



FAIR WORK
COMMISSION

13 January 2014

Ms Jenny Diamond
Secretary, New South Wales Branch
Australian Education Union
23-33 Mary Street
SURRY HILLS NSW 2010

Dear Ms Diamond,

Re: Lodgement of Financial Statements and Accounts - Australian Education Union, New South Wales Branch - for years ended 31 December 2011 (FR2011/2903), 31 December 2012 (FR2012/590)

I refer to the above financial statements and accounts. The documents in relation to the year ended 31 December 2011 were first lodged with the Fair Work Commission on 27 June 2012. The documents in relation to the year ended 31 December 2012 were lodged on 19 June 2013. I acknowledge an unusual delay in corresponding in relation to these reports.

Overall, the reports complied with the requirements although I noted that (i) the auditor's report did not specify by name the Committee of Management Statement in the introductory paragraph;¹ (ii) the Committee of Management Statement referred to the formerly named "RAO Schedule and RAO Regulations"² and the concise report included a reference to "s279(2) of the Act"³.

Review of results

I also noted your letter dated 20 June 2012 addressed to Mr Scott Shepherd of the Melbourne Office seeking advice in relation to the reporting/reviewing of results of principal activities referred to in section 254(2)(a) of the *Fair Work (Registered Organisations) Act 2009*. I take this opportunity to clarify the requirement.

The reference in s254(2)(a) to "results" is often either overlooked, or misinterpreted as financial results, and the Commission has sought to draw reporting units' attention to the correct reading. There is nothing wrong with including a financial result in the operating report, but, strictly speaking, the reference to "results of those activities" contemplates non-financial results.

The Branch's operating reports state, under the heading "Review of Operations", that "*the entity continued to engage in its principal activity*" and that the principal activity is described as "*the promotion of union activities within the education sector*".

¹ See paragraph 23 of Australian Auditing Standard (ASA) 700: "*The introductory paragraph in the auditor's report shall...(c) identify the title of each statement that comprises the financial report*"

² The correct current legislative reference may be expressed as "the RO Act" and "the RO Regulations" (i.e. from the *Fair Work (Registered Organisations) Act 2009*).

³ The section 279(2) referred to was found in the superseded pre-2003 *Workplace Relations Act 1996*. The current legislative provision is section 265(3) of the RO Act

I note your comments about the difficulties of making quantitative or qualitative assessments that identify the extent to which developments in the education sector are due to particular activities of the Branch.

Section 254 prescribes various kinds of information considered significant and relevant for members. The form and detail of "results" however is not prescribed, and in the absence of any particular prescription, there is some diversity in the way different reporting units present the non-financial results of their principal activities, and from the Commission's point of view, an operating report needs only to indicate that the Branch has not overlooked this legislative reference to a review of results of the principal activities.

If the Branch is not able to identify particular individual achievements or developments of significance, or to confidently characterise them as results, it may, for example, be able more broadly and simply, to state/indicate whether it considers its members' interests have been furthered and protected as a result of the Branch's operations during the financial year.

The review should not be onerous and there is no expectation by the Commission that it should be.

I trust this clarifies the reference to results. If you have any query regarding the above, please do not hesitate to contact me on (02) 6723 7237.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal line extending to the right.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["sruzic@nswtf.org.au"](mailto:sruzic@nswtf.org.au)
Subject: Attention Ms Jenny Diamond - Financial eports y/e 31 Dec 2011, 31 Dec 2012 - filing
Date: Monday, 13 January 2014 5:48:00 PM
Attachments: [AEU NSW FR2011 2903 FR2012 590 \(final\).pdf](#)

Dear Mr Ruzic,

Please see attached my letter to Ms Diamond in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: [KELLETT, Stephen](#)
To: [KELLETT, Stephen](#)
Subject: FW: Attention: Mr Scott Shepherd re attached letter from the NSW Branch Secretary and AEU(NSW Branch) Fairwork Return
Date: Friday, 3 January 2014 8:05:14 AM
Attachments: [20120627091132.pdf](#)
[AEU_NSW_Fairwork_Return_2011.pdf](#)
Importance: High

-----Original Message-----

From: June Williamson [<mailto:june@nswtf.org.au>] On Behalf Of Jenny Diamond
Sent: Wednesday, 27 June 2012 9:18 AM
To: Melbourne@fwa.gov.au
Subject: Attention: Mr Scott Shepherd re attached letter from the NSW Branch Secretary and AEU(NSW Branch) Fairwork Return
Importance: High

<<AEU_NSW_Fairwork_Return_2011.pdf>> as discussed yesterday.

Yours sincerely
Jenny Diamond
Branch Secretary

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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

26 June 2012

In reply please quote: 928/2012/JDL/JD;jw

Mr Scott Shepherd
Tribunal Services and Organisations
Fair Work Australia
GPO Box 1994
MELBOURNE VIC 3001

Dear Mr Shepherd

Thank you for returning my telephone call today, which provided an opportunity to discuss aspects of the Operating Report – Review of Principal Activities.

Your correspondence of 15 July 2011 noted, in regard to the operating report lodged that while a review of principal activities was provided, it did "not explain the *results* of these activities".

As advised by 'phone today, the financial report for the year ended 31 December 2011 was adopted and approved without the inclusion of a description of the results of our principal activities.

This requirement has proven quite problematic for an organisation such as the AEU NSW Branch. In seeking to meet that requirement, the following issues are submitted for clarification and advice, which may assist for the lodgement of future financial reports.

1. The AEU NSW Branch principal activity is advised as "the promotion of union activities within the education sector". There is considerable difficulty in *quantifying* the results of such activity, which is essentially political in nature.
2. Further to that, the qualitative assessment of results of that activity is also challenging.

For example, the AEU NSW Branch has been supporting a campaign for the recommendations arising from the Federal Government Review of School Funding (the Gonski Review) to be implemented through new Federal legislation.

This is a campaign yet to conclude and, depending on how fully (or not) those recommendations are legislated, may not be immediately assessable in regard to the success of promoting union activities.

Further, it is challenging, (if not, at times, impossible), to ascertain whether strengths and successes in public education can be attributed in large part to related principal activities of the union on those matters.

I appreciate your due consideration and advice in regard to these matters, and thank you for your assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jenny Diamond', written over a white background.

Jenny Diamond
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

20 June 2012.

In reply please quote:
898/2012/JD;sr

Mr Kevin Donnellan
Tribunal Services and Organisations
Fair Work Australia

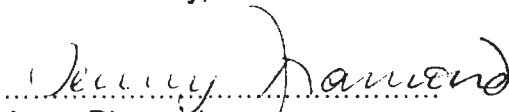
Dear Mr Donnellan

Re: Financial report for the Australian Education Union (New South Wales Branch) for year ending 31 December 2011.

Please find enclosed:

- a) A copy of the full report
- b) A copy of the concise report as provided to members.
- c) Certificate of Secretary

Yours sincerely,


.....
Jenny Diamond
BRANCH SECRETARY

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

ABN: 86 600 150 697

**FINANCIAL REPORT
31 DECEMBER 2011**

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

**OPERATING REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

Your committee presents the report on the union for the financial year ended 31 December 2011.

Members of Committee

The name of the members of committee of management in office at any time during the financial year was:

Bob Lipscombe	Gary Zadkovich
Joan Lemaire	Jenny Diamond
Sue Simpson	Kathy Deacon
Debbie Westacott(Resigned 31/3/2011)	Wendy Currie
David Wynne	Maurie Mulheron
John Dixon	Nola Edsall
Sally Edsall	Garry Grant(Resigned 31/3/2011)
Dennis Long	Peter Wilson
Pamela Gregg(Resigned 31/3/2011)	Rod Brown (Appointed 1/4/2011)
Geoff Turnbull	Michael de Wall(Appointed 1/4/2011)
Peter de Graaff	Charmaine O'Sheades(Appoined 1/4/2011)
Phil Cooke	Fionie Stavert(Appointed 1/4/2011)

Operating Results

The gain of the union for the financial year was \$930 (2010: gain of \$8,923).

Review of Operations

A review of the operations of the union during the financial year and the results of those operations found that during the year, the entity continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

Significant Changes in State of Affairs

No significant changes in the financial affairs of the union occurred during the financial year.

Principal Activity

The principal activity of the entity during the financial year was promotion of union activities within the education sector. No significant change in the nature of these activities occurred during the year..

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

Employees/Members

The union did not have any employees during the year. The number of financial members at 31 December 2011 was 61,579 (2010: 60,982)

Superannuation Trustees

No officer or member of the organisation holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion

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

**OPERATING REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

for holding such position is that they are an officer or member of an organisation.

Rights of members to resign

Members may resign from the union in accordance with rule 17, which reads as follows:

“17 – Resignation from membership and termination of eligibility

- (3) A member may resign from the Union by written notice addressed to and delivered to the Secretary of the Branch to which the member is attached.
- (4) A notice of resignation from membership takes effect:-
 - (a) where the member ceases to be eligible to become a member of the Union-
 - (i) on the day on which the notice is received at the office of the relevant Branch Secretary; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; which is later; or
 - (b) in any other case -
 - (i) at the end of 2 weeks after the notice is received at the office of the relevant Branch Secretary; or
 - (ii) on the day specified in the notice; whichever is later.
- (5) Any subscriptions, levies or fines which are due and payable but have not been paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt due to the Union.
- (6) A notice delivered to the relevant Branch Secretary shall be taken to have been received by the Union when it was delivered.
- (7) A notice of resignation that has been received at the office of the relevant Branch Secretary is not invalid because it was not addressed and delivered in accordance with sub-rule (1).
- (8) A resignation from membership is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- (9) A relevant Branch Secretary may accept a resignation from membership which is not effected in accordance with this Rule.
- (10) Where the relevant Branch Secretary accepts a resignation in accordance with the previous sub-rule the relevant Branch Secretary shall inform the member in writing that his/her resignation has been accepted.
- (11) On receipt of a written notice from a member that he/she has become ineligible for membership of the Union or a notice of resignation or on acceptance of a resignation which is not effected in accordance with this Rule, the Branch Secretary shall, as soon as possible notify the Federal Secretary that the member has become ineligible for membership or that the member has resigned.”

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

**OPERATING REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

Committee of Management Resolution

On 20 March 2012 the Committee of Management of Australian Education Union (New South Wales Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the Australian Education Union (New South Wales Branch) for the financial year ended 31 December 2011:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more entities, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
 - (vii) the organisation has not undertaken any recovery of wages activity for the financial year.


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

**OPERATING REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

- (f) In relation to the recovery of wages activity:
(i) There has been no such activity undertaken by the reporting unit.

Signed in accordance with a resolution of the Committee of Management:

Name of officer: Jenny Diamond
Title of Office held: Branch Secretary

Signature: 
Dated: 20 March 2012

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

**STATEMENT OF COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR
ENDED 31 DECEMBER 2011**

	Note	2011	2010
		\$	\$
Revenues			
Other income	5	9,000	22,132
Interest received		6,583	710
Membership fees of the AEU		<u>2,391,582</u>	<u>2,499,393</u>
Total revenues		<u>2,407,165</u>	<u>2,522,235</u>
Expenses			
Audit of financial report	6	3,200	3,100
Capitation fees paid to Federal Office		<u>2,391,582</u>	<u>2,499,393</u>
Total WRA Regulations disclosures		<u>2,394,782</u>	<u>2,502,493</u>
Travel costs		11,383	10,749
Finance costs		<u>70</u>	<u>70</u>
Total expenses		<u>2,406,235</u>	<u>2,513,312</u>
Gain/(Loss) for the year		<u>930</u>	<u>8,923</u>
Other comprehensive income		<u>-</u>	<u>-</u>
Total comprehensive income		<u>930</u>	<u>8,923</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 2011**

	2011	2010
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,562	3,609
Trade and other receivables	6,002	11,855
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	13,564	15,464
	<hr/>	<hr/>
TOTAL ASSETS	13,564	15,464
	<hr/>	<hr/>
CURRENT LIABILITIES		
Trade and other payables	3,270	6,100
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	3,270	6,100
	<hr/>	<hr/>
TOTAL LIABILITIES	3,270	6,100
	<hr/>	<hr/>
NET ASSETS	10,294	9,364
	<hr/>	<hr/>
EQUITY		
Retained earnings	10,294	9,364
	<hr/>	<hr/>
TOTAL EQUITY	10,294	9,364
	<hr/>	<hr/>

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

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

**STATEMENT OF CHANGES IN EQUITY
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

	Retained Earnings \$	TOTAL \$
Balance at 31 December 2009	441	441
Total comprehensive income for 2010	<u>8,923</u>	<u>8,923</u>
Balance at 31 December 2010	<u>9,364</u>	<u>9,364</u>
Total comprehensive income for 2011	<u>930</u>	<u>930</u>
Balance at 31 December 2011	<u>10,294</u>	<u>10,294</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 FINANCIAL YEAR ENDED 31 DECEMBER 2011**

	Note	2011 \$	2010 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Other receipts		14,853	10,288
Membership fees of the AEU		2,391,582	2,499,393
Interest received		6,581	710
Payments in the course of operations		<u>(2,409,063)</u>	<u>(2,510,212)</u>
Net cash provided by operating activities	7 (a)	<u>3,953</u>	<u>179</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
		<u>-</u>	<u>-</u>
Net increase in cash held		3,953	179
Cash at beginning of year		<u>3,609</u>	<u>3,430</u>
Cash at end of the year	7 (b)	<u>7,562</u>	<u>3,609</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 FINANCIAL YEAR ENDED 31 DECEMBER 2011**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, including Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board as well as the requirements of the Fair Work (Registered Organisations) Act 2009. A statement of compliance with International Financial Reporting Standards cannot be made due to the entity applying the not-for profit section specific requirements contained in AIFRS.

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. Grant revenue is received from the New South Wales Teachers Federation (the associated body) and appears in that associated bodies audited financial statements.

Membership fees of the Australian Education Union (AEU) are recognised for the financial year to which they relate. Membership fees of the AEU received in advance are recognised as a liability at balance date.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to those assets.

(c) Financial Risk management objectives and policies

The entity's principal financial instrument comprises receivables, payables and bank loans, cash and short term deposits. The entity manages credit risk in relation to trade receivables by undertaking transactions with organisations with good credit ratings.

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

The consolidated entity manages its exposure to key financial risks including interest rate risk, credit risk and liquidity risk. The consolidated entity uses different methods of measure and manages different types of risk to which it is exposed. These include monitoring levels of exposure to interest rate and assessments of market forecasts for interest rate prices.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

(d) Risk Exposure and Responses

Interest rate risk

The entity's exposure to market interest rates is minimal. The level of debt is disclosed in Note 8.

(e) New accounting standards and interpretations

There have been new Australian Accounting Standards and Interpretations issued/ or amended that are applicable to the Australian Education Union (New South Wales Branch) but not yet effective. They have been considered and it is believed that they have no material impact on the presentation on the financial report.

(f) Relationship between Australian Education Union and New South Wales Teachers Federation

New South Wales Teachers Federation is an associated body of the Australian Education Union specified in the Australian Education Union rules. The New South Wales Teachers Federation membership fee includes membership of the Australian Education Union (New South Wales Branch).

Membership fees for members of the Australian Education Union (New South Wales Branch) are received from the New South Wales Teachers Federation as per the obligation of the New South Wales Teachers Federation as an associated body of the Australian Education Union and enabled by Rule 11 (7) of the Australian Education Union rules.

The Australian Education Union (New South Wales Branch) notes that New South Wales Teachers Federation continues to make provision for those costs in its annual budget incurred by the Australian Education Union (New South Wales Branch) in respect of Auditors' fees and bank fees incurred for management of membership fees and audited accounts and does this as part of its obligation to collect and process membership fees for the Australian Education Union (New South Wales Branch).

(g) Going concern basis of accounting

The financial report has been prepared on the basis of a going concern as NSW Teachers Federation has agreed to provide financial support as and when required in respect of Auditor's fees and bank fees incurred for management of membership fees and audited accounts.

h) Critical Accounting estimates and judgments

The committee of management evaluates estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the consolidated entity. The committee has not made any provision for any critical accounting estimates and judgments.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

NOTE 2: CAPITAL EXPENDITURE COMMITMENTS

No Capital Expenditure contracted for.

NOTE 3: RELATED PARTY INFORMATION

(a) Executive Officer

The Chief Executive Officer (Branch Secretary) during the year was Jenny Diamond.

Persons holding positions as Executive (committee of management) members during the year were:

Bob Lipscombe	Gary Zadkovich
Joan Lemaire	Jenny Diamond
Sue Simpson	Kathy Deacon
Debbie Westacott (Resigned 31/1/2011)	Wendy Currie
David Wynne	Maurie Mulheron
John Dixon	Nola Edsall
Sally Edsall	Garry Grant(Resigned 31/3/2011)
Dennis Long	Peter Wilson
Pamela Gregg	Pamela Gregg(Resigned 31/3/2011)
Geoff Turnbull	Rod Brown(Appointed 1/4/2011)
Peter de Graaff	Michael de Wall(Appointed 1/4/2011)
Phil Cooke	Charmaine O'Sheades (Appointed 1/4/2011)

No remuneration was received by Officers or Executive members during the year.

(b) Related party transactions

Membership fees of the AEU, paid to the Australian Education Union during 2011 was \$2,391,582 (2010: \$2,499,393). Membership fees of the AEU were received from the New South Wales Teachers Federation for the same amount. Membership fees of the AEU are budgeted for and appear in the audited financial statements of the New South Wales Teachers Federation (the associated body), for payment to the Australian Education Union (New South Wales Branch)

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

NOTE 4: NOTICE REQUIRED UNDER THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2010

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the following provisions of the Act:-

S.272

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

	2011 \$	2010 \$
NOTE 5: OTHER INCOME		
Funding of Airfares for AEU Annual Conference	<u>9,000</u>	<u>22,132</u>

NOTE 6: AUDITOR'S REMUNERATION

Audit of financial report	<u>3,200</u>	<u>3,100</u>
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NOTE 7: CASH FLOW INFORMATION

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

Operating surplus	930	8,923
Changes in assets and liabilities during the financial year:		
Decrease/(increase) in debtors	5,853	(11,844)
(Decrease)/ Increase in creditors	<u>(2,830)</u>	<u>3,100</u>
Net cash flows from operating activities	<u>3,953</u>	<u>179</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

**NOTE 7: CASH FLOW
INFORMATION(CONT)**

	2011	2010
	\$	\$
(b) Cash at the end of the financial year is reconciled to items in the statement of financial position as follows:		
Cash at bank	<u>7,562</u>	<u>3,609</u>

NOTE 8: 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.

(d) Sensitivity Analysis

The Branch has no exposure to interest rate risk.

NOTE 9: SUBSEQUENT EVENTS

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

NOTE 10: 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 Auditor's Report
To the Members of Australian Education Union (NSW Branch)**

We have audited the accompanying financial report of Australian Education Union (NSW Branch) ("Branch"), which comprises the statement of financial position as at 31 December 2011, and the statement of 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 and other explanatory notes to the financial report.

Responsibility of the Committee of Management for the financial report

The Committee of Management of the Branch is responsible for the preparation of the financial report that gives a true and fair view of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards which require us to comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

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 Branch's preparation and fair presentation of the financial report 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 Branch's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional and Ethical Standards Board.

Auditor's Opinion

In our opinion,

- a Satisfactory accounting records were kept by the Branch in respect of the year ended 31 December 2011, 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 report of the Branch is in accordance with the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 and applicable Australian Accounting Standards including the Australian Accounting Interpretations; and
- c the financial report presents fairly the Branch's financial position as at 31 December 2011 and of its performance for the year ended on that date.

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 AUDIT PTY LTD
Chartered Accountants


A G Rigele
Partner - Audit & Assurance

Sydney, 20 March 2012

AUSTRALIAN EDUCATION UNION (NEW SOUTH WALES BRANCH):

These accounts are a concise report of the activities of the New South Wales Branch of the federal union, the Australian Education Union.

The principal activity of the Branch during the year was the protection and improvement of employment conditions for its members and the financial activity was mostly limited to the receipt of funds collected on behalf of the Federal branch of the union by the New South Wales Teachers Federation. These funds were received and then transferred to the federal body.


Jenny Diamond
BRANCH SECRETARY

AUSTRALIAN EDUCATION UNION (NEW SOUTH WALES BRANCH) SUMMARY OF THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011

The financial statements of the Union have been audited in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009 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. The financial statements, specific disclosures and other information included in the concise financial report are derived from, and are consistent with, the full financial report of Australian Education Union (New South Wales Branch).

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 (1) and (2) and (3), which read as follows:

S.272

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

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
OPERATING REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

Your committee presents the concise report on the union for the financial year ended 31 December 2011.

Members of Committee

The name of the members of committee of management in office at any time during the financial year was:

Bob Lipscombe	Gary Zadkovich
Joan Lemaire	Jenny Diamond
Sue Simpson	Kathy Deacon
Debbie Westacott (Resigned 31/3/2011)	Maurie Mulheron
David Wynne	Nola Edsall
John Dixon	Pamela Gregg (Resigned 31/3/2011)
Sally Edsall	Peter Wilson
Dennis Long	Garry Grant (Resigned 31/3/2011)
Geoff Turnbull	Wendy Currie
Peter de Graaff	Rod Brown (Appointed 1/4/2011)
Phil Cooke	Michael de Wall (Appointed 1/4/2011)
Fione Stavert(Appointed 1/4/2011)	Charmaine O'Sheades(Appointed 1/4/2011)

Operating Results

The profit of the union for the financial year was \$930 (2010: profit of \$8,923).

Review of Operations

A review of the operations of the union during the financial year and the results of those operations found that during the year, the entity continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

Significant Changes in State of Affairs

No significant changes in the state of affairs of the union occurred during the financial year.

Principal Activity

The principal activity of the entity during the financial year was promotion of union activities within the education sector. No significant change in the nature of these activities occurred during the year.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

Employees/Members

The union did not have any employees during the year. The number of financial members at 31 December 2011 was 61,579 (2010: 60,982)

Superannuation Trustees

No officer or member of the organisation holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Rights of members to resign

Members may resign from the union in accordance with rule 17, which reads as follows:

“17 – Resignation from membership and termination of eligibility

- (3) A member may resign from the Union by written notice addressed to and delivered to the Secretary of the Branch to which the member is attached.
- (4) A notice of resignation from membership takes effect:-
 - (a) where the member ceases to be eligible to become a member of the Union-
 - (i) on the day on which the notice is received at the office of the relevant Branch Secretary; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; which is later; or
 - (b) in any other case -
 - (i) at the end of 2 weeks after the notice is received at the office of the relevant Branch Secretary; or
 - (ii) on the day specified in the notice; whichever is later.
- (5) Any subscriptions, levies or fines which are due and payable but have not been paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt due to the Union.
- (6) A notice delivered to the relevant Branch Secretary shall be taken to have been received by the Union when it was delivered.
- (7) A notice of resignation that has been received at the office of the relevant Branch Secretary is not invalid because it was not addressed and delivered in accordance with sub-rule (1).
- (8) A resignation from membership is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- (9) A relevant Branch Secretary may accept a resignation from membership which is not effected in accordance with this Rule.
- (10) Where the relevant Branch Secretary accepts a resignation in accordance with the previous sub-rule the relevant Branch Secretary shall inform the member in writing that his/her resignation has been accepted.

Rights of members to resign (cont.)

- (11) On receipt of a written notice from a member that he/she has become ineligible for membership of the Union or a notice of resignation or on acceptance of a resignation which is not effected in accordance with this Rule, the Branch Secretary shall, as soon as possible notify the Federal Secretary that the member has become ineligible for membership or that the member has resigned.”

On 20 March 2012, the Committee of Management of Australian Education Union (New South Wales Branch) passed the following resolution in relation to the general purpose financial report of the Australian Education Union (New South Wales Branch) for the financial year ended 31 December 2011:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the concise financial statements and notes comply with AASB 1039 – Concise Financial Reports.
- (b) the concise financial statements and notes comply with the reporting guidelines;
- (c) the concise financial statements and notes give a true and fair view of the financial performance, financial position and cash flows for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more entities, the financial records of reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Rights of members to resign (cont.)

(vii) the organisation has not undertaken any recovery of wages activity for the financial year.

(f) In relation to the recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

Signed in accordance with a resolution of the Committee of Management:

Name of officer: Jenny Diamond

Title of Office held: Branch Secretary

Signature: 

Dated this 20th Day of March 2012.

Discussion and Analysis of the Financial Statements

Information on Australian Education Union (New South Wales Branch) Financial Report

The financial statements and disclosures in the concise financial report have been derived from the 31 December 2011 financial report of Australian Education Union (New South Wales Branch) and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report.

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on Australian Education Union (New South Wales Branch) financial statements and the information contained in the concise financial report has been derived from the full 2011 Financial Report of Australian Education Union (New South Wales Branch).

Statement of Comprehensive Income

Profit for the year of \$930 was down \$7,993 from the prior year (2010: profit of \$8,923), this was due primarily to the branch receiving payment in advance from NSW Teachers Federation for travel and related costs for 2011 annual conference in the 2010 year.

Membership fee income of the Branch was \$2,391,582 a decrease of 4.3% from the prior year (2010: \$2,499,393).

Statement of Financial Position

Trade and other receivables was \$6,002 in 2011 representing a decreased of \$5,853 from \$11,855 in 2010. This decrease was due to prepaid travel for branch delegates for the 2011 annual conference paid in 2010.

Equity has increased by \$930 from \$9,364 in 2010 to \$10,294 in 2011. This was due to the net profit for the year increasing retained earnings by \$930.

Cash Flow Statement

Cash has increased by \$3,953 from \$3,609 in 2010 to \$7,562 in 2011 representing an increase of 110%. The net cash inflow from operating activities has increased to \$3,953 from \$179 in 2010 due to reduced payments in the course of operations.

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2011**

	2011	2010
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,562	3,609
Trade and other receivables	<u>6,002</u>	<u>11,855</u>
TOTAL CURRENT ASSETS	<u>13,564</u>	<u>15,464</u>
TOTAL ASSETS	<u>13,564</u>	<u>15,464</u>
CURRENT LIABILITIES		
Trade and other payables	<u>3,270</u>	<u>6,100</u>
TOTAL CURRENT LIABILITIES	<u>3,270</u>	<u>6,100</u>
TOTAL LIABILITIES	<u>3,270</u>	<u>6,100</u>
NET ASSETS	<u>10,294</u>	<u>9,364</u>
EQUITY		
Retained earnings	<u>10,294</u>	<u>9,364</u>
TOTAL EQUITY	<u>10,294</u>	<u>9,364</u>

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011	2010
	\$	\$
Revenues		
Other income	9,000	22,132
Interest received	6,583	710
Agency collections	2,391,582	2,499,393
Total revenues	<u>2,407,165</u>	<u>2,522,235</u>
Expenses		
Audit of financial report	3,200	3,100
Capitation fees paid to Federal Office	2,391,582	2,499,393
Total WRA Regulations disclosures	<u>2,394,782</u>	<u>2,502,493</u>
Travel costs	11,383	10,749
Finance costs	70	70
Total expenses	<u>2,406,235</u>	<u>2,513,312</u>
Gain/(Loss) for the year	<u>930</u>	<u>8,923</u>
Other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income	<u><u>930</u></u>	<u><u>8,923</u></u>

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2011**

	Retained Earnings	TOTAL
	\$	\$
Balance at 31 December 2009	441	441
Total comprehensive income for 2010	<u>8,923</u>	<u>8,923</u>
Balance at 31 December 2010	<u>9,364</u>	<u>9,364</u>
Total comprehensive income for 2011	<u>930</u>	<u>930</u>
Balance at 31 December 2011	<u>10,294</u>	<u>10,294</u>

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
STATEMENT OF CASH FLOWS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2011**

	2011	2010
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Other receipts	14,853	10,288
Membership fees of the AEU	2,391,582	2,499,393
Interest received	6,581	710
Payments in the course of operations	<u>(2,409,063)</u>	<u>(2,510,212)</u>
Net cash provided by operating activities	<u>3,953</u>	<u>179</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
	<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
	<u>-</u>	<u>-</u>
Net increase in cash held	3,953	179
Cash at beginning of year	<u>3,609</u>	<u>3,430</u>
Cash at end of the year	<u><u>7,562</u></u>	<u><u>3,609</u></u>

**AUSTRALIAN EDUCATION UNION
(NEW SOUTH WALES BRANCH)
NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2011**

Note 1: Basis of Preparation of the Concise Financial Report

The concise financial report is an extract for the full financial report for the year ended 31 December 2011. The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports.

The financial statements, specific disclosures and other information included in the concise financial report are derived from, and are consistent with, the full financial report of Australian Education Union (New South Wales Branch). The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Australian Education Union (New South Wales Branch) as the full financial report. A copy of the full financial report and auditor's report will be sent to any member, free of charge, upon request.

The financial report of Australian Education Union (New South Wales Branch) complies with all Accounting Standards, including Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board as well as the requirements of the Fair Work (Registered Organisations) Act 2009. A statement of compliance with International Financial Reporting Standards cannot be made due to the entity applying the not-for profit section specific requirements contained in AIFRS. The presentation currency used in this concise financial report is Australian dollars.

Note 2: Relationship between Australian Education Union and New South Wales Teachers Federation

New South Wales Teachers Federation is an associated body of the Australian Education Union specified in the Australian Education Union rules. The New South Wales Teachers Federation membership fee includes membership of the Australian Education Union (New South Wales Branch).

Membership fees for members of the Australian Education Union (New South Wales Branch) are received from the New South Wales Teachers Federation as per the obligation of the New South Wales Teachers Federation as an associated body of the Australian Education Union and enabled by Rule 11 (7) of the Australian Education Union rules.

The Australian Education Union (New South Wales Branch) notes that New South Wales Teachers Federation continues to make provision for those costs in its annual budget incurred by the Australian Education Union (New South Wales Branch) in respect of Auditors' fees and bank fees incurred for management of membership fees and audited accounts and does this as part of its obligation to collect and process membership fees for the Australian Education Union (New South Wales Branch).

Level 17, 383 Kent Street
Sydney NSW 2000
Locked Bag Q800
QVB Post Office
Sydney NSW 1230
T +61 2 8297 2400
F +61 2 9299 4445
E info.nsw@au.gt.com
W www.grantthornton.com.au

**Independent Auditor's Report
To the Members of Australian Education Union (NSW Branch)**

We have audited the accompanying concise financial report of Australia Education Union (New South Wales Branch), comprising the statement of financial position as at 31 December 2011, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for, and related notes, which was derived from the financial report of Australian Education Union (New South Wales Branch) for the year ended 31 December 2011. We expressed an unmodified auditor's opinion on that financial report in our auditor's report dated 20 March 2012.

Responsibility of the Committee of Management for the financial report

The Committee of Management of the Branch is responsible for the preparation and fair presentation of the concise financial report in accordance with Accounting Standard AASB 1039 Concise Financial Reports. This responsibility includes establishing and maintaining internal control relevant to the preparation of the concise financial report; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the concise financial report based on our procedures, which were conducted in accordance with Australian Auditing Standards of the Australia Education Union (New South Wales Branch) financial report of for the year ended 31 December 2011. Our audit report on the financial report for the year was signed on 20 March 2012 and was not subject to any modification. The Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report for the year is free from material misstatement.

Our procedures in respect of the concise financial report included testing that the information in the concise financial report is derived from, and is consistent with, the financial report for the year, and examination on a test basis, of evidence supporting the

amounts and other disclosures which were not directly derived from the financial report for the year. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report complies with Accounting Standard AASB 1039 Concise Financial Reports.

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

Independence

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional and Ethical Standards Board.

Auditor's Opinion

In our opinion, the information reported in the concise financial report is consistent, in all material respects, with the financial report from which it was derived and complies with the Accounting Standard AASB 101: Presentation of Financial Statements and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009. For a better understanding of the financial position of Australian Education Union (New South Wales Branch) as at 31 December 2011, its financial performance for the year ended and the scope of our audit, the concise financial report should be read in conjunction with the unabridged financial report and the auditor's report thereon.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



A G Rigele
Partner - Audit & Assurance
Sydney, 20 March 2012



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

Certificate of Secretary
s268 Fair Work (Registered Organisations) Act 2009

I, Jenny Diamond, being the Branch Secretary of the Australian Education Union (New South Wales Branch), certify:

- that the documents lodged herewith are copies of the full report and concise report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the concise report, was provided to members on the 7th May 2012; and
- that the full report was presented to a meeting of the Committee of Management of Australian Education Union (NSW Branch) on 19th June 2012 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

For and on behalf of the Australian Education Union (NSW Branch)

Jenny Diamond
Branch Secretary

Date: 20 June 2012.



FAIR WORK
AUSTRALIA

3 February 2012

Mr John Irving
Secretary
Australian Education Union-New South Wales Branch

(02) 9217 2470

Dear Mr Irving,

**Lodgement of Financial Documents for year ended 31 December 2011 [FR2011/2903]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Education Union-New South Wales Branch (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7764 or by email at kevin.donnellan@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Kevin Donnellan
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
---	-----

*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement)*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	

(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,

or

(b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
--	-----

Within 14 days of meeting

* *the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.*

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ *The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.*