



FAIR WORK
COMMISSION

24 January 2014

Mr Graham Moloney
Secretary, Queensland Branch
Australian Education Union
PO Box 1591
MILTON QLD 4064

Dear Mr Moloney,

Re: Lodgement of Financial Statements and Accounts - Australian Education Union, Queensland Branch - for years ended 31 December 2011 (FR2011/2901), 31 December 2012 (FR2012/588)

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 15 May 2012. The documents in relation to the year ended 31 December 2012 were lodged on 4 July 2013. A corrected Designated Officer's Certificate for the year 2012 was lodged yesterday, 23 January 2014. I acknowledge an unusual delay in corresponding in relation to these reports.

Overall, the reports complied with legislative requirements although I noted that:

- (i) the auditor's report for 2012 did not specify by name the Committee of Management Statement in the introductory paragraph;¹
- (ii) the Committee of Management Statements for both years did not include one of the prescribed declarations;²
- (iii) the Notes to the Financial Statements for both years omitted explicit reference to the *Fair Work (Registered Organisations) Act 2009* and whether for the purposes of preparing the report the Branch was a not-for-profit entity.³

I note also that though the operating reports for both years set out a comprehensive review of the activities, they omitted a statement whether or not there had been any significant changes to the nature of the principal activities, as referred to in subsection 254(2)(a).⁴ I consider that future operating reports should, consistent with the operating reports for all previous years, also include such a statement.

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 See paragraph 25(e)(iv) of the former Reporting Guidelines; cf. paragraph 41(e)(iv) of the new Reporting Guidelines. "*where the organisation (i.e. the Australian Education Union) consists of 2 or more reporting units, the financial records of the reporting unit (i.e. the Queensland Branch) have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.*" The scope of the declaration is qualified by the words "as far as practicable".

³ See Australian Accounting Standard (AASB) 1054, paragraph 8: "*An entity shall disclose in the notes (a) the statutory basis or other reporting framework under which the financial statements are prepared; (b) whether, for the purposes of preparing the financial statements, it is a for-profit or not-for-profit entity.*"

⁴ "*The operating report must (a) contain a review of the reporting unit's principal activities during the year, the results of those activities and any significant changes in the nature of those activities during the year.*"

In addition, I note that the Operating reports for both years stated there were “no significant changes in the state of affairs of the Branch”. This appears to be consistent with statements in earlier years, but as it is not completely reflective of the wording of subsection 254(2)(b) of the Act which requires that the report “give details of any significant changes to reporting unit’s *financial affairs*”, I suggest that future operating reports refer here to the “financial affairs”.

I have filed the documents. You will be aware that new Reporting Guidelines issued on 26 June 2013 apply to the financial report for the year ended 31 December 2013. If you have any questions in relation to the new or additional requirements, please do not hesitate to contact the Regulatory Compliance Branch at the Melbourne office of the Fair Work Commission.

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 from the end of the name.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["John Wild"](#)
Subject: Attention Mr Graham Moloney - financial reports y/e 31 Dec 2011 - 31 Dec 2012 - filing
Date: Friday, 24 January 2014 11:43:00 AM
Attachments: [AEU_QLD_FR2011_2901_FR2012_588 \(final\).pdf](#)

Dear Mr Wild,

Please see attached my letter to the Secretary 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: John Wild [mailto:jwild@qtu.asn.au]

Sent: Thursday, 23 January 2014 10:51 AM

To: KELLETT, Stephen

Subject: RE: Your reference JW:mb - Financial Report for year end 31 Dec 2012 - AEU, QLD Branch
- documentation requested

Dear Stephen,

I have attached the revised Certificate as per our discussions.

You left a message for me to call you back and I have tried a couple of times.

Thank you for your offer of forwarding to me the summary of the changes to the reporting requirements. I look forward to receiving that information.

Regards

John Wild | Finance & Corporate Services Manager

Queensland Teachers' Union

T: 07 3512 9000 | F: 07 3512 9050 |

E: business@qtu.asn.au | W: www.qtu.asn.au

21 Graham St, Milton Q 4064

PO Box 1750, Milton BC Qld 4064





AUSTRALIAN EDUCATION UNION

Queensland Branch ABN 47 599 010 568

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

Ph: 07 3512 9000 Fax: 07 3512 9050

Address all correspondence to: The Branch Secretary, PO Box 1591, Milton BC, Q 4064

Designated Officer's Certificate or other Authorised Officer *s268 Fair Work (Registered Organisations) Act 2009*

I, Graham Moloney, being the Branch Secretary of the Australian Education Union (Queensland Branch) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report, was provided to members on 13 May 2013; and
- that the full report was presented to a meeting of the branch council of the reporting unit on 26 June 2013; in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature:

Date:

23 / 1 / 14

From: John Wild [mailto:jwild@qtu.asn.au]

Sent: Monday, 6 January 2014 8:29 AM

To: KELLETT, Stephen

Subject: RE: Your reference JW:mb - Financial Report for year end 31 Dec 2012 - AEU, QLD Branch
- documentation requested

Dear Mr Kellett, Thanks for your email. I will make enquiries advise. Mr Moloney is on leave until 20th January 2014 however I may be seeing him before then.
Will advise process as soon as possible.

John Wild | Finance Corporate Services Manager

Queensland Teachers' Union

T: 07 3512 9000 | F: 07 3512 9050 |

E: business@qtu.asn.au | W: www.qtu.asn.au

21 Graham St, Milton Q 4064

PO Box 1750, Milton BC Qld 4064



From: KELLETT, Stephen
To: ["jwild@qtu.asn.au"](mailto:swild@qtu.asn.au)
Subject: Your reference JW:mb - Financial Report for year end 31 Dec 2012 - AEU, QLD Branch - documentation requested
Date: Thursday, 2 January 2014 1:23:00 PM
Attachments: [AEU-QLD FR2012_588_Secretary_Certificate.pdf](#)

Dear Mr Wild,

I am currently examining the above financial statements and I will correspond regarding both the 2012 and 2011 reports very shortly. Before doing so, however, I attach the Certificate signed by Mr Graham Moloney.

The Certificate refers, as you can see, to the presenting of the report to the meeting of the committee on 13 May 2013. It is clear from the dating of the various documents that this was the "first meeting" of the committee which necessarily technically precedes the signing of the audit report and the providing of the documents to the members.

The meeting referred to in section 266 of the RO Act, at which the report must be presented, and to which the Certificate must refer, is a "second" meeting held separately from the first.

Considering the previous years' certificates, I suspect this is an inadvertent clerical error and that the Branch committee presented the report to a second meeting some time between the 13th May and the date on which the Certificate was signed, i.e. 28th June.

If I am correct, can you arrange for Mr Moloney to sign and lodge a corrected Certificate, that certifies presentation to that meeting and identifies the relevant date.

If you wish to discuss the matter or clarify, please telephone me on the number below.

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: AEU (Qld) Audit Letter
Date: Thursday, 26 December 2013 7:11:39 AM
Attachments: [AEUO Financial Statements 2012 \(Audit letter\).pdf](#)

From: John Wild [<mailto:jwild@qtu.asn.au>]
Sent: Tuesday, 8 October 2013 10:44 AM
To: Orgs
Subject: AEU (Qld) Audit Letter

Attention Margaret Williamson

Margaret, I refer to our discussion earlier today and attach the Financial Statements as per your request. I have sent the whole audit letter to ensure you have the correct page/s.

Please call me if any questions or comments.

John

John Wild | Acting Finance Corporate Services Manager

Queensland Teachers' Union

T: +61 7 3512 9000 | **F:** + 61 7 3512 9050

E: business@qtu.asn.au | **W:** www.qtu.asn.au

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AUSTRALIAN EDUCATION UNION

Queensland Branch ABN 47 599 010 588

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

Ph: 07 3512 9000 Fax: 07 3512 9050

Address all correspondence to: The Branch Secretary, PO Box 1591, Milton BC, Q 4064

In reply please quote: JW:mb

28 June 2013

Tribunal Services and Organisations
Fair Work Australia
GPO Box 1994
MELBOURNE Vic 3001



Dear Sir / Madam

Please find enclosed the dated Financial Statements for the year ended 31 December 2012 for the Australian Education Union (Queensland Branch) accompanied by a verification statement from the Branch Secretary, Mr Graham Moloney.

Yours sincerely

John Wild
A/Finance and Corporate Services Manager

Encl



AUSTRALIAN EDUCATION UNION

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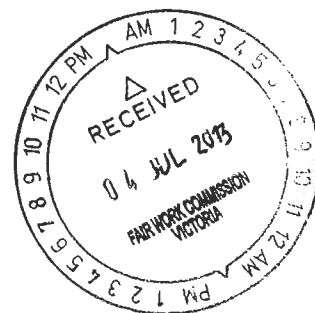
Designated Officer's Certificate or other Authorised Officer
s268 Fair Work (Registered Organisations) Act 2009

I, Graham Moloney, being the Branch Secretary of the Australian Education Union (Queensland Branch) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report, was provided to members on 13 May 2013; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 13 May 2013; in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature: *G. Moloney*

Date: *28/6/13.*





Queensland Branch

Financial Statements 2012

OPERATING REPORT

The Committee of Management of the Queensland Branch of the Australian Education Union present this operating report in relation to the financial year ended 31 December 2012.

Principal Activity

The principal activity during the financial year was to undertake the function of a trade union of employees.

Review of Activities

The Australian Education Union (Queensland Branch) is the federal counterpart of the Queensland Teachers' Union of Employees ("the QTU"), a union registered under the Industrial Relations Act 1999 (Queensland), with virtually identical membership. Because the members of the two organisations are all employed under Queensland industrial laws, the principal activities on behalf of members are conducted by the QTU.

Members of both organisations were fully represented in the national decision-making forums of the Australian Education Union including the Federal Conference, the National TAFE Council, the Federal Executive and the National TAFE Council Executive.

Members of both organisations were also represented on the Principals Committee, the Early Childhood Education Committee, and the Aboriginal and Torres Strait Islander Committee. A member of both organisations was also a member of the International Trust Fund Committee.

Members of both organisations participated in a number of nationally organised campaign activities particularly in association with the federal review of school funding known as the Gonski Review, and the national campaign in support of TAFE, including lobbying events in Canberra and in Queensland.

Officers and employees of the QTU also participated in a range of national meetings in specialist areas including industrial matters, research, women's issues, new educators and union training.

Result of Activities

The views of members of the Australian Education Union (Queensland Branch) and of its associated body, the Queensland Teachers' Union, have been effectively represented in national and international industrial relations and education forums, including the Australian Council of Trade Unions, the Australian Curriculum, Assessment and Reporting Authority, the Australian Institute for Teaching and School Leadership and Education International, and the debates with these associations.

Significant Changes in the State of Affairs

There have been no significant changes in the state of affairs of the Branch.

Rights of Members to Resign

As specified in Rule 17(3) of the Federal Branch Rules of the Australian Education Union, a member may resign from membership of the Union by written notice addressed to and delivered to the Secretary of the Branch to which the member is attached.

No Members or Officers are Trustees of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

The committee of management is not aware of any officers or members of the Branch who are:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where the criterion for the officer or member being a trustee or director is that the officer or member is an officer or member of a registered organisation.

Number of Members

As at 31 December 2012, the number of members was 43,456 (2011 - 43,304).

Number of Employees

There were 0 employees for the year (2011 - 0 employees).

OPERATING REPORT - continued

Committee of Management

The names of each Executive member during the year ended 31 December 2012 were:

01 January 2012 – 29 February 2012

John Battams (Branch Secretary)	Steve Ryan (Branch President)
Graham Moloney (Branch Deputy Secretary)	Julie Brown (Branch Vice President)
Peter Darben	Andrew Beattie
Perry Anderson	Naomi Closter
Robyn Sugden	Linda Esders
Samantha Pidgeon	Lyn Winch
Alison Welch	

1 March 2012 – 31 December 2012

Graham Moloney (Branch Secretary)	Kevin Bates (Branch President)
Kate Ruttiman (Branch Deputy Secretary)	Julie Brown (Branch Vice President)
Peter Darben	Andrew Beattie
Roselynn Anderson	Catherine Day resigned 14/8/12
Robyn Sugden	Linda Esders resigned 14/8/12
Samantha Pidgeon	Brenda Lines
Alison Welch	Meegan Maguire from 10 September 12

This report is made in accordance with a resolution of the Committee of Management on 13 May, 2013



Graham Moloney
Branch Secretary

Dated: 13 May, 2013

Brisbane, Queensland

COMMITTEE OF MANAGEMENT REPORT

In accordance with Section 253(2)(c) of the Fair Work (Registered Organisations) Act 2009, the Executive of the Queensland Branch of the Australian Education Union passed the following resolution, in relation to the financial report of the reporting unit for the financial year ended 31 December 2012:

The Committee of Management declares in relation to the financial report 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 of the General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the financial report 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 of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) no requests have been made by a member or a Registrar under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (v) no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
- (f) In relation to the recovery of wages activity:
 - (i) there has been no such activity undertaken by the reporting unit.

This report is made in accordance with a resolution of the Committee of Management dated 13 May, 2013

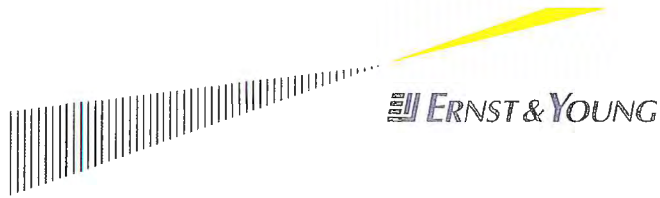


Graham Moloney
Branch Secretary

Dated: 13 May, 2013

Brisbane, Queensland

INDEPENDENT AUDITORS REPORT



111 Eagle Street
Brisbane QLD 4000 Australia
GPO Box 7878 Brisbane QLD 4001
Tel: +61 7 3011 3333
Fax: +61 7 3011 3100
www.ey.com/au

Independent auditor's report to the members of the Australian Education Union (Queensland Branch)

We have audited the accompanying financial report of Australian Education Union (Queensland Branch) ("the Branch"), which comprises the balance sheet as at 31 December 2012, the statement of comprehensive income, statement of changes in accumulated funds and statement of cash flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

Committee of Management's Responsibility for the Financial Report

The members of the Committee of Management of the Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and with Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* and for such internal controls as the Committee of Management determine are necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1B (d), the Committee of Management also state that the financial report, comprising the financial statements and notes, complies with International Financial Reporting Standards as issued by the International Accounting Standards Board.

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. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 our 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, we consider internal controls 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 controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Committee of Management, as well as evaluating the overall presentation of the financial report.

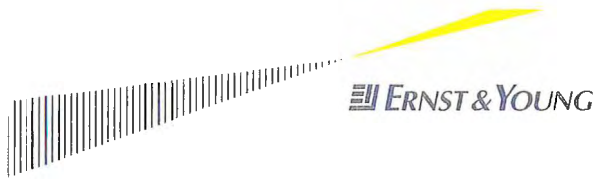
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Liability limited by a scheme approved
under Professional Standards Legislation

INDEPENDENT AUDITORS REPORT – continued



Opinion

In our opinion:

1. the financial report presents fairly, in all material respects, of the financial position of Australian Education Union (Queensland Branch) as of 31 December 2012, and its financial performance and cash flows for the year ended on that date in accordance with Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009*; and
2. the financial report also complies with International Financial Reporting Standards as issued by the International Accounting Standards Board.

PMcLuskie

Paula McLuskie
Chartered Accountant
Certificate of Public Practice: 320791

Ernst & Young

Ernst & Young
Brisbane
13 May 2013

**BALANCE SHEET
AS AT 31 DECEMBER 2012**

ACCUMULATED FUNDS	2012	2011
	\$	\$
General Fund	\$ 66	\$ 66
Represented by		
CURRENT ASSETS		
Cash at Bank	3,366	289
Sundry Debtors	-	3,077
	<u>3,366</u>	<u>3,366</u>
CURRENT LIABILITIES		
Creditors & Accruals	<u>3,300</u>	<u>3,300</u>
NET ASSETS	<u>\$ 66</u>	<u>\$ 66</u>

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS
AS AT 31 DECEMBER 2012**

ACCUMULATED FUNDS	2012	2011
	\$	\$
Balance 1 January	66	66
Surplus / (Deficit) for the year	-	-
TOTAL ACCUMULATED FUNDS	<u>\$ 66</u>	<u>\$ 66</u>

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2012

	2012	2011
	\$	\$
INCOME		
Membership	1,332,549	1,291,694
Public Education Levy	118,695	118,287
Schools Funding Review	134,520	134,516
ACTU - Levy	39,565	-
Bank Interest	4	5
Donations from Queensland Teachers' Union	3,479	3,577
	<u>\$ 1,628,812</u>	<u>\$ 1,548,079</u>
EXPENDITURE		
Audit	3,399	3,399
Bank Charges	-	105
Postage	84	78
Subscriptions - Australian Education Union Federal	1,332,549	1,291,694
Schools Funding Review - Australian Education Union Federal	134,520	134,516
ACTU Levy - Australian Education Union Federal	39,565	-
Public Education Levy - Australian Education Union Federal	118,695	118,287
	<u>\$ 1,628,812</u>	<u>\$ 1,548,079</u>
EXCESS OF INCOME OVER EXPENDITURE	nil	nil
Other comprehensive income	-	-
Total excess of income over expenditure	<u>-</u>	<u>-</u>

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2012

		2012 INFLOWS (OUTFLOWS) \$	2011 INFLOWS (OUTFLOWS) \$
CASH FLOWS FROM OPERATING ACTIVITIES			
	Notes		
RECEIPTS			
Donations Received		6,556	3,466
Interest Received		4	5
Membership		1,332,549	1,291,694
Schools Funding Review		134,520	134,516
Public Education Levy		118,695	118,287
ACTU Levy		39,565	-
GST Received		155,016	300,760
PAYMENTS			
Supplies and Other		(3,483)	(3,582)
Subscriptions - Australian Education Union Federal		(1,332,549)	(1,291,694)
Schools Funding Review - Australian Education Union Federal		(134,520)	(134,516)
Public Education Levy- Australian Education Union Federal		(118,695)	(118,287)
ACTU - Levy - Australian Education Union Federal		(39,565)	-
GST Paid to Suppliers and Others		(155,016)	(300,760)
Net cash flows from operating activities	4	<u>3,077</u>	<u>(111)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Net cash flows from investing activities		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash flows from financing activities		<u>-</u>	<u>-</u>
Net (decrease)/ increase in cash held		3,077	(111)
Cash at beginning or reporting period		<u>289</u>	<u>400</u>
Cash and cash equivalents		<u>\$ 3,366</u>	<u>\$ 289</u>

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

NOTE 1A – CORPORATE INFORMATION

The financial report is for Australian Education Union (Queensland Branch) ("the Branch").

The principal place of business and the registered address for the Branch is 21 Graham Street, Milton Q 4064.

The report is presented in Australian Dollars (AUD).

NOTE 1B – ACCOUNTING POLICIES

(a) Basis of Preparation of Accounts

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

The financial report has also been prepared in accordance with the historical cost basis.

(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.

(d) Statement of Compliance

The financial report complies with Australian Accounting Standards, which include Australian equivalents to International Financial Reporting Standard ('AIFRS'). Compliance with AIFRS ensures that the financial report, comprising the financial statements and notes thereto, complies with International Financial Reporting Standards ('IFRS').

(e) Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Union and the revenue can be reliably measured.

(f) Cash and Cash Equivalents

Cash and short term deposits in the balance sheet comprise cash at bank, in hand and short term deposits with a maturity date of less than three months.

For the purpose of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts.

(g) New Accounting Standards and Interpretations

Australian Accounting Standards and Interpretations that have been issued or amended but are not yet effective have not been adopted by the Branch for the annual reporting period ending 31 December 2012. There are no standards which would have a future material impact on the Branch.

NOTE 2 – INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER

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

- (1) A member of a 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 within 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).

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 AND CASH EQUIVALENTS

- (a) Reconciliation of the operating surplus/(deficiency) with the net cash flows from operating activities

	2012	2011
	\$	\$
Operating surplus/(deficiency)	-	-
Movement in assets and liabilities:		
Decrease/(increase) in sundry debtors	3,077	(111)
Net cash flows from operating activities	<u>3,077</u>	<u>(111)</u>

- (b) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash and cash equivalents comprise the following at 31 December 2012

	2012	2011
	\$	\$
Cash on hand and at bank	<u>3,366</u>	<u>289</u>

Cash at Bank earns interest at floating rates based on daily bank deposit rates.

Fair value of cash and cash equivalents is \$ 3366 (2011 - \$289).



Graham Moloney
Branch Secretary

Dated: 13 May 2013

Brisbane, Queensland



FAIR WORK
COMMISSION

18 January 2013

Mr Graham Moloney
Branch Secretary
Australian Education Union-Queensland Branch
Sent by fax: (07) 3369 0022

Dear Mr Moloney,

Re: Lodgement of Financial Report - [FR2012/588]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Australian Education Union-Queensland Branch (the reporting unit) ended on 31 December 2012.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2013 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(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.	/ /	As soon as practicable after end of financial year
(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).		
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	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, 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.