

31 January 2014

Ms Debra James  
General Secretary  
Independent Education Union of Australia-Victoria Tasmania Branch  
djames@ieuvictas.org.au



Dear Ms James,

**Independent Education Union of Australia-Victoria Tasmania Branch  
Financial Report for the year ended 31 January 2013 - [FR2013/105]**

I acknowledge receipt of the financial report of the Independent Education Union of Australia-Victoria Tasmania Branch (the reporting unit). The documents were lodged with Fair Work Commission on 21 August 2013.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged. This financial report was filed based on a preliminary review. Please note that the reporting unit financial report for the year ending 31 January 2014 may be subject to a full compliance audit.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm these concerns have been addressed prior to filing next year's report:

Notes to the Financial Statements: recognition of revenue

AASB 118 at paragraph 35 requires the disclosure of the accounting policies adopted for the recognition of revenue. I cannot locate a policy regarding the recognition of *revenue*. Please ensure financial reports include clear disclosure of the accounting policies adopted for the recognition of revenue.

Documents must be lodged with the Fair Work Commission within 14 days of General Meeting

Section 268 of the RO Act, states that the full report and the designated officer's certificate are required to be lodged with the Fair Work Commission within 14 days of the meeting of members. The Designated Officer's Certificate indicates that this meeting occurred on 25 March 2013. If this is correct the full report should have been lodged with the Fair Work Commission by 8 April 2013. Please note that in future financial years, requests for extension of lodgement of financial reports and the designated officer's certificate must be made prior to required date of lodgement.

Related Parties

The report does not disclose any related party transactions. Related party transactions are required to be disclosed under AASB124.18. While it is possible that the organisation did not, during the 2012 financial year, transact with related parties, this is rare for an organisation. If this is the case please confirm in writing that there were no related party transactions during the

financial year and future reports may wish to include a specific entry within the notes stating this to prevent further inquiries.

### Key Management Personnel

General Purpose Financial Reports are required to disclose within the statements or the notes compensation paid to key management personnel.

This normally includes a listing of the key management personnel for the organisation, the total amount of compensation paid to all key management personnel, and then totals for each of the following categories:

- Short term employee benefits
- Post employment benefits
- Other long term employee benefits
- Termination benefits
- Any share based payments.

### **Changes to the legislation and reporting guidelines**

I note with the change of legislation, references to Fair Work Australia will need to be updated to the Fair Work Commission.

Additionally, a third edition to the General Manager's s.253 reporting guidelines was gazetted on 26 June 2013. These guidelines will apply to all financial reports that end on or after 30 June 2013. Fair Work Commission has also developed a model set of financial statement for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 reporting guidelines and the Australian Accounting Standards.

The guidelines and model financial statements are available on the website here:

<http://www.fwc.gov.au/index.cfm?pagename=regorgsfrguidelines#finance>

As stated previously, this financial report was filed based on a preliminary review. The financial report for the year ending 31 January 2014 may be subject to a full compliance audit.

If you have any queries regarding this letter, please contact me on (03) 8661 7675 or via email at [nick.salzberg@fwc.gov.au](mailto:nick.salzberg@fwc.gov.au).

Yours sincerely



Nick Salzberg  
Regulatory Compliance Branch  
Fair Work Commission

13-472  
OAD2802

21 August 2013

The Registrar  
Fair Work Australia  
GPO Box 1994  
Melbourne Vic 3001

Attention: Robert Pfeiffer

Dear Registrar

We refer to your letter dated 21<sup>st</sup> August 2013; our sincere apology as the deadline was inadvertently overlooked.

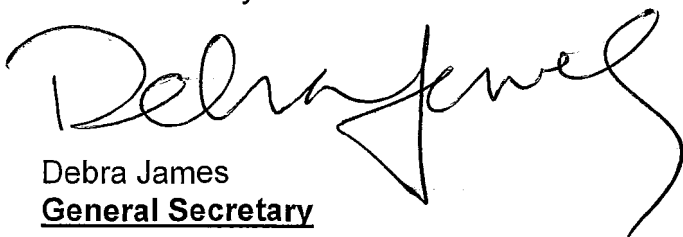
Please find attached copies of the documents required to fulfil our financial reporting obligations for the year ending 31<sup>st</sup> January 2013. They were all prepared in accordance with the Fair Work (Registered Organisations) Act 2009 and the regulations.

Attached are:-

1. Committee of Management Statement
2. Operating Report
3. Statement of Financial Position (Balance Sheet)
4. Income Statement (Profit & Loss Statement)
5. Statement of Cash Flows
6. Notes to and forming Part of the Accounts
7. Auditor's Report
8. Depreciation Schedule
9. Certificate of Secretary

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

Yours sincerely



Debra James  
**General Secretary**

**Certificate of Secretary or other Authorised Officer**

s268 of Fair Work (Registered Organisation) Act 2009

I, Debra James, being the General Secretary of the Victorian Independent Education Union certify that:

- the documents lodged herewith are copies of the full report referred to in section 268 of the RAO Schedule; and
- the union sent an email to all members on the 21 May 2013 notifying them of the full report and directing them to the IEU website. The full report was available on the website from 21 May 2013 onwards.
- the full report was presented to a meeting of the Committee of Management of the reporting unit on 14 June 2013, in accordance with section 266 of the RAO schedule.

Signed:

A handwritten signature in black ink, appearing to read 'Debra James', written in a cursive style.

Date:

21 August 2013

# ***Paroissien Accountants Pty Ltd***

*A.B.N. 39 144 478 026*

*Incorporating K.L. Paroissien & Associates*

*Business and Taxation Advisors*

*A. R. Paroissien FIPA Director*

## **THE INDEPENDENT EDUCATION UNION OF AUSTRALIA**

### **VICTORIA TASMANIA BRANCH**

**Year Ended 31st January, 2013**

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**YEAR ENDED 31ST JANUARY, 2013**

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**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**COMMITTEE OF MANAGEMENT'S STATEMENT**

On the 10<sup>th</sup> May, 2013 the Committee of Management of The Independent Education Union of Australia Victoria Tasmania Branch passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 31st January, 2013.

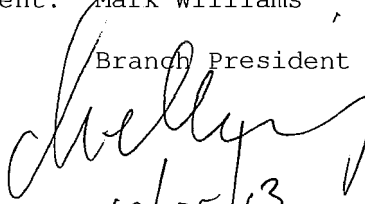
The Committee of Management declares in relation to the GPFR that in its opinion:

- (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; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Regulations Act 2009; 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 Fair Work (Registered Organisations) Regulations Act 2009 has been furnished to the member or Registrar; and
  - (vi) No orders have been made by the Commission under Fair Work (Registered Organisations) Regulations Act 2009 during the period.
  - (vii) There were no recovery of wages activities during the financial year.

For Committee of Management: Mark Williams  
Title of Office held: Branch President

Signature:

Date:

  
10/05/13

Debra James

Branch Secretary



**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**OPERATING REPORT**

**PRINCIPAL ACTIVITIES FOR THE YEAR**

- (1) **Design**, implementation and co-ordination of campaigns and programs regarding membership organising, industrial and professional agendas.
- (2) **Representation** of the industrial and professional interests of the members in a broad range of Federal and State government committees, the Australian Industrial Relations Commission and various statutory bodies and community organisations concerned with educational, industrial and other relevant concerns.
- (3) **Provision** of political, industrial, legal and professional advice to members and chapters of the union on various educational and industrial issues.
- (4) **Development of submissions** to inquiries on school funding, educational and industrial rights issues relevant to the membership and the broader union movement and community. Participation on behalf of the union and its membership in the public debate on these matters.
- (5) **Research** in relevant areas of public policy such as the funding of schooling, industrial, legal and constitutional matters, educational issues, and human rights concerns to inform our own IEU Victoria Tasmania branch, union movement and national union movement policy development.
- (6) **Protection and carriage** of the IEU Victoria Tasmania Branch Rules.
- (7) **Negotiation and prosecution** of claims for improved salaries and conditions for members in Victorian non-government schools.

**RESULT OF THOSE ACTIVITIES**

- (1) Continued growth of the IEU Victoria Tasmania Branch's membership in all non-government schools in Victoria.
- (2) A proactive membership industrially and professionally.
- (3) Continued public profile of the IEU Victoria Tasmania Branch on behalf of teachers and support staff in non government education.
- (4) Improvements in the industrial and professional conditions of the membership.
- (5) Successful completion of negotiated Awards and Certified Agreements on behalf of members in non-government in Victoria.

**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 of the Union during the past year.



**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**OPERATING REPORT (Cont'd)**

**DETAILS OF THE RIGHT OF MEMBERS TO RESIGN**

A member may resign from the Union in accord with Federal Rule 21 which states:

**21 - RESIGNATION FROM MEMBERSHIP**

- (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 when 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 delivered to the person mentioned in subclause (a) shall be taken to have been received by the Union when it was delivered.
  - (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.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**OPERATING REPORT (Cont'd)**

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

**(1) TRUSTEE OF A SUPER ENTITY**

**(2) A DIRECTOR OF A COMPANY THAT IS A TRUSTEE OF A SUPER ENTITY**

Cathy Hickey	Trustee of Non-Government Schools Superannuation Fund Pty. Ltd.
Debra James	Trustee of Catholic Superannuation Fund
John Connors	Trustee of Catholic Superannuation Fund
Angela Briant	Trustee of Tas Plan Superannuation Fund

**THE NUMBER OF PERSONS THAT WERE RECORDED IN THE REGISTER OF MEMBERS ON 31/01/13**

There were 19,200 members on the register of members on 31st January, 2013.

**THE NUMBER OF PERSONS WHO WERE EMPLOYEES OF THE FEDERAL UNION ON 31/01/13, INCLUDING FULL-TIME OR PART-TIME**

On 31st January, 2013 there were thirty four persons employed full time and eight persons employed part time by the IEU Victoria Tasmania Branch.

**THE NAMES 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**

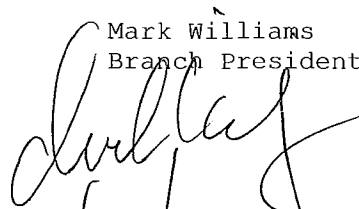
The following persons were on the IEU Victoria Tasmania Branch Committee of Management during the following months of the reporting period:

Duncan Arendse for February 2012 - January 2013.  
Patrick Bennett for February 2012 - January 2013.  
Angela Briant for February 2012 - January 2013.  
Elisabeth Buckley for February 2012 - January 2013.  
Margot Clark for February 2012 - January 2013.  
John Connors for February 2012 - January 2013.  
Loretta Cotter for February 2012 - January 2013.  
Andrew J. Dunne for February 2012 - January 2013.  
Gregory Hawkins for February 2012 - January 2013.  
Christine Hilbert for February 2012 - January 2013.  
Stephen Hobday for February 2012 - January 2013.  
Debra James for February 2012 - January 2013.  
Allan Kerr for February 2012 - April 2012.  
Cara Maxworthy for February 2012 - January 2013.  
Jeremy Oliver for February 2012 - January 2013.  
Ruth Pendavingh for February 2012 - January 2013.  
Christine Scott for February 2012 - January 2013.  
Maureen Shembrey for February 2012 - January 2013.  
Maree Shields for February 2012 - January 2013.  
Coralie Taranto for February 2012 - January 2013.  
Emma Wakeling for February 2012 - January 2013.  
John Waldock for February 2012 - January 2013.  
Mark Williams for February 2012 - January 2013.

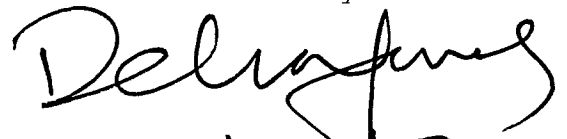
Mark Williams  
Branch President

Signature:

Date:

  
10/05/13

Debra James  
Branch Secretary

  
10/05/13

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Income Statement for Year Ended 31st January, 2013**

2012		Notes	2013
\$	Income		\$
6,922,140	Members Subscriptions		7,317,850
24,680	Advertising		46,920
78,613	Directors Fees		110,292
8,663	Interest Received		4,458
78,113	Training Programs		56,580
(12,356)	Unrealised Gain on Investments		25,591
242,592	Sundry Income		89,494
<b>7,342,445</b>	<b>Total Income</b>		<b>7,651,185</b>
	<b>Less Expenditure</b>		
500,856	Administrative & General		600,776
347,865	Affiliation Fees	6	498,942
	Annual Leave Provision		
(17,003)	- General Secretary		(6,759)
3,319	- Deputy Secretary		3,065
4,163	- Assistant Secretary		7,370
136,427	- Employees		34,065
14,775	Audit Fees		10,000
32,206	Bank Charges & Duties		35,196
90,218	Building Expenses		42,351
88,748	Computer Costs		100,404
4,810	Conferences & Meetings	7	6,209
94,322	Depreciation		90,516
26,425	Fringe Benefits Tax		91,756
119,510	Insurance		138,531
31,502	Interest Paid		8,672
23,242	Legal Fees		33,913
0	Legal Fees Provision		(50,000)
	Long Service Leave Provision		
4,696	- General Secretary		3,661
4,097	- Deputy Secretary		3,321
2,429	- Assistant Secretary		2,994
85,777	- Employees		300,830
27,294	Meeting of Members	8	49,817
144,656	Members Campaign		277,061
0	Members Campaign Provision		(100,000)
0	Members Loans	9	2,000
8,897	Membership Development		8,897
0	Membership System Upgrade Provision		(50,000)
101,668	Motor Vehicle Expenses		100,418
218,713	Motor Vehicle Leasing		299,891
168,084	Payroll Tax		180,643
156,694	Postage		239,113
73,368	Printing & Stationery		84,306
219,690	Publications		154,994
4,723	Repairs & Maintenance		3,306
383,268	Salaries - Holders of Office		389,062
3,290,709	Salaries - Employees		3,319,620
17,601	Subscriptions		27,010
482,501	Superannuation		431,240
50,000	Teacher Learning Network		50,000
90,118	Telephone & Fax		120,843
612,741	Work Partners Project		381,192
33,454	Workcover		50,964
<b>7,682,563</b>	<b>Total Expenditure</b>		<b>7,976,190</b>
<b>(\$340,118)</b>	<b>SURPLUS (DEFICIT) FOR YEAR</b>		<b>(\$325,005)</b>

These financial statements should be read in conjunction with the attached notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Balance Sheet as at 31st January, 2013**

2012		2013
\$	MEMBERS FUNDS	\$
1,894,545	Balance as at 31st January, 2012	1,554,427
(340,118)	Plus Surplus (Deficit) for Year	(325,005)
\$1,554,427		\$1,229,422
<b>CURRENT ASSETS</b>		
	Commonwealth Bank of Australia	
335,112	- Cheque Account	249,366
76,302	- Long Service Leave Account	80,701
100,000	- Long Service Leave Term Deposit	100,000
311,593	Debtors	256,187
355,000	Prepayments	0
1,178,007	Total Current Assets	686,254
<b>LESS CURRENT LIABILITIES</b>		
260,622	Creditors	49,998
444,141	G.S.T. Payable	409,663
849,475	Members Subs in Advance	827,163
248,543	Leasing Charges Due	253,995
(33,055)	Less Unexpired Charges	23,452
	Provision for Annual Leave	
20,108	- General Secretary	13,349
21,805	- Deputy Secretary	24,871
8,038	- Assistant Secretary	15,408
355,027	- Employees	381,042
50,000	Provision for Legal Fees	0
	Provision for Long Service Leave	
42,327	- General Secretary	45,989
32,315	- Deputy Secretary	35,636
24,320	- Assistant Secretary	27,314
262,339	- Employees	563,169
100,000	Provision for Members Campaign	0
50,000	Provision for Membership System Upgrade	0
37,600	Provision for Professional Development	37,600
2,773,605	Total Current Liabilities	2,661,745
(1,595,598)	<b>Working Capital (Deficiency)</b>	(1,975,491)
	Forward	

These financial statements should be read in conjunction with the attached notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Balance Sheet as at 31st January, 2013 (Cont'd)**

2012					2013
\$		\$	\$		\$
(1,595,598)	Working Capital (Deficiency)	Forward			(1,975,491)
	<b>PLUS NON CURRENT ASSETS</b>				
	<b>Property, Plant &amp; Equipment</b>				
727,676	Motor Vehicle Under Lease	760,719			
(237,117)	Less Provision for Depreciation	<u>320,050</u>	440,669		
24,787	Equipment Under Lease	55,867			
(12,059)	Less Provision for Depreciation	<u>27,961</u>	27,906		
145,461	Office Equipment	144,280			
(98,848)	Less Provision for Depreciation	<u>121,404</u>	22,876		
607,155	Office Furniture & Fittings	595,943			
(289,869)	Less Provision for Depreciation	<u>326,667</u>	269,276		
6,660	Library		6,660		
	<b>Investments</b>				
	Trust Units				
2,480,045	- Federation Union of Aust.	2,480,045			
178,010	- JB Were Cash Trust	<u>203,601</u>	<u>2,683,646</u>		
<u>3,531,901</u>	Total Non Current Assets				<u>3,451,033</u>
<u>1,936,303</u>					<u>1,475,542</u>
	<b>LESS NON-CURRENT LIABILITIES</b>				
94,074	Commonwealth Financial Services		8,087		
303,338	Leasing Charges Due	252,865			
(15,538)	Less Unexpired Charges	<u>14,832</u>	<u>238,033</u>		
<u>381,874</u>	Total Non Current Liabilities				<u>246,120</u>
<u>\$1,554,429</u>	<b>NET ASSETS</b>				<u>\$1,229,422</u>

These financial statements should be read in conjunction with the attached notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Statement of Change in Equity for Year Ended 31st January, 2013**

	2013
Balance as at 1st February, 2011	1,894,545
Less (Deficit) for Year	<u>(340,118)</u>
Balance as at 31st January, 2012	1,554,427
Less (Deficit) for Year	<u>(325,005)</u>
<b>Balance as at 31st January, 2013</b>	<b><u><u>\$1,229,422</u></u></b>

These financial statements should be read in conjunction with the attached notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Statement of Cash Flows for Year Ended 31st January, 2013**

2012		2013
\$	<b>Cash Flows from Operating Activities</b>	\$
6,830,672	Revenue from Operations	7,350,944
(7,127,025)	Payments to Suppliers and Employees	(7,536,442)
411,642	Revenue from Other Operations	328,877
8,663	Interest Received	<u>4,458</u>
<u>123,952</u>	Net Cash provided by Operating Activities (see Note 2)	147,837
	<b>Cash Flows from Investing Activities</b>	
(11,900)	Purchase of Furniture & Fittings	(2,268)
(19,041)	Purchase of Computer Equipment	<u>(16,501)</u>
<u>(30,941)</u>	Net Cash used in other activities	(18,769)
	<b>Cash Flows from Financing Activities</b>	
(80,374)	Repayment of Loan - C.F.S. Trust Units	(85,987)
(11,398)	- Federation Education Union (see Note 3)	0
12,356	- JB Were Cash Trust	(25,591)
122,000	Trust Units Redeemed - JB Were Cash Trust	0
10,941	Repayment of Lease Creditor	<u>(98,837)</u>
<u>53,525</u>	Net Cash used in other activities	(210,415)
146,536	Net Increase (Decrease) in Cash Held	<u>(81,347)</u>
364,878	Cash at beginning of year	511,414
<u>\$511,414</u>	Cash at end of year (see Note 1)	<u>\$430,067</u>

These financial statements should be read in conjunction with the attached notes.

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Notes to and Forming Part of the Financial Statements  
for the Year Ended 31st January, 2013**

2012		2013
\$	NOTES TO THE STATEMENT OF CASH FLOWS	\$
	<b>1. Reconciliation of Cash</b>	
	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	
335,112	- Cheque Account	249,366
76,302	- Long Service Leave Account	80,701
100,000	- Long Service Leave Term Deposit	100,000
<u>\$511,414</u>		<u>\$430,067</u>
	<b>2. Reconciliation of Net Cash provided by Operating Activities to Operating Profit after Income Tax</b>	
(340,118)	Operating Surplus (Deficit) for Year	(325,005)
94,322	Depreciation	90,516
(18,788)	Depreciation of Motor Vehicle Under Lease	82,933
7,860	Depreciation of Equipment Under Lease	15,902
	Changes in Assets and Liabilities	
(74,350)	(Increase) Decrease in Debtors	55,406
(145,697)	(Increase) Decrease in Prepayments	355,000
421,839	Increase (Decrease) in Creditors	(210,624)
0	Increase (Decrease) in G.S.T. Payable	(34,478)
(17,118)	Increase (Decrease) in Members Subs in Advance	(22,312)
	Increase (Decrease) in Provision for:	
104,978	Annual Leave	29,692
0	Legal Fees	(50,000)
91,024	Long Service Leave	310,807
0	Members Campaign	(100,000)
0	Membership System Upgrade	(50,000)
0	Professional Development	0
<u>\$123,952</u>		<u>\$147,837</u>
	<b>3. Cash Flow from another Reporting Unit</b>	
	Federation Education Union	
2,468,647	Balance as at 1st February	2,480,045
11,398	Amount paid to during year	0
<u>\$2,480,045</u>	Balance as at 31st January	<u>\$2,480,045</u>

Cash Outflows shown in brackets



**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Notes to and Forming Part of the Financial Statements  
For the Year Ended 31st January, 2013 (Cont'd)**

**NOTE 4**

The General Purpose Financial Report has been prepared in accordance with Accounting Standards, other mandatory professional reporting requirements and the Fair Work (Registered Organisation) Act 2009 and associated Regulations 2009.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**(a) Income Tax**

The Union is exempt from income tax under division 50 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 fixed asset during its effective working life.

The principal annual rates are:-

Office Fit Out	7.5%
Office Furniture & Fittings	10%-20%
Computer & Office Equipment	33.3%

**(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.

**(d) 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.

**(e) 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.

**INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Notes to and Forming Part of the Financial Statements  
For the Year Ended 31st January, 2013 (Cont'd)**

**NOTE 5**

**Information to be provided to Members or the General Manager of Fair Work Australia**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 which reads as follow:

- (1) A member of an reporting unit, or a General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit and it is to be made available to the person making the application.
- (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 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).

**Civil penalty provision applies for non compliance.**

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA  
VICTORIA TASMANIA BRANCH**

**Notes to and Forming Part of the Financial Statements  
for the Year Ended 31st January, 2013**

2012		2013
\$	Note 6	\$
	<b>Affiliation Fees Paid</b>	
4,364	Australian Catholic Primary Principals Association	4,800
17,400	Australian Primary Principal Association Inc.	8,430
2,280	Ballarat Trades Hall Council	1,710
495	Geelong Trades Hall Council	672
2,127	Gippsland Trades & Labour Council	1,677
458	Goulburn Valley Trades Hall Council	504
26,627	Incorporated Association of Registered Teachers of Victoria	9,800
234,755	Independent Education Union of Australia	390,882
582	North East Trades & Labour Council	582
702	South West Trades & Labour Council	527
0	Sunraysia Trades & Labour Council	175
58,075	Victorian Trades Hall Council	79,183
<u>\$347,865</u>		<u>\$498,942</u>
	<b>Note 7</b>	
	<b>Conferences &amp; Meetings</b>	
\$4,810	IEUA Representation, Federal Executive & Council	\$6,209
	<b>Note 8</b>	
	<b>Meeting of Members</b>	
19,463	IEU Victoria Tasmania Committee of Management	26,477
5,698	IEU Victoria Tasmania Councils	20,825
2,133	IEU Victoria Tasmania Annual Conference	2,515
<u>\$27,294</u>		<u>\$49,817</u>
	<b>Note 9</b>	
	<b>Members Loans</b>	
<u>\$0</u>	Loans to Members	<u>\$2,000</u>

# **Paroissien Accountants Pty Ltd**

A.B.N. 39 144 478 026

*Incorporating K.L. Paroissien & Associates*

**Business and Taxation Advisors**

A. R. Paroissien FIPA *Director*

## **AUDITORS REPORT TO THE MEMBERS OF**

### **THE INDEPENDENT EDUCATION UNION OF AUSTRALIA VICTORIA TASMANIA BRANCH**

#### **The Financial Report and Directors' Responsibility**

The financial report comprises the statement of financial performance, statement of financial position, statement in changes in equity, statement of cash flow, a summary of significant accounting policies and other explanatory notes and branch committee of management's statement for The Independent Education Union of Australia Victoria Tasmania Branch for the year ended 31st January, 2013.

The committee is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### **Audit Approach**

We conducted an independent audit in order to express an opinion to the members of the Union. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We perform procedures to assess whether in all material respects the financial report presents fairly Australian Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Union's financial position, and of their performances as represented by the results of their operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examine on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of the Union's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance of internal controls.

#### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

#### **Audit Opinion**

In our opinion the general purpose financial report of The Independent Education Union of Australia Victoria Tasmania Branch is presented fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements imposed by Part 3 of Chapter 8 of Fair Work (Registered Organisations) Act 2009.

Paroissien Accountants Pty. Ltd.



A.R. Paroissien FIPA  
Institute of Public Accountants  
Member No. 102449

Ringwood, 16<sup>th</sup> MAY 2013

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**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA**  
**VICTORIA TASMANIA BRANCH**  
Year Ended 31st January, 2013

**DEPRECIATION SCHEDULE**

	Original Cost	Value at 30/01/12		Written Off	Value at 30/01/13
<b>1. Furniture &amp; Fittings</b>					
Building Fit Out Costs	505,290	266,176	7.5%	37,897	228,279
Additional Building Fit Out	22,466	12,500	"	1,685	10,815
Aboriginal Artwork	1200	82	"	82	-
Office Chair	737	63	"	63	-
Desk	1455	180	"	146	34
Office Furniture	748	92	"	75	17
Dishwasher	2,114	217	20%	217	-
Desk	1,805	664	"	361	303
Chairs (11)	4,908	1,847	"	982	865
Office Furniture	15,680	7,939	"	3,136	4,803
Cabinets (2)	7,660	4,197	"	1,532	2,665
Refrigerator	1,086	615	"	217	398
Carpet	8,580	5,228	"	1,716	3,512
Workstation Area	3,750	3,023	10%	375	2,648
Workstation	3,200	2,598	"	320	2,278
Office Chairs (2)	1,096	709	20%	219	490
Workstations (2)	7,070	6,529	10%	707	5,822
Workstation & Shelving	4,830	4,627	"	483	4,144
	593,675	317,286		50,213	267,073
<b>Additions</b>					
Chairs (11-12-12)	2,268	2,268	20%	65	2,203
	\$595,943	\$319,554		\$50,278	\$269,276

**THE INDEPENDENT EDUCATION UNION OF AUSTRALIA**  
**VICTORIA TASMANIA BRANCH**  
Year Ended 31st January, 2013

**DEPRECIATION SCHEDULE (Cont'd)**

	Original Cost	Value at 30/01/12	Written Off	Value at 30/01/13
<b>2. Office Machines &amp; Equipment</b>				
Computer	2,090	9	33.3%	9
Computers (6)	12,713	624	"	624
Computers (2)	3,495	520	"	520
Computer	1,085	290	"	290
SBS Computer Server	31,900	9,348	"	9,348
SBS Computer Server	43,787	15,269	"	14,599
Computer	4,280	1,594	"	1,427
Printer	2,337	964	"	779
Notebook	1,955	830	"	652
Computer	3,285	1,593	"	1,095
Monitors (8)	1,811	1,130	"	604
Computers (3)	6,874	4,645	"	2,292
Monitors (3)	905	624	"	302
Laptop	1,288	927	"	429
iPads (2)	2,888	2,165	"	963
Computers (2)	2,514	1,951	"	838
Mac-Air Notebook	1,434	1,194	"	478
Laser Printers (2)	1,844	1,703	"	615
Printer & Tray	1,294	1,233	"	431
	127,779	46,613		36,295
				10,318
<b>Additions</b>				
iPads (3) (02-03-12)	3,183	3,183	33.3%	977
Printer (03-04-12)	4,165	4,165	"	1,157
HP Laserjet Printer (04-05-12)	3,800	3,800	"	948
LCD Rack Mount (04-05-12)	1,552	1,552	"	387
Lenovo Monitor (04-05-12)	1,413	1,413	"	352
Computer (10-11-12)	1,354	1,354	"	103
Computer (12-01-13)	1,034	1,034	"	19
	\$144,280	\$63,114		\$40,238
				\$22,876
<b>Totals</b>	<b>\$740,223</b>	<b>\$382,668</b>		<b>\$90,516</b>
				<b>\$292,152</b>