



**Australian Government**  
**Australian Industrial Registry**

Level 5, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7787  
Fax: (03) 9655 6672  
Email: iain.stewart@air.gov.au

Mr Neil Mudford  
Secretary  
National Tertiary Education Industry Union  
ACT Division  
email: actdiv@nteu.org.au

Dear Mr Mudford

**Re: Financial Report for year ended 30 June 2006 – ACT Division [FR 2006/263]**

I acknowledge receipt of a further Designated Officer's Certificate dated 19 April 2007. The document was received in the Registry on 17 May 2007.

On the basis of the information in the abovementioned Certificate the financial report has now been filed.

I note the Certificate refers to "a general meeting of the members of the reporting unit, the Committee of Management (the NTEU ACT Division Council)". I also note the accompanying correspondence refers to a meeting of the Division Council. The Division can under the rules of the organisation comply with its requirements under section 266 of Schedule 1 of the Workplace Relations Act 1996 by presenting the full financial report to either the Division Executive (the Committee of Management) or to a general meeting of members (as per rule 25). I am assuming the report was presented to a general meeting of members.

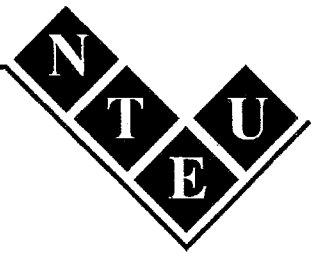
If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads "Iain Stewart".

Iain Stewart  
Statutory Services Branch

17 May 2007



11 May 2007

Attention Iain Stewart  
The Registrar  
Australian Industrial Registry  
80 Collins Street  
MELBOURNE 3000

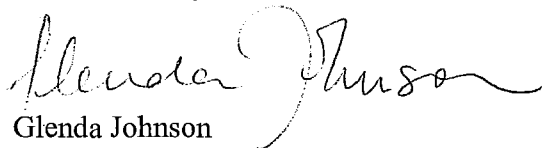
Dear Iain

Ref: FR2005/342-283V-ACTD : NATIONAL TERTIARY EDUCATION UNION –  
ACT Division, Audited financial statements 2006

Further to our telephone conversation of 16 April 2006, I now enclose the correct *Certificate of Secretary or other authorised Officer*. Another meeting was held of the ACT Division Council to comply with the legislative requirements.

I would be glad if you would replace the incorrect Certificate with this one.

Yours sincerely

  
Glenda Johnson

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Neil Mudford, being the Division Secretary of National Tertiary Education Industry Union – Australian Capital Territory Division (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 10 January 2007; and
- that the full report was presented to a general meeting of the members of the reporting unit, the Committee of Management (the NTEU ACT Division Council), on 19 April 2007, in accordance with section 266 of the RAO Schedule.

Signature: Neil Mudford

Date: 19th April 2007



**Australian Government**  
**Australian Industrial Registry**

Level 5, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7787  
Fax: (03) 9655 6672  
Email: iain.stewart@air.gov.au

Mr Neil Mudford  
Secretary  
National Tertiary Education Industry Union  
ACT Division  
email: actdiv@nteu.org.au

Dear Mr Mudford

**Re: Financial Report for year ended 30 June 2006 – ACT Division [FR 2006/263]**

I acknowledge receipt of the financial report of the National Tertiary Education Industry Union – ACT Division for the year ended 30 June 2006. The documents were lodged in the Registry on 29 January 2007.

As you know, the financial reporting process as prescribed in Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule) requires the reporting unit to undertake various steps in accordance with specified timelines. The Registry has produced a fact sheet which sets out in diagrammatic form the requisite sequence [http://www.airc.gov.au/fact\\_sheets/09\\_fact\\_sheet.pdf](http://www.airc.gov.au/fact_sheets/09_fact_sheet.pdf).

On the face of the documents submitted to the Registry, the reporting unit could not have complied with the legislative requirements if the information in those documents is accurate. For example, the Committee of Management resolution that triggers the reporting process occurred on the same day the report was, presented to the general meeting of members which preceded the date of the auditor's report which forms part of the full report that must be presented to members.

It is possible the dating of the documents does not reflect the actual sequence of events. If that is the case, I would be pleased if you would forward appropriately dated documents to the Registry and the report could then be filed; however, if that is not the case, the reporting unit will need to re-do some of the steps before the report could be filed.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart  
Statutory Services Branch

30 January 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30th JUNE 2006  
*Full Report***

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Neil Mudford, being the Division Secretary of National Tertiary Education Industry Union – Australian Capital Territory Division (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 10/1/07 ~~2006~~; and
- that the full report was presented to a general meeting of the members of the reporting unit on 20/12/06 ~~2006~~, in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 15 January 20067

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006**

**Principal Activities**

The principal activities of the Division during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

**Results of Principal Activities**

The Division's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Division.

**Significant Changes in the Nature of Principal Activities**

There were no significant changes in the nature of the Division's principal activities during the financial year.

**Significant Changes in the Division's Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Division.

**Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme**

No officer or member of the Division was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 1,380 (2005 – 1,511).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Division were 3.8 (being three full-time and one part-time employee) measured on a full-time equivalent basis.

**Members of the Committee of Management**

The persons who held office as members of the Committee of Management of the Division at the beginning of the financial year were:

|                           |                   |
|---------------------------|-------------------|
| Division President        | Judith Pabian     |
| Vice-President (Academic) | Di Adams *        |
| Vice-President (General)  | Rachael Bahl      |
| Division Secretary        | Neil Mudford      |
| Assistant Secretary       | Derek Corrigan    |
| Committee Member          | Michael O'Donnell |
| Committee Member          | Craig McGarty     |
| Committee Member          | Karen Hill        |
| Committee Member          | Deborah Crisp     |
| Committee Member          | Deborah Veness    |
| Committee Member          | Himanshu Pota     |
| Committee Member          | Alison Edwards    |

\* Di Adams resigned in February 2006.

There were no changes to the composition of the Committee of Management during the financial year 1<sup>st</sup> July 2005 to 30<sup>th</sup> June 2006 unless mentioned above.



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Manner of Resignation – s254(2)(c)**

Members may resign from the organisation in accordance with Rule 11 (Resignation from Membership) which reads as follows:

11.1 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.

11.2 A notice of resignation from membership takes effect:

(a) where the member ceases to be eligible to become a member of the Union

- (i) on the day on which the notice is received by the Union; or
- (ii) 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:

- (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- (ii) on the day specified in the notice;

whichever is later.

11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.

11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)

- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

Name NEIL ROBERT MUDFORD

Title DIVISION SECRETARY, ACT DIVISION

Signature 

Date: 20/12/2006

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT**

On 20 December 2006, the Committee of Management of the National Tertiary Education Industry Union – Australian Capital Territory Division (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2006:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the Division rules;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Divisions of that union;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT (Continued)**

- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
- (i) there has been no such activity undertaken by the reporting unit.

**For the Committee of Management:** Neil Mudford

**Title of Office Held:** Division Secretary

**Signature:** 

**Date:** 20/12/ 2006

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

|   | 2006           | 2005           |
|---|----------------|----------------|
|   | \$             | \$             |
| Profit from Continuing Operations                       | 54,908         | 94,261         |
| Retained Profits at the beginning of the financial year | 369,848        | 275,587        |
| Retained Profits at the end of the financial year       | <u>424,756</u> | <u>369,848</u> |

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**BALANCE SHEET  
AS AT 30th JUNE 2006**

|                                      | Note | 2006<br>\$     | 2005<br>\$     |
|--------------------------------------|------|----------------|----------------|
| <b>CURRENT ASSETS</b>                |      |                |                |
| Cash and Cash Equivalents            | 2    | 588,519        | 471,764        |
| Trade and Other Receivables          | 3    | 54             | 53,324         |
| <b>TOTAL CURRENT ASSETS</b>          |      | <u>588,573</u> | <u>525,088</u> |
| <b>NON CURRENT ASSETS</b>            |      |                |                |
| Plant & Equipment                    | 4    | 6,406          | 4,667          |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <u>6,406</u>   | <u>4,667</u>   |
| <b>TOTAL ASSETS</b>                  |      | <u>594,979</u> | <u>529,755</u> |
| <b>CURRENT LIABILITIES</b>           |      |                |                |
| Trade and Other Payables             | 5    | 27,006         | 26,624         |
| Employee Provisions                  | 6    | 40,092         | 40,121         |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <u>67,098</u>  | <u>66,745</u>  |
| <b>NON-CURRENT LIABILITIES</b>       |      |                |                |
| Employee Provisions                  | 6    | 103,125        | 93,162         |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <u>103,125</u> | <u>93,162</u>  |
| <b>TOTAL LIABILITIES</b>             |      | <u>170,223</u> | <u>159,907</u> |
| <b>NET ASSETS</b>                    |      | <u>424,756</u> | <u>369,848</u> |
| <b>MEMBERS' FUNDS</b>                |      |                |                |
| Retained Profits                     |      | 424,756        | 369,848        |
| <b>TOTAL MEMBERS' FUNDS</b>          |      | <u>424,756</u> | <u>369,848</u> |

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

|  | 2006           | 2005           |
|--|----------------|----------------|
|  | \$             | \$             |
| <b>INCOME</b>                            |                |                |
| Member Subscriptions                     | 372,266        | 367,231        |
| Interest Received                        | 19,683         | 18,036         |
| Contributions                            | 10,500         | 14,000         |
| Other Income                             | 5,080          | 12,500         |
| <b>DIVISION INCOME</b>                   | <u>407,529</u> | <u>411,767</u> |
| <b>EXPENDITURE</b>                       |                |                |
| Administration                           | -              | 6,250          |
| Amortisation                             | 1,508          | 2,888          |
| Audit                                    | 3,000          | 1,950          |
| Bank Charges                             | 321            | 76             |
| Campaign - Merchandise                   | 1,000          | -              |
| Computer Expenses                        | 1,664          | 923            |
| Consultancy Fees                         | 2,850          | 1,534          |
| Depreciation                             | 1,639          | 1,600          |
| Donations & Gifts                        | 58             | 1,000          |
| Employee Provisions                      | 9,934          | 3,120          |
| Equipment Hire                           | 110            | 695            |
| Insurance                                | 8,121          | 9,730          |
| Leasing Charges                          | -              | 537            |
| Loss on sale of Asset                    | 589            | -              |
| Meeting Expenses                         | 659            | -              |
| Minor Equipment Purchases                | 939            | 1,073          |
| Operating Expenses                       | -              | 2,744          |
| Payroll Tax                              | 16,842         | 14,140         |
| Postage                                  | 244            | 134            |
| PRD Administration Fees                  | 5,109          | -              |
| Printing & Stationery                    | 6,376          | 452            |
| Recruitment Program                      | -              | 926            |
| Rent                                     | 8,838          | 12,500         |
| Repairs & Maintenance                    | -              | 204            |
| Salaries & Wages – Employees             | 233,065        | 204,686        |
| Subscriptions                            | 3,244          | 799            |
| Sundry Expenses                          | 3,136          | -              |
| Superannuation                           | 25,115         | 34,076         |
| Telephones, Data, IT, & E-Mail           | 1,367          | 1,713          |
| TLC Expenses                             | 11,844         | 5,156          |
| Training & Welfare                       | 1,061          | 7,645          |
| Travel                                   | 3,988          | 955            |
| <b>DIVISION EXPENDITURE</b>              | <u>352,621</u> | <u>317,506</u> |
| <b>PROFIT FROM CONTINUING OPERATIONS</b> | <u>54,908</u>  | <u>94,261</u>  |

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

|  | 2006                  | 2005                  |
|--|-----------------------|-----------------------|
|  | \$                    | \$                    |
|  | Inflows<br>(Outflows) | Inflows<br>(Outflows) |
| Cash flows from Operating Activities                                   |                       |                       |
| Receipts from members  | 425,536               | 341,799               |
| Interest received  | 19,683                | 18,036                |
| Other income   | 15,580                | -                     |
| Payments to suppliers & employees                                      | (338,569)             | (280,885)             |
|  | <hr/>                 | <hr/>                 |
| Net cash provided by operating activities – Note B                     | 122,230               | 78,950                |
|  | <hr/>                 | <hr/>                 |
| Cash flows from Investing Activities                                   |                       |                       |
| Purchases of fixed assets  | (5,475)               | -                     |
|  | <hr/>                 | <hr/>                 |
| Net cash (used in) investing activities                                | (5,475)               | -                     |
|  | <hr/>                 | <hr/>                 |
| Cash flows from Financing Activities                                   |                       |                       |
| Proceeds from borrowing  | -                     | (2,176)               |
|  | <hr/>                 | <hr/>                 |
| Net cash (used in) financing activities                                | -                     | (2,176)               |
|  | <hr/>                 | <hr/>                 |
| Net increase in cash and cash equivalents held                         | 116,755               | 76,774                |
| Cash and cash equivalents at the beginning of the financial year       | 471,764               | 394,990               |
|  | <hr/>                 | <hr/>                 |
| Cash and cash equivalents at the end of the financial year –<br>Note A | <u>588,519</u>        | <u>471,764</u>        |



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

|  | 2006 | 2005 |
|--|------|------|
|  | \$   | \$   |

Note A Reconciliation of Cash and Cash Equivalents

For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:

|                           |         |         |
|---------------------------|---------|---------|
| Cash on Hand              | 303     | -       |
| Cash at Bank              | 125,720 | 235,025 |
| Interest Bearing Deposits | 462,496 | 236,739 |
|                           | 588,519 | 471,764 |
|                           | 588,519 | 471,764 |

Note B Reconciliation of net cash provided by operating activities to profit from continuing operations

|  |         |          |
|--|---------|----------|
| Profit from continuing operations                            | 54,908  | 94,261   |
| Non-cash flows in profit from continuing operations:         |         |          |
| Amortisation   | 1,508   | 2,888    |
| Depreciation   | 1,639   | 1,600    |
| Loss on disposal of fixed assets                             | 589     | -        |
| Changes in Assets & Liabilities:                             |         |          |
| (Increase) / decrease in trade and other current receivables | 53,270  | (39,432) |
| Increase / (decrease) in trade and other payables            | 382     | 17,143   |
| Increase / (decrease) in employee provisions                 | 9,934   | 2,490    |
|  | 122,230 | 78,950   |
|  | 122,230 | 78,950   |

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30th JUNE 2006**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Australian Capital Territory Division as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – Australian Capital Territory Division is a division of that organisation.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

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

**(a) Fixed Assets**

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Division. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

| Class of asset                 | Depreciation Rate |
|--------------------------------|-------------------|
| Office Furniture and Equipment | 20 - 40%          |

**(b) Revenue**

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

**(c) Provision for Employee Entitlements**

The provision relates to annual leave and long service leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

**(d) Leases**

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.

**(e) Income Tax**

No income tax has been provided, as the Division is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

**(f) Information to be provided to members or registrar**

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows:

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

Note: This sub-section is a civil penalty provision

**(g) Economic Dependency**

The Division is not economically dependent on any other reporting units of the organisation.

**(h) Segment Reporting**

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in the Australian Capital Territory.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

|  | 2006         | 2005     |
|--|--------------|----------|
|  | \$           | \$       |
| <b>2. CASH AND CASH EQUIVALENTS</b>          |              |          |
| Cash on Hand                                 | 303          | -        |
| Cash at Bank                                 | 125,720      | 235,025  |
| Interest Bearing Deposits                    | 462,496      | 236,739  |
|  | 588,519      | 471,764  |
| <b>3. TRADE AND OTHER RECEIVABLES</b>        |              |          |
| Accrued Member Subscriptions                 | -            | 51,283   |
| GST Owed by the ATO                          | 54           | -        |
| Prepayments                                  | -            | 1,861    |
| Sundry Receivables                           | -            | 180      |
|  | 54           | 53,324   |
| <b>4. PLANT AND EQUIPMENT</b>                |              |          |
| Leased Plant & Equipment                     | 11,550       | 11,550   |
| Less : Accumulated Depreciation              | (10,790)     | (9,282)  |
|  | 760          | 2,268    |
| Office Furniture and Equipment- at cost      | 14,143       | 13,558   |
| Less : Accumulated Depreciation              | (8,497)      | (11,159) |
|  | 5,646        | 2,399    |
|  | 6,406        | 4,667    |
| <b>Movements in Carrying Values</b>          |              |          |
| Opening balance at the beginning of the year | 4,667        | 9,155    |
| Additions                                    | 5,475        | -        |
| Disposals                                    | (2,097)      | -        |
| Depreciation                                 | (1,639)      | (4,488)  |
| Closing balance at the end of the year       | 6,406        | 4,667    |
| <b>5. TRADE AND OTHER PAYABLES</b>           |              |          |
| Trade Creditors                              | 13,876       | -        |
| Sundry Creditors And Accruals                | 11,838       | 22,770   |
| Interest Bearing Liabilities                 | Note 7 1,292 | 3,854    |
|  | 27,006       | 26,624   |

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

|  | 2006                | 2005           |
|--|---------------------|----------------|
|  | \$                  | \$             |
| <b>6. EMPLOYEE PROVISIONS</b>                          |                     |                |
| <b>Current</b>   |                     |                |
| Annual Leave   | 14,469              | 19,159         |
| Staff Development Fund                                 | 25,623              | 20,962         |
| <b>Non-Current</b>                                     |                     |                |
| Long Service Leave                                     | 50,322              | 42,859         |
| Provision for Backfilling                              | 52,803              | 50,303         |
|  | <u>143,217</u>      | <u>133,283</u> |
| <b>7. LEASING COMMITMENTS</b>                          |                     |                |
| Finance Lease - being for lease of photocopier Payable |                     |                |
| Not later than 12 months                               | 1,353               | 2,712          |
| Between 12 months and 5 years                          | -                   | 1,353          |
| Greater than 5 years                                   | -                   | -              |
| Minimum lease payments                                 | 1,353               | 4,065          |
| Less future finance charges                            | (61)                | (211)          |
| Total finance lease liability                          | <u>1,292</u>        | <u>3,854</u>   |
| Represented by:  |                     |                |
| Current liability                                      | 1,292               | 2,562          |
| Non-current liability                                  | -                   | 1,292          |
|  | <u>Note 5 1,292</u> | <u>3,854</u>   |
| Operating lease – being for lease of premises Payable  |                     |                |
| Not later than 12 months                               | 8,838               | -              |
| Between 12 months and 5 years                          | 26,514              | -              |
| Greater than 5 years                                   | -                   | -              |
|  | <u>35,352</u>       | <u>-</u>       |

The lease of the premises is for a five year term, and no option exists for a further extension of the lease after the expiry of this term.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

**8. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The reporting 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 those financial assets and liabilities, is as follows:

|                           | Weighted Average Effective<br>Interest Rate |       | Floating Interest<br>Rate |           |
|---------------------------|---|-------|---------------------------|-----------|
|                           | 2006  | 2005  | 2006                      | 2005      |
| Financial Assets          |   |       |                           |           |
| Cash at bank              | 4.00%                                       | 4.00% | \$125,720                 | \$235,025 |
| Interest Bearing Deposits | 5.74%                                       | 5.74% | \$462,496                 | \$236,739 |

No financial assets are subject to a fixed interest rate.

No financial liabilities are subject to any interest rate.

**(b) Credit Risk**

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

**(c) Net Fair Values**

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

**9. UNION DETAILS**

The office of the Division is located at;

G Block  
Cnr McDonald Lane & McDonald Place  
Australian National University  
CANBERRA ACT 0200

**INDEPENDENT AUDIT REPORT**

**TO THE MEMBERS OF**  
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**AUSTRALIAN CAPITAL TERRITORY DIVISION**

**Scope**

*The financial report and trustees' responsibility*

The general purpose financial report comprises the income statement, balance sheet, detailed income statement, cash flow statement and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Australian Capital Territory Division for the year ended 30<sup>th</sup> June 2006.

The trustees of the division are responsible for the preparation and true and fair presentation of the general purpose financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the general purpose financial report.

**Audit Approach**

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

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996 including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the division's financial position, and of its performance as represented by the results of its operations and its cash flows.

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

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

**INDEPENDENT AUDIT REPORT**

**TO THE MEMBERS OF  
NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION**

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

**Independence**

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

**Audit Opinion**

In our opinion, the general purpose financial report of the National Tertiary Education Industry Union – Australian Capital Territory Division is presented fairly in accordance with:

- (i) applicable Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and
- (ii) other mandatory professional reporting requirements.

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants  
Camberwell

*A. Wehrens*

ANDREW WEHRENS  
Member of The Institute of Chartered  
Accountants in Australia – 79117, holder  
of a current Certificate of Public Practice  
*31st December* 2006