



## AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7688  
Fax: (03) 9654 6672

**Ref: FR2003/412-[283V-ACTD]**

Mr B. Howarth  
Secretary  
National Tertiary Education Industry Union  
Australian Capital Territory Division  
PO Box 4  
ANU  
CANBERRA ACT 2601

Dear Mr Howarth

**Re: National Tertiary Education Industry Union-Australian Capital Territory Division  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

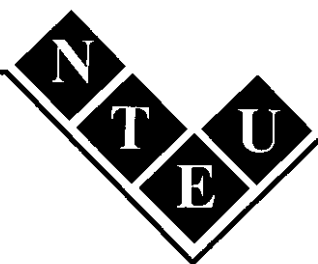
Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre  
Team Manager  
E-mail: [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au)  
28 July, 2003

Australian Industrial Registry  
GPO Box 1994S  
Melbourne VIC 3001

National  
Tertiary  
Education  
Industry  
Union



**National Tertiary Education Industry Union  
ACT Division  
Financial Statements of the Division for 2002-2003**

**Secretary's Certificate**

I, Judith Pabian, President of the ACT Division of the National Tertiary Education Industry Union, certify that:

1. In accordance with a resolution of the managing committee of the Division adopted on 31 October 2003, a shortened version of the audited financial statements and the auditor's report for the financial year 2002-2003, both authorised by the auditor, were issued to all members of the Division in electronic form, free of charge, on 18 November 2003. Members of the Branch were informed of their right to examine the full report and financial statements.
2. The enclosed documents include copies of the shortened version of the audited financial statements and the auditor's report and the full financial statements and auditor's report containing the certificates of the accounting officer and of the Committee of Management. These were presented to a meeting of the Committee of Management of the Division on 27 November 2003 which resolved that they be sent to the Industrial Registry.
3. The information contained in the accounts, statements and reports is correct.

Signed:

Judith Pabian, President

Dated:

12/12/03

cc. NTEU National Office  
PO Box 1323  
SOUTH MELBOURNE 3205

◆ ACT DIVISION

1st Floor • Arts Centre • ANU • Canberra 0200  
Telephone: (02) 6125 2043 • Fax: (02) 6247 1032  
Email: nteu@anu.edu.au



**The Director**

Canberra Assurance Specialist Pty Ltd  
PO Box 4186  
Manuka ACT 2603

---

---

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**Scope**

We have audited the financial report of National Tertiary Education Union - ACT Division for the financial year ended 30 June 2003 being the Accounting Officer's Certificate, Committee of Management's Certificate, Income and Expenditure Statement, Statement of Financial Performance, Statement of financial position, 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 association'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 Financial Report, prepared 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 2003, and
  - the receipts and payments, and the surplus 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.

Canberra Assurance Specialist Pty Ltd  
PO Box 4186  
Manuka  
ACT 2603

  
John Little

Registered Company Auditor

7 November 2003

Canberra

FINAL

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2003**

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**DIRECTORS' REPORT (cont'd)**

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**COMMITTEE'S REPORT**

Your committee members submit the financial report of the National Tertiary Education Union - ACT Division for the financial year ended Monday, 30 June 2003.

**Committee Members**

The names of committee members throughout the financial year and at the date of this report are:

Neil Mudford

Barry Howarth (Resigned)

Alison Edwards

Patricia Brewer

Tracey Bunda

Douglas Kelly (Resigned)

Helene Walsh

Mark Elvin (Resigned)

Heather Neilson (Resigned)

Geoffrey Borny (Resigned)

Judith Pabian (Appointed)

Di Adams (Appointed)

Rachael Bahl (Appointed)

Derek Corrigan (Appointed)

Mandy Lupton (Appointed)

Craig McGarty (Appointed)

Dave Rowell (Appointed)

**Principal Activities**

The principal activity of the 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

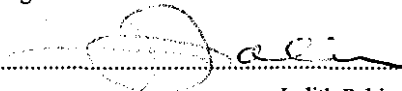
**Operating Result**

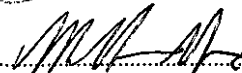
The surplus from ordinary activities after providing for income tax amounted to \$1,601.

**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.

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

  
.....  
Judith Pabian

  
.....  
Neil Mudford

Dated this 31st day of October 2003

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**DIRECTORS' REPORT (cont'd)**

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION  
YEAR ENDED 30TH JUNE 2003**

**ACCOUNTING OFFICER'S CERTIFICATE**

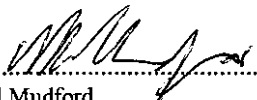
I, Neil Mudford, being the Officer responsible for keeping the Accounting Records of the National Tertiary Education Union - ACT Division, certify that as at 30 June 2003 the number of members of the Organisation was 1,448 (2002 — 1455, 2001 — 1276, 2000 — 1,365; 1999 - 1,409; 1998 - 1,452).

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2003.
- (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.

Canberra

Dated this 31st day of October 2003

  
.....  
Neil Mudford

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**DIRECTORS' REPORT (cont'd)**

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION  
YEAR ENDED 30TH JUNE 2003**

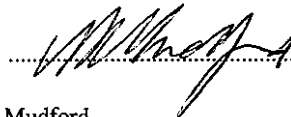
**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, Neil Mudford and Judith Pabian, being two members of the Committee of Management of the National Tertiary Education Union - ACT Division, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

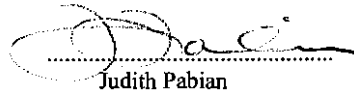
- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2003;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003, in accordance 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 2002 and the Auditor's Report thereon.

Canberra

Dated this 31st day of October 2003



Neil Mudford



Judith Pabian

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003**

**INCOME**

Capitation	325,419	276,938
Other professional income	18,015	-
Interest	8,634	7,957
Contributions	8,000	10,000
Other income	862	77,222
Management fees	<u>-</u>	<u>91</u>
<b>TOTAL INCOME</b>	<b>360,930</b>	<b>372,208</b>

**LESS EXPENSES**

Salaries and wages to employees	225,211	241,619
Superannuation	30,332	33,470
Recruitment fund repayment	30,000	-
Rent	17,542	10,745
Payroll tax	11,776	13,083
Insurance	7,525	9,668
Holiday pay	5,167	(19,931)
Long service leave	4,581	2,434
Depreciation	4,221	2,086
Staff training and welfare	3,976	1,119
TLC Affiliation	3,482	3,055
Telephone	2,438	2,130
Amortisation	2,351	1,155
Travelling expenses	2,236	3,507
Audit fees	2,050	2,010
Magazines, journals and periodicals	954	1,243
Consultancy fees	840	2,220
Donations	800	377
Recruitment program	780	-
Operating expenses	729	307
Leasing charges	625	308
Printing and stationery	595	3,400
Administration costs	492	-
Photocopying charges	450	-
Bank charges	111	437
Postage	47	26
Purchase of minor plant and equipment	18	642
Sundry expenses	-	989
Repairs and maintenance	-	110
General expenses	-	1,179
Computer expenses	-	235
Cleaning	<u>-</u>	<u>969</u>
<b>TOTAL EXPENSES</b>	<b><u>359,329</u></b>	<b><u>318,592</u></b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b><u><u>1,601</u></u></b>	<b><u><u>53,616</u></u></b>

The accompanying notes form part of these financial statements.



**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	2003 \$	2002 \$
Revenue from ordinary activities		360,930	372,208
Employee benefits expense		(265,290)	(257,591)
Depreciation and amortisation expenses	2	(6,572)	(3,241)
Lease expenses		(625)	(308)
Other expenses from ordinary activities		<u>(86,842)</u>	<u>(57,452)</u>
<b>Surplus from ordinary activities before income tax expense (income tax revenue)</b>		<b>1,601</b>	53,616
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
<b>Surplus from ordinary activities after related income tax expense (income tax revenue)</b>	2, 8	<b><u>1,601</u></b>	<b><u>53,616</u></b>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2003**

	Notes	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash assets	3	265,877	208,100
Receivables	4	85	-
Other		<u>41,008</u>	<u>33,497</u>
<b>TOTAL CURRENT ASSETS</b>		<u><b>306,970</b></u>	<u><b>241,597</b></u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5	<u>12,043</u>	<u>18,615</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u><b>12,043</b></u>	<u><b>18,615</b></u>
<b>TOTAL ASSETS</b>		<u><b>319,013</b></u>	<u><b>260,212</b></u>
<b>CURRENT LIABILITIES</b>			
Payables	6	1,763	(350)
Interest-bearing liabilities		2,203	2,064
Provisions	7	121,895	80,591
Other		<u>17,018</u>	<u>1,153</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>142,879</b></u>	<u><b>83,458</b></u>
<b>NON-CURRENT LIABILITIES</b>			
Interest-bearing liabilities		<u>6,220</u>	<u>8,441</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u><b>6,220</b></u>	<u><b>8,441</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>149,099</b></u>	<u><b>91,899</b></u>
<b>NET ASSETS</b>		<u><b>169,914</b></u>	<u><b>168,313</b></u>
<b>EQUITY</b>			
Accumulated surplus	9	<u>169,914</u>	<u>168,313</u>
<b>TOTAL EQUITY</b>	8	<u><b>169,914</b></u>	<u><b>168,313</b></u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	2003 \$	2002 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		352,211	371,933
Payments to suppliers and employees		<u>(300,986)</u>	<u>(295,438)</u>
Interest received		8,634	7,957
Net cash provided by operating activities	12 (b)	<u>59,859</u>	<u>84,452</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant and equipment		<u>-</u>	<u>(15,995)</u>
Net cash used in investing activities		<u>-</u>	<u>(15,995)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	11,550
Repayment of borrowings		<u>(2,082)</u>	<u>(1,045)</u>
Net cash provided by/(used in) financing activities		<u>(2,082)</u>	<u>10,505</u>
Net increase in cash held		57,777	78,962
Cash at beginning of financial year		<u>208,100</u>	<u>129,138</u>
Cash at end of financial year	12 (a)	<u>265,877</u>	<u>208,100</u>

The accompanying notes form part of these financial statements.

## NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

#### 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 Workplace Relations Act 1996.

The financial report is for the entity National Tertiary Education Union - ACT Division as an individual entity. National Tertiary Education Union - ACT Division is a trade union under the Workplace relations Act 1996.

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) Property, Plant and Equipment

Each class of property plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

##### *Plant and Equipment*

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the association to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

##### *Depreciation*

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset was held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of fixed asset	Depreciation rates	Depreciation basis
Office Equipment	20 - 25 %	Diminishing Value
Computer Equipment	40 %	Diminishing Value

#### (b) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduced the liability.

#### (c) Employee Entitlements

Provision is made for the association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

**(d) Cash**

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

**(e) 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.

**(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 - ACT DIVISION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
<b>NOTE 2: SURPLUS FROM ORDINARY ACTIVITIES</b>			
Surplus (deficit) from ordinary activities before income tax expenses (income tax revenue) has been determined after:			
(a) Expenses:			
Depreciation of non-current assets			
- Plant and equipment		<u>4,221</u>	<u>2,086</u>
Amortisation of non-current assets:			
- capitalised leased assets		<u>2,351</u>	<u>1,155</u>
Remuneration of the auditors for:			
- audit or review services		<u>2,050</u>	<u>2,010</u>

**NOTE 3: CASH ASSETS**

Cash on hand		252	79
Cash at bank		129,697	104,086
Deposits at call		<u>135,928</u>	<u>103,935</u>
		<u>265,877</u>	<u>208,100</u>

**NOTE 4: RECEIVABLES**

CURRENT

Other debtors		<u>85</u>	<u>-</u>
		<u>85</u>	<u>-</u>

**NOTE 5: PROPERTY, PLANT AND EQUIPMENT**

(a) Leased plant and equipment

Capitalised lease assets at cost		11,550	11,550
Less accumulated amortization		<u>(3,506)</u>	<u>(1,155)</u>
		<u>8,044</u>	<u>10,395</u>

(b) Office equipment

At cost		36,245	36,245
Less accumulated depreciation		<u>(32,246)</u>	<u>(28,025)</u>
		<u>3,999</u>	<u>8,220</u>

Total plant and equipment		<u>12,043</u>	<u>18,615</u>
---------------------------	--	---------------	---------------

(a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leased plant and equipment	Office equipment	Total
	\$	\$	\$
<b>2003</b>			
Balance at the beginning of the year	10,395	8,220	18,615
Depreciation expense	<u>(2,351)</u>	<u>(4,221)</u>	<u>(6,572)</u>
Carrying amount at end of year	<u>8,044</u>	<u>3,999</u>	<u>12,043</u>

NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
<b>NOTE 6: PAYABLES</b>			
CURRENT			
Unsecured liabilities			
Trade creditors		1,763	(291)
Sundry creditors and accruals		<u>-</u>	<u>(59)</u>
		<u><u>1,763</u></u>	<u><u>(350)</u></u>
 <b>NOTE 7: PROVISIONS</b>			
CURRENT			
Employee entitlements	(a)	55,490	42,569
Other		<u>66,405</u>	<u>38,022</u>
		<u><u>121,895</u></u>	<u><u>80,591</u></u>
 (a) Aggregate employee entitlements liability		<u><u>55,490</u></u>	<u><u>42,569</u></u>
 <b>NOTE 8: EQUITY</b>			
Total equity at the beginning of the financial year		168,313	114,697
Total changes in equity recognised in the statement of financial performance		<u>1,601</u>	<u>53,616</u>
Total equity at the reporting date		<u><u>169,914</u></u>	<u><u>168,313</u></u>
 <b>NOTE 9: RETAINED SURPLUS</b>			
Retained Surplus at the beginning of the financial year		168,313	114,697
Net Surplus (deficit) attributable to members of the entity		<u>1,601</u>	<u>53,616</u>
Retained Surplus at the end of the financial year		<u><u>169,914</u></u>	<u><u>168,313</u></u>
 <b>NOTE 10: CAPITAL AND LEASING COMMITMENTS</b>			
(a) Finance leasing commitments			
Payable			
- not later than one year		2,712	2,707
- later than one year and not later than five years		<u>6,780</u>	<u>9,474</u>
Minimum lease payments		9,492	12,181
Less future finance charges		<u>(1,069)</u>	<u>(1,676)</u>
Total finance lease liability		<u><u>8,423</u></u>	<u><u>10,505</u></u>
Represented by:			
Current liability		2,203	2,064
Non-current liability		<u>6,220</u>	<u>8,441</u>
		<u><u>8,423</u></u>	<u><u>10,505</u></u>
 Leased Photocopier			
General description of leasing arrangement:			

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

Note	2003 \$	2002 \$
------	------------	------------

**NOTE 11: 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 on hand	252	79
Cash at bank	129,697	104,086
At call deposits with financial institutions	<u>135,928</u>	<u>103,935</u>
	<u><u>265,877</u></u>	<u><u>208,100</u></u>

(b) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax

Surplus from ordinary activities after income tax	1,601	53,616
Non-cash flows in Surplus from ordinary activities		
Amortisation	2,351	1,155
Depreciation	4,221	2,086
Charges to provisions	-	(8,400)
Changes in assets and liabilities		
(Increase)/decrease in receivables	(85)	7,682
(Increase)/decrease in other assets	(7,511)	3,646
Increase in payables	17,978	22,651
increase/(decrease) in provisions	<u>41,304</u>	<u>(6,384)</u>
Cash flows from operations	<u><u>59,859</u></u>	<u><u>76,052</u></u>



NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003

NOTE 12: FINANCIAL INSTRUMENTS

(a) Financial Instruments

(i). Derivative Financial Instruments

Derivative financial instruments are used by the entity to hedge exposure to exchange rate risk associated with foreign currency borrowings and which impact on the borrowings of the entity. The derivative financial instruments used by the entity are not recognised in the financial statement use of collateral as only reputable institutions with sound financial positions are dealt with.

(b) 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 classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturity		
					Within 1 Year		
	2003	2002	2003	2002	2003	2002	2003
	%	%	\$	\$	\$	\$	\$
Financial Assets							
Cash	4	4	<u>129,697</u>	104,086	<u>135,928</u>	103,935	-
Total financial assets			<u>129,697</u>	104,086	<u>135,928</u>	103,935	-
Financial liabilities							
Lease liabilities	7	7	-	-	<u>2,203</u>	2,064	<u>6</u>
Total financial liabilities			-	-	<u>2,203</u>	2,064	<u>6</u>

	Fixed Interest Rate Maturing		Non-Interest Bearing		Total	
	Over 5 Years					
	2003	2002	2003	2002	2003	2002
	\$	\$	\$	\$	\$	\$
Cash	-	-	252	79	265,877	208,10
Receivables	-	-	<u>85</u>	9,645	<u>85</u>	9,64
Total financial assets	-	-	<u>337</u>	9,724	<u>265,962</u>	217,74
Financial liabilities						
Trade and sundry creditors	-	-	1,763	47,317	1,763	(35)
Lease liabilities	-	-	-	-	<u>8,423</u>	10,50
Total financial liabilities	-	-	<u>1,763</u>	47,317	<u>10,186</u>	10,15

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**(c) 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 doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

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

**(d) 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. 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 interest rate swaps. Financial assets where the carrying amount exceeds net fair values have not been written down as the association intends to hold them.

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

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

<b>Note</b>	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>

**NOTE 13: ASSOCIATION DETAILS**

The principal place of business of the association is:

National Tertiary Education Union - ACT Division

ARTS CENTRE

ANU

ACTON ACT 0200

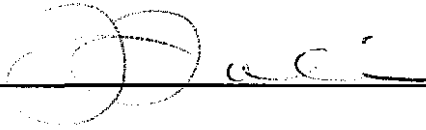
**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

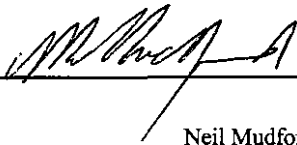
In the opinion of the committee the financial report:

2. Presents fairly the financial position of National Tertiary Education Union - ACT Division as at Monday, 30 June 2003 and its performance for the financial year ended on that date in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements 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 - ACT Division will be able to pay its debts as and when they fall due.

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



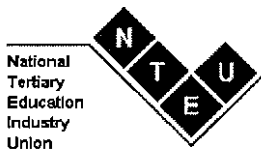
Judith Pabian



Neil Mudford

Dated this 31st day of October 2003

Div



Summary of Financial Papers sent to all Division members on 18/11/03

**To NTEU members in the ACT Division**

~~~~~  
The Financial Papers for the year 2003 have been audited and the Division Committee now presents these, in summary form, to members for their appraisal and comment. A full set of the audited financial documents is available to you free of charge if you wish to contact the office (reply to this email or phone 6125 2043). To view the figures aligned in columns, display the page in an equally spaced font (eg. Courier) and extend the width of the email to align both columns.

You will be aware that the ACT Division employs the staff who then carry out their duties in the four Branches and Sub-Branches in the ACT. The Division, as an employer, must ensure that it meets its financial obligations to staff by setting aside entitlements such as Long Service Leave, Holiday Pay as well as paying wages and Superannuation. All such entitlements for staff have been set aside.

You will see that the Division is just about breaking even. Last year the Division had a surplus of \$53,616. \$30,000 of that money had been given to the Division from the University of Canberra Branch and the ANU Branch for recruitment purposes. As that money was not used it has been returned to those Branches this year. This is the major reason for the reduced surplus this year.

I believe the Division is in a secure financial position.

**Neil Mudford**  
**Secretary**  
**NTEU ACT Division**

=====  
**SUMMARY**  
**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**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 Financial Report, prepared 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 2003, and

☑ the receipts and payments, and the surplus 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.

Canberra Assurance Specialist Pty Ltd  
PO Box 4186  
Manuka  
ACT 2603

  
John Little  
Registered Company Auditor

7 November 2003  
Canberra

## FOR THE YEAR ENDED 30 JUNE 2003

### 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 Workplace Relations Act 1996.

The financial report is for the entity National Tertiary Education Union - ACT Division as an individual entity. National Tertiary Education Union - ACT Division is a trade union under the Workplace relations Act 1996.

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.

#### 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.
- (3) A Registrar may only make an application under subsection (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.



**SUMMARY**

**NATIONAL TERTIARY EDUCATION UNION - ACT DIVISION**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003**

|                                       | 2003                  | 2002                  |
|---------------------------------------|-----------------------|-----------------------|
|                                       | \$                    | \$                    |
| <b>INCOME</b>                         |                       |                       |
| Capitation                            | 325,419               | 276,938               |
| Other professional income             | 18,015                | -                     |
| Interest                              | 8,634                 | 7,957                 |
| Contributions                         | 8,000                 | 10,000                |
| Other income                          | 862                   | 77,222                |
| Management fees                       | <u>-</u>              | <u>91</u>             |
| <b>TOTAL INCOME</b>                   | <b>360,930</b>        | <b>372,208</b>        |
| <b>LESS EXPENSES</b>                  |                       |                       |
| Salaries and wages to employees       | 225,211               | 241,619               |
| Superannuation                        | 30,332                | 33,470                |
| Recruitment fund repayment            | 30,000                | -                     |
| Rent                                  | 17,542                | 10,745                |
| Payroll tax                           | 11,776                | 13,083                |
| Insurance                             | 7,525                 | 9,668                 |
| Holiday pay                           | 5,167                 | (19,931)              |
| Long service leave                    | 4,581                 | 2,434                 |
| Depreciation                          | 4,221                 | 2,086                 |
| Staff training and welfare            | 3,976                 | 1,119                 |
| TLC Affiliation                       | 3,482                 | 3,055                 |
| Telephone                             | 2,438                 | 2,130                 |
| Amortisation                          | 2,351                 | 1,155                 |
| Travelling expenses                   | 2,236                 | 3,507                 |
| Audit fees                            | 2,050                 | 2,010                 |
| Magazines, journals and periodicals   | 954                   | 1,243                 |
| Consultancy fees                      | 840                   | 2,220                 |
| Donations                             | 800                   | 377                   |
| Recruitment program                   | 780                   | -                     |
| Operating expenses                    | 729                   | 307                   |
| Leasing charges                       | 625                   | 308                   |
| Printing and stationery               | 595                   | 3,400                 |
| Administration costs                  | 492                   | -                     |
| Photocopying charges                  | 450                   | -                     |
| Bank charges                          | 111                   | 437                   |
| Postage                               | 47                    | 26                    |
| Purchase of minor plant and equipment | 18                    | 642                   |
| Sundry expenses                       | -                     | 989                   |
| Repairs and maintenance               | -                     | 110                   |
| General expenses                      | -                     | 1,179                 |
| Computer expenses                     | -                     | 235                   |
| Cleaning                              | <u>-</u>              | <u>969</u>            |
| <b>TOTAL EXPENSES</b>                 | <b><u>359,329</u></b> | <b><u>318,592</u></b> |
| <b>OPERATING SURPLUS/(DEFICIT)</b>    | <b><u>1,601</u></b>   | <b><u>53,616</u></b>  |



**SUMMARY INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2003**

|                          | <b>2003</b>         | <b>2002</b>    |
|--------------------------|---------------------|----------------|
|                          | <b>\$</b>           | <b>\$</b>      |
| INCOME                   | 360,930             | 372,208        |
| LESS EXPENDITURE         | <u>359,329</u>      | <u>318,592</u> |
| NET SURPLUS FOR THE YEAR | <u><b>1,601</b></u> | <u>53,616</u>  |

**BALANCE SHEET AS AT 30 JUNE 2003**

|                     |                       |                |
|---------------------|-----------------------|----------------|
| ACCUMULATED FUNDS   | <b>169,914</b>        | 168,313        |
| REPRESENTED BY:     |                       |                |
| CURRENT ASSETS      | <u>306,970</u>        | <u>251,242</u> |
| <b>TOTAL ASSETS</b> | <u><b>319,013</b></u> | <u>269,857</u> |
| LESS LIABILITIES    | <u>149,099</u>        | <u>101,544</u> |
| <b>NET ASSETS</b>   | <u><b>169,914</b></u> | <u>168,313</u> |

Signed:



John Little  
Canberra Assurance Specialist Pty Ltd

Dated:

7 November.



## 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. J. Pabian  
President  
National Tertiary Education Industry Union  
Australian Capital Territory Division  
1st Floor, Arts Centre  
ANU  
CANBERRA ACT 0200

Dear Ms. Pabian,

**Re: Financial documents for year ended 30 June 2003  
FR 2003/412**

Reference is made to the financial documents and summary of those documents for the Australian Capital Territory Division of the National Tertiary Education Industry Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 19 December 2003.

The documents have been filed.

The following matters in relation to the full set of financial documents are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

### **1. Timescale Provisions**

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

### **2. Prescribed information notice**

There should be included in the accounts a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 274(1), (2) and (3) - refer subsection 274(4) of the Act.

The prescribed information notice does not set out subsection 274(3).

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.

Yours sincerely,

Larry Powell  
Statutory Services Branch

30 December 2003