



**Australian Government**  
**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

Lynne Rolley  
Federal Secretary  
Independent Education Union of Australia  
PO Box 1301  
SOUTH MELBOURNE VIC 3205

Dear Ms Rolley,

**Re: Independent Education Union of Australia - Northern Territory Branch  
Financial returns for years ending 31 December 2003  
(FR2003/744)**

Receipt is acknowledged of the financial documents for the financial year ending 31 December 2003. The documents were lodged in the Registry on 30 September 2004.

The documents have been filed.

***The following matters are brought to your attention and please note that references to sections of the Act refer to the those provisions that were in operation before Schedule 1B - Registration and Accountability of Organisations (RAO) came into force. You must now refer to the RAO regime in the Workplace Relations Act 1996. No further action is requested in respect of the following matters:***

- ***Accounting Officer's Certificate***

**Certificate of another lodged**

A certificate prepared under regulation 109(1)(a) is to be prepared by the officer responsible for the keeping of the accounting records - refer regulation 109(4). An examination of the rules of the Branch indicates that the Branch Secretary/Treasurer is the appropriate person to prepare such certificates.

- ***Timescale Provisions***

**Certificates prepared after Auditor's Report**

Both the Accounting Officer's certificate and the Committee of Management's Certificate have been signed after the making of the Auditor's Report to the Branch. These certificates should not post-date the Auditor's Report - refer to section 276(4)(a)(ii) and regulation 109(1).

**Documents not lodged in the Registry within 14 days of second meeting**

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

## ***New Legislation***

As you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes.

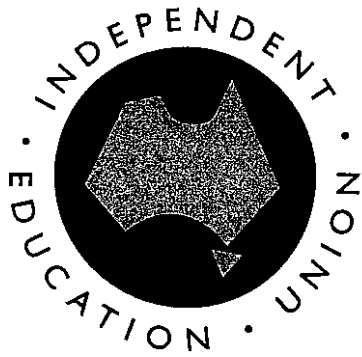
It is strongly recommend that the organisation acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone  
RIA Team 4  
Statutory Services Branch (Melbourne)

30 September 2004



INDEPENDENT EDUCATION UNION of Australia

Ground Floor, 120 Clarendon Street, Southbank, Victoria 3006

PO Box 1301, South Melbourne, Victoria 3205

Ph: (03) 9254 1830 Fax: (03) 9254 1835

[ieu@edunions.labor.net.au](mailto:ieu@edunions.labor.net.au)

[www.edunions.labor.net.au/ieu](http://www.edunions.labor.net.au/ieu)

FR 2003/744

28 September 2004

Rec'd 30/9/04  
SS

Mr Robert Pfeiffer  
Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994S  
Melbourne Vic 3001

Dear Mr Pfeiffer,

**Re: Lodgment of financial documents – Independent Education Union, NT Branch**

Please find enclosed the Financial Return for the Independent Education Union, NT Branch for the year ended 31 December, 2003.

Yours sincerely,

Lynne Rolley  
Federal Secretary

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

120 Clarendon Road,  
SOUTH MELBOURNE. Vic. 3205

2nd March, 2004

Mr. A.R. Paroissien,  
K.L. Paroissien & Associates,  
P.O. Box 2106,  
HAWTHORN, Vic. 3122

Dear Sir,

**Management Representation Letter**

In connection with your examination of the financial report of the Independent Education Union of Australia Northern Territory Branch for the year ended 31st December, 2003 for the purpose of expressing an opinion on that report we confirm, to the best of our knowledge and belief, the following representations made to you during your examination.

1. We are responsible for the presentation in the financial report of the performance of the period and the financial position at balance date in conformity with generally accepted accounting principles and in accordance with applicable accounting standards and other mandatory professional reporting requirements.
2. We have made available to you all financial records and related data. We have not made available to you minutes of the committee or members meetings but we confirm that there is nothing in those minutes which would affect in any way the financial report.
3. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
4. We believe that no Non Current Asset is valued in excess of its recoverable amount.
5. There are no violations or possible violations of laws or regulations and there are no other court actions or legal matters whose effect should be considered for disclosure in the financial report.
6. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
7. There are no liens or encumbrances on assets nor has any asset been pledged.
8. There were no commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles.
9. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**SECRETARY'S CERTIFICATE**

RIA Team 4 - Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994S  
Melbourne Vic 3001

9/9/04

Dear Sir/Madam

**Re: Financial Return  
Independent Education Union of Australia, Northern Territory Branch  
Year ended 31 December 2003**

I, Elsabe Bott, Branch Secretary, of the Independent Education Union of Australia, Northern Territory Branch, certify that the documents so lodged are copies of the auditor's report, accounts and statements which were presented at the Annual General Meeting on 14 June 2004. The documents were sent to members on 21 April 2004.

Yours faithfully,



Elsabe Bott  
Branch Secretary

**CPA**



**K. L. Paroissien & Associates**

*Certified Practising Accountants Chartered Secretaries*

14 Wakefield Street, Hawthorn, 3122. P.O. Box 2106. Telephone 9818 0468 Fax 9818 3448

AUSTRALIAN SOCIETY OF CPAs

H. D. Paroissien FCPA ACIS

R. G. Paroissien CPA ACIS

**INDEPENDENT EDUCATION UNION  
OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**Year Ended 31st December, 2003**

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**YEAR ENDED 31ST DECEMBER, 2003**

<b>Item</b>	<b>Page Number</b>
Accounting Officer's Certificate	1
National Committee of Management Certificate	2
Statement of Financial Position	3
Statement of Financial Performance	4
Statement of Cash Flows	5
Notes to and Forming Part of the Accounts	6
Auditors Report	7
Depreciation Schedule	8

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, John Gaulke, being the Officer responsible for keeping the accounting records of the Independent Education Union of Australia, hereby certify that as at 31st December, 2003 the number of members of the organisation was 290 and that:

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Independent Education Union of Australia as at 31st December, 2003.
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the 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 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 fund for the 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 Workplace Relations Act 1996.



John Gaulke

Dated

2/6/04



**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, John Gaulke and Elsabe Bott, being two members of the Committee of Management of the Independent Education Union of Australia Northern Territory Branch do state on behalf of the National Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the National Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 31st December, 2003.
- (ii) in the opinion of the National Committee of Management, meetings of the Committee were held during the year ended 31st December, 2003 in accordance with the rules of the organisation.
- (iii) whether 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 sub-section 274(1) of the Workplace Relations Act 1996) or copies of those rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and
- (iv) the Union had complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31st December, 2002 and the auditors' report thereon.



John Gaulke  
President



Elsabe Bott  
Secretary

Dated 2/6/04.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**Statement of Financial Position as at 31st December, 2003**

<b>2002</b>			
\$		<b>MEMBERS FUNDS</b>	
44,711		Balance as at 31st December, 2002	43,553
0		Plus Profit for Year	3,835
(1,158)		Less Loss for Year	0
<u>\$43,553</u>			<u>\$47,388</u>
		<b>CURRENT ASSETS</b>	
		Commonwealth Bank of Australia	
8,768		Cheque Account	4,186
30,386		AMP Banking	40,826
0		Debtors	1,500
4,105		Prepayments	3,346
<u>43,259</u>		<b>Total Current Assets</b>	<u>49,858</u>
		<b>LESS CURRENT LIABILITIES</b>	
3,442		Creditors	7,668
<u>3,442</u>		<b>Total Current Liabilities</b>	<u>7,668</u>
39,817		<b>Working Capital</b>	42,190
		<b>PLUS NON CURRENT ASSETS</b>	
		<b>Property, Plant &amp; Equipment</b>	
5,000		Motor Vehicle	5,000
(1,664)		Less Provision for Depreciation	<u>2,164</u> 2,836
6,722		Office Equipment (at cost)	8,902
(6,322)		Less Provision for Depreciation	<u>6,540</u> <u>2,362</u>
<u>3,736</u>		<b>Total Non Current Assets</b>	<u>5,198</u>
<u>\$43,553</u>		<b>NET ASSETS</b>	<u>\$47,388</u>

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**  
**Statement of Financial Performance for Year Ended 31st December, 2003**

<b>2002</b>		
\$	<b>Income</b>	
68,049	Members Subscriptions	85,598
745	Interest Received	1,968
180	Motor Vehicle Reimbursement	107
990	Sundry Income	661
<u>11,500</u>	Subsidy - Independent Education Union of Australia	<u>11,500</u>
<u>81,464</u>	<b>Total Income</b>	<u>99,834</u>
	<b>Less Expenditure</b>	
500	Accountancy Fees	0
1,387	Affiliation Fees	1,679
1,560	Audit Fees	1,000
625	Bank Charges & Duties	771
3,691	Capitation Fees	3,563
1,241	Conference & Seminar Costs	0
660	Depreciation	718
696	Donations	546
176	Fringe Benefits Tax	313
2,879	Insurance	2,944
2,114	Legal Fees	2,221
1,513	Member Meetings & Functions	1,589
2,394	Motor Vehicle Expenses	3,368
2,959	Office Requisites & Amenities	4,054
2,053	Payroll Tax	2,923
442	Postage & Courier	430
970	Printing & Stationery	1,316
140	Publications	50
5,237	Rent	3,805
257	Repairs & Maintenance	375
32,861	Salaries - Holders of Office	37,654
0	Salaries - Employees	4,900
2,815	Superannuation	3,439
590	Sundry Expenses	604
4,099	Telephone	4,729
9,988	Travelling & Accommodation	11,959
<u>775</u>	Workcover	<u>1,049</u>
<u>82,622</u>	<b>Total Expenditure</b>	<u>95,999</u>
<u><b>(\$1,158)</b></u>	<b>SURPLUS (DEFICIT) FOR YEAR</b>	<u><b>\$3,835</b></u>

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**  
**Statement of Cash Flows for Year Ended 31st December, 2003**

<b>2002</b>			
\$	<b>Cash Flows from Operating Activities</b>		
81,601	Revenue from Operations	96,366	
(85,203)	Payments to Suppliers and Employees	(90,746)	
745	Interest Received	1,968	
(971)	Net GST Collected	<u>449</u>	
<u>(3,828)</u>	Net Cash provided by Operating Activities (see Note 2)		8,037
	<b>Cash Flows from Investing Activities</b>		
0	Purchase of Furniture & Equipment	<u>(2,179)</u>	
0	Net Cash used in other activities		<u>(2,179)</u>
<u>(3,828)</u>	Net Increase (Decrease) in Cash Held		5,858
42,982	Cash at beginning of year		39,154
<u><u>\$39,154</u></u>	Cash at end of year		<u><u>\$45,012</u></u>

**NOTES TO THE STATEMENT OF CASH FLOWS**

**1. Reconciliation of Cash**

For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments. Cash at the end of the year as shown in the Statement of Cash Flows is reconciled to the related items in the financial statements as follows:

	Commonwealth Bank of Australia		
8,768	- Cheque Account		4,186
30,386	AMP Banking		40,826
<u>\$39,154</u>			<u><u>\$45,012</u></u>

**2. Reconciliation of Net Cash provided by Operating Activities to Operating Profit after Income Tax**

	Operating Surplus (Deficit) for Year		3,835
(1,158)	Depreciation		718
660	Changes in Assets and Liabilities		
882	(Increase) Decrease in Debtors		(1,500)
189	(Increase) Decrease in Prepayments		758
(4,401)	Increase (Decrease) in Creditors		4,226
<u><u>(\$3,828)</u></u>			<u><u>\$8,037</u></u>

Cash Outflows shown in brackets

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH  
NOTES TO AND FORMING PART OF THE ACCOUNTS**

**NOTE 1**

Set out hereunder are the significant accounting policies adopted by the Union in the preparation of the accounts for the year ended 31st December, 2003.

**(a) Underlying Principles**

The accounts have been prepared in accordance with conventional historical cost principles and have not been adjusted to take account of either changes in the general purchasing power of the dollar or changes in the prices of specific assets.

**(b) Depreciation**

Depreciation is calculated on a straight line basis so as to write off the net cost of each fixed asset during its effective working life. Where it has been impossible to determine the cost of an asset, the Committee's valuation has been used as the basis for calculating depreciation.

The principal annual rates are:-

Office Furniture & Fittings	15%
Motor Vehicles	15%

**(c) Employee Entitlements**

Provisions for employee long service leave and annual leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

**2. Information to be Provided to Members or Registrar**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 274 which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make 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 member information received because of an application made at the request of the member.



**K. L. Paroissien & Associates**

**Certified Practising Accountants Chartered Secretaries**

14 Wakefield Street, Hawthorn, 3122. P.O. Box 2106. Telephone 9818 0468 Fax 9818 3448

AUSTRALIAN SOCIETY OF CPAs

H. D. Paroissien FCPA ACIS

R. G. Paroissien CPA ACIS

**AUDITORS REPORT TO THE MEMBERS OF**

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
NORTHERN TERRITORY BRANCH**

**Scope**

We have audited the financial statements of the Independent Education Union of Australia Northern Territory Branch for the year ended 31st December, 2003 as set on pages 3 to 6. The Committee of Management are responsible for the preparation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 statements are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view which is consistent with our understanding of the Association's financial position and the results of its operations.

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

**Audit Opinion**

In our opinion:

- (i) there were kept by the organisation in respect of the year, satisfactory accounting records including:
  - (A) records of the sources and nature of the income of the organisation (including income from members); and
  - (B) records of the nature and purposes of expenditure of the organisation; and
- (ii) the accounts and statements, prepared under Section 273 in relation to the year were properly drawn up so as to give a true and fair view of:
  - (A) the financial affairs of the organisation as at 31st December, 2003; and
  - (B) the income and expenditure, and the surplus of the organisation for the year ended on that date.
- (iii) we have received all information and explanations we required for the purpose of our audit.

K.L. Paroissien & Associates

A.R. Paroissien PNA

Melbourne, 2<sup>nd</sup> March, 2004

**INDEPENDENT EDUCATION UNION OF AUSTRALIA**  
**NORTHERN TERRITORY BRANCH**  
Year Ended 31st December, 2003

**DEPRECIATION SCHEDULE**

	Original Cost	Value at 31/12/02	Written Off	Value at 31/12/03
<b>1. Furniture &amp; Fittings</b>				
Plant & Equipment	6,512	400	15%	60
G80 Medium Back Chair	209	-		-
	6,721	400		60
<b>Additions</b>				
Computer P4 2.4 Ghz (24-09-03)	2,180	2,180	27%	158
	\$8,901	\$2,580		\$218
				\$2,362
<b>2. Motor Vehicle</b>				
Toyota Starlet (581-768)	\$5,000	\$3,336	15%	\$500
				\$2,836
<b>Totals</b>	<b>\$13,901</b>	<b>\$5,916</b>		<b>\$718</b>
				<b>\$5,198</b>