



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9654 6672

Mr. Pat Brewer
Secretary
National Tertiary Education Industry Union
University of Canberra Branch
1st Floor, Arts Centre
ANU
Canberra ACT 0200

Dear Mr. Brewer,

**Re: Financial documents for year ended 30 June 2001
FR 2002/693**

I have received the financial documents of the University of Canberra Branch of the National Tertiary Education Industry Union for the year ended 30 June 2001 lodged under cover of your communication dated 2 July 2002. The documents were lodged in the Industrial Registry on 8 July 2002.

The documents have been filed.

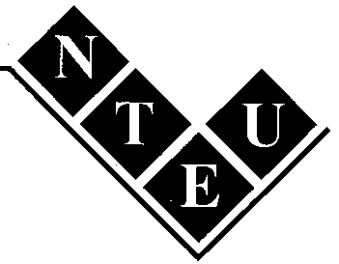
Yours sincerely,

Marylyn Beare
Statutory Services Branch

16 July 2002

FR 2001/693

National
Tertiary
Education
Industry
Union



The Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne 3001

Dear Registrar

**National Tertiary Education Industry Union
University of Canberra Branch**

**Accounts of the University of Canberra Branch,
year ended 30 June 2001**

I Pat Brewer, Secretary of the University of Canberra Branch of the National Tertiary Education Industry Union certify that:

The enclosed documents are copies of the certificates of the accounting officer and of the Committee of the Management of the Branch, together with the audited accounts and financial statements prepared under section 273 and the auditor's report.

The auditor forwarded a draft of the statements and certificates to the Branch on 20 May 2002. The Branch Executive Committee (ie. the "Committee of Management") met on 24 May 2002, considered the draft accounts and passed a resolution authorizing the Branch President and Treasurer to sign the Committee of Management Certificate. The auditor's report was signed on 29 May 2002 and a summary of the statements were sent to members of the University of Canberra Branch on 17 June 2002. The Branch Executive met again on 26 June 2002 to consider a report on the accounts and these were accepted by a motion of the Executive.

Signed

Pat Brewer

Pat Brewer
2 July 2002

◆ ACT DIVISION

1st Floor • Arts Centre • ANU • Canberra 0200
Telephone: (02) 6249 2043 • Facsimile: (02) 6247 1032
Email: nteu@anu.edu.au

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2001**

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NATIONAL TERTIARY EDUCATION UNION – UNIVERSITY OF CANBERRA BRANCH

YEAR ENDED 30 JUNE 2001

ACCOUNTING OFFICER'S CERTIFICATE

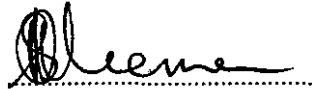
I, Dale Kleeman, the Officer responsible for keeping the Accounting Records of the National Tertiary Education Union – University of Canberra Branch, certify that as at 30 June 2001 the number of members of the Organisation was 309 (1999 - 333).

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2001.
- (ii) a record has been kept of all monies paid by, or collected from, all members and all monies so paid or collected have been credited to the bank accounts to which those monies are to be credited, in accordance with the Rules of the Organisation;
- (iii) before any expenditure was incurred by the Organisation, 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 funds operated in accordance with the rules, no payments were made out of such funds for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Organisation, were made to persons holding office in the Organisation;
- (vi) the register of members of the Organisation was maintained in accordance with the Act.

Signed at: Canberra

Dale Kleeman



Dated:

28 May 2002

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

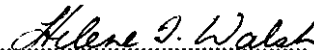
YEAR ENDED 30 JUNE 2001

COMMITTEE OF MANAGEMENT'S CERTIFICATE


We, Helene Walsh and Dale Kleeman, being two members of the Committee of Management of the National Tertiary Education Union – University of Canberra Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2001;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2001, in accordance with the rules of the Organisation;
- (iii) to the knowledge of any members 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 (2) of the Workplace Relations Act 1996), or copies of those records or other documents, or copies of the rules of the Organisation, have not been furnished, or made available, to members of the Organisation in accordance with the Workplace Relations Act 1996, the Regulations thereto, or the Rules of the Organisation; and
- (vi) the Organisation has complied with sub-section S279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2000 and the Auditor's Report thereon.

Signed at: Canberra


.....
Helene Walsh

Dated: 28 May 2002


.....
Dale Kleeman

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2001

	Note	2001 \$	2000 \$
Revenue from ordinary activities			
Membership fees		103,543	109,429
Interest Income		5,234	9,762
Other income		<u>283</u>	<u>4,007</u>
	2	<u>109,060</u>	<u>123,198</u>
Expenses from ordinary activities			
Advertising		-	177
Audit fees		2,110	960
Bank charges		117	123
Legal costs		-	200
Meeting Expenses		1,490	644
NTEU - ACT Division		64,860	56,259
NTEU - National Office		48,462	51,571
Recruitment Officer Levy		-	6,678
Student Prizes (Diedre Houston)		100	100
NTEU ACT Division (NTEU Bags)		300	-
Printing & stationery		791	279
Sundry expenses		48	1,288
Phone & Fax		46	54
Travelling expenses		1,627	919
UC Bookshop		100	-
UC Branch exec motions		<u>255</u>	<u>-</u>
Total operating expenses		<u>120,306</u>	<u>119,252</u>
Profit / (loss) from ordinary activities		<u>(11,246)</u>	<u>3,946</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2001

	Notes	2001 \$	2000 \$
CURRENT ASSETS			
Cash assets	4	165,307	164,493
Other financial assets	5	<u>10</u>	<u>10</u>
TOTAL CURRENT ASSETS		<u>165,317</u>	<u>164,503</u>
TOTAL ASSETS		<u>165,317</u>	<u>164,503</u>
CURRENT LIABILITIES			
Payables	6	12,000	950
Other		<u>1,010</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>13,010</u>	<u>950</u>
TOTAL LIABILITIES		<u>13,010</u>	<u>950</u>
NET ASSETS		<u>152,307</u>	<u>163,553</u>
EQUITY			
Retained profits	7	<u>152,307</u>	<u>163,553</u>
TOTAL EQUITY		<u>152,307</u>	<u>163,553</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2001

	Notes	2001 \$	2000 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers		103,826	113,436
Payments to suppliers and employees		(108,246)	(119,252)
Interest received		<u>5,234</u>	<u>9,762</u>
Net cash provided by operating activities	8 (b)	<u>814</u>	<u>3,946</u>
Net increase in cash held		814	3,946
Cash at beginning of financial year		<u>164,493</u>	<u>160,547</u>
Cash at end of financial year	8 (a)	<u>165,307</u>	<u>164,493</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001

Note	2001	2000
	\$	\$

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and other mandatory professional reporting requirements. 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 accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the entity in the preparation of the financial report.

(a) Cash

For the purposes of the statement of cash flows, cash included cash on hand and at call deposits with banks or financial institutions, investments in money market instruments with less than 14 days to maturity and net of bank overdrafts.

(b) Information to be provided to members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, attention is drawn to the provision of sub-sections (1), (2) and (3) of Section 274, which reads

- (1) A member of an organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under sub-section (1) by a member of the Organisation or a Registrar, make the specified information available to the member or the Registrar in such manner, and within such time, as is prescribed. PENALTY : \$1,000.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2: REVENUE

Operating activities

- rendering of services		103,543	109,429
- interest	2(a)	5,234	9,762
- other revenue		<u>283</u>	<u>4,007</u>
		<u>109,060</u>	<u>123,198</u>
(a) Interest from:			
- other persons		<u>5,234</u>	<u>9,762</u>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

Profit (losses) from ordinary activities has been determined after:

(a) Significant Revenues and Expenses:

Membership Fees	(103,543)	(109,429)
Interest Income	(5,234)	(9,762)
NTEU - ACT Division	64,860	56,259
NTEU - National Office	<u>48,461</u>	<u>51,571</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001

	Note	2001 \$	2000 \$
NOTE 4: CASH ASSETS			
Cash at bank		<u>165,307</u>	<u>164,493</u>
NOTE 5: OTHER FINANCIAL ASSETS			
CURRENT			
Other current investments		<u>10</u>	<u>10</u>
NOTE 6: PAYABLES			
CURRENT			
Secured liabilities			
Sundry creditors and accruals		<u>12,000</u>	<u>950</u>
NOTE 7: RETAINED PROFITS			
Retained profits at the beginning of the financial year		163,553	159,607
Net profit (loss) attributable to members of the entity		<u>(11,246)</u>	<u>3,946</u>
Retained profits at the end of the financial year		<u>152,307</u>	<u>163,553</u>
NOTE 8: CASH FLOW INFORMATION			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the statement of financial position as follows:			
Cash at bank		<u>165,307</u>	164,493
		<u>165,307</u>	<u>164,493</u>
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
Profit (Loss) from ordinary activities after income tax		(11,246)	3,946
Changes in assets and liabilities			
Increase in payables		<u>12,060</u>	<u>-</u>
Cash flows from operations		<u>814</u>	<u>3,946</u>

NOTE 10: ENTITY DETAILS

The registered office of the entity is:

National Tertiary Education Union - University of Canberra Branch

c- D Kleeman

Faculty of Information science - U O C

The principal activity of the entity during the financial year was to defend and improve the living standard of NTEU's members as well as their working environment and professional interests.

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001

NOTE 9: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
					Within 1 Year		1 to 5 Years	
	2001	2000	2001	2000	2001	2000	2001	2000
Financial Assets	%	%	\$	\$	\$	\$	\$	\$
Cash	-	-	5,186	4,125	-	-	160,000	160,247
Total financial assets			5,186	4,125	-	-	160,000	160,247

	Fixed Interest Rate Maturing		Non-Interest Bearing		Total	
	Over 1 Year					
	2001	2000	2001	2000	2001	2000
	\$	\$	\$	\$	\$	\$
Cash	160,000	160,248	5,307	4,245	165,307	164,493
Investments	-	-	10	10	10	10
Total financial assets	160,000	160,248	5,317	4,255	165,317	164,503
Financial liabilities						
Trade and sundry creditors	-	-	13,010	950	12,000	950
Total financial liabilities	-	-	13,010	950	12,000	950

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The entity does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the company.

(c) Net Fair Values

The net fair value of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments, forward exchange contracts and interest rate swaps. Financial assets where the carrying amount exceeds net fair values have not been written down as the company intends to hold these assets to maturity.

The aggregate net fair values and carrying amount of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

The accompanying notes form part of these financial statements.

ABN 67 683 759 013

1st Floor, London Court
13 London Circuit, Canberra

Correspondence to:
GPO Bqx 554, Canberra ACT 2601

Telephone: (02) 6274 0400
Facsimile: (02) 6247 4100
Email: admin@canb.bentleys.com.au

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

Scope

We have audited the financial report of National Tertiary Education Union - University of Canberra Branch for the financial year ended 30 June 2001 being the Accounting Officers Certificate, Committee of Managements' Certificate, Income and Expenditure Statement, Balance Sheet, Statement of Cash Flows, notes to the Financial Statements and the Statement by Members of the Committee. The committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the needs of the Workplace Relations Act and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, the Workplace Relations Act, and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the Organisation's financial position, the results of its operations and its cash flows.

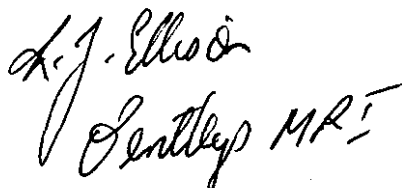
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion,

1. there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the organisation (including receipts from members) and the nature and purpose of payments, and
2. the attached accounts and statements (pages 2 - 10), prepared on a cash basis and under the historical cost convention, and in accordance with Section 271 of the Workplace Relations Act, as amended, are properly drawn up so as to give a true and fair view of:
 - the financial affairs of the organisation as at 30 June 2001, and
 - the receipts and payments, and the operating loss of the organisation for the year ended on that date and have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional requirements.

R J Ellison
Partner
Bentleys MRI
Chartered Accountants



29th May 2002



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

Ms. H. Walsh
Secretary
National Tertiary Education Industry Union
University of Canberra Branch NTEU Office
C/- CELTS
University of Canberra
Kirinari Street
BRUCE ACT 2617

Dear Ms. Walsh,

Re: Financial statements for year ended 30 June 2001

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2001.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2001, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2001. If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2001 should be lodged in the Industrial Registry before 31 March 2002. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2002, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely


Clency Lapierte
Statutory Services Branch

15 February 2002

LAPIERRE, Clency

To: NTEU

Subject: RE: Lodgement of outstanding financial returns

Thank you for replying to my email. The outstanding financial statements are for the University of Canberra branch for year ended 30 June 2001.

Clency

-----Original Message-----

From: NTEU [mailto:nteu@anu.edu.au]

Sent: Friday, 17 May 2002 2:26 PM

To: LAPIERRE, Clency

Subject: Re: Lodgement of outstanding financial returns

The NTEU ACT DIVISION and NTEU ANU BRANCH were lodged earlier this year and you have acknowledged same.

I believe the NTEU University of Canberra Branch documents may not have been lodged but I will let our NTEU UC Branch have a copy of your message.

Glenda Johnson
NTEU ACT Div and ANU Branch

>Dear Sir/Madam,

>

>The purpose of this email is to inform you that financial documents for year ended 30 June 2001 for your branch or organisation have not yet been lodged in the Australian Industrial Registry. These documents should have been lodged before 31 March 2002. In some cases financial statements for previous years are also overdue.

>

>I therefore request that you take immediate action to have all outstanding returns for your branch or organisation lodged. Should you wish to discuss this matter I may be contacted by reply email or by phone on (03) 8661 7787.

>

>Clency Lapierre

>

>

>

>*****

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>www.mimesweeper.com

>*****

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Encourage a colleague to join the NTEU and share the cost of protecting staff conditions.

National Tertiary Education Industry Union (NTEU)
ACT Division 1st floor Arts Centre (Bldg 16)
ANU campus Canberra 0200 AUSTRALIA
World Wide Web: <http://www.nteu.org.au/ACT/index.html>
tel: 02 6125 2043 fax: 02 6247 1032
email: nteu@anu.edu.au