



Australian Government

Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Mr Terry Burke
Branch Secretary
Queensland Branch
The Independent Education Union of Australia
PO Box 418
FORTITUDE VALLEY QLD 4006

Dear Mr Burke,

**The Independent Education Union of Australia – Queensland Branch
Financial Report for the Year Ended 31st December 2005 - FR2005/627
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial report of the Queensland Branch of The Independent Education Union of Australia for the year ended 31st December 2005. The documents were lodged in the Industrial Registry on 15th June 2006.

The documents have been filed.

I make the following comments to assist you in preparing financial documents in the future. You do not need to take any further action in respect of the documents which have been lodged.

Circulation of Financial Documents to Members

Your covering letter states that the accounts were published in the Union's Journal, *The Independent Voice*, which was forwarded to members on 13th March 2006. The Auditor's Report, however, is dated 22nd March 2006 (that is, after the date of circulation to members).

Section 265(1)(a)(i) of the RAO Schedule requires the 'full report' which is circulated to members to include a copy of the Auditor's report. As a result, the Auditor's Report must be completed prior to circulation and must be included in the documents which are circulated to member. For your assistance, I enclose a *Timeline* that may be of assistance in the future in complying with the particular chronological order in which the financial documents must be prepared, provided to members and presented to a meeting.

Would you please ensure in future that the sequence of events as set out in the *Timeline* is met.

Secretary's Certificate

The covering letter which has been lodged is more than sufficient to meet the requirements of a Secretary's certificate as set out in section 268 of the RAO Schedule.

Section 268 requires the Secretary's Certificate (which can be in the form of a letter) to state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266. You are also requested to include in your certificate both the date upon which the documents were presented to a meeting and whether that meeting was a general meeting of Branch members or a meeting of the Branch's Committee of Management.

A sample Secretary's Certificate is enclosed for your information.

Since much of the information which you have provided in the Secretary's certificate is also provided in the Committee of Management Statement, you may wish in future to provide a less detailed Secretary's certificate along the lines of the enclosed sample.

Lodgement of Documents in the Registry

The financial report was presented to a general meeting of Branch members on 26th May 2006. The documents were not lodged in the Industrial Registry, however, until 15th June 2006.

Section 268 of the RAO Schedule requires an organisation to lodge its documents within 14 days of the date of the meeting.

Would you please ensure in future that you lodge your documents within the 14 day period.

Please do not hesitate to contact me by email at robert.pfeiffer@air.gov.au or on (03) 8661 7817 if you wish to discuss this letter.

A copy of the financial report has been placed on the website maintained by the Industrial Registry at <http://www.e-airc.gov.au/130Nqld>.

Yours sincerely,



for
Robert Pfeiffer
Statutory Services Branch

13 December 2006



THE INDEPENDENT EDUCATION UNION OF AUSTRALIA QUEENSLAND BRANCH

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Adm6479tb:nm
3/3/8; 8/2/17; 3/3/4; 1/7/2

Tuesday, 30 May 2006

Mr Robert Pfeiffer
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Mr Pfeiffer

**Re: Independent Education Union of Australia - Queensland Branch
Financial Documents for Year Ended 31 December 2005**

In accordance with the *Workplace Relations Act 1996*, enclosed is an original copy of the Audited Accounts for the Independent Education Union of Australia - Queensland Branch for the year ended 31 December 2005.

We would advise that these accounts were presented to a meeting of the Branch Executive on Sunday, 12 February 2006. The motions of that meeting were as follows:

MOVED: C Cooper

SECONDED: B Goldberg

That the Committee of Management resolve that:

- (a) The Financial Statements and Notes comply with 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 ended 31 December 2005 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 the Branch; and*
 - ii. The financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the Branch; and*
 - iii. The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and*

- iv. *No request for information has been made by a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996; and*
- v. *No orders for inspection of financial records have been made by the Commission under section 273 of the schedule 1B of the Workplace Relations Act 1996;*
- (f) *The Branch undertook no recovery of wages activity; and*
- (g) *The Committee of Management passed this resolution relating to this Committee of Management Statement at a meeting called under the rules, held on 12 February 2006.*

CARRIED

MOVED: C Cooper

SECONDED: M Heenan

That the tabled Audited Accounts for 2005 be noted and published in The Independent Voice in accordance with the Workplace Relations Act 1996 and the Branch Rules.

CARRIED

The accounts were then published in the Union's Journal, *The Independent Voice*, which was forwarded to members on 13 March 2006.

A General Meeting of the Independent Education Union of Australia - Queensland Branch was held on Friday, 26 May 2006. There were no queries or correspondence received from members with regard to the Audited Accounts. The relevant motions are as follows:

MOVED: T Burke

SECONDED: C Chapman

That the audited statement of the receipts and payments for the financial year 2005 and the general balance sheet showing assets and liabilities, duly signed and certified by the auditor, be endorsed.

CARRIED

MOVED: T Burke

SECONDED: C Chapman

That the audited accounts for the financial year 2005, having been published in The Independent Voice within the required timelines and tabled to this General meeting which constitutes the second meeting in accordance with the Workplace Relations Act 1996, should now be lodged with the Australian Industrial Registry.

CARRIED

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

Encl.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

FINANCIAL STATEMENTS – 31 DECEMBER 2005

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2005**

| | 2005 | 2004 |
|---|----------------------|-----------------------|
| | \$ | \$ |
| INCOME | | |
| Affiliation Levies | 203 954 | 177 902 |
| Membership Contributions | <u>18 944</u> | <u>11 399</u> |
| | <u>222 898</u> | <u>189 301</u> |
| EXPENDITURE | | |
| Audit Fees | 1 575 | 1 375 |
| Bank Charges | 42 | 148 |
| Conference Costs | 7 900 | 7 752 |
| Donations - Overseas Projects | - | 977 |
| Shanghai Education Union Relationship | 7 558 | 12 729 |
| Funding of C.O.P.E. | 6 682 | - |
| Funding of New Tuta | - | 1 200 |
| Miscellaneous Expenses | 569 | - |
| Remittance to Federal Office of Capitation Fees | 159 740 | 151 149 |
| Services Branch Administration Expenses | 12 326 | 10 000 |
| Stationery | - | 80 |
| Travel & Allowances | <u>5 649</u> | <u>10 500</u> |
| | <u>202 041</u> | <u>195 910</u> |
| Net operating Profit/(Loss) for year | <u>20 857</u> | <u>(6 609)</u> |

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

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2005**

| | 2005 | 2004 |
|---|--------------------------|-------------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash at Bank | 22 611 | 1 395 |
| Receivables - GST | - | 709 |
| - Affiliation | <u>50 988</u> | <u>-</u> |
| | 73 599 | 2 104 |
| 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>73 599</u> | <u>2 104</u> |
| CURRENT LIABILITIES | | |
| Affiliation Payable | 39 935 | - |
| Sundry Creditors & Accruals | 12 675 | 2 575 |
| GST Payable | <u>603</u> | <u>-</u> |
| TOTAL LIABILITIES | <u>53 213</u> | <u>2 575</u> |
| NET ASSETS | <u>20 386</u> | <u>(471)</u> |
| Represented By: | | |
| ACCUMULATED FUNDS | | |
| Balance as at 1 January 2005 | (471) | 6 138 |
| Net operating Profit/(Loss) for year | <u>20 857</u> | <u>(6 609)</u> |
| Balance as at 31 December 2005 | <u>20 386</u> | <u>(471)</u> |

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

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2005**

| | Note | 2005 \$ | 2004 \$ |
|--|------|----------------------|---------------------|
| Cash flows from operating activities | | | |
| Receipts – subscriptions received | | 172 619 | 189 301 |
| Payments to suppliers & employees | | <u>(151 403)</u> | <u>(196 016)</u> |
| Net cash outflow from operating activities | 6 | <u>21 216</u> | <u>(6 715)</u> |
| Net increase/(decrease) in cash held | | 21 216 | (6 715) |
| Cash at beginning of the financial year | | <u>1 395</u> | <u>8 110</u> |
| Cash at the end of the financial year | | <u>22 611</u> | <u>1 395</u> |

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

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2005**

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.

(d) Goods and Services Tax

Business expenses and assets are recognised net of the amount of GST except where the amount of GST accrued is not recoverable from the Australian Taxation Office.

(e) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards.

The Branch Executive is preparing and managing transition to Australian equivalents to International Financial Reporting Standards (AIFRSs). The adoption of AIFRSs will be reflected in the Union's financial statements for the year ending 31 December 2006.

The Branch Executive is of the opinion that there are no material differences in the Union's accounting policies on conversion to AIFRSs.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2005**

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 272 of the RAO Schedule, which read as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit.
- (2) The application must be in writing and must specify the period within which and the manner in which the information is to be made available. The period must be not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

3. REMUNERATION OF AUDITOR

| | 2005 | 2004 |
|---|--------------|--------------|
| | \$ | \$ |
| Amount received or due and receivable by the auditor of the association for the audit of the Branch's financial statements. | <u>1 475</u> | <u>1 375</u> |

4. RELATED PARTIES

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

The Councillors and the Executive of the Queensland Independent Education Union of Employees are all members of the Independent Education Union of Australia – Queensland Branch, Branch Executive and Committee of Management respectively.

5. 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.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2005**

**6. RECONCILIATION OF NET OPERATING PROFIT/(LOSS) TO NET CASH
INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES**

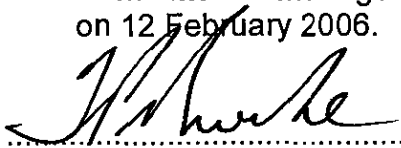
| | 2005 | 2004 |
|---|----------------------|-----------------------|
| | \$ | \$ |
| Net operating Profit/(Loss) for year | 20 857 | (6 609) |
| Change in operating assets and liabilities | | |
| Increase/(decrease) in sundry creditors/GST | 50 638 | (106) |
| (Increase)/decrease in sundry debtors | <u>(50 279)</u> | <u>-</u> |
| Net cash inflow/(outflow) from operating activities | <u>21 216</u> | <u>(6 715)</u> |

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

Committee of Management Certificate

We, Terry Burke and Christine Cooper, being two members of the Branch Executive of the Queensland Branch of the Independent Education Union of Australia, do state on behalf of the Branch Executive and in accordance with a resolution passed by the Branch Executive, that:

- (A) The Financial Statements and Notes comply with 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 ended 31 December 2005 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 the Branch; and
 - ii. The financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the Branch; and
 - iii. The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - iv. No request for information has been made by a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996; and
 - v. No orders for inspection of financial records have been made by the Commission under section 273 of the schedule 1B of the Workplace Relations Act 1996;
- (F) The Branch undertook no recovery of wages activity; and
- (G) The Committee of Management passed this resolution relating to this Committee of Management Statement at a meeting called under the rules, held on 12 February 2006.


.....


.....

Title of Office Held: General Secretary

Title of Office Held: Assistant Secretary
Treasurer

Date: 12 February 2006

Date: 12 February 2006

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

INDEPENDENT AUDIT REPORT

To the members of the Independent Education Union of Australia - Queensland Branch.

Scope

We have audited the financial accounts of the Independent Education Union of Australia - Queensland Branch for the year ended 31 December 2005 as set out on pages 1 to 7. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

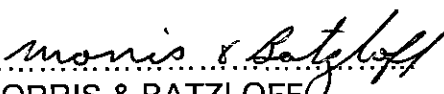
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial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

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

Audit Opinion

We have received all the information and explanations we required for the purposes of our audit.

In our opinion the General Purpose Financial Report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements of the RAO Schedule.


.....
MORRIS & BATZLOFF
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor

22nd March, 2006

**INDEPENDENT EDUCATION UNION OF AUSTRALIA
QUEENSLAND BRANCH**

OPERATING REPORT - 2005

PRINCIPAL ACTIVITIES FOR THE YEAR

- (i) Provision of support and advice to members, specifically service staff members.
- (ii) Provision of support for overseas activities, such as ongoing support for the Council of Pacific Education and the Shanghai Education Union Relationship.
- (iii) Provision of support for the Federal union agenda in education, equity and industrial issues.

RESULT OF THOSE ACTIVITIES

Solid and growing membership base, demonstrating member satisfaction of the support currently provided to them.

SIGNIFICANT CHANGES IN THE NATURE OF THESE ACTIVITIES

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

SIGNIFICANT CHANGES IN THE BRANCH FINANCIAL AFFAIRS DURING THE YEAR

There have been no significant changes in the financial affairs during the past year.

DETAILS OF THE RIGHT OF MEMBERS TO RESIGN

In accordance with Rule 21 of the rules of the Independent Education Union of Australia, a member may resign from membership by written notice addressed and delivered to the Branch Secretary.

DETAILS (INCLUDING POSITION HELD) OF ANY OFFICER OR MEMBER OF THE BRANCH WHO IS:

- (i) TRUSTEE OF A SUPER ENTITY
- (ii) A DIRECTOR OF A COMPANY THAT IS A TRUSTEE OF A SUPER ENTITY

| | |
|---------------|------------------|
| Terry Burke | Branch Secretary |
| John Spriggs | Organiser |
| Greg McGhie | Organiser |
| Chris Seymour | Organiser |

THE NUMBER OF PERSONS THAT WERE RECORDED IN THE REGISTER OF MEMBERS ON 31/12/05

13,580 members were recorded in the register of members on 31 December 2005.

THE NUMBER OF PERSONS WHO WERE EMPLOYEES OF THE BRANCH ON 30 SEPTEMBER 05, INCLUDING FULL-TIME OR PART-TIME

Nil

THE NAME OF EACH PERSON WHO HAS BEEN A MEMBER OF THE COMMITTEE OF MANAGEMENT AT ANY TIME DURING THE REPORTING PERIOD, AND THE PERIOD FOR WHICH HE OR SHE HELD THE POSITION.

The following persons holding positions on the Committee of Management have held their positions for the full 12 months of this reporting period.

- | | |
|---------------------|--------------------|
| Terry Burke | Bryce Goldberg |
| John Kennedy | Lyn Byrnes |
| Ray Cloonan | Suzanne Burdon |
| Tom Denham | Beverley Day |
| Christopher Chapman | John Spriggs |
| Christopher Seymour | Philip O'Brien |
| Pat Atkinson | Andrew Stein |
| Ian Stevenson | Miriam Dunn |
| Maria Heenan | Kerrod Bendall |
| Christine Cooper | Timothy Devlin |
| Michael Moy | Des McGovern |
| John Vandenberg | Andrew Elphinstone |
| Bernadette Murray | Lyn McGovern |
| Terrence Frawley | Richard Pascoe |
| Ros McLennan | Denyse Liddy |
| Jocelyne Benoit | Patrice Glancy |

NAME: T. Burke NAME: C. Cooper
 TITLE OF OFFICE HELD: General Secretary TITLE OF OFFICE HELD: Assistant Secretary Treasurer
 DATE: 12 February, 2006 DATE: 12 February, 2006