



THE INDEPENDENT EDUCATION UNION OF AUSTRALIA QUEENSLAND BRANCH

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REF:FADM535TB:sp

25 March 2004

Mr Robert Pfeiffer
Statutory Services Branch
Australian Industrial Registry
G P O Box 1994S
MELBOURNE VIC 3001

FR2003/745

Dear Mr Pfeiffer

**Re: Independent Education Union of Australia - Queensland Branch
Financial Documents for year ended 31 December, 2003**

In accordance with the Workplace Relations Act, 1996 - Financial Reporting Obligations, we are enclosing herewith an original copy of the Audited Accounts for the Independent Education Union of Australia - Queensland Branch, for the year ended 31 December, 2003.

We would advise that these accounts were presented to a meeting of the Branch Executive on Sunday, 8 February, 2004.

The accounts were published in the Union's Journal, *The Independent Voice*, which was forwarded to members on 16 February, 2004.

The Branch Executive met again on Friday, 12 March, 2004, and as there were no queries or correspondence from members with regard to the Audited Accounts, the documents were formally adopted. The relevant motions are as follows:

Moved: C Seymour

Seconded: T Frawley

That the audited statement of receipts and payments for the financial year 2003 and the general balance sheet showing assets and liabilities, duly signed and certified by the auditor, be endorsed.

Moved: C Seymour

Seconded: T Denham

That the audited accounts for the financial year 2003, having been published in the Independent Voice within the required timelines and tabled to this meeting which constitutes the second meeting in accordance with the Workplace Relations Act, 1996, should now be lodged with the Australian Industrial Registry.

I trust that you are now able to proceed with your examination of these Audited Accounts.

Please do not hesitate to contact me if you require any further information.

Yours sincerely

TERRY BURKE
BRANCH SECRETARY

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

FINANCIAL STATEMENTS – 31 DECEMBER 2003

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003 \$	2002 \$
INCOME		
Affiliation Levies	167 506	150 938
Membership Contributions	<u>12 371</u>	<u>11 388</u>
	<u>179 877</u>	<u>162 326</u>
EXPENDITURE		
Advertising Costs	-	3 750
Audit Fees	1 375	1 150
Bank Charges	55	66
Conference Costs	172	573
Donations - Overseas Projects	7 776	686
- Other	-	500
Funding of C.O.P.E.	3 000	3 000
Miscellaneous Expenses	1 364	1 000
Remittance to Federal Office of Capitation Fees	142 316	134 998
Services Branch Administration Expenses	17 500	11 900
Stationery	80	-
Travel & Allowances	<u>15 702</u>	<u>19 530</u>
	<u>189 340</u>	<u>177 153</u>
Excess/(deficiency) of Income over Expenditure	<u>(9 463)</u>	<u>(14 827)</u>

The above should be read in conjunction with the accompanying notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**BALANCE SHEET
AS AT 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
CURRENT ASSETS			
Cash at Bank		8 110	11 514
Receivables		<u>-</u>	<u>5 337</u>
		8 110	16 851
NON-CURRENT ASSETS			
Computer Equipment – at cost		3 879	3 879
Less: Accumulated Depreciation		<u>(3 879)</u>	<u>(3 879)</u>
		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>8 110</u>	<u>16 851</u>
CURRENT LIABILITIES			
Sundry Creditors		1 350	1 250
GST Payable		<u>622</u>	<u>-</u>
TOTAL LIABILITIES		<u>1 972</u>	<u>1 250</u>
NET ASSETS		<u>6 138</u>	<u>15 601</u>
Represented By:			
ACCUMULATED FUNDS			
Balance as at 1 January 2003		15 601	30 428
Excess/(deficiency) of Income over Expenditure		<u>(9 463)</u>	<u>(14 827)</u>
Balance as at 31 December 2003		<u>6 138</u>	<u>15 601</u>

The above should be read in conjunction with the accompanying notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	NOTE	2003 \$	2002 \$
Cash flows from operating activities			
Receipts – subscriptions received		189 845	157 157
Payments to suppliers & employees		<u>(193 249)</u>	<u>178 434</u>
Net cash outflow from operating activities	7	<u>(3 404)</u>	<u>(21 277)</u>
Net increase/(decrease) in cash held		(3 404)	(21 277)
Cash at beginning of the financial year		<u>11 514</u>	<u>32 791</u>
Cash at the end of the financial year		<u>8 110</u>	<u>11 514</u>

The above should be read in conjunction with the accompanying notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL
STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This general purpose financial report has been prepared in accordance with Accounting Standards, other mandatory professional reporting requirements and The Workplace Relations Act 1996.

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(a) Income Tax

The association is exempt from income tax under section 50 –15 of the Income Tax Assessment Act 1997. The ongoing applicability of this ruling is at the discretion of the Australian Taxation Office.

(b) Depreciation

Depreciation is calculated on a straight line basis so as to write off the full net cost of each depreciable non-current asset over its expected useful life.

(c) Cash

For the purpose of the statement of cash flows, cash includes deposits at call which are readily convertible to cash on hand and are used in the cash management function on a day to day basis, net of outstanding bank overdrafts.

2. RECEIVABLES

	2003	2002
	\$	\$
Membership contributions	-	5 168
Net GST receivable	<u>-</u>	<u>169</u>
	<u><u>-</u></u>	<u><u>5 337</u></u>

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL
STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

3. REMUNERATION OF AUDITOR

	2003	2002
	\$	\$
Amount received or due and receivable by the auditor of the association for the audit of the branch's financial statements.	<u>1 375</u>	<u>1 150</u>

4. REMUNERATION OF BRANCH EXECUTIVES

The persons holding positions as members of the branch executives and management committee during the year.

Terry Burke	Bryce Goldberg
John Kennedy	Lyn Byrnes
Maria Fresta	Elizabeth Kloedon
Ray Cloonan	Suzanne Burdon
Tom Denham	Jim Ferster
Beverley Day	Christopher Chapman
John Spriggs	Christopher Seymour
Philip O'Brien	Pat Atkinson
Andrew Stein	Ian Stevenson
Miriam Dunn	John Peet
Maria Heenan	Kerrod Bendall
Christine Cooper	Timothy Devlin
Michael Moy	Jane Davis
Des McGovern	John Vandenberg
David Toohey	Vicki Major
Caryll Schofield	Andrew Elphinstone
Bernadette Murray	

These persons did not receive any remuneration from The Independent Education Union – Queensland Branch or from any related entity in relation to management of The Independent Education Union – Queensland Branch.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL
STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

5. RELATED PARTIES

The Queensland Independent Education Union provided staff and administrative services to the Independent Education Union – Queensland Branch during the year.

The councillors and the executive of the Queensland Independent Education Union are all members of the Independent Education Union – Queensland Branch, Branch Executive and Management Committee respectively.

6. FINANCIAL REPORTING BY SEGMENTS

The Union derives its income from affiliation fees levied to members, which are in turn forwarded to the Union's federal office. The branch operates solely within Queensland.

**7. RECONCILIATION OF EXCESS/(DEFICIENCY) OF INCOME OVER
EXPENDITURE TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2003	2002
	\$	\$
Excess/(deficiency) of Income over Expenditure	(9 463)	(14 827)
Change in operating assets and liabilities		
Increase/(decrease) in sundry creditors/GST	891	(1 282)
(Increase)/decrease in sundry debtors	<u>5 168</u>	<u>(5 168)</u>
Net cash inflow/(outflow) from operating activities	<u>(3 404)</u>	<u>(21 277)</u>

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**


**CERTIFICATION BY ACCOUNTING OFFICER OF
ASSOCIATION**

I, Christopher Seymour, being the officer responsible for keeping the accounting records of the branch, hereby certify that the attached financial statements are a just and true account of THE INDEPENDENT EDUCATION UNION – QUEENSLAND BRANCH as at the close of the financial year on the 31 day of December, 2003 showing fully the assets and liabilities of the branch as at that date.

I certify that 11,876 persons were members of the branch at the end of the financial year to which the attached accounts relate.

I am of the opinion that in respect of the financial year to which the attached accounts relate:

- (i) the financial statements show a true and fair view of the financial affairs of the branch as at 31 December, 2003;
- (ii) a record has been kept of all monies paid by, or collected from, members of the branch and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited, in accordance with the rules of the branch;
- (iii) before any expenditure was incurred by the branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the branch;
- (iv) no payment was made out of a fund referred to in subparagraph 107 (b) (xiii) or (xv) of the regulations for a purpose other than the purpose for which the fund was operated;
- (v) all loans and other financial benefits granted to persons holding office in the branch was authorised in accordance with the rules of the branch;
- (vi) the register of members of the branch was maintained in accordance with the Workplace Relations Act 1996 as amended.


.....
(Accounting Officer)

Date: 15 March, 2004

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

CERTIFICATION BY COMMITTEE OF MANAGEMENT

We, Terence Burke and Christopher Seymour being two members of the Committee of Management of THE INDEPENDENT EDUCATION UNION – QUEENSLAND BRANCH so state on behalf of the Committee of Management and in accordance with a resolution passed by the Committee of Management that:

In the opinion of the Committee of Management:

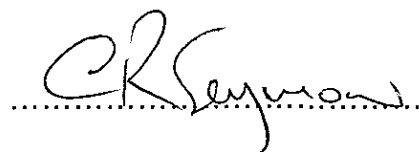
- (a) the attached financial statements show a true and fair view of the financial affairs of the branch as at 31 December, 2003 and;
- (b) during the year meetings of the Committee of Management were held in accordance with the rules of the branch.

To the knowledge of all members of the Committee, there have been no instances during the year when records of the branch or other documents (not being documents containing information made available to a member of the branch under section 274(2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the branch, have not been furnished or made available to members of the branch in accordance with the Workplace Relations Act 1996, as amended, and Regulations or rules of the branch.

Further, in relation to the report prepared in accordance with section 276 of the Workplace Relations Act 1996 by the auditor of the branch in respect of the financial year immediately preceding the financial year to which the financial statements relate and in relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act, the branch has complied with subsections 279(1) and 279(6) of the Act.

In accordance with a resolution by the committee of management.


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.....

Date: 16.03.04
.....

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

INDEPENDENT AUDIT REPORT TO THE COMMITTEE OF MANAGEMENT

Scope

We have inspected and audited the accounting records and financial statements of the Independent Education Union – Queensland Branch in respect of the financial year ended 31 December, 2003 as set out on pages 2 to 9. The Committee of Management is responsible for the preparation and presentation 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 Committee of Management.

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 Accounting Standards and other mandatory professional reporting requirements, so as to present a view which is consistent with our understanding of the branch's financial position, the results of its operations, and its cash flows.

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

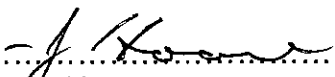
Audit Opinion

In our opinion:

- (a) Satisfactory accounting records were kept by the branch in relation to the year, including:
 - (i) records of the sources and nature of the income of the branch (including income from members); and
 - (ii) records of the nature and purpose of the expenditure of the branch.

- (b) The financial statements are set out on pages 2 to 9 which have been prepared in accordance with section 273(1) of the Workplace Relations Act 1996 as amended and applicable Australian Accounting Standards, are properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the branch as at 31 December, 2003, and;

- (ii) the deficiency of income over expenditure and cash flows of the branch for the year ended 31 December, 2003.
- (c) We have received all information and explanations from the officers or employees of the branch required for the purpose of our audit in accordance with section 276(2) of the Act.


.....
Norman J Hoare
Registered Company Auditor
Morris & Batzloff
Chartered Accountants

Date: 15th March 2004

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

NOTICE TO MEMBERS AND/OR REGISTRAR

Workplace Relations Act 1996

- Section 274(1):** A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- Section 274(2):** An organization shall, on application made under subsection (1) by a member of the organization or a registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- Section 274(3):** A Registrar may only make an application under subsection (1) at the request of a member of the organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.



AUSTRALIAN INDUSTRIAL REGISTRY

Level 36, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Our Ref: 130N-QLD: FR2003/745

Mr Terry Burke
Branch Secretary
Independent Education Union of Australia
Queensland Branch
346 Turbot Street
Spring hill
QLD 4000

Dear Mr Burke,

**Re: Independent Education Union of Australia
Queensland Branch
Financial returns for year ended 31 December 2003
(FR2003/745)**

Receipt is acknowledged of the financial documents of the Independent Education Union of Australia, Queensland Branch, for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 30 March 2004.

The documents have now been filed.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996 ("the Act") may require your further attention:-

- **Disclosure of donations in income and expenditure statement**

Section 269(1) of the Act requires an organisation to lodge in the Industrial Registry as soon as practicable after each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the *'Income & Expenditure Statement'* indicates a disclosure of *"Donations - Overseas Projects \$7,776"*.

Would you please arrange lodgement in the Industrial Registry of a s269(1) statement covering any grant exceeding \$1,000 - such statement should include particulars as required by subsection 269(5) of the Act.

The following matters are advised for assistance when preparing future financial documents, no further action is requested in respect of this:

- **Timing of steps at variance with legislation**

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation. The certificates prepared by the Accounting Officer and the Committee of Management, together with the report prepared by the Auditor all post date the date the documents were distributed to members and presented to the Branch Executive (2nd meeting). I note also that the Committee of Management certificate was in fact prepared after the auditors report. Please ensure compliance with the timescale requirements with future returns.

New legislation

As you would know the Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

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

Whilst your organisation was required to complete the financial reporting obligations for the financial year ended 31 December 2003 under the WR Act, the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation (see item 44(1)).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, please contact me on (03) 8661-7811 or email: shane.ellard@air.gov.au.

Yours sincerely,



Shane Ellard
Team Manager - RIA Team 4
Statutory Services Branch (Melbourne)

26 April 2004