction did not affect either accounting profit or taxable profit or loss.

Deferred tax assets are recognised for deductible temporary differences and unused tax losses only if it is probable that future taxable amounts will be available to utilise those temporary differences and losses.

Deferred tax liabilities and assets are not recognised for temporary differences between the carrying amount and tax bases of investments in controlled entities where the parent entity is able to control the timing of the reversal of the temporary differences and it is probable that the differences will not reverse in the foreseeable future.

Deferred tax assets and liabilities are offset when there is a legally enforceable right to offset current tax assets and liabilities and when the deferred tax balances relate to the same taxation authority. Current tax assets and tax liabilities are offset where the entity has a legally enforceable right to offset and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Current and deferred tax balances attributable to amounts recognised directly in equity are also recognised directly in equity.

**d. Investments**

Investments in controlled entities are stated in the Association's accounts at cost. The carrying amount of investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments.

**e. Property, Plant and Equipment**

Property, plant and equipment are stated at cost less depreciation. Items of property, plant and equipment are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

The gain or loss on disposal of property, plant and equipment is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal, and is included in the results of the year of the disposal.

Items of property, plant and equipment, including buildings but excluding freehold land, are depreciated on a diminishing value basis over their estimated useful lives.

The depreciation rates used for each class of asset are as follows:

- |                              |               |
|------------------------------|---------------|
| • Buildings and improvements | 1.5% - 11.25% |
| • Plant and equipment        | 2.0% - 40%    |
| • Motor vehicles             | 18.75%        |

The asset's residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount (note 1(f)).

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**NOTE 1 - STATEMENT OF ACCOUNTING POLICIES (*cont'd*)**

**f. Impairment of Assets**

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

**g. Employee Benefits**

**Short-term employee benefits**

Provision is made for the Group's (including the parent's) obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Group's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Group's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on corporate bonds that have maturity dates that approximate the terms of the obligations. Upon the re-measurement of obligations due to change in assumptions for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense in the periods in which the changes occur.

The Group's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Group does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**h. Segment Reporting**

A geographical segment is engaged in providing products or services within a particular economic environment and is subject to risks and returns that are different from those of the segments operating in other economic environments. The consolidated entity operates in the one geographical segment being Australia and operates predominantly in the one industry segment being union services. A business segment is identified for a group of assets and operations engaged in providing products or services that are subject to risks and returns that are different to those of other business segments. Revenue is derived from the following:

Membership subscriptions  
Insurance agent services

Property rental  
Financial services

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**NOTE 1 - STATEMENT OF ACCOUNTING POLICIES (*cont'd*)**

**i. Cash and cash equivalents**

For cash flow statement purposes, cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, and bank overdrafts. Bank overdrafts, where applicable, are shown within borrowings in the current liabilities on the statement of financial position.

**j. Trade and other Receivables**

Receivables to be settled within 60 days are carried at amounts due. Trade receivables are recognised initially at fair value and subsequently measured at amortised cost, less provision for doubtful debts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for doubtful receivables is established when there is objective evidence that the Group will not be able to collect all amounts due according to the original terms of receivables.

**k. Operating Leases**

Payments made under operating lease are charged against the results in equal instalments over the accounting periods covered by the lease term.

**l. Trade and other payables**

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the Association or consolidated entity. Accounts payable are normally settled within 60 days.

**m. Revenue Recognition**

Revenue is measured at the fair value of the consideration received or receivable. Membership income is recognised on an accrual basis. The rendering of services is recognised upon the delivery of the service to the customer. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

**n. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from, or payable to, the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

**o. Comparative Figures**

Where required by Australian Equivalents to International Financial Reporting Standards, comparative figures have been adjusted to conform with changes in presentation for the current year.

**p. Lease Income**

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.



**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NOTE 2 - REVENUE</b>				
Revenue from continuing operations				
- Subscription income	7,732,362	7,858,487	7,732,362	7,858,487
- Commission	150,011	163,007	123,381	132,847
- Lease income	1,095,725	1,028,203	1,095,725	1,028,203
- Other	18,986	15,031	41,985	38,031
	<u>8,997,084</u>	<u>9,064,728</u>	<u>8,993,453</u>	<u>9,057,568</u>
Other Revenue				
- Interest	42,354	44,235	42,280	44,153
	<u>42,354</u>	<u>44,235</u>	<u>42,280</u>	<u>44,153</u>
Total Revenue	<u><u>9,039,438</u></u>	<u><u>9,108,963</u></u>	<u><u>9,035,733</u></u>	<u><u>9,101,721</u></u>
<b>NOTE 3 – EXPENSES</b>				
Profit/ (Loss) before income tax includes the following specific expenses:				
Employee Expenses				
Holders of Office				
- Wages & Salaries	379,022	444,316	379,022	444,316
- Superannuation	41,048	44,521	41,048	44,521
- Leave & Other Entitlements	16,634	4,103	16,634	4,103
	<u>436,704</u>	<u>492,940</u>	<u>436,704</u>	<u>492,940</u>
Employees other than Office Holders				
- Wages & Salaries	5,093,733	5,006,398	5,093,733	5,006,398
- Superannuation	593,869	613,164	593,869	613,164
- Leave & Other Entitlements	40,099	(55,324)	40,099	(55,324)
- Separation & Redundancies	100,767	376,799	100,767	376,799
	<u>5,828,468</u>	<u>5,941,037</u>	<u>5,828,468</u>	<u>5,941,037</u>
Total Employee Expenses	<u><u>6,265,172</u></u>	<u><u>6,433,977</u></u>	<u><u>6,265,172</u></u>	<u><u>6,433,977</u></u>



**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	2018 \$	2017 \$	2018 \$	2017 \$
<b>NOTE 3 – EXPENSES (cont'd)</b>				
Depreciation of property, plant and equipment	373,640	379,092	373,640	379,092
Affiliation Fees – Unions WA	108,555	111,180	108,555	111,180
Auditors' remuneration - audit	15,999	13,983	15,999	13,283
Legal Costs	87,200	92,218	87,200	92,218
Net loss on sale of fixed assets	4,431	-	4,431	-
Donations	3,727	2,700	3,727	2,700

**NOTE 4 – INCOME TAX EXPENSE**

Profit/(Loss) before income tax expense	151,881	(126,530)	148,887	(129,030)
(a) tax at 27.5%	41,767	36,061	40,944	(36,774)
Less: Tax exempt income	40,748	36,774	40,944	36,774
Less: Utilisation of tax losses not previously recognised.	-	-	-	-
Income tax expense	1,019	713	-	-
(b) Deferred tax asset not brought to account, the benefits of which will only be realised if the conditions for deductibility set out in Note 1(c) occur				
- tax losses	-	-	-	-
- timing differences	-	-	-	-

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NOTE 5 – CASH AND CASH EQUIVALENTS</b>				
Cash at bank	2,873,000	3,028,818	2,707,649	2,866,781
Cash on hand	2,000	2,300	2,000	2,300
	<u>2,875,000</u>	<u>3,031,118</u>	<u>2,709,649</u>	<u>2,869,081</u>

**NOTE 6 – TRADE AND OTHER  
RECEIVABLES**

***Current***

Other debtors	319,844	232,950	300,237	214,542
Prepayments	68,503	61,483	68,503	61,483
	<u>388,347</u>	<u>294,433</u>	<u>368,740</u>	<u>276,025</u>

There are Related Party Debtors of \$11,414 for CPSU, the Community and Public Sector Union (PSU Group) within Other debtors.

No debtors have been identified that will be receivable in more than six months.

***Non-Current***

Loan to Intra Group Entity				
- Civil Service Holdings Pty Ltd	-	-	132,020	132,020
Less: Allowance for doubtful debts	-	-	(132,020)	(132,020)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The loan to Civil Service Holdings Pty Ltd has been fully provided for, as the association do not consider the balance recoverable.

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NOTE 7 – OTHER FINANCIAL ASSETS</b>				
Shares in controlled entity (at cost)	-	-	170,100	170,100
Less: Provision for Diminution of Investment	-	-	(170,100)	(170,100)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The association has fully provided for their investment in Civil Service Holdings Pty Ltd, as the association do not consider the balance recoverable.

The parent entity of the consolidated entity is the Civil Service Association of Western Australia (Incorporated). The Association controls the following entities:

ENTITY	COUNTRY OF INCORPORATION	OWNED %		2018	2017
		2018	2017	\$	\$
Civil Service Holdings Pty Ltd	Australia	100	100	170,100	170,100
Civil Service Insurance Agency Pty Ltd	Australia	100	100	-	-
CSA Services (WA) Pty Ltd	Australia	100	100	-	-

The result of the consolidated entity, after provision for income tax was contributed by the following entities:

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Civil Service Association of WA (Inc)	148,887	(129,030)
Civil Service Holdings Pty Ltd	(3,001)	(7,291)
Civil Service Insurance Agency Pty Ltd	(307)	(530)
CSA Services (WA) Pty Ltd	6,301	9,608
Jetwest Travel Pty Ltd	-	-
Surplus/ (Deficit) for the year	<u>151,880</u>	<u>(127,243)</u>

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NOTE 8 – PROPERTY, PLANT AND EQUIPMENT</b>				
Land - at cost	365,147	365,147	365,147	365,147
Buildings - at cost	10,139,510	9,734,988	10,139,510	9,734,988
Less: Accumulated depreciation	(4,933,295)	(4,626,968)	4,933,295	(4,626,968)
	5,206,215	5,108,020	5,206,215	5,108,020
Furniture, fittings and equipment - at cost	2,552,404	2,440,284	2,552,404	2,440,284
Less: Accumulated depreciation	(2,279,880)	(2,231,741)	(2,279,880)	(2,231,741)
	272,524	208,543	272,524	208,543
Motor vehicles - at cost	218,735	254,245	218,735	254,245
Less: Accumulated depreciation	(95,093)	(162,268)	(95,093)	(162,268)
	123,642	91,977	123,642	91,977
	5,967,528	5,773,687	5,967,528	5,773,687

Committee of Management have authorised that the next valuation be done subsequent to completion of capital works in relation to the wet areas and ground floor lobby. The market value as at the last valuation date is detailed below:

**CSA Centre 445 Hay Street, Perth**

Valued by

Valued by Graham Kennedy, FAPI – Jones Lang LaSalle – 6 September 2007

\$27,000,000

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 8 - PROPERTY, PLANT AND EQUIPMENT (cont'd)**

***Movements in Carrying Amounts 2018***

Movement in the carrying amounts for each class of property, plant and equipment between beginning and the end of the financial year ended 30 June 2018.

<b>Consolidated Entity</b>	<b>Land</b>	<b>Building</b>	<b>Plant &amp; Equip</b>	<b>Motor Vehicles</b>	<b>Total</b>
Balance at the beginning of the year	365,147	5,108,020	208,543	91,977	5,773,687
Additions	-	404,522	112,120	84,816	601,458
Disposals	-	-	-	(33,977)	(33,977)
Depreciation expense	-	(306,327)	(48,139)	(19,174)	(373,640)
Carrying amount at the end of the year	365,147	5,206,215	272,524	123,642	5,967,528

<b>Association</b>	<b>Land</b>	<b>Building</b>	<b>Plant &amp; Equip</b>	<b>Motor Vehicles</b>	<b>Total</b>
Balance at the beginning of the year	365,147	5,108,020	208,543	91,977	5,773,687
Additions	-	404,522	112,120	84,816	601,458
Disposals	-	-	-	(33,977)	(33,977)
Depreciation expense	-	(306,327)	(48,139)	(19,174)	(373,640)
Carrying amount at the end of the year	365,147	5,206,215	272,524	123,642	5,967,528

***Movements in Carrying Amounts 2017***

Movement in the carrying amounts for each class of property, plant and equipment between beginning and the end of the financial year ended 30 June 2017.

<b>Consolidated Entity</b>	<b>Land</b>	<b>Building</b>	<b>Plant &amp; Equip</b>	<b>Motor Vehicles</b>	<b>Total</b>
Balance at the beginning of the year	365,147	5,046,751	244,076	113,205	5,769,179
Additions	-	368,464	15,136	-	383,600
Disposals	-	-	-	-	-
Depreciation expense	-	(307,195)	(50,669)	(21,228)	(379,092)
Carrying amount at the end of the year	365,147	5,108,020	208,543	91,977	5,773,687

<b>Association</b>	<b>Land</b>	<b>Building</b>	<b>Plant &amp; Equip</b>	<b>Motor Vehicles</b>	<b>Total</b>
Balance at the beginning of the year	365,147	5,046,751	244,076	113,205	5,769,179
Additions	-	368,464	15,136	-	383,600
Disposals	-	-	-	-	-
Depreciation expense	-	(307,195)	(50,669)	(21,228)	(379,092)
Carrying amount at the end of the year	365,147	5,108,020	208,543	91,977	5,773,687

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 9 – TRADE AND OTHER PAYABLES**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Current</b>				
Sundry creditors and accruals	696,638	772,596	687,505	766,001
	<u>696,638</u>	<u>772,596</u>	<u>687,505</u>	<u>766,001</u>
<b>Non Current</b>				
Creditor – Other Group Company	-	-	220,000	220,000
	<u>-</u>	<u>-</u>	<u>220,000</u>	<u>220,000</u>

**NOTE 10 - PROVISIONS**

**Employee Provisions – Current**

Office Holders				
- Provision for annual leave	59,853	58,693	59,853	58,693
- Provision for long service leave	<u>201,885</u>	<u>186,410</u>	<u>201,885</u>	<u>186,410</u>
	261,738	245,103	261,738	245,103
Employees other than Office Holders				
- Provision for annual leave	447,549	387,416	447,549	387,416
- Provision for long service leave	<u>605,868</u>	<u>596,491</u>	<u>605,868</u>	<u>596,491</u>
	1,053,417	983,907	1,053,417	983,907
Total Employee Provisions – Current	<u>1,315,155</u>	<u>1,229,010</u>	<u>1,315,155</u>	<u>1,229,010</u>

**Employee Provisions - Non-Current**

Provision for long service leave –				
- Office Holders	-	-	-	-
- Employees other than Office Holders	<u>62,320</u>	<u>91,732</u>	<u>62,320</u>	<u>91,732</u>
Total Employee Provisions – Non Current	<u>62,320</u>	<u>91,732</u>	<u>62,320</u>	<u>91,732</u>

Number of employees at year end	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>
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**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 11 – Retained Earnings**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Retained Earnings	7,156,762	7,005,900	6,760,937	6,612,050

**NOTE 12 - RELATED PARTY TRANSACTIONS**

**(a) Executive Committee**

The names of the persons who held office as members of the Executive Committee at any time during the reporting year were:

<b>Name</b>	<b>Position</b>
T Walkington	Branch Secretary (Re-elected 23 <sup>rd</sup> June 2016)
R Hendon	Branch Assistant Secretary (elected 7 <sup>th</sup> June 2017)
B Dodds	Branch President (Elected 23 <sup>rd</sup> June 2016)
B Hawkins	Branch Treasurer (Re-elected 19 <sup>th</sup> May 2016)
M Abrahamson	Branch Vice President (elected 23 <sup>rd</sup> June 2016)
B Anderson	Branch Vice President (elected 21 <sup>st</sup> April 2017)
G Sutherland	Executive Councillor (Re-elected 18 <sup>th</sup> August 2016)
D Henden	Executive Councillor (Re-elected 18 <sup>th</sup> August 2016)
K Mayerhofer	Executive Councillor (Re-elected 18 <sup>th</sup> August 2016)
D Stackpole	Executive Councillor (elected 18 <sup>th</sup> August 2016, resigned 2 <sup>nd</sup> May 2018)
L Reid	Executive Councillor (elected 12 <sup>th</sup> December 2017)
L Stevens	Executive Councillor (elected 12 <sup>th</sup> December 2017)



**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(b) Remuneration of Executive Committee Members</b>				
The aggregate amount of remuneration received or receivable by members of the committee (including salaries) as listed in Note 12 (a) in respect of the management of the Association.	<u>436,704</u>	<u>490,159</u>	<u>436,704</u>	<u>480,159</u>

This remuneration is detailed in note 3.

**(c) Other Related Party Transactions**

During the year, the ultimate parent entity, Civil Service Association of WA (Inc), charged management, referral fees and rent to controlled entities to the value of \$23,000 (2017: \$23,000). These fees were based on commercial terms and conditions.

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 13 – COMMITMENTS**

The consolidated entity has entered into non-cancellable operating leases with lease terms in excess of one year in respect of office equipment.

At reporting date the aggregate lease commitment was as follows:

**Operating Lease Commitments**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
(i) due within one year	29,436	29,436	29,436	29,436
(ii) due later than one year and less than two years	24,312	29,436	24,312	29,436
(iii) due later than two years and less than five years	6,705	31,017	6,705	31,017
	<u>60,453</u>	<u>89,899</u>	<u>60,453</u>	<u>89,899</u>

**Commitment for Refurbishments of Ground Floor**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
(i) due within one year	-	53,450	-	53,450
(ii) due later than one year and less than two years	-	-	-	-
(iii) due later than two years and less than five years	-	-	-	-
	<u>-</u>	<u>53,450</u>	<u>-</u>	<u>53,450</u>

**NOTE 14 - RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES  
TO OPERATING SURPLUS/ (DEFICIT) AFTER INCOME TAX**

**(a) Reconciliation of Cash**

Cash and cash equivalents at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the statement of financial position as follows:

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	1,602,661	1,758,779	1,437,310	1,596,742
Term Deposits	<u>1,272,339</u>	<u>1,272,339</u>	<u>1,272,339</u>	<u>1,272,339</u>
	<u>2,875,000</u>	<u>3,031,118</u>	<u>2,709,649</u>	<u>2,869,081</u>

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 14 - RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES  
TO OPERATING SURPLUS/ (DEFICIT) AFTER INCOME TAX (cont'd)**

**(b) Reconciliation of profit after income tax to net cash inflow from operating activities**

	<b>CONSOLIDATED ENTITY</b>		<b>ASSOCIATION</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Profit/ (Loss) for the year	150,862	(127,243)	148,887	(129,030)
<b>Non-cash flows in surplus from ordinary activities</b>				
Depreciation of property, plant and equipment	373,640	379,092	373,640	379,092
Loss on disposal of property, plant and equipment	4,431	-	4,431	-
<b>Change in assets and liabilities</b>				
(Increase)/decrease in sundry debtors	(86,892)	(19,264)	(85,693)	(23,387)
(Increase)/decrease in loan receivables	-	-	-	-
(Increase)/decrease in prepayments	(7,019)	14,513	(7,019)	14,513
Increase/(decrease) in sundry creditors	(80,139)	130,869	(81,659)	134,377
Provisions for employee leave benefits	56,733	(51,221)	56,733	(51,221)
Increase/(decrease) in bonds & deposits	3,296	3,159	3,296	3,159
Increase/(decrease) in income tax provision	1,019	-	-	-
Net cash inflow from operating activities	415,931	329,905	412,616	327,503

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 15 - FINANCIAL INSTRUMENTS**

*(i) Interest Rate Risk*

The group is exposed to movements in market interest rates on short-term deposits. The policy is to monitor the interest rate yield curve out to 120 days to ensure a balance is maintained between the liquidity of cash assets and the interest rate return:

**Consolidated Entity**

30/06/18	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Asset Rate Maturing			
			Within 6 months \$	6 months to 1 year \$	1 to 5 Years \$	Over 5 Years \$
<b>Financial Assets</b>						
Cash	0%	2,000	-	-	-	-
Cash	0.05% to 0.1%	919,697	-	-	-	-
Cash	0.6%	7,695	-	-	-	-
Cash	1.3%	788,357	-	-	-	-
Term Deposit	2.4% to 2.8%	-	20,000	1,252,339	-	-
		1,758,779	20,000	1,252,339	-	-

30/06/17	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Asset Rate Maturing			
			Within 6 months \$	6 months to 1 year \$	1 to 5 Years \$	Over 5 Years \$
<b>Financial Assets</b>						
Cash	0%	2,300	-	-	-	-
Cash	0.05% to 0.1%	919,697	-	-	-	-
Cash	0.6%	7,695	-	-	-	-
Term Deposit	1.3%	829,087	-	-	-	-
Term Deposit	2.4% to 2.91%	-	20,000	1,252,339	-	-
		1,758,779	20,000	1,252,339	-	-

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**Association**

30/06/18	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Asset Rate Maturing			
			Within 6 months \$	6 months to 1 year \$	1 to 5 Years \$	Over 5 Years \$
<b>Financial Assets</b>						
Cash	0%	2,000	-	-	-	-
Cash	0.05 to 0.1%	757,660	-	-	-	-
Cash	0.6%	7,695	-	-	-	-
Cash	1.3%	788,357	-	-	-	-
Term Deposit	2.4% to 2.8%	-	20,000	1,252,339	-	-
		1,596,742	20,000	1,252,339	-	-

30/06/17	Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Asset Rate Maturing			
			Within 6 months \$	6 months to 1 year \$	1 to 5 Years \$	Over 5 Years \$
<b>Financial Assets</b>						
Cash	0%	2,300	-	-	-	-
Cash	0.05% to 0.1%	757,660	-	-	-	-
Cash	0.6%	7,695	-	-	-	-
Term Deposit	1.3%	829,087	-	-	-	-
Term Deposit	2.4% to 2.91%	-	20,000	1,252,339	-	-
		1,596,742	20,000	1,252,339	-	-

**(ii) Credit Risk**

The group's maximum exposure to credit risk, excluding the value of collateral or other security, in relation to each class of recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The group does not have any material credit risk exposure to any single debtor group or group of debtors under financial instruments entered into by the Association.

*The effect of a 1% movement in interest rates on \$2,875,000 would be an extra \$28,750 income if interest rates rise or cost if interest rates fall.*

**(ii) Market Risk**

All Trade and Other Payables are due within 3 months.

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)  
AND ITS CONTROLLED ENTITIES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**NOTE 16 – ASSOCIATION DETAILS**

The principal place of business of the Association and its controlled entities is:  
Level 5, 445 Hay Street, Perth Western Australia 6000.

**NOTE 17 – EVENTS OCCURING AFTER REPORTING DATE**

There are no significant events after reporting date.



## Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY  
AUDITORS AND REGISTERED SMSF AUDITORS

**Postal Address:**

PO Box 229, JOONDALUP DC WA 6919

P: 1300 284 330

E: [reception@amwaudit.com.au](mailto:reception@amwaudit.com.au)

ABN 59 125 425 274

*Liability limited by a scheme approved under Professional Standards Legislation*

### AUDITOR'S DISCLAIMER

### TO THE BOARD OF

### CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED) AND ITS CONTROLLED ENTITIES

The additional financial data presented in the following pages have been extracted from the books and records of Civil Service Association of Western Australia (Incorporated) and its controlled entities. Some of these accounts have not been subjected to the auditing procedures applied in our statutory audit for the year ended 30 June 2018. Readers should note that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion in such financial data and no warranty of accuracy or reliability is given. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Civil Service Association of Western Australia (Incorporated)) in respect of such data, including any errors or omission therein however caused.

Dated this 10<sup>th</sup> day of September 2018

### AMW (AUDIT) PTY LTD

*Anderson Munro & Wyllie*

**ANDERSON MUNRO & WYLLIE**  
Chartered Accountants

*Martin Shone*

**MARTIN SHONE**  
Principal



**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)**

**DETAILED OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>PARENT</b>	
	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<u>INCOME</u>		
Members' subscriptions	7,732,362	7,858,487
Interest on investments	42,280	44,153
Miscellaneous income	18,986	15,031
Management Fees	23,000	23,000
Lease income	1,095,724	1,028,204
Commission Income	123,381	132,847
<b>TOTAL INCOME</b>	<b>9,035,733</b>	<b>9,101,722</b>
<u>EXPENDITURE</u>		
Advertising	3,312	2,921
Affiliation fees	108,655	111,180
Audit & accounting	13,000	13,983
Bank Charges	70,703	72,028
Cleaning & Domestic	111,159	97,807
Computer expenses	164,531	179,680
Council expenses	37,857	42,617
Courier Services	480	1,449
Depreciation	373,640	379,092
Donations	3,355	2,700
Fuel, light & power	176,660	121,317
General expenses	23,612	26,314
Insurance	74,161	68,355
Journal Publication costs	37,805	43,564
Journey Cover	115,524	298,129
Legal Fees	87,200	92,218
Maintenance	232,025	178,331
Management Services	13,819	18,147
Media monitoring	2,417	2,243
Membership Fees & Levies - Shoprite	11,636	12,158
Motor vehicle costs	53,051	69,551
Photocopy cost	46,822	42,659
Postage	11,935	14,100
Promotions	4,136	5,400
Rates & taxes	86,015	91,702
Regional visits	8,176	17,516
Rent	1,215	1,620
Security	5,022	4,049

**CIVIL SERVICE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)**

**DETAILED OPERATING STATEMENT (Cont'd)  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>PARENT</b>	
	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Special Projects	40,051	52,228
Staff amenities	9,104	9,025
Staff expenses	6,774,351	6,983,751
Staff training	37,997	30,640
Staff uniforms	-	(3,500)
Stationery	31,913	32,886
Storage facility	11,846	11,429
Telephone	59,259	74,661
Travelling expenses	1,002	756
Web Development Costs	5,533	5,229
Workplace representatives training	33,437	22,818
Loss on Sale of Assets	4,431	-
<b>TOTAL EXPENDITURE</b>	<b>8,886,847</b>	<b>9,230,753</b>
<b>OPERATING SURPLUS/ (DEFICIT)</b>	<b>148,887</b>	<b>(293,030)</b>



## Anderson Munro & Wyllie

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10 September 2018

The Committee of Management  
Civil Service Association of WA (Incorporated)  
PO Box X2252  
Perth WA 6847

Dear Committee Members

### **MANAGEMENT LETTER 2018**

We advise that we have recently completed the audit of Civil Service Association of WA (Incorporated) for the year ended 30 June 2018.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. While our procedures are designed to identify any material weaknesses and detect misstatements from fraud and error, there is an unavoidable risk that even some material misstatements may remain undiscovered. This unavoidable risk is due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system.

During this year, we noted the following matters which we believe need to be brought to your attention.

#### **Excessive leave balances**

During our audit we noted nineteen (19) employees who had leave balances of over 20 days. We note that further improvements are being implemented.

We recommend that this situation is monitored and that the effort to continue improving is made in order to reduce the leave liability of the organisation to a reasonable level.

#### **Mortgage not discharged**

During our audit, we noted that the mortgage for Unit 22, 445 Hay Street, Perth had not been discharged from Advantage Credit Union Ltd. We were informed that this matter will be resolved in the 2018/19 financial year.

We would like to take this opportunity to thank your accounts team for their assistance provided during the course of the audit.

If you would like to discuss any matter in relation to the audit, please do not hesitate to contact us.

Yours faithfully

**ANDERSON MUNRO & WYLLIE**

**MARTIN SHONE**  
Principal