



Australian Government
Australian Industrial Registry

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

Gloria Taylor
Acting General Secretary
Independent Education Union of Australia
NSW/ACT Branch
GPO Box 116
SYDNEY NSW 2001

Dear Gloria,

**Re: Financial reports for year ended 31 December 2004 - FR2004/652
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of the NSW/ACT Branch of the Independent Education Union of Australia for year ended 31 December 2004, and the additional information provided to me on 19 December 2005 covering the Branch's operating report and Committee of Management statement.

Although the financial reports have been filed, the following comments are made to assist you when you next prepare financial reports and you do not need to take any further action in respect of the financial reports already lodged.

Auditor's report:

The opinion of the auditor made under the auditor's report is expressed in terms previously required under the *Workplace Relations Act 1996*. Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

A copy of this letter has also been forwarded to your auditor.

Certain Certificates:

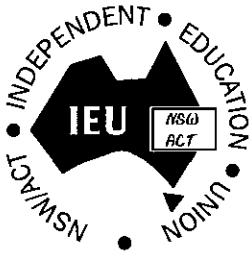
The certificate by the committee of management and the certificate by the accounting officer presented on pages 3 and 4 of your financial reports appear to replicate certificates previously required under former provisions of the *Workplace Relations Act 1996*. Please note that there is no requirement under the RAO Schedule to lodge such certificates.

Yours sincerely,

Robert Pfeiffer
Statutory Services Branch

18 January 2006

c.c. Timothy Ho
DW Sutherland & Partners
1/11 Conder Street
BURWOOD NSW 2134



NSW/ACT Independent Education Union

176-182 Day Street, Sydney NSW 2000

GPO Box 116, Sydney NSW 2001

Email: ieu@ieu.asn.au

Home Page: www.ieu.asn.au

Tel: (02) ~~9779 3200~~ ^{9779 3200} Toll Free: 1800 467 943

Fax: (02) 9261 8850 Toll Free: 1800 804 042

in reply please quote:

14 December 2005

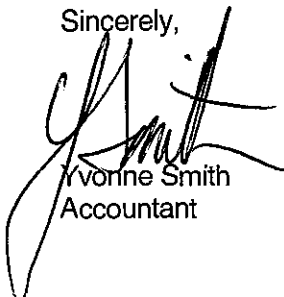
Rec'd 19/12/05

Australian Industrial Registry
Attention: Robert Pfeiffer
GPO Box 1994S
MELBOURNE VIC 3001

Dear Robert,

Please find attached the Operating Report and Statement by Committee of Management for the year ended 31 December 2004 for the Independent Education Union of Australia – NSW/ACT Branch. If you need further information, please do not hesitate to call me on 02 9779 3210.

Sincerely,



Yvonne Smith
Accountant

OPERATING REPORT

The principal activities of the Branch during the financial year were:

- (i) The provision of services to members.
- (ii) Representation of members before the Australian Industrial Relations Commission in relation to award matters and disputes.
- (iii) Provision of support for the Federal union agenda in education, equity and industrial issues.

There have been no significant changes in the nature of these activities over the past year.

No matters or circumstances have arisen since the end of the financial year which significantly affect or may significantly affect the financial operations of the Branch.

There were 26,019 persons that were members of the Branch as at the end of the financial year ended 31 December 2004.

A member has the right to resign from membership in accordance with Rule 21 of the IEUA Rules which states:

- (a) A member of the Union may resign from membership by written notice addressed and delivered to the relevant Branch Secretary.
- (b) A notice of resignation from membership takes effect:
 - (i) Where the member ceases to be eligible to become a member of the Union.
 - (A) on the day on which the notice is received by the Union; or
 - (B) on the day specified in the notice, which is a day not earlier than the day on which the member ceases to be eligible to become a member; whichever is later; or
 - (ii) in any other case:
 - (A) at the end of two weeks after the notice is received by the organisation; or
 - (B) on the day specified in the notice;whichever is the later.
- (c) Any dues payable and not paid by a former member in relation to a period before the member's resignation from the organisation 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.
- (d) A notice is delivered to the person mentioned in subclause (a) shall be taken to have been received by the Union when it was delivered.

OPERATING REPORT (cont'd)

- (e) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with Subclause (a).
- (f) A resignation from membership of the Union 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.

There were no employees of the Branch for the year ended 31 December 2004.

The names of the Committee of Management in office at any time during the year ended 31 December 2004 are:

Richard Shearman	Branch Secretary
Gloria Taylor	Branch Deputy Secretary (from 31 October 2004- prior to 31 October 2004 was Assistant Secretary)
Patrick Lee	Branch Deputy Secretary (until 31 October 2004)
Carol Matthews	Branch Assistant Secretary (from 31 October 2004)
John Quessy	Branch Assistant Secretary (from 31 October 2004)
Chris Wilkinson	President
Michelle Omeros	Vice President Non-Systemic
Bernadette Baker	Vice President Systemic
Helen Inglis	Vice President Early Childhood Services
Carolyn Collins	Vice President Support Staff
Frank Mahanay	Vice President – ACT
Marie MacTavish	Financial Officer (from 31 October 2004- prior to 31 October 2004 was General Executive member)
Annette Donelly	Financial Officer (until 31 October 2004)
Peter Moore	Financial Officer
Graham Bruce	General Executive Member
Joan Byrne	General Executive Member
David Davies	General Executive Member (from 31 October 2004)
Tim Horstead	General Executive Member (until 31 October 2004)
Judy Janssen	General Executive Member (until 31 October 2004)
Marty Fitzpatrick	General Executive Member
Michael Hagan	General Executive Member
Coral Heazlewood	General Executive Member
Ralph Hunt	General Executive Member
Denise McHugh	General Executive Member
Kevin Phillips	General Executive Member
Greg Howartson	General Executive Member

The Committee of Management members were in office for all of 2004 unless otherwise stated.

OPERATING REPORT (cont'd)

The officers or members of the Branch who are trustees of a super entity, or are directors of a company that is a trustee of a super entity are:

Richard Shearman	Branch Secretary	NGS Super
Gloria Taylor	Branch Deputy Secretary	NGS Super
John Quessy	Branch Assistant Secretary	NGS Super
Kevin Philips	General Executive Member	NGS Super
Chris Wilkinson	President	NGS Super
Helen Spry	Member	NGS Super
Michael Hagan	General Executive Member	Catholic Superannuation Fund


RICHARD SHEARMAN


GLORIA TAYLOR

Dated: 14 December 2005

STATEMENT BY COMMITTEE OF MANAGEMENT

On 19 March 2005 the Committee of Management of the **Independent Education Union of Australia, New South Wales/ACT Branch** passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2004:

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 of the Industrial Registrar;
- (c) the financial statement 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 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 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 RAO Schedule and the RAO Regulations; and
 - (iv) 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 of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.


RICHARD SHEARMAN


GLORIA TAYLOR

Dated: ~~19~~ 14 December 2005



Australian Government
Australian Industrial Registry

Level 36,
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
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Fax: (03) 9654 6672

Gloria Taylor
Acting General Secretary
Independent Education Union of Australia
NSW/ACT Branch
GPO Box 116
SYDNEY NSW 2001

Dear Gloria,

**Re: Independent Education Union of Australia - NSW/ACT Branch
Financial reports for year ended 31 December 2004
Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) FR2004/322**

I acknowledge receipt of the financial reports of the NSW/ACT Branch of the Independent Education Union of Australia for the year ended 31 December 2005. The documents were lodged in the Industrial Registry on 22 August 2005.

On 8 May 2003 the Industrial Registrar wrote to all registered organisations and branches (reporting units) and provided a number of fact sheets covering various aspects of the new RAO Schedule. The letter and fact sheets indicated there would be substantial changes to financial reporting requirements and that the RAO Schedule would apply to a financial year that commences on or after the commencement of the reporting guidelines.¹

The Industrial Registrar then wrote to all reporting units on 7 July 2003 advising that he had issued reporting guidelines to apply to each financial year that starts on or after 1 July 2003.

Following the financial year ending 31 December 2004, Deputy Industrial Registrar Nassios wrote to Mr Richard Shearman on 25 January 2005, outlining what the reporting unit must do to meet its financial reporting obligations under the RAO Schedule (a copy of this letter is attached).

An examination of the reports lodged reveal they have been prepared under the former provisions of the *Workplace Relations Act 1996*. The Industrial Registry cannot accept financial reports that have been lodged without any regard to the RAO Schedule.

Your branch is now requested to prepare, at the least, an Operating Report and a Committee of Management Statement, supply them to the members and lodge in the Industrial Registry at your earliest convenience.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the RAO Schedule, please contact me on (03) 8661 7817 or email: robert.pfeiffer@air.gov.au. For your information, I examined earlier this year the financial reports of the Tasmanian Catholic Education Employees' Branch of the Independent Education Union of Australia (FR2004/279). Apart from some minor discrepancies, the reports substantially followed the new timeline and reporting requirements of the RAO Schedule. The Branch's financial reports can be viewed on our website at: <http://www.e-airc.gov.au/130ntcee/financial>

Yours sincerely,

Robert Pfeiffer
Statutory Services Branch, Melbourne

16 November 2005

cc Timothy Ho
DW Sutherland & Partners
1/11 Conder Street
BURWOOD NSW 2134

¹ Reporting Guidelines published in the Government Notices Gazette on 25 June 2003



Australian Government
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: FR2004/652-[130N-NSW]

Mr Richard Shearman
Secretary
Independent Education Union of Australia
New South Wales/Australian Capital Territory Branch
PO Box 116
SYDNEY NSW 2001

Dear Mr Shearman,

Financial Return - year ending 31 December, 2004

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- **a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)**
- **a greater emphasis given to Australian Accounting Standards**
- **the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)**
- **extensions of time are limited to one month**
- **restructured penalty provisions involving more extensive use of Civil Penalties**
- **the introduction of the Industrial Registrar's Reporting Guidelines**
- **organisations and their branches to report according to their financial structures, known as 'reporting units'.**

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/652**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

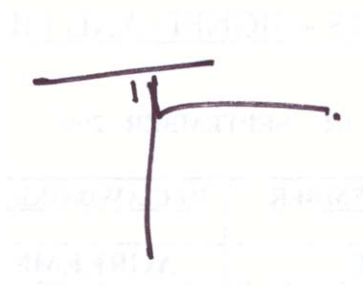
We encourage you to contact the Registry on (03) 8661 7817 or by e-mail at robert.pfeiffer@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Deputy Industrial Registrar

25 January 2005

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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 of the Industrial Registrar;
- (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 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 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 RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, 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 of the reporting unit 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.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* *Where compliance or full compliance has not been attained - set out details of non compliance instead.*

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

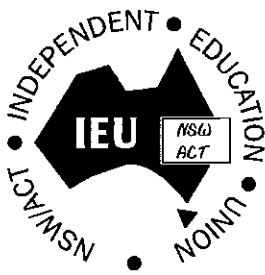
¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



NSW/ACT Independent Education Union

176-182 Day Street, Sydney NSW 2000

GPO Box 116, Sydney NSW 2001

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Home Page: www.ieu.asn.au

Tel: (02) 9202 2600 Toll Free: 1800 467 943

Fax: (02) 9261 8850 Toll Free: 1800 804 042

in reply please quote:

15 August 2005

DS: 05/218

Rec'd 22/8/05

Mr R Pfeiffer
Australian Industrial Registry
Level 35, 80 Collins Street
MELBOURNE VIC 3000

Dear Mr Pfeiffer

**Re: Your Reference FR2004/652 (130N-NSW)
Independent Education Union of Australia/New South Wales/Australian Capital
Territory Branch – Outstanding financial Documents – Workplace Relations Act 1996**

Enclosed are the documents requested in your letter of 12 August.

I apologise for the delay in submitting this information. The actual report was provided to members on 19 March at March Council. As all documents were signed off in March, the delay in our submission was an oversight.

Please contact Yvonne Smith or myself if you require further information.

Yours sincerely

GLORIA TAYLOR
Acting General Secretary

**INDEPENDENT EDUCATION UNION OF
AUSTRALIA**

NEW SOUTH WALES/ACT BRANCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2004

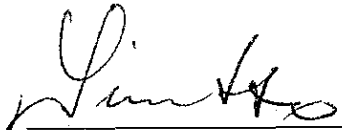
AUDITOR'S REPORT

We have inspected and audited the accounting records kept by the **Independent Education Union of Australia, New South Wales/ACT Branch** in respect of the year ended 31 December 2004 and have received all the information and explanations we require for the purposes of our audit.

In our opinion:

- (i) there were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure, and
- (ii) the attached accounts and statements prepared under the historical cost convention, and in accordance with section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Union as at 31 December 2004, and
 - (b) the income and expenditure, and surplus of the Union for the year ended on that date.

DW SUTHERLAND & PARTNERS
1/11 Conder Street
Burwood NSW 2134



Timothy Ho, Partner
Registered Company Auditor

Dated: 30 MARCH 2005

CERTIFICATE BY COMMITTEE OF MANAGEMENT

We, RICHARD SHEARMAN and GLORIA TAYLOR being two members of the Committee of Management of the **Independent Education Union of Australia, New South Wales/ACT Branch**, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch at 31 December 2004;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, 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 Workplace Relations Act 1996) or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished or made available, to the members in accordance with the Act, its Regulations, or the rules of the organisation; and
- (iv) the Branch has complied with section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December 2004 and the auditor's report thereon.


RICHARD SHEARMAN


GLORIA TAYLOR

Dated: 30 MARCH 2005

CERTIFICATE BY ACCOUNTING OFFICER

I, RICHARD SHEARMAN, being the officer responsible for keeping the accounting records of the **Independent Education Union of Australia, New South Wales/ACT Branch**, certify that as of 31 December 2004 the number of members of the Branch was 26,019:

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2004;
- (ii) 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;
- (iii) before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regards 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 fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the Branch was maintained in accordance with the Act.



RICHARD SHEARMAN

Dated: 24 MARCH 2005

CERTIFICATE OF SECRETARY

I, RICHARD SHEARMAN, being the Secretary of the **Independent Education Union of Australia, New South Wales/ACT Branch**, certify:

- that the documents lodged herewith are copies of the full report referred to in section 268 of the RAO Schedule; and
- that the full report was provided to members on *19 March*; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on *19 March* ; in accordance with section 266 of the RAO schedule.



RICHARD SHEARMAN
19 March 2005

Dated:

INDEPENDENT EDUCATION UNION OF AUSTRALIA
NEW SOUTH WALES/ACT BRANCH

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
INCOME		
Interest received	34	28
	34	28
Less: EXPENDITURE	-	-
NET SURPLUS/(DEFICIT)	34	28

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2004

ACCUMULATED FUNDS

Opening balance	17,062	17,034
Add surplus/(loss) for the year	34	28
	17,096	17,062

Represented by:

CURRENT ASSETS

Cash at bank	16,951	16,917
Debtors	145	145
	17,096	17,062

This Statement of Financial Performance and Statement of Financial Position are to be read in conjunction with the notes to and forming part of the accounts.

INDEPENDENT EDUCATION UNION OF AUSTRALIA
NEW SOUTH WALES/ACT BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2004

1. Accounting Methods

- (a) The accompanying financial statements have been prepared in accordance with conventional historical cost principles.
- (b) No provision for income tax is necessary as Trade Unions are exempt from income tax under section 23 (f) of the Income Tax Assessment Act.

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 subsection (1), section 274 which reads:

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