



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7987
Fax: (03) 9654 6672

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

Dear Mr. Haggar,

Re: Financial Documents and for year ended 31 December 2003 (FR2003/660)

I acknowledge receipt of the financial documents lodged under s280(1) of the *Workplace Relations Act 1996* and the statement in relation to loans, grants and donations lodged under s269 for the abovementioned organisation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 22 January and 26 March 2004 respectively.

It is noted that an issue regarding the organisation's statement in relation to loans, grants and donations was resolved pursuant to a telephone conversation of 11 May 2004.

The documents have been filed.

Note: Future financial returns to be lodged under Schedule 1B

Please note that new and amended financial reporting requirements will apply to organisations and branches from the financial year commencing 1 July 2003. The relevant legislation is at Schedule 1B of the *Workplace Relations Act 1996*, which took effect on 12 May 2003.

The relevant legislation is available at:

- http://www.airc.gov.au/procedures/schedule_1b/schedule_1b.html; and
- <http://www.airc.gov.au/procedures/raoreg/raorg.html>.

Relevant Fact Sheets are available at:

- http://www.airc.gov.au/fact_sheets/factsheets.html.

Please also refer to the Registrar's Reporting Guidelines at:

- <http://www.airc.gov.au/organisations/rao/rao.html>.

If you have any queries about the new financial reporting requirements under the RAO Schedule please contact me on (03) 8661 7987.

Yours sincerely,

Fiona Pickett
Statutory Services Branch
Principal Registry

11 May 2004



FR 2003/660

File Reference: B47

Ms Ruth Hansen
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Ms Hansen

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

I enclose a copy of the Auditor's Report, Accounts and Statements for the period ending 31 December 2003 and the Secretary's Certificate as per the requirements of the Workplace Relations Act 1996.

Yours sincerely

CLIVE HAGGAR
Secretary

22 March 2004

Attachments



AUSTRALIAN EDUCATION UNION ACT BRANCH

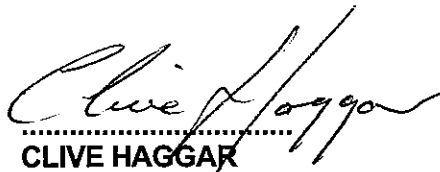
Secretary's Certificate in Relation to the Auditor's Report for the Financial Year ended December 2003

I hereby certify that in accordance with s279, the attached copy of the Auditor's Report, Accounts and Statements for the period ending 31 December 2003 were circulated to members in Sub-Branches on 20 February 2004. The report was printed in the February edition of *The ACT Teacher* for members' information.

The documents were then presented to an AEU - ACT Branch Council meeting on Saturday 20 March 2004 in accordance with section 279 (b) and (c).

I hereby lodge the attached copy of the Auditor's Report in accordance with s280 of the Workplace Relations Act 1996.

Signed:


.....
CLIVE HAGGAR
Branch Secretary

Date: 22 March 2004

**AUSTRALIAN EDUCATION UNION
ACT BRANCH**

*Financial Statements
For The Year Ended 31st December, 2003*

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

Phone: 02-62498515 Fax: 02-62496792
Email: khanna@webone.com.au

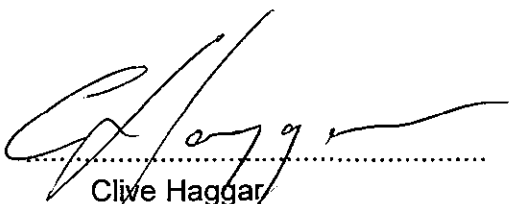
AUSTRALIAN EDUCATION UNION - ACT BRANCH

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 2003 the number of financial members of the Organisation was 3,740.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 31 December 2003;
- (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

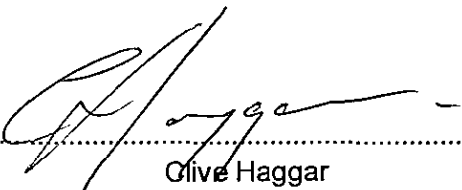
Date..... 10/02/04

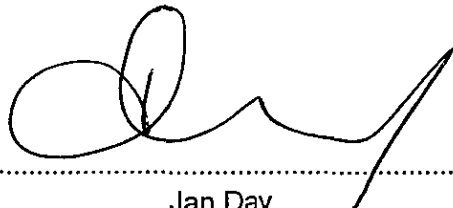
AUSTRALIAN EDUCATION UNION - ACT BRANCH

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 2003;
- (ii) in the opinion of the Executive, meetings of the Executive were held during the year ended 31 December 2003 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 2002 and the Auditor's report.


.....
Clive Haggar


.....
Jan Day

Canberra, ACT

Date..... 10 | 2 | 04

AUSTRALIAN EDUCATION UNION - ACT BRANCH

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2003

2002	INCOME	2003
\$		\$
1,175,166	Members subscriptions	1,248,412
7,919	Interest on investments	6,974
1,999	Other income	1,127
30,000	Rent received	30,000
2,961	Advertising receipts	2,247
77,625	Distribution TLC income trust	56,487
1,295,670	TOTAL INCOME	1,345,247
	EXPENSES	
6,598	Administration fees	-
16,394	Affiliation fees & I.T.F. Subscriptions	18,957
15,900	Amortisation - leasehold buildings	15,900
33,315	Arbitration & campaign expenses	40,960
3,000	Audit & Accounting Costs	3,250
7,242	Bank fees	6,881
4,238	Bad Debts & Provision for Doubtfull Debts	2,760
4,007	Cleaning	3,725
11,799	Computer Services & Data base Costs	16,221
18,823	Depreciation	8,082
5,172	Donations (inc' Bushfire Grants)	11,210
77,625	Donation - ACT TLC	56,487
1,931	Electricity	1,976
12,049	Meeting & conference expenses	15,306
15,317	Membership services & Training	14,044
76,558	Federal capitation fees	73,909
23,690	Newsletter Expenses	20,003
16,254	Insurance	24,173
14,846	Interest	12,402
10,069	Office equipment & Leases	22,247
44,521	Legal - annual retainer	44,928
3,953	Legal - member's	19,944
2,353	Legislation reports & awards	2,970
4,786	Photocopying charges	4,297
16,766	Postage, freight & general expenses	20,222
13,798	Printing & stationery (Inc. Hand Books)	20,784
6,681	Professional development & training	10,082
(1,888)	Provision for annual leave	10,965
(16,865)	Provision for long service leave	6,304
21,745	Rates, taxes and body corporate fees	20,258
6,787	Repairs, maintenance & replacements	5,775
86,414	Salaries - officers	83,150
560,719	Salaries - other employees	564,410
92,657	Superannuation	99,253
18,479	Telephone & internet costs	17,607
4,300	Travel	4,452
25,317	Vehicle expenses (including FBT)	19,122
12,192	Vehicle depreciation	9,450
4,948	Women's Budget	5,892
1,282,490	TOTAL EXPENSES	1,338,358
13,180	Operating surplus/(deficit)	6,889

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS

AUSTRALIAN EDUCATION UNION - ACT BRANCH

FINANCIAL POSITION AS AT 31 DECEMBER 2003

2002		2003
\$		\$
	CURRENT ASSETS	
22,189	Cash at Bank	40,261
208,282	Cash on Deposit	214,370
27,060	Sundry Debtors and Prepayments	35,173
33,315	Members Subscriptions in Arrears	27,560
12,710	Members Welfare Loans (Note 5)	11,760
(4,000)	Less: Provision for Doubtful Debts	(6,760)
299,556	TOTAL CURRENT ASSETS	322,364
	NON CURRENT ASSETS	
842,895	Leasehold Property, Plant & Equipment (Note 3)	809,756
1,142,451	TOTAL ASSETS	1,132,120
	LESS CURRENT LIABILITIES	
57,913	Sundry Creditors	39,632
36,636	Borrowings	30,000
110,177	Provision for Staff Entitlements	124,581
17,079	Subscriptions Paid in Advance	21,348
221,805	TOTAL CURRENT LIABILITIES	215,561
	NON - CURRENT LIABILITIES	
176,841	Borrowings	163,000
11,182	Provision for Staff Entitlements	14,047
188,023	TOTAL NON-CURRENT LIABILITIES	177,047
409,828	TOTAL LIABILITIES	392,608
732,623	NET ASSETS	739,512
	<i>Represented By:</i>	
	Members Funds	
719,443	Balance as at 1 January 2003	732,623
13,180	ADD - Surplus/(Deficit) for Year	6,889
732,623	Balance as at 31 December 2003	739,512

AUSTRALIAN EDUCATION UNION - ACT BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003**

2002		2003
\$		\$
	CASH FLOW FROM OPERATING ACTIVITIES	
1,155,906	Receipts from Members	1,248,412
7,919	Interest received	6,974
112,585	Receipts - other persons	89,861
<u>(1,247,358)</u>	Payments to suppliers & employees	<u>(1,300,317)</u>
29,052	NET CASH PROVIDED BY OPERATIONS (Note 4(b))	44,930
	 CASH FLOW FROM INVESTING & FINANCING ACTIVITIES	
-	Deposit from Tenant	5,000
(27,726)	Loan Repayments	(25,477)
(5,382)	Payments for Assets	(293)
<u>(33,108)</u>	NET CASH PROVIDED BY INVESTING & FINANCING	<u>(20,770)</u>
(4,056)	NET INCREASE/(DECREASE) IN CASH HELD	24,160
234,527	Cash at beginning of year	230,471
<u>230,471</u>	CASH AT END OF YEAR (Note4 (a))	<u>254,631</u>

AUSTRALIAN EDUCATION UNION - ACT BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

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 2003

NOTE 3 - LEASEHOLD PROPERTY, PLANT & EQUIPMENT

2002 Written Down Value \$		Cost \$	Accumulated Depreciation \$	2003 Written Down Value \$
775,065	Leasehold land & buildings	936,015	176,850	759,165
14,805	Furniture & fittings	88,692	78,125	10,567
11,031	Office equipment	183,900	176,713	7,187
41,994	Motor vehicles	98,636	65,799	32,837
\$ 842,895	Total written down value	1,307,243	497,487	809,756

NOTE 4 - CASH FLOW INFORMATION

(a) Reconciliation of Cash	2003 \$	2002 \$
Cash on hand	300	300
Cash at bank	40,261	22,189
Cash on deposit	214,070	207,982
	254,631	230,471
(b) Reconciliation of Cash Flows from Operations	2003 \$	2002 \$
Operating surplus/(deficit)	6,889	13,180
Add Back Non-Cash Items		
Amortisation	15,900	15,900
Depreciation	17,532	32,061
Increase/(decrease) in provisions	20,029	(18,753)
Total Non-Cash Items	60,350	42,388
Changes in Assets & Liabilities		
Decrease in Debtors, Prepayments & Members Loans	(1,408)	(18,220)
Increase in Creditors, including Subs in Advance	(14,012)	4,884
Cash Flows from Operations	44,930	29,052

AUSTRALIAN EDUCATION UNION - ACT BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

NOTE 5 - TEACHER WELFARE FUND

	2003	2002
	\$	\$
Summary of Transactions in the Teacher Welfare Fund		
Balance of loans outstanding 1 January 2003	12,710	10,221
Loans made during the year	1,500	4,350
	<u>14,210</u>	<u>14,571</u>
Less: Loan repayments received	(2,450)	(1,690)
Loans written off	-	171
Balance of loans outstanding 31 December 2003	<u>11,760</u>	<u>\$ 12,710</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 2003 and have received all the information and explanations I required for the purposes of my audit.

Scope

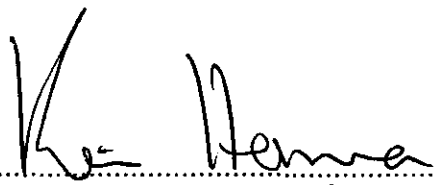
The Executive Committee are responsible for the preparation and presentation of the financial reports and the information contained therein. I have conducted an independent audit of the financial reports in order to express an opinion on them to the members.

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 2003; 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.....10th February, 2004.....