



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Mr D. Kleeman
Branch Treasurer
National Tertiary Education Industry Union
University of Canberra Branch
C/- ACT Division
G Block Old Admin Area
ANU CANBERRA 0200

Dear Mr. Kleeman

**Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR 2004/468**

Reference is made to the financial reports of the University of Canberra Branch of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 27 November 2006.

The financial documents have been filed.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule). Please note that these matters are generally advised for assistance in the future preparation of financial reports. No further action is required in respect of the subject documents.

1. Designated Officer's Certificate

Section 268 requires a certificate by a prescribed designated officer that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266. I note that your letter of 20 November 2006 states that the returns have now met all relevant requirements with respect to Branch Committee approval, notification to members and a general meeting of members for approval.

Such reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements (see enclosed Diagrammatic Summary).

In order to ascertain whether the relevant timescale requirements have been met, the dates at which the relevant steps were undertaken should have been provided.

2. Operating Report

(a) Principal activity and results of principal activities

I refer to the Operating Report, in particular to the "Principal Activities" and the "Operating Result". I note that s254(2)(a) of Schedule 1 requires the operating report to include a review of the reporting entities' principal activities, the results of those activities and any significant changes in the nature of those activities.

The “principal activity” as listed in the operating report may not fully meet the requirements of s254(2)(a). Such requirement may be satisfied by indicating the objects of the reporting unit e.g. “provide industrial, professional and managerial services to members consistent with the objects of the Union and particularly the object of protecting and improving the interests of the members”.

Also in relation to the “Operating Result” I suggest that this requirement contemplates reference in the operating report to results directly related to the principal activities as opposed to the reporting entities financial result, particularly as measured in dollar ‘surplus’ or ‘loss’ terms. Although this may not be stated explicitly in the text of the subsection, I think it is reasonable to infer this is what the legislators had in mind given that the subsection is referring primarily to the principal activities and secondly, the actual financial outcome is elaborated elsewhere in the financial documents, such as the Balance Sheet and/or the Profit and Loss statement.

(b) Membership of Committee of Management:

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

The operating report should have provided the positions which members of the committee of management held during the reporting period.

(c) Right of members to resign

Subsection 254(2)(c) requires the operating report to “give details” of the right of members to resign from the reporting unit under section 174. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that not all of the resignation rule was reproduced.

(d) Significant changes in financial affairs

The report must give details of any significant changes in the reporting unit’s financial affairs during the year.

2. Auditor’s Report

(a) Auditor’s Qualifications

It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors

(b) Auditor’s Opinion

The opinion of the auditor made under the auditor’s report is expressed in terms previously required under the Workplace Relations Act 1996. Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996."

3. Committee of Management Statement

(a) Date of resolution

Item 18 of the Industrial Registrar's Reporting Guidelines requires that the Committee of Management's statement must be made in accordance with such resolution as is passed by the Committee of Management. Such statement must also specify the date of passage of the resolution. I note that the date of the resolution was not provided.

(b) Signatory

Please note that under reporting Guideline 18(d) for the purposes of section 253 of the RAO Schedule this Statement need only be signed by a designated officer.

4. Notice to members

I note that the notice to members provides the provisions of section 274 of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of the RAO Schedule. Would you please ensure those subsections are copied into the GPFR in the next financial report.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations

Electronic Lodgment

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

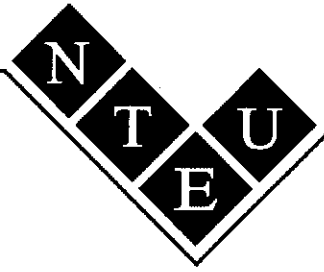
Yours sincerely,



Larry Powell
Statutory Services Branch

4 December 2006

National
Tertiary
Education
Industry
Union



Larry Powell
Australian Industrial Registry
Level 35, 80 Collins St
MELBOURNE VIC 3000

Dear Mr Powell

**Re: NTEU, University of Canberra Branch
Financial returns for 2003 and 2004
Your reference FR2005/341**

I have included the financial returns for the University of Canberra Branch of the NTEU for the years ending 30 June 2003 and 30 June 2004 for lodgement with the Industrial Registry. These returns have now met all relevant requirements with respect to Branch Committee approval, notification to members and a general meeting of members for approval.

As per our earlier discussions, we have now commenced the audit of the 2005 and 2006 statements and I will lodge these with you following completion of the relevant processes.

If you wish to discuss any of these matters further, please contact me on (02) 6201 2427, or email me at dale.kleeman@canberra.edu.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dale Kleeman', with a flourish at the end.

Dale Kleeman
NTEU UC Branch Treasurer

20 November 2006

COPY

**NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA
BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

OPERATING REPORT

Your committee members submit the financial report of the National Tertiary Education Union - University of Canberra Branch for the financial year ended 30 June 2004.

This Operating Report is prepared in accordance with section 254 of the Workplace Relations Act.

Committee Members

The names of each person who has been a member of the committee of management of this reporting unit at any time during the reporting period, and the period for which they held such a position is detailed below:

Committee of Management	Period on Committee of Management for this reporting period
Gowrie Waterhouse	2 months
Helene Walsh	12 months
Dale Kleeman	12 months
Deborah Veness	12 months
Keith Hooper	12 months
Michael O'Donnell	12 months
Michael Sergi	12 months
Suzanne Vaisutis-White	12 months
Di Adams	12 months
Tracey Bunda	12 months
Margaret Russell	12 months
Pat Brewer	3 months

Principal Activities

The principal activity of the Reporting unit (association) during the financial year was to represent the interest of its members.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The loss from ordinary activities after providing for income tax amounted to \$1,515.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations, or the state of affairs of the association in future financial years.

Right of Members to Resign

Under section 174 of the Workplace relations Act, details of the right of members to resign is required to be disclosed. Rule 11 deals with resignation from membership.

A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:

- (a) Where a written notice of resignation is received by a Division Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
- (b) Where a written notice of resignation is received by a Branch Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.

A notice of resignation from membership takes effect:

(a) where the member ceases to be eligible to become a member of the Union on the day on which the notice is received by the Union; or 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

(b) in any other case: at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or on the day specified in the notice; whichever is later.

Trustee of Superannuation Entity

No member of the Committee of Management is:

- a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and the Committee is not aware of any other information that is considered relevant.

The Committee is not aware of any member of this Association who is:

- a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and the Committee is not aware of any other information that is considered relevant.

Number of Members of the Association

The number of persons that were, at the end of the financial year to which this report relates, recorded in the register of members for section 230 of the Registration and Accountability of Organisations (RAO) Schedule and who are taken to be members of this reporting unit under Section 244 of the RAO Schedule are 310 (2003 – 310).

Number of Employees

The number of persons who were, at the end of the financial year to which this report relates, employees of the reporting unit, measured on a full-time equivalent basis is Nil.

This operating report has been prepared by a designated officer of the committee of management.

Signed in accordance with a resolution of the Members of the Committee:

Signed at: Canberra


.....
Di Adams


.....
Dale Kleeman

Dated this 16 day of September 2005

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Notes	2004 \$	2003 \$
Revenue from ordinary activities		141,045	144,971
Other expenses from ordinary activities		<u>(142,560)</u>	<u>(130,109)</u>
Profit from ordinary activities		<u>(1,515)</u>	<u>14,862</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u><u>(1,515)</u></u>	<u><u>14,862</u></u>

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
INCOME		
Membership subscriptions	133,653	129,040
Interest	7,392	6,580
Other income	<u>-</u>	<u>9,351</u>
TOTAL INCOME	141,045	144,971
LESS EXPENSES		
NTEU - ACT Division	69,039	66,922
NTEU - National office	60,396	57,259
Legal costs	5,140	700
Administration costs	1,825	-
Operating expenses	1,614	-
Meeting expenses	1,519	1,093
Audit fees	1,200	1,010
Printing and stationery	1,137	926
Traveling expenses	450	572
Sundry expenses	163	315
Bank charges	63	88
Telephone	14	24
Student prize	-	100
Donations	<u>-</u>	<u>1,100</u>
TOTAL EXPENSES	<u>142,560</u>	<u>130,109</u>
OPERATING PROFIT/(LOSS)	<u><u>(1,515)</u></u>	<u><u>14,862</u></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 2004**

	Notes	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	2	155,405	155,720
Receivables		8,571	8,571
Other financial assets		<u>10</u>	<u>10</u>
TOTAL CURRENT ASSETS		<u>163,986</u>	<u>164,301</u>
TOTAL ASSETS		<u>163,986</u>	<u>164,301</u>
CURRENT LIABILITIES			
Payables		<u>2,195</u>	<u>995</u>
TOTAL CURRENT LIABILITIES		<u>2,195</u>	<u>995</u>
TOTAL LIABILITIES		<u>2,195</u>	<u>995</u>
NET ASSETS		<u>161,791</u>	<u>163,306</u>
EQUITY			
Retained profits		<u>161,791</u>	<u>163,306</u>
TOTAL EQUITY		<u>161,791</u>	<u>163,306</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 2004**

	Notes	2004 \$	2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		133,653	138,391
Payments to suppliers and employees		(141,360)	(130,124)
Interest received		<u>7,392</u>	<u>6,580</u>
Net cash provided by/(used in) operating activities	5 (b)	<u>(315)</u>	<u>14,847</u>
Net increase/(decrease) in cash held		(315)	14,847
Cash at beginning of financial year		<u>155,720</u>	<u>140,873</u>
Cash at end of financial year	5 (a)	<u><u>155,405</u></u>	<u><u>155,720</u></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 2004

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act of the Australian Capital Territory.

The financial report is for the entity National Tertiary Education Union - University of Canberra Branch as an individual entity. National Tertiary Education Union - University of Canberra Branch is an association incorporated in the Australian Capital Territory under the Associations Incorporations Act 1991.

The financial report has been prepared on an accruals basis and is based on historical costs. It 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 association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Income Tax

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(c) Revenue

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of goods and services tax (GST).

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

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

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the beginning of the next financial year.

The association's management are assessing the significance of these changes and preparing for their implementation.

(f) 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 subsections (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 the 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.

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
NOTE 2: CASH ASSETS			
Cash at bank		<u>155,405</u>	<u>155,720</u>

NOTE 3: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash at bank		<u>155,405</u>	<u>155,720</u>
 (b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
Surplus (Deficit) from ordinary activities after income tax		(1,515)	14,862
Changes in assets and liabilities			
increase/(decrease) in payables		<u>1,200</u>	<u>(15)</u>
Cash flows from operations		<u>(315)</u>	<u>14,847</u>

NOTE 4: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The association'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		Total	
	2004	2003	2004	2003
	%	%	\$	\$
Financial Assets:				
Cash	-	-	<u>155,405</u>	<u>155,720</u>
Total Financial Assets			<u>155,405</u>	<u>155,720</u>
Financial Liabilities:				
Trade and sundry creditors	-	-	<u>4,390</u>	<u>995</u>
Total Financial Liabilities			<u>4,390</u>	<u>995</u>

NOTE 5: ASSOCIATION DETAILS

The principal place of business of the association is:

National Tertiary Education Union - University of Canberra Branch

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

STATEMENT BY THE COMMITTEE OF MANAGEMENT

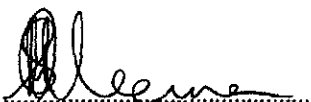
In the opinion of the Committee of Management, this general purpose financial report:

1. Presents a true and fair view of the financial position of National Tertiary Education Union - University of Canberra Branch as at 30 June 2004 and its financial performance and cash flows for the financial year ended on that date;
2. Complies with the Australian Accounting Standards and other mandatory professional reporting requirements including the reporting guidelines of the Industrial registrar, and other authoritative pronouncements of the Australian Accounting Standards Board
3. At the date of this statement, there are reasonable grounds to believe that National Tertiary Education Union - University of Canberra Branch will be able to pay its debts as and when they fall due.
4. During this financial year to which this general purpose financial report relates and since the end of that year;
 - Meetings of the Committee of Management were held in accordance with the rules of the association including the rules of National Tertiary Education Union - University of Canberra Branch;
 - The financial affairs of the association have been managed in accordance with the rules of the Association including the rules of National Tertiary Education Union - University of Canberra Branch;
 - The financial records of the Association have been kept and maintained in accordance with the RAO Schedule and the RAO regulations;
 - The financial records of the Association have been kept as far as practicable, in a consistent manner to each of the other Branches, Divisions and National office of the National Tertiary Education Union;
 - The information sought in any request of the Association or a Registrar duly made under Section 272 of the RAO schedule has been furnished to the Member or the registrar; and
 - There has been compliance with any order for inspection of financial records where made by the Commission under section 273 of the RAO Schedule.

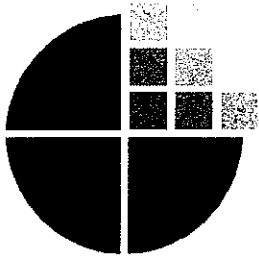
This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

Signed at: Canberra


.....
Dr Adams


.....
Dale Kleeman

Dated this 16 day of September 2005



CAS
Canberra Assurance Specialists

NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION UNION - UNIVERSITY OF CANBERRA BRANCH

Scope
Scope

We have audited the financial report of National Tertiary Education Union – University of Canberra branch for the financial year ended Monday, 30 June 2004 being the Operating Report, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, notes to the Financial Statements, and Statement by the Committee of Management. The Committee of Management is responsible for the financial report. 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 Australian Accounting Standards, the Workplace Relations Act, and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the National Tertiary Education Union - University of Canberra branch's financial position and performance as represented by 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 National Tertiary Education Union - University of Canberra branch in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the National Tertiary Education Union - University of Canberra branch (including receipts from members) and the nature and purpose of payments, and
- 2 The Financial Report, prepared in accordance with 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 National Tertiary Education Union - University of Canberra branch as at 30 June 2004, and
 - the receipts and payments, and the surplus of the National Tertiary Education Union - University of Canberra branch for the year ended on that date

and have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional requirements.

John Little
Registered Company Auditor
Canberra Assurance Specialist Pty Ltd

29 September 2005

Canberra

Canberra Assurance Specialist Pty Ltd Chartered Accountant
ABN 93 101 091 310 Registered Company Auditor
PO Box ⁴²⁹¹ ~~486~~ Assurance Services
Manuka ACT 2603 Incorporated Associations
Phone: 02 ^{6283 8157} ~~6283 8157~~ Companies, Trust Accounts
~~Fax: 02 6283 8137~~ Government and Business Improvement
Email: info@casservices.com.au Fraud Prevention & Investigation
Web: www.casservices.com.au Superannuation Audits