



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/661-[284V-NSW]

Mr Barry Johnson
Secretary
Australian Education Union-New South Wales Branch
Locked Bag 3010
DARLINGHURST NSW 1300

Dear Mr Johnson

**Re: Australian Education Union-New South Wales Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7775 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Ruth Hansen
E-mail: ruth.hansen@air.gov.au
9 January 2004

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

Financial reports should be prepared, audited, provided to members*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].

B The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

***Note:** The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].

D A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].

E The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]**.

F Members are to be provided* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]**.

G The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report** - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

***Note:** If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

H Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented** - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

** The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

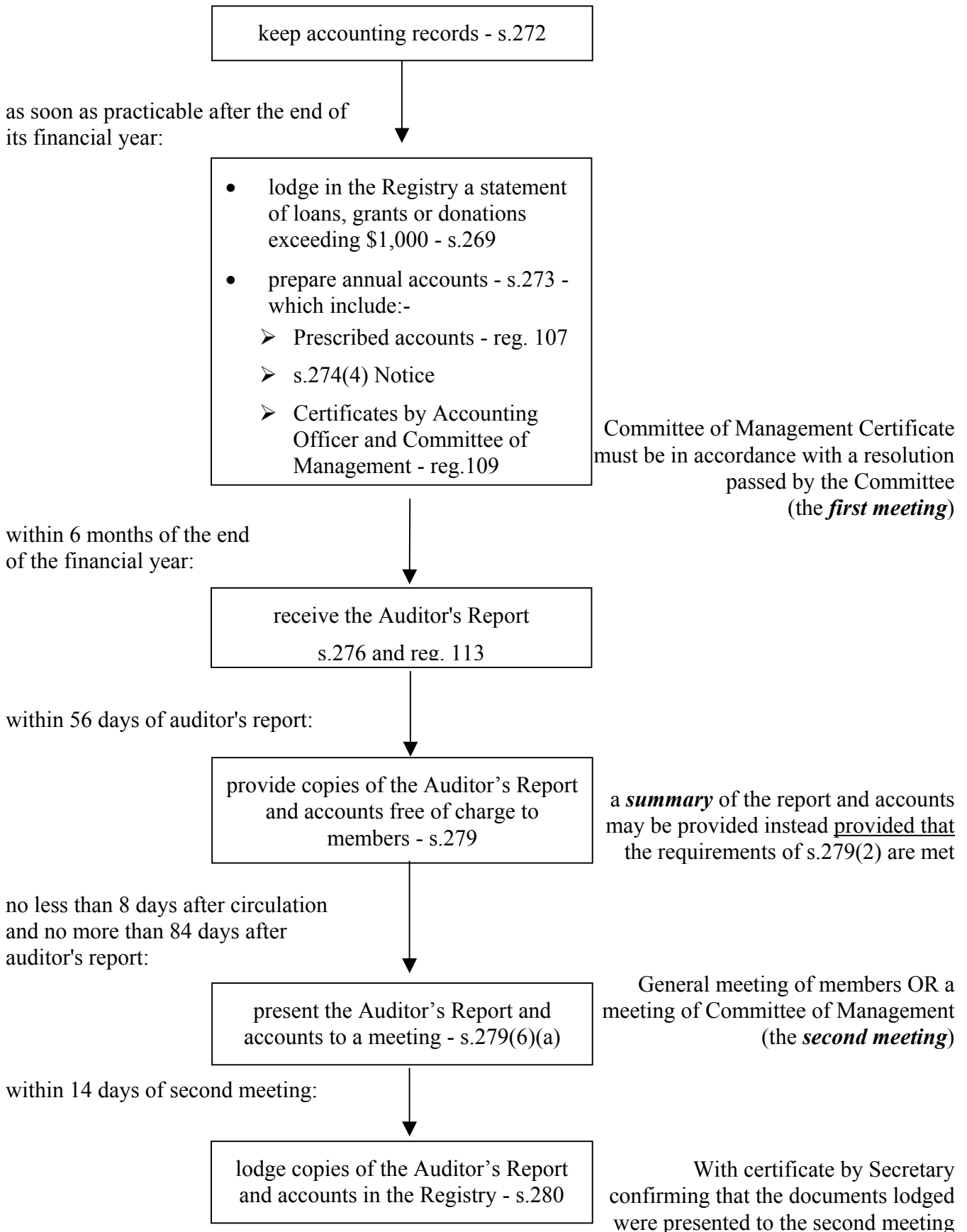
A graphical representation of these requirements is set out overleaf.

IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

An organisation or a branch of an organisation must:



IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]



Australian Education Union

New South Wales Branch

Federal Office: 120 Clarendon Street, South Melbourne VIC 3205

NSW Branch Office: 23-33 Mary Street, Surry Hills NSW 2010

7 June 2004

In reply please quote:

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Industrial Registrar (NSW Branch)
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam

Re: Australian Education Union (NSW Branch) Financial Documents for the year ending 31 December 2003.

Please find enclosed duly completed:

- a) Certificate by Secretary [Sec280(1)(b)]
- b) Copy of the accounts for year ending 31 December 2003
- c) Copy of Auditors Report
- d) Copy of Education Journal Vol. 85 No. 4, 10 May 2004 (page 15), publication of the Australian Education Union (NSW Branch) Financial Statements for year ending 31 December 2003.

Please note that the following requirements are included in the 'Auditors Accounts':

- Certificate by Secretary [S280(1)(b)]
- Committee of Management Certificate [Reg 109(1)(b) and 92]
- Accounting Officers Certificate [Reg 109(1)(a) and (4)]

Yours sincerely

A handwritten signature in cursive script that reads "Barry Johnson".

BARRY JOHNSON
BRANCH SECRETARY





Australian Education Union

New South Wales Branch

Federal Office: 120 Clarendon Street, South Melbourne VIC 3205

NSW Branch Office: 23-33 Mary Street, Surry Hills NSW 2010

AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)

Persuant to Sec. 280(1)(b) of the Workplace Relations Act of 1996, I hereby certify that the attached documents are true copies of the financial statements of the Australian Education Union (New South Wales Branch) for the year ending 31 December 2003 and were presented to a 'second meeting' of the Committee of Management held on the 5th June 2004.

Persuant to Sec. 279(2) of the Workplace Relations Act of 1996, I hereby certify that the Committee of Management passed a resolution at a Committee of Management meeting held 8th May 2004, for the provision to members of a summary of the auditors report, accounts and statements.

Yours sincerely,

A handwritten signature in black ink that reads "Barry Johnson".

BARRY JOHNSON
BRANCH SECRETARY

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

BRANCH SECRETARY CERTIFICATE

Pursuant to Section 280(1) of the Work Place Relations Act 1996, I hereby certify that the attached are true copies of the financial documents of the Australian Education Union (New South Wales Branch) for the financial year ended 31 December 2003. These financial documents were presented to the Committee of Management, of the Australian Education Union (New South Wales Branch) at a meeting held on 13th March 2004.



**BARRY JOHNSON
BRANCH SECRETARY**

16/3/2004.
(Date)

I certify that this is a true copy of the original financial report for the Branch year ending 31 December 2003.

A handwritten signature in black ink that reads "Barry Johnson". The signature is written in a cursive style with a large initial 'B'.

Barry Johnson
BRANCH SECRETARY
20th May 2004

**AUSTRALIAN EDUCATION
UNION
(NEW SOUTH WALES BRANCH)**

**FINANCIAL REPORT
31 DECEMBER 2003**

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

CERTIFICATE OF THE COMMITTEE OF MANAGEMENT

We, Barry Johnson and Maree O'Halloran, being two members of the Committee of Management of the Australian Education Union (New South Wales Branch), do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

- i) In the opinion of the Committee of Management, the attached financial statements show a true and fair view of the financial affairs of the Branch as at 31st December 2003.
- ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2003, in accordance with the rules of the Branch.
- iii) To the knowledge of any member of the Committee, there have been no instances during the financial year where records of the Branch or other documents (not being documents containing information made available to a member of the Branch under sub-section 274(2) of the Work Place Relations Act 1996) or copies of those records or other documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Work Place Relations Act 1996, the Regulations thereto, or the rules of the Branch; and
- iv) The Branch has complied with section 279 of the Act in relation to the financial statements in respect of the preceding financial year and the auditors' report thereon.

Signed on behalf of the Committee of Management

At Sydney this 13th day of March, 2004.



BARRY JOHNSON



MAREE O'HALLORAN

13/3/2004
(Date)

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

ACCOUNTING OFFICER'S CERTIFICATE

I, Barry Johnson, being the Officer responsible for keeping the accounting records of the Australian Education Union (New South Wales Branch), certify that as at 31 December 2003 the number of financial members of the Branch was 58,277.

In my opinion,

- i) The attached financial statements show a true and fair view of the financial affairs of the Branch as at 31st 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 Branch.
- iii) Before any expenditure was incurred by the Branch, approval of the incurring expenditure was obtained in accordance with the rules of the Branch.
- iv) With regard to funds of the Branch 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, other financial benefits or remuneration in respect of their full time employment with the Branch, were made to persons holding office in the Branch.
- vi) The register of members of the Branch was maintained in accordance with the Work Place Relations Act, 1996.

Signed at Sydney this 13th day of March, 2004



**BARRY JOHNSON
ACCOUNTING OFFICER**



13/3/2004
(Date)

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

	Note	2003 \$	2002 \$
REVENUE FROM ORDINARY ACTIVITIES			
Grants		1,725	11,711
Interest received		242	443
Agency collections		1,360,310	1,335,467
Other income		-	195
		<u>1,362,277</u>	<u>1,347,816</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Audit fees	5	1,600	1,375
Capitation fees paid to Federal Office		1,360,310	1,335,467
Other fees paid to Federal Office		-	9,086
		<u>1,361,910</u>	<u>1,345,928</u>
Total WRA Regulations disclosures		<u>1,361,910</u>	<u>1,345,928</u>
Bank charges		<u>182</u>	<u>200</u>
Total other administration expenses		<u>182</u>	<u>200</u>
		<u>1,362,092</u>	<u>1,346,128</u>
TOTAL EXPENSES FROM ORDINARY ACTIVITIES		<u>1,362,092</u>	<u>1,346,128</u>
SURPLUS FROM ORDINARY ACTIVITIES		<u>185</u>	<u>1,688</u>
TOTAL CHANGES IN EQUITY		<u>185</u>	<u>1,688</u>

The Financial Statements should be read in conjunction with the accompanying notes.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash assets		6,984	5,424
Receivables		<u>1,600</u>	<u>1,375</u>
TOTAL CURRENT ASSETS		<u>8,584</u>	<u>6,799</u>
TOTAL ASSETS		<u>8,584</u>	<u>6,799</u>
CURRENT LIABILITIES			
Payables		<u>1,600</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>1,600</u>	<u>-</u>
TOTAL LIABILITIES		<u>1,600</u>	<u>-</u>
NET ASSETS		<u>6,984</u>	<u>6,799</u>
EQUITY			
Retained surplus at the beginning of the financial year		6,799	5,111
Surplus for the year		<u>185</u>	<u>1,688</u>
Retained surplus at the reporting date		<u>6,984</u>	<u>6,799</u>

The Financial Statements should be read in conjunction with the accompanying notes.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

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

	Note	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Grants received		1,500	10,335
Other income		-	195
Receipts from members		1,360,310	1,335,467
Interest received		242	443
Payments in the course of operations		<u>(1,360,492)</u>	<u>(1,346,127)</u>
Net cash provided by operating activities	6 (a)	1,560	313
CASH FLOWS FROM INVESTING ACTIVITIES			
		-	-
CASH FLOWS FROM FINANCING ACTIVITIES			
		-	-
Net increase in cash held		<u>1,560</u>	<u>313</u>
Cash at beginning of year		<u>5,424</u>	<u>5,111</u>
Cash at end of the year	6 (b)	<u><u>6,984</u></u>	<u><u>5,424</u></u>

The Financial Statements should be read in conjunction with the accompanying notes.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views, and other authoritative pronouncements of the Australian Accounting Standards Board, including the requirements of the Workplace Relations Act 1996.

The financial report is prepared on an accrual basis and is based on historical costs and does not take into account changing money values, or except where stated, the current value of non-monetary assets.

The accounting policies adopted have been consistently applied, unless otherwise stated.

a Income Tax

No provision for income tax is necessary as the Australian Education Union (New South Wales Branch) is exempt from tax under Sec 23(f) for the Income Tax Assessment Act.

b Revenue

Grant revenue is recognised in the period in which it is received.

Agency revenue is recognised for the financial period to which it relates. Agency revenue received in advance is recognised as a liability at balance date.

NOTE 2: CAPITAL EXPENDITURE COMMITMENTS

No Capital Expenditure contracted for.

NOTE 3: RELATED PARTY INFORMATION

(a) Executive Officers

The Chief Executive Officer (Branch Secretary) during the year was Barry Johnson.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

NOTE 3: RELATED PARTY INFORMATION (CONTINUED)

- (a) Persons holding positions as executive (committee of management) members during the year were:

Sally Edsall	John Irving	John Robertson
Jennifer Leete	Richard Walsham	Joan Lemaire
Christiaan Goudkamp	Robert Libsombe	Brenda Seymour
Barry Johnson	Jason McGrath	Geoff Turnbull
Kathy Deacon	Phillip Bradley	
David Wynne	Helen MacGregor	
Nola Edsall	Maree O'Halloran	
Theresia Zadkovich	Angelo Gavrielatos	

No remuneration was received by officers or executive members during the year.

- (b) Related party transactions

Agency Collection fees paid to the Australian Education Union during 2003 was \$1,360,310 (2002: \$1,335,467). Agency Collection fees were received from the New South Wales Teachers Federation for the same amount.

NOTE 4: NOTICE REQUIRED UNDER WORK PLACE RELATIONS ACT 1996

In accordance with the requirements of the Work Place Relations Act 1996, the attention of members is drawn to the following provisions of the Act:-

S.274

- (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 subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time as prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of application made at the request of the member.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003 \$	2002 \$
NOTE 5: AUDITOR'S REMUNERATION		
Audit fees	<u>1,600</u>	<u>1,375</u>

NOTE 6: CASH FLOW INFORMATION

**(a) Reconciliation of net cash outflow from
operating activities to operating surplus:**

Operating surplus	185	1,688
Changes in assets and liabilities during the financial year:		
Decrease/(increase) in debtors	(225)	(1,375)
(Decrease)/increase in creditors	<u>1,600</u>	<u>-</u>
Net cash outflows from operating activities	<u>1,560</u>	<u>313</u>

(b) Reconciliation of Cash:

Cash at the end of the financial year is reconciled to items in the statement of financial position as follows:

Cash at bank	<u>6,984</u>	<u>5,424</u>
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**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

NOTE 7: FINANCIAL INSTRUMENTS

The Branch does not participate in the use of derivative financial instruments.

(a) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or any other security, at balance date to recognise financial assets is the carrying amount, net of any provision for doubtful debts, as disclosed in the balance sheet and notes to the financial statements.

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

(b) Net Fair Values

The net fair values of debtors, loans and other amounts are determined by discounting the cash flows, at the market interest rates of similar securities, to their present values.

The carrying amount of all financial assets and liabilities does not exceed their net fair value.

(c) Interest Rate Risk

The Branch exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates is minimal as all financial assets and liabilities are non-interest bearing.

NOTE 8: SEGMENT REPORTING

The Branch operates in one business segment being the Trade Union sector providing services to its members within one geographic segment being New South Wales.

NOTE 9: ORGANISATION DETAILS

The registered office and principal place of business of the Australian Education Union (New South Wales Branch) is 23-33 Mary Street Surry Hills.

INDEPENDENT AUDIT REPORT TO MEMBERS OF THE AUSTRALIAN EDUCATION UNION (NEW SOUTH WALES BRANCH)

Scope

The financial report and the Executive's responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, the accounting officer's certificate and the certificate by the Committee of Management (the Executive) for the Australian Education Union (New South Wales Branch) for the year ended 31 December 2003.

The Executive of the Federation is responsible for the preparation and true and fair presentation of the financial report in accordance with Australian accounting standards, other mandatory professional reporting requirements and the Industrial Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Australian Education Fund (New South Wales Branch). Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

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

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

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

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

**INDEPENDENT AUDIT REPORT TO MEMBERS OF THE
AUSTRALIAN EDUCATION FUND (NEW SOUTH WALES BRANCH) (CONT)**

Independence

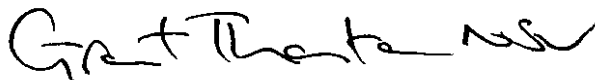
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit opinion

In our opinion:

- a satisfactory accounting records were kept by the Branch in respect of the year ended 31 December 2003, including:
 - i records of the sources and nature of the income of the Branch (including income from members); and
 - ii records of the nature and purposes of expenditure of the Branch; and
- b the financial statements and other statements required to be prepared under sec 510 of the Industrial Relations Act 1996 have been properly drawn up so as to give a true and fair view of:
 - i the financial affairs of the Branch as at 31 December 2003; and
 - ii the income and expenditure, and surplus, of the Branch for the year ended on that date; and
- c the financial statements have been prepared in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia.

We have obtained all the information and explanations we required from the officers and employees of the Branch, which were necessary for the purposes of our audit, and there were no deficiencies, failures or shortcomings in relation to the matters referred to above.



GRANT THORNTON NSW
Chartered Accountants



M A ADAM-SMITH
Partner

Sydney

13 March 2004



Australian Education Union (NSW Branch)

These accounts are a brief summary of the activities of the NSW Branch of the federal union, the Australian Education Union.

The 2003 year was one in which very little activity occurred and the financial activity was mostly limited to the receipt of funds collected on behalf of the Federal branch of the union by the NSW Teachers Federation. These funds were received and then transferred to the federal body in line with the contract agreed to for this purpose.

Barry Johnson

Barry Johnson
Branch Secretary

Summary of the financial statements for the financial year ended December 31, 2003

The financial statements of the Union have been audited in accordance with the provisions of the Workplace Relations Act 1996 and the following summary is provided for members in accordance with Section 279(2) of the Act.

A copy of the Auditors' Report, Accounts and Statements will be supplied free of charge to members who request same.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Section 274 (1) and (2) and (3), which read 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 subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time, as prescribed.

(3) A Registrar may only make an application under subsection (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.

Summary statement of financial position as at December 31, 2003

	2003	2002
	\$	\$
EQUITY	6,984	6,799
Current assets	8,584	6,799
TOTAL ASSETS	8,584	6,799
Current liabilities	1,600	-
Total liabilities	1,600	-
NET ASSETS	6,984	6,799

Summary statement of financial performance for the financial year ended December 31, 2003

	2003	2002
	\$	\$
Membership fees	1,360,310	1,335,467
Other income	1,967	12,349
	1,362,277	1,347,816
Less expenditure	1,362,092	1,346,128
SURPLUS FROM ORDINARY ACTIVITIES	185	1,688

Independent audit report to the members of the Australian Education Union (NSW Branch)

Scope

We have audited the summarised financial report of Australian Education Union (NSW Branch) for the year ended 31 December 2003, comprising the Summary Statement of Financial Position and the Summary Statement of Financial Performance, in accordance with Australian Auditing Standards.

Audit opinion

In our opinion:

a. the information reported in the summarised financial report is consistent with the full annual statutory financial report of the Branch from which it is derived and upon which we expressed an unqualified audit opinion in our report to the members dated 13 March 2004; and

b. the information reported in the summarised financial report is a fair and accurate summary of the full report, accounts and statements of the Branch.

For a better understanding of the scope of our audit, this report should be read in conjunction with our audit report on the full annual statutory financial report. This unqualified audit report on the full statutory financial report did not contain any particulars of any deficiency failure or shortcoming as referred to in the Workplace Relations Act 1996.

Grant Thornton

M A Adam-Smith

GRANT THORNTON NSW
Chartered Accountants
Sydney

M A ADAM-SMITH
Partner
13 March 2004



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Barry Johnson
Branch Secretary
Australian Education Union
New South Wales Branch
23-33 Mary Street
SURRY HILLS NSW 2010

Dear Mr Johnson,

**Re: Australian Education Union - New South Wales Branch
Financial documents for year ended 31 December 2003 - FR2003/661**

I have received your letter dated 7 June 2004 together with the full financial documents, including the summary of those documents, of the above named organisation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 10 June 2004

The documents have been filed.

Please note that the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule. This is because the relevant transitional provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the RAO legislation [(see item 44(1)].

Yours sincerely

A handwritten signature in cursive script that reads 'L. Markovski'.

Lynette Markovski
Statutory Services Branch

24 June 2004