

E2003/291 \1



AUSTRALIAN EDUCATION UNION

QUEENSLAND BRANCH

ABN 47 599 010 588

The Teachers' Building 21 Graham Street, Milton, Queensland, Australia.

Phone: (07) 3369 0088 Fax: (07) 3369 0022.

ADDRESS ALL CORRESPONDENCE TO: The Branch Secretary, P.O. Box 1591, Milton BC, Q. 4064.

In Reply Please Quote:

gmw:rjm

16 April 2003

The Executive Officer
Australian Industrial Registry
GPO Box 19945
Melbourne Vic 3001

Dear Sir

Please find enclosed the dated Financial Statements for the year ended 31 December 2002 for the Australian Education Union (Queensland Branch) accompanied by a verification statement from the Branch Secretary, Mr John Battams.

Yours sincerely

Gail Woods
Business Manager



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AUSTRALIAN EDUCATION UNION (QUEENSLAND BRANCH)

STATEMENT BY THE BRANCH SECRETARY

I, **JOHN BATTAMS** certify that the documents attached namely:

- Committee of Management's Certificate
- Accounting Officer's Certificate
- Auditor's Report
- Balance Sheet
- Statement of Income and Expenditure
- Notes to the Accounts

without alteration or erasure are copies of the documents presented to the Committee of Management on 14 April 2003.

John Battams
General Secretary



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Financial Statements 2002

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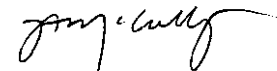
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COMMITTEE OF MANAGEMENT'S CERTIFICATE

In accordance with Regulation 109(1)(b) of the Regulations to the Workplace Relations Act 1996, we, Julie-Ann McCullough and John Battams being two members of the Executive of the Queensland Branch of the Australian Education Union, do state that:

- (i) In the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2002;
- (ii) In the opinion of the Executive, meetings of the Executive were held during the year ended 31 December 2002 in accordance with the rules of the Organisation;
- (iii) To the knowledge of any member of the Executive, there have been no instances during the year ended 31 December 2002 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 Act) or copies of those records or other documents, or copies of the rules of the Organisation, have not been furnished, or made available, to members of the Branch in accordance with the Act, these regulations or the rules of the Organisation as the case may be;
- (iv) In relation to the report prepared in accordance with Section 276 of the Act by the auditor of the Branch in respect of the year ended 31 December 2001 and in relation to the financial accounts prepared in accordance with sub-section 273(1) to which that report relates the Branch has complied with sub-section 279(1) and 279(6) of the Act.

Signed in accordance with a resolution of the Executive.



J McCullough



J Battams

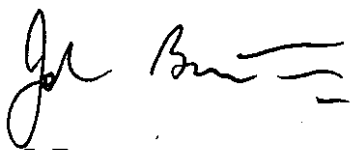
Brisbane, 11 February 2003

ACCOUNTING OFFICER'S CERTIFICATE

In accordance with Regulation 109(1)(a) of the Regulations to the Workplace Relations Act 1996, as amended, I, John Battams, Branch Secretary being the officer responsible for keeping the accounting records of the Queensland Branch of the Australian Education Union, certify that as at 31 December 2002 the number of members of the organisation was 37,940.

In my opinion:-

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002;
- (ii) A record has been kept of all moneys paid by or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union;
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) With regard to funds of the Union 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) All loans or other financial benefits granted to persons holding office in the Union were authorised in accordance with the rules of the Union;
- (vi) The register of members of the union was maintained in accordance with the Act.



J Battams

Brisbane, 11 February 2003

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF AUSTRALIAN EDUCATION UNION (QUEENSLAND BRANCH)

Scope

We have audited the accounts of the Australian Education Union (Queensland Branch) for the year ended 31 December 2002 as set out on pages 5 to 8. The Executive of the Australian Education Union Queensland Branch are is responsible for the preparation and presentation of the accounts and the information contained therein. We have conducted an independent audit of the accounts in order to express an opinion on them to the members of the Branch.

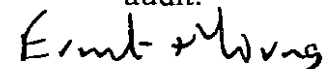
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and 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 standards, other mandatory professional reporting requirements in Australia and the Workplace Relations Act 1996, so as to present a view of the Australian Education Union (Queensland Branch) which is consistent with our understanding of its financial position and performance as represented by the results of its operations and cash flows.

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

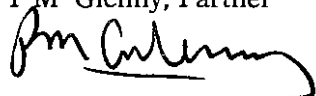
Audit Opinion

In our opinion:

- (i) the accounts of the Queensland Branch of the Australian Education Union (Queensland Branch) have been properly drawn up in accordance with Section 273 of the Workplace Relations Act 1996 and so as to give a true and fair view of:
 - (a) the financial position of the Branch as at 31 December 2002;
 - (b) the statement of financial performance and cash flows of the Branch for the year ended on that date;and are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.
- (ii) there were kept by the Branch in relation to the year satisfactory accounting records detailing the sources and nature of the income of the Branch (including income from members) and the nature and purposes of expenditure of the Branch.
- (iii) we have received all the information and explanations required for the purposes of our audit.



ERNST & YOUNG
P.M. Glenny, Partner



Brisbane

Date Opinion Formed 12 February 2003

STATEMENT OF FINANCIAL POSITION
as at 31 December 2002

	2002	2001
ACCUMULATED FUNDS		
General Fund	<u>\$ 66</u>	<u>\$ 66</u>
Represented by		
CURRENT ASSETS		
Cash at Bank	1,091	1,196
Sundry Debtors	<u>1,075</u>	<u>770</u>
	2,166	1,966
CURRENT LIABILITIES		
Creditors & Accruals	<u>2,100</u>	<u>1,900</u>
NET ASSETS	<u><u>\$ 66</u></u>	<u><u>\$ 66</u></u>

STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 December 2002

	2002	2001
INCOME		
Membership	762,187	745,787
Bank Interest	94	189
Donations from Queensland Teachers' Union	<u>2,075</u>	<u>1,770</u>
	764,356	747,746
EXPENDITURE		
Audit	2,100	1,900
Bank Charges	22	14
Postage	47	45
Subscriptions - Australian Education Union Federal	<u>762,187</u>	<u>745,787</u>
	764,356	\$ 747,746
EXCESS OF INCOME OVER EXPENDITURE	nil	Nil

STATEMENT OF CASH FLOWS

for the year ended 31 December 2002

	2002	2001
	INFLOWS	INFLOWS
	<OUTFLOWS>	<OUTFLOWS>

CASH FLOWS FROM OPERATING ACTIVITIES

	Notes		
RECEIPTS			
Donations Received		1,770	904
Interest received		94	189
Membership		762,187	745,787
PAYMENTS			
Supplies and other		<1,947>	<1,895>
Interest & bank charges		<22>	< 14>
Subscriptions		<762,187>	<745,787>
Net cash flows from operating activities	4	<105>	< 816>

CASH FLOWS FROM INVESTING ACTIVITIES

Net cash flows from investing activities		NIL	NIL
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CASH FLOWS FROM FINANCING ACTIVITIES

Net cash flows from financing activities		NIL	NIL
Net <decrease>/increase in cash held		<105>	<816>
Cash at beginning of reporting period		1,196	2,012
Cash at end of reporting period	4	\$ 1,091	\$ 1,196

NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 31 December 2002

NOTE 1 - ACCOUNTING POLICIES

(a) Basis of Accounting

The Statement of Financial Position and Statement of Financial Performance are prepared on an accrual basis and are drawn up in accordance with the historical cost convention which requires that assets be carried in the Statement of Financial Position at or below the cost originally incurred at the date of acquisition. No adjustment is made for changes in the general purchasing power of the dollar or changes in the current price of specific assets.

(b) Income Tax

No provision for income tax is made in the accounts as the Union is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

(c) Employees

All officers and staff are employed by the Queensland Teachers' Union of Employees.

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) 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 an organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member."

NOTE 3 - SEGMENT INFORMATION

The Queensland Branch of the Australian Education Union operates solely as the Queensland branch of a trade union in Australia, and is domiciled in Australia.

NOTE 4 - STATEMENT OF CASH FLOWS

- (a) Reconciliation of the operating surplus/<deficiency> with the net cash flows from operating activities -
- | | 2002 | 2001 |
|--|--------------------|--------------------|
| Operating surplus/<deficiency> | - | - |
| Movement in assets and liabilities | | |
| <Increase>/decrease in sundry debtors | <305> | <770> |
| <Decrease>/increase in sundry creditors | <u>200</u> | <u><46></u> |
| Net cash flows from operating activities | <u><105></u> | <u><816></u> |
- (b) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, the entity considers cash to include cash on hand and cash in the bank. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows;

	2002	2001
Cash on hand / bank	<u>\$ 1,091</u>	<u>\$ 1,196</u>



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

Ms Gail Woods
Business Manager
Australian Education Union
Queensland Branch
P.O. Box 1591
MILTON BC QLD 4064

Dear Ms Woods,

**Re: Australian Education Union - Queensland Branch
Financial documents for year ended 31 December 2002
FR2003/291**

Receipt is acknowledged of the financial documents of the Queensland Branch of the Australian Education Union for the year ended 31 December 2002. The documents were lodged in the Industrial Registry on 19 June 2003.

The documents have been filed.

I direct your attention to the following matters:

Financial Year

As indicated in correspondence from this office dated 8 April 2002, the Branch is required to alter its rules to provide for a financial year of 12 months ending on 31 December consistent with the definition of "financial year" contained in the *Workplace Relations Act 1996*. Under the terms of that definition, unless the rules of an organisation specify a financial year other than the period of 12 months commencing on 1 July in any year, then that period applies.

Late lodgment

You are again reminded that, unless an extension of time has been granted, financial documents are required to be lodged in the Registry within 14 days of the relevant meeting at which such documents are presented. I refer you to subsections 279(6) and 280(1) of the Act.

New legislation


As you may be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

The RAO legislation establishes a **Registration and Accountability of Organisations Schedule** (the RAO Schedule) inserted as Schedule IB within the *Workplace Relations Act 1996* (the WR Act) pertaining to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new RAO Schedule, with some amendments. Other matters will be substantially changed by the RAO Schedule, particularly the financial reporting requirements.

I note that the abovenamed organisation will be required to complete the financial reporting obligations for the financial year ended 31 December 2003 under the WR Act. However, 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 legislation [(see item 44(1)].

Could you please bring these matters to the attention of the Queensland Branch.

Yours sincerely

Ruth Hansen 
Statutory Services Branch

27 June 2003