



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7985  
Fax: (03) 9654 6672

Ms. Sue Billington  
Australian Education Union  
ACT Branch  
PO Box 3042  
MANUKA ACT 2603

Dear Ms. Billington

**Re: Australian Education Union - ACT Branch - Financial documents for year ended 31  
December 2002 - FR 2003/29**

Receipt is acknowledged of your correspondence of 2 April 2003.

Thank you for forwarding a copy of the Statement in relation to Loans, Grants and Donations by the Branch during the financial year ending December 2002. The statement has been placed on a file which is not available to the public.

The financial documents have now been filed.

Yours sincerely,

  
Sally Williams  
Statutory Services Branch  
23 April 2003



File Reference: B47

Ms Sally Williams  
Statutory Services Branch  
Australian Industrial Registry  
GPO box 1994S  
**MELBOURNE VIC 3001**

Dear Sally

**Australian Education Union – ACT Branch  
Financial documents for year ended 31 December 2002 [FR 2003/29]**

Further to our telephone conversation of Wednesday 2 April 2003, please find attached a copy of correspondence to Ms Christine Hayward which you have not received a copy of. Hopefully this will clarify the issues raised in your letter of 27 March 2003.

In relation to the "Donation" amount of \$18,823, as discussed, this appears to be a misinterpretation when reading our Audited Accounts as the figure relates to "Depreciation", not "Donation".

Please contact me if you have any further questions. I will ensure that for 2004 you are forwarded a copy of the statement directly in addition to Christine Hayward.

Yours sincerely

**SUE BILLINGTON**  
Executive Officer

2 April 2003



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7985  
Fax: (03) 9654 6672

Mr Clive Haggar  
Australian Education Union  
ACT Branch  
PO Box 3042  
MANUKA ACT 2603

Dear Mr Haggar

**Re: Australian Education Union - ACT Branch - Financial documents for year ended 31 December 2002 - FR 2003/29**

Receipt is acknowledged of the financial documents of the above organisation for the financial year ended 31 December 2002. The documents were lodged in the Registry on 26 March 2003.

Having regard to the requirements of Part IX, Division 11, of the Workplace Relations Act and the Workplace Relations Regulations (the Regulations) the following matters require your further attention. Your written response to these matters is requested by 11 April 2003.

*Income and Expenditure Statement*

Section 269(1) requires an organisation to lodge in the Industrial Registry as soon as possible after each financial year a statement showing the relevant particulars in relations to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

- Inspection of the income and expenditure statement discloses "Donations" and "Donation - ACT TLC" of \$18,823 and \$77,625 respectively.
- Note 5 of the notes to the financial accounts for the year ended 31 December 2002 indicates that the branch has made loans totalling \$4,350.

Would you please arrange lodgement in the Industrial Registry of a section 269(1) statement covering any loan or donation exceeding \$1,000, and which sets out the particulars of each such loan or donation in accordance with subsections 269(4) and (5).

We note that these matters have been brought to your attention in the past. If you wish to discuss this, or related matters, I can be contacted on 8661 7985.

Yours sincerely,

Sally Williams  
Statutory Services Branch  
27 March 2003

FR 2003/29



File Reference: B47


Ms Christine Hayward  
Deputy Industrial Registrar  
Australian Industrial Registry  
GPO Box 539  
**CANBERRA CITY ACT 2601**

Dear Christine

**Australian Education Union - ACT Branch  
AUDITED ACCOUNTS**

I certify that the enclosed copy of the Auditor's Report, Accounts and Statements for the period ending 31 December 2002 were circulated to members in Sub-Branches on 21 February 2003 in the February edition of *The ACT Teacher* and presented to an AEU - ACT Branch Council meeting on Saturday 22 March 2002.

Yours sincerely

  
for **CLIVE HAGGAR**  
**Secretary**

24 March 2003

Attachment

# AUSTRALIAN EDUCATION UNION ACT BRANCH

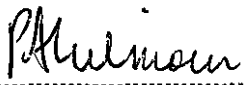
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## Secretary's Certificate in Relation to the Auditor's Report for the Financial Year ended December 2002

I hereby certify that the attached copy of the Auditor's Report, Accounts and Statements for the period ending 31 December 2002, were circulated to members in Sub-Branches on 21 February 2003 and presented to an AEU - ACT Branch Council meeting on Saturday 22 March 2003 in accordance with section 279.

The report was printed in the February edition of *The ACT Teacher* for members' information.

Signed:

  
.....  
CLIVE HAGGAR  
Branch Secretary

Date:

24 March 2003

**AUSTRALIAN EDUCATION UNION  
ACT BRANCH**

*Financial Statements  
For The Year Ended 31<sup>st</sup> December, 2002*

**Houston & Hanna**  
Chartered Accountants  
15/11 McKay Gardens  
TURNER ACT 2601

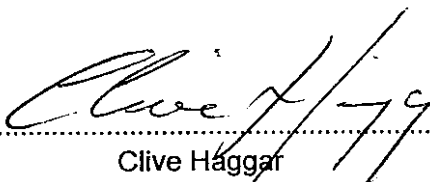
Phone: 02-62498515      Fax: 02-62496792  
Email: [khanna@webone.com.au](mailto:khanna@webone.com.au)

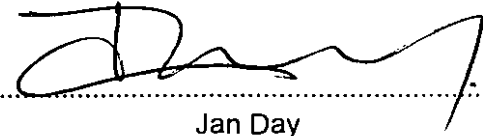
# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## EXECUTIVE CERTIFICATE

We, Clive Haggar and Jan Day, being two members of the Executive of the Australian Education Union, ACT Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive that:

- (i) in the opinion of the executive, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 31 December 2002;
- (ii) in the opinion of the Executive, meetings of the Executive were held during the year ended 31 December 2002 in accordance with the rules of the Organisation;
- (iii) to the knowledge of any members of the Executive, there have been no instances where records of the Organisation or other documents (not being documents containing information made available to a member of the Organisation under sub-section 274 of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the rules of the Association, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations therefo, or the rules of the Organisation; and
- (iv) the Organisation has complied with Section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December 2001 and the Auditor's report.

  
.....  
Clive Haggar

  
.....  
Jan Day

Canberra, ACT

Date.....11 - 2 - 2003

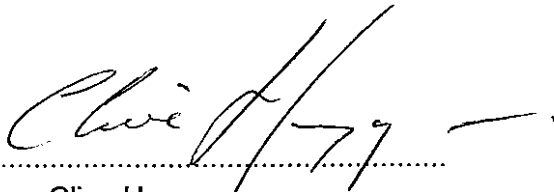
# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## ACCOUNTING OFFICER'S CERTIFICATE

I, Clive Haggar, being the Officer responsible for keeping the accounting records of the Australian Education Union, ACT Branch, certify that as at 31 December 2002 the number of financial members of the Organisation was 3270.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 31 December 2002;
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Organisation;
- (iii) before any expenditure was incurred by the Organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the Organisation;
- (iv) with regard to funds of the Organisation raised by compulsory levies or voluntary contributions from members, or funds other than the general fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Organisation were made to full-time officers of the Organisation; and
- (vi) the register of members of the Organisation was maintained in accordance with the Act.



Clive Haggar  
Canberra, ACT

Date.....11-2-2003.....



# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2002

2001	INCOME	2002
\$		\$
1,186,526	Members subscriptions	1,175,166
7,587	Interest on investments	7,919
12,379	Other income	1,999
30,000	Rent received	30,000
4,757	Advertising receipts	2,961
86,229	Distribution TLC income trust	77,625
<u>1,327,478</u>	<b>TOTAL INCOME</b>	<u>1,295,670</u>
	<b>EXPENSES</b>	
6,453	Administration fees	6,598
17,364	Affiliation fees & I.T.F. Subscriptions	16,394
15,900	Amortisation - leasehold buildings	15,900
67,776	Arbitration & campaign expenses	33,315
3,123	Audit & Accounting Costs	3,000
7,206	Bank fees	7,242
-	Bad Debts	4,238
4,241	Cleaning	4,007
7,606	Computer Services	11,799
31,622	Depreciation	18,823
5,939	Donations	5,172
86,104	Donation - ACT TLC	77,625
2,407	Electricity	1,931
11,134	Meeting & conference expenses	12,049
16,092	Membership services & Training	15,317
80,826	Federal capitation fees	76,558
21,460	Newsletter Expenses	23,690
19,408	Insurance	16,254
17,460	Interest	14,846
1,157	Office equipment & Leases	10,069
44,893	Legal - annual retainer	44,521
3,976	Legal - member's	3,953
3,734	Legislation reports & awards	2,353
4,061	Photocopying charges	4,786
15,822	Postage, freight & general expenses	16,766
33,317	Printing & stationery (Inc. Hand Books)	13,798
7,985	Professional development & training	6,681
4,109	Provision for annual leave	(1,888)
10,875	Provision for long service leave	(16,865)
19,928	Rates, taxes and body corporate fees	21,745
5,831	Repairs, maintenance & replacements	6,787
82,580	Salaries - officers	86,414
533,667	Salaries - other employees	560,719
96,186	Superannuation	92,657
14,791	Telephone & internet costs	18,479
10,317	Travel	4,300
30,869	Vehicle expenses (including FBT)	25,317
13,214	Vehicle depreciation	12,192
6,032	Women's Budget	4,948
<u>1,365,465</u>	<b>TOTAL EXPENSES</b>	<u>1,282,490</u>
<u>(37,987)</u>	<b>Operating surplus/(deficit)</b>	<u>13,180</u>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS

# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## FINANCIAL POSITION AS AT 31 DECEMBER 2002

2001		2002
\$		\$
	<b>CURRENT ASSETS</b>	
36,884	Cash at Bank	22,189
198,688	Cash on Deposit	208,282
21,324	Sundry Debtors and Prepayments	27,060
23,320	Members Subscriptions in Arrears	33,315
10,221	Members Welfare Loans (Note 5)	12,710
(4,000)	Less: Provision for Doubtful Debts	(4,000)
286,437	<b>TOTAL CURRENT ASSETS</b>	299,556
	<b>NON CURRENT ASSETS</b>	
884,429	Leasehold Property, Plant & Equipment (Note 3)	842,895
1,170,866	<b>TOTAL ASSETS</b>	1,142,451
	<b>LESS CURRENT LIABILITIES</b>	
54,138	Sundry Creditors	57,913
43,208	Borrowings	36,636
136,768	Provision for Staff Entitlements	110,177
15,970	Subscriptions Paid in Advance	17,079
250,084	<b>TOTAL CURRENT LIABILITIES</b>	221,805
	<b>NON - CURRENT LIABILITIES</b>	
197,995	Borrowings	176,841
3,344	Provision for Staff Entitlements	11,182
201,339	<b>TOTAL NON-CURRENT LIABILITIES</b>	188,023
451,423	<b>TOTAL LIABILITIES</b>	409,828
719,443	<b>NET ASSETS</b>	732,623
	<b>Represented By:</b>	
	<b>Members Funds</b>	
757,430	Balance as at 1 January 2002	719,443
(37,987)	ADD - Surplus/(Deficit) for Year	13,180
719,443	<b>Balance as at 31 December 2002</b>	732,623

**AUSTRALIAN EDUCATION UNION - ACT BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

2001		2002
\$		\$
	<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
1,186,526	Receipts from Members	1,155,906
7,587	Interest received	7,919
133,365	Receipts - other persons	112,585
<u>(1,314,156)</u>	Payments to suppliers & employees	<u>(1,247,358)</u>
13,322	<b>NET CASH PROVIDED BY OPERATIONS (Note 4(b))</b>	29,052
	<b>CASH FLOW FROM INVESTING &amp; FINANCING ACTIVITIES</b>	
(33,789)	Loan Repayments	(27,726)
<u>(17,304)</u>	Payments for Assets	<u>(5,382)</u>
(51,093)	<b>NET CASH PROVIDED BY INVESTING &amp; FINANCING</b>	<b>(33,108)</b>
-37,771	<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	(4,056)
272,298	Cash at beginning of year	234,527
<u><b>234,527</b></u>	<b>CASH AT END OF YEAR (Note4 (a))</b>	<u><b>230,471</b></u>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS

# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

### NOTE 1 - ACCOUNTING METHODS

The accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Bodies. In particular:

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of money or in the value of specific assets.
- (b) Depreciation of fixed assets is calculated on the Prime Cost basis in order to write the assets off over their useful life.
- (c) Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave has been made for the estimated accrued entitlements of all employees on the basis of their employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act 1936.
- (e) Legal fees which have been committed but not yet billed have been brought to account and shown as a provision in the accounts.

### NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of Sub-section (1) and (2) of Section 274, which reads as follows:

- (1) A member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-section (1) by a member of the Organisation, or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

**PENALTY: \$ 1,000**

- (3) A Registrar may only make an application under Sub-section (1) at the request of a member of the Organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

### NOTE 3 - LEASEHOLD PROPERTY, PLANT & EQUIPMENT

2001 Written Down Value \$		Cost \$	Accumulated Depreciation \$	2002 Written Down Value \$
790,965	Leasehold land & buildings	936,015	160,950	775,065
19,506	Furniture & fittings	88,692	73,887	14,805
19,771	Office equipment	183,900	172,869	11,031
54,187	Motor vehicles	98,343	56,349	41,994
<b>\$ 884,429</b>	<b>Total written down value</b>	<b>1,306,950</b>	<b>464,055</b>	<b>842,895</b>

### NOTE 4 - CASH FLOW INFORMATION

(a) Reconciliation of Cash	2002 \$	2001 \$
Cash on hand	300	300
Cash at bank	22,189	35,539
Cash on deposit	207,982	198,688
	<b>230,471</b>	<b>234,527</b>
(b) Reconciliation of Cash Flows from Operations	2002 \$	2001 \$
<b>Operating surplus/(deficit)</b>	13,180	(37,987)
<b>Add Back Non-Cash Items</b>		
Amortisation	15,900	15,900
Depreciation	32,061	44,836
Increase/(decrease) in provisions	(18,753)	14,984
<b>Total Non-Cash Items</b>	42,388	37,733
<b>Changes in Assets &amp; Liabilities</b>		
Decrease in Debtors, Prepayments & Members Loans	(18,220)	(8,718)
Increase in Creditors, including Subs in Advance	4,884	(15,693)
<b>Cash Flows from Operations</b>	<b>29,052</b>	<b>13,322</b>

# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2002

### NOTE 5 - TEACHER WELFARE FUND

	2002	2001
	\$	\$
<b>Summary of Transactions in the Teacher Welfare Fund</b>		
Balance of loans outstanding 1 January 2002	10,221	12,236
Loans made during the year	4,350	1,500
	<u>14,571</u>	<u>13,736</u>
<b>Less:</b> Loan repayments received	(1,690)	(3,515)
Loans written off	(171)	-
<b>Balance of loans outstanding 31 December 2002</b>	<u>12,710</u>	<u>\$ 10,221</u>

# AUSTRALIAN EDUCATION UNION - ACT BRANCH

## AUDITOR'S REPORT

I have audited the accounts of the Australian Education Union, ACT Branch in respect of the year ended 31 December 2002 and have received all the information and explanations I required for the purposes of my audit.

### Scope

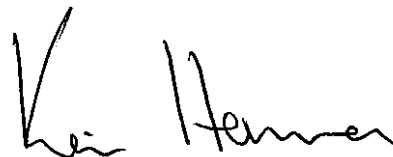
The Executive Committee are responsible for the preparation and presentation of the financial reports and the information contained therein. I have conducted an independent audit of the financial reports in order to express an opinion on them to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and Statutory Requirements so as to present a view of the Australian Education Union, ACT Branch which is consistent with my understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

In my opinion:

- (i) there were kept by the Organisation in respect of the year satisfactory accounting records detailing the sources and nature of the income of the Organisation (including income from members) and the nature and purpose of expenditure; and
- (ii) the attached accounts and statements, prepared under the historical cost convention, and in accordance with Section 272 of the Workplace Relations Act 1996, as amended, are properly drawn up so as to give a true and fair view of:
  - (a) the financial affairs of the Organisation as at 31 December 2002; and
  - (b) the income and expenditure and surplus/deficit of the Organisation for the year ended on that date.



Kim D Hanna FCA  
Registered Company Auditor

Suite 15 George Turner Offices  
11 McKay Gardens  
TURNER ACT 2601

Date 12<sup>th</sup> February 2003