



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

**Ref: FR2003/581-[284V-WA]**

Mr D Kelly  
Branch Secretary  
Australian Education Union  
Western Australia Branch  
PO Box 6140  
EAST PERTH WA 6892

Dear Mr D Kelly

**Re: Australian Education Union-Western Australia Branch - Financial Reporting  
Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

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

Yours sincerely

Ruth Hansen  
E-mail: [ruth.hansen@air.gov.au](mailto:ruth.hansen@air.gov.au)  
21 August, 2003



# Australian Education Union (W.A. Branch)

P.O. Box 6140, East Perth, W.A. 6892  
Inwats: 1800 199 073  
President: Patricia Byrne  
Secretary: D.A. Kelly

Telephone: (08) 9325 5311  
Facsimile: (08) 9221 2394  
Email: aeuwa@ca.com.au

KELLY:gw

FR2003/581

19 November 2003

The Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994S  
**MELBOURNE** VIC 3001

## BRANCH SECRETARY'S CERTIFICATE

I, David A Kelly, Branch Secretary, being the officer responsible for keeping the accounting records of the AEU (WA Branch), certify that the documents lodged with the Australian Registry, for the year ended 30 June 2003 are copies of the Auditor's Report, Income and Expenditure Statement, and Balance Sheet which were presented and endorsed at a meeting of the Branch Management Committee on 16 November 2003.

Enclosed is the financial statement and Audited Accounts for the year ended 30 June 2003 including the minutes of the Branch Management Committee meeting subsequently endorsing the Audited Accounts.

Yours sincerely,

**David A Kelly**  
**Secretary**  
**AEU (WA Branch)**

encl/-



**AEU (WA BRANCH)  
COUNCIL MEETING**

**1.00 p.m.**

**SUNDAY 16 NOVEMBER 2003**

**MINUTES**

**PRESENT:**

P. Byrne, M. Keely, D. Kelly, A. Gisborne, T. Vaughan, J. Edmondson, Z. Dyer, A. Crawford, R. Holster, A. Luzuk, S. Dale, V. Drake, G. Hedger, F. Gorman, C. Burns, B. Croghan, C. Delarwelle, K. Bunney, C. Gordon, B. Lindberg, S. Oakley.

**BY PHONE:**

D. Powell

**OBSERVERS:**

P. Bridge

**APOLOGIES:**

J. Broz, P. Burke, J. Chedid, S. Hancock, C. Mack, R. Playle, L. Sheldon, M. Tuffili, A. Woodman, S. Wall.

**1. Financial Statements and Audited Accounts**

**TO THE MEMBERS OF**

**AUSTRALIAN EDUCATION UNION (WA BRANCH)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2003**

**PETER THOMAS & ASSOCIATES  
CERTIFIED PRACTISING ACCOUNTANTS  
46 YALTARA ROAD  
CITY BEACH WA 6015**

**AUSTRALIAN EDUCATION UNION (WA BRANCH)  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2003.**

	2003 \$	2002 \$
<b>CLASSIFICATION OF EXPENSES BY NATURE</b>		
Revenues from ordinary activities	0	5,690
Employee expenses	0	0
Depreciation and amortisation expenses	0	0
Borrowing costs expense	0	0
Other expenses from ordinary activities	(1,514)	(31,516)
	-----	-----
Profit/(Loss) from ordinary activities before Income tax expense	(1,514)	(25,826)
Income tax expense relating to ordinary activities	0	0
	-----	-----
Net profit/(loss) from ordinary activities After Income tax expense attributable to the association	(1,514)	(25,826)
	-----	-----
Total changes in equity of the association	<u>(1,514)</u>	<u>(25,826)</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN EDUCATION UNION (WA BRANCH)**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2003**

	<b>NOTE</b>	<b>2003</b> <b>\$</b>	<b>2002</b> <b>\$</b>
<b>CURRENT ASSETS</b>			
Cash	3	23,966	25,395
Receivables	4	52	137
<b>TOTAL ASSETS</b>		<u>24,018</u>	<u>25,532</u>
<b>MEMBERS' FUNDS</b>			
Accumulated Surplus		24,018	25,532
<b>TOTAL MEMBERS FUNDS</b>		<u>24,018</u>	<u>25,532</u>

This statement should be read in conjunction with the attached notes.

**AUSTRALIAN EDUCATION UNION (WA BRANCH)  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2003**

**NOTE 1. STATEMENT OF ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board requirements and the requirements of the W.A. Associations Incorporation's Act (1987). The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Australian Education Union (WA Branch) in the preparation of the financial report.

**a) INCOME TAX**

This note is not applicable

**b) INVENTORIES**

This note is not applicable

**c) PROPERTY PLANT & EQUIPMENT**

This note is not applicable

**d) LEASES**

This note is not applicable

**e) EMPLOYEE ENTITLEMENTS**

This note is not applicable

**f) CASH**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**NOTE 2: INCOME TAX EXPENSE**

This note is not applicable.

	2003 \$	2002 \$
<b>NOTE 3: CASH ASSETS</b>		
CBA Media Cheque Account	23,929	24,012
CBA AEU Cheque Account	37	1,383
	-----	-----
	<u>23,966</u>	<u>25,395</u>

**NOTE 4: RECEIVABLES**

GST Input Tax Credits	----- 52	----- 137
	<u>-----</u>	<u>-----</u>

**NOTE 5: PROPERTY PLANT & EQUIPMENT**

This note is not applicable

**NOTE 6: PROVISIONS**

This note is not applicable

**NOTE 7: LEASING COMMITMENTS**

**a) Finance Lease**

This note is not applicable

**b) Operating Lease Commitments**

This note is not applicable

**NOTE 8: PAYABLES**

**CURRENT LIABILITIES**

This note is not applicable

**NON-CURRENT LIABILITIES**

This note is not applicable

**NOTE 9: EVENTS SUBSEQUENT TO BALANCE DATE**

This note is not applicable

	2003 \$	2002 \$
<b>NOTE 10: CASH FLOW INFORMATION</b>		
<b>a) Reconciliation of Cash</b>		
Cash at bank	23,966	25,395
	-----	-----
	<u>23,966</u>	<u>25,395</u>



## **NOTE 11: FINANCIAL INSTRUMENTS**

### **a) Interest Rate Risk**

This note is not applicable

### **b) Credit Risk**

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

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

### **c) Fair Values**

Methods and assumptions used in determining net fair value.

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the economic entity intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial part of the financial statements.

**AUSTRALIAN EDUCATION UNION (WA BRANCH)**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2003**

	<b>NOTE</b>	<b>2003 \$</b>	<b>2002 \$</b>
<b>INCOME</b>			
Donations – Media Campaign		0	4,690
<b>TOTAL INCOME</b>		<u>0</u>	<u>4,690</u>
<b>LESS EXPENSES</b>			
Audit Fees		700	840
Bank Charges		341	352
Industrial Campaign - Publicity		0	2,964
Industrial Campaign - Securing our Future		0	26,360
Travel – Interstate		473	0
<b>TOTAL EXPENSES</b>		<u>1,514</u>	<u>30,516</u>
<b>PROFIT/(LOSS) FROM ORDINARY ACTIVITIES</b>		<u>(1,514)</u>	<u>(25,826)</u>
<b>RETAINED PROFITS AT THE BEGINNING OF THE FINANCIAL YEAR</b>		25,532	51,358
<b>RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR</b>		<u>24,018</u>	<u>25,532</u>

This statement should be read in conjunction with the attached notes.

**AUSTRALIAN EDUCATION UNION (WA BRANCH)**

## ACCOUNTING OFFICER'S STATEMENT

I, David A. Kelly, being the officer responsible for keeping the accounting records of the Australian Education Union (WA Branch), certify that at 30<sup>th</sup> June, 2003, the number of members of the Western Australian Branch was 12557.

In my opinion:

1. The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2003.
2. A record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation.
3. All expenditure incurred by the organisation was either approved or ratified in accordance with the rules of the organisation.
4. With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the funds were intended.
5. All loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules.
6. The register of members of the organisation was maintained in accordance with Act.

  
\_\_\_\_\_  
DAVID A. KELLY  
WA Branch Secretary

Dated at Perth this 11 day of September 2003.

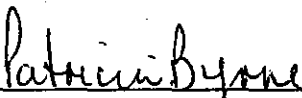
**AUSTRALIAN EDUCATION UNION (WA BRANCH)**

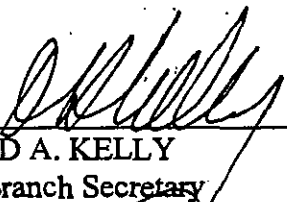
**STATEMENT BY BRANCH COMMITTEE OF MANAGEMENT**

In the opinion of the Branch Committee of Management of the Australian Education Union, Western Australian Branch the accompanying accounts:

1. Present fairly the financial position of the Australia Education Union (WA Branch) as at 30<sup>th</sup> June 2003, and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. In the opinion of the Branch Committee of Management, meetings of the Branch Committee of Management were held during the year ended 30<sup>th</sup> June, 2003, in accordance with the rules of the organisation.
3. To the knowledge of any member of the Branch Committee of Management, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274 (2) of the Industrial Relations Act 1988) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished or made available to members in accordance with the requirements of the Workplace Relations Act 1976, the regulations thereto, or the rules of the organisation.
4. The organisation has complied with Sections 279 and 327 of the Act in relation to the financial accounts in respect of the year ended 30<sup>th</sup> June, 2002 and the auditor's report thereon.

This statement is made in accordance with a resolution of the Branch Committee of Management and is signed for and on behalf of the Committee by:

  
\_\_\_\_\_  
PATRICIA A. BYRNE  
WA Branch President

  
\_\_\_\_\_  
DAVID A. KELLY  
WA Branch Secretary

Dated at Perth this 11 day of September, 2003.

# AUSTRALIAN EDUCATION UNION (WA BRANCH)

## INDEPENDENT AUDITOR'S REPORT

### SCOPE

We have audited the financial report being the Income and Expenditure statement, Statement of Financial Position, notes to and forming part of the financial statements and the statement by the Branch Committee of Management of the Australian Education Union (WA Branch) - set out on the previous pages for the year ended 30th June 2003. The Branch Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion of it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, 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 financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the Australian Education Union (WA Branch) which is consistent with our understanding of the union's financial position and the result of its operations.

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

### AUDIT OPINION

In our opinion, the accompanying accounts present fairly in accordance with the Accounting Standards and other mandatory professional reporting requirements the financial position of the Australian Education Union (WA Branch) as at 30th June, 2003, and the results of its operations and cash flow for the year then ended.

We hereby express our opinion in accordance with the Workplace Relations Act 1996:

1. That satisfactory accounting records were maintained including:
  - (a) Records of the sources and the nature of the income of the organisation (including income from members)
  - (b) Records of the nature and purpose of the expenditure.
2. That the account and statements prepared were properly drawn up to give a true and fair view of:
  - (a) The financial affairs of the organisation as at the end of the year; and
  - (b) The income and expenditure, and any surplus or deficit, of the organisation for the year.
3. That all the information and explanations that were required to be provided were provided by the officers.

PETER THOMAS & ASSOCIATES  
Certified Practising Accountants



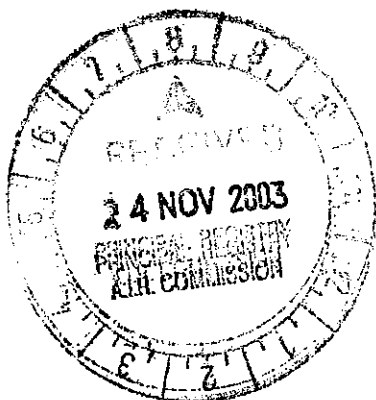
PETER R. THOMAS  
CITY BEACH  
DATE: 22nd September, 2003

**RESOLVED:**

1. That the Branch President report.
2. That the Financial Statements and Audited Accounts for the year ended 30<sup>th</sup> June 2003 be received.

David Kelly/Caren Burns

**CARRIED**





**AUSTRALIAN INDUSTRIAL REGISTRY**

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

Mr David A Kelly  
Secretary  
Australian Education Union  
Western Australia Branch  
P.O. Box 6140  
EAST PERTH WA 6892

Dear Mr Kelly,

**Re: Australian Education Union - Western Australia Branch  
Financial documents for year ended 30 June 2003 - FR2003/581**

I have received your letter dated 19 November 2003 together with the full financial documents of the above named organisation for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 24 November 2003.

The documents have been filed.

I direct your attention to the following matters concerning the financial reporting requirements of the *Workplace Relations Act 1996*. Please note that these matters are raised for the purposes of providing assistance in the future preparation of financial documents. No further action is required in respect for the subject documents.

Prescribed Information Notice

There should be included in the accounts a notice drawing attention to, and setting out, the provisions of subsection 274(1), (2) and (3) of the Act which specified prescribed information shall be made available to members on request. I refer you to subsection 274(4).

## New Legislation

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

Schedule 1B establishes a **Registration and Accountability of Organisations Schedule** within the *Workplace Relations Act 1996* (the WR Act), which pertains to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new Schedule 1B, with some amendments. Other matters are substantially changed by the Schedule 1B particularly the financial reporting requirements.

The abovenamed branch has correctly completed and lodged its financial documents for the financial year ended 30 June 2003 under the WR Act. **However, the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the new of Schedule 1B.**

Accordingly, it is recommended that, in preparation of the financial documents for the year commencing 1 July 2003, the new requirements be brought to the attention of the organisations/branches auditor.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 8661 7988.

Yours sincerely

Lynette Markovski

27 November 2003